

Sr. No..... (For office use only)

APPLICATION FOR EMPANELMENT OF ARCHITECTS / CONSULTANTS

Name of the Applicant: M/s.

Last date of submission: dd/mm/2012

Central Bank Of India
Regional Office,
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Empanelment of Architect / consultants

- 1.0 Central Bank of India Regional Officeis coming up with major civil, furnishing and repair / rehabilitation of its branches/premises.
- 2.0 Applications are invited for empanelment of experienced, reputed and competent architect / consulting firms in the following categories :-

Civil, Interior &Furnishing work

- a) Projects/work costing up to Rs.25 lacs
- b) Projects/work costing up to Rs.50 lacs
- c) Projects/work costing up to Rs.100 lacs

Structural Repairs/Rehabilitation work

- a) Projects/work costing up to Rs. 50lacs
- b) Projects/work costing up to Rs.100 lacs

- 3.0 The applicant is requested to tick the category he is applying for. The applicant who wishes to apply for more than one category shall submit separate application forms.
- 4.0 Architect / consultant shall apply for empanelment in prescribed format, which can be down loaded from the web site.

The criteria for selection of Architects shall be as per IBA Guidelines as under:-

- The Architects/consultants, who are already working with the Bank to be considered.
- Persons who have Graduate/Post Graduate Diploma in Architecture /respective branch of engineering either from India or abroad and/or have done considerable extent of work as architect for a period of more than three years to be considered.
- Members of Council of Architecture & AIIA/Institution of Engineers for consultancy or any other professional institutes.
- Members of Council of Architecture or any other professional institute.
- As minimum criteria for empanelment, consultants/architects should have successfully executed at least one work of similar nature of comparable magnitude/value in the past three years.

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- 4.1 The architects/ consultants should have PAN & Service Tax nos.
- 4.2 The firm must executed work for foreign / private / public sector banks or public / private sector organization
- 4.3 The applicant should enclose draft (non refundable) for Rs. 500/- in favor of Central Bank of India, payable at respective cities where applications are submitted. The document submitted without the prescribed application fee will be summarily rejected.
- 5.0 Architects / consultants shall also authorise the Bank to approach his Employers, Clients, Corporations, Organization, etc. to verify Architect / consultant's general reputation / competence.
- 6.0 The Bank reserves the rights to accept or reject any application.
- 7.0 Completed empanelment document shall be submitted up to the last date given in advertisement, during office hours to the office of **Regional Manager, Central Bank of India,.....Regional Office at.....on/before.....**

:3:

**GUIDELINES FOR SUBMISSION OF APPLICATION FORM FOR
EMPANELMENT OF ARCHITECT / CONSULTANTS FOR
CIVIL, FURNISHING AND REPAIR / REHABILITATION WORKS**

1. Application form for empanelment shall be submitted in sealed envelope super scribing **‘Application for Empanelment as Architect ForCategory.....’**
2. The application shall be submitted strictly in the format as mentioned along with the supporting documents.
3. The application shall be signed by the person/s on behalf of the organization having necessary Authority / Power of Attorney to do so. Each page of the application shall be signed and copy of Power of Attorney / Memorandum of association (Wherever applicable) shall be furnished along with application.
4. If the space in Proforma is insufficient for furnishing full details, such information may be supplemented on separate sheet stating therein the part of Proforma and serial number. Separate sheets may be used for each part of application. While filling up the application with regard to list of important projects completed or on hand the applicant shall only include major works handled by the firm.
5. The applicant should ensure that the application is delivered at the given address within prescribed date and time as mentioned in the advertisement.
6. Application containing false and / or incomplete information is liable for rejection.
7. The bank reserves right to accept or reject any or all the application.
8. **The application should be submitted to Regional Manager, Central Bank of India,.....Regional Office at.....on/before.....**

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To,

**Regional Manager,
Central Bank of India,
.....Regional Office**

Ref: Application for empanelment as architect / consultant.

Dear Sir,

I / we have read and understood the instructions and the Terms & Conditions mentioned in the application form. I / we do hereby declare that the information furnished in the application and the supplementary sheets are correct to the best of my knowledge and belief.

I / we authorise Bank to approach our employers, clients, corporation, organisation etc. to verify the facts submitted by us.

Signature of applicant with seal

Name:

Designation:

Address:

Place

Date:

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Information to be furnished by the applicants

1	Name of the organisation		
2	Address	Postal address	
		Telephone nos	
		E-mail address	
3	Year of establishment		
4	Status of the firm (Enclose copy)		
5	Name of Directors/ Partners / Proprietor		i) ii) iii)
6	Whether registered as a member of the Council of Architecture. If so, mention number and date. (Enclose copy)		
7	Name and address of Bankers		i) ii) iii) iv)
8	Name of completed projects. (i) Minimum two projects of similar nature and of 80% of the maximum value in the applied category during the last three years OR (ii) at least three project of minimum value 60% of the upper limit in the category applied for to the satisfaction of the client / customer. (Details to be furnished in proforma 1)		i) ii) iii)
9	List of the key persons permanently employed (Details to be furnished in proforma 2)		i) ii) iii)
10	Important major projects on which the firm is engaged at present and their estimated cost, stage of work viz. planning and construction, the full address of clients shall be indicated against each project. (Details to be furnished in proforma 3)		i) ii) iii)
11	Whether an assessee of income tax, if so, mention permanent account number furnish copies of Income Tax Clearance Certificate.		
12	Furnish copies of audited Balance Sheet and Profit & loss account (audited) for the last three years.		
13	If you are registered in panel of other organisation / Statutory bodies such CPWD, PWD, MES, Banks, etc, furnish their name, Category and date of registration.		i) ii) iii) iv)

:7:

List of Documents to be enclosed with application form.

1. Status of the Firm / Registration certificate / Memorandum of association
2. I. Tax. Clearance certificate.
3. Profarma-I
4. Profarma-II
5. Proforma-III
6. Photograph (CD) of major work executed.
7. Letters of owners / organizations informed in Proforma I having completed the projects satisfactorily.
8. Three years balance sheet.
9. Copy of power of attorney (wherever applicable)
10. The applicant should enclose draft (non refundable) for Rs. 500/- in favor of Central Bank of India, payable at respective cities where applications are submitted.

PROFORMA –1
PARTICULARS IN RESPECT OF WORK EXECUTED

Sr.No	Name of the work/ project executed with address	Short description of work executed	Name and address of owner	Area and value of building / work executed	Stipulated time and date of completion	Actual time and date of completion	Any other relevant information
1							
2							
3							

Signature of the Applicant

PROFORMA- 2
LIST OF KEY PERSONAL PERMANANTLY EMPLOYED

Sr. No.	Name	Designation	Qualification	Experience	Years with the Firm	Any other information

Signature of the Applicant

PROFORMA -3
PARTICULARS IN RESPECT OF WORK IN HAND

Sr. No	Name of the work/ project executed with address	Short description of work executed	Name and address of owner	Value of work executed	Stipulated time of completion	Status Of Work	Any other relevant information
1							
2							
3							
4							
5							
6							
7							

Signature of the Applicant
