



DOCUMENT FOR EMPANELMENT OF ARCHITECTS
FOR INDIAN BANK

TRADE : ARCHITECTURAL SERVICES

DATE OF PUBLICATION - 01.07.2020

LAST DATE FOR SUBMISSION OF APPLICATIONS – 28.07.2020

Ref. No.: CO:EST:EMP-ARCH:2020-21:001c

(For Applicant name starting from R to Z & others)

ASSISTANT GENERAL MANAGER (P&E)
Indian Bank, Corporate Office,
Premises, Estate & Expenditure Dept,
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**NOTICE INVITING APPLICATION FOR
EMPANELMENT OF ARCHITECTS**

Indian Bank, Corporate Office, Chennai invites applications for empanelment of Architects for civil construction, repair, maintenance, interior projects, composite works, fire fighting, Electrical, Air-conditioning, Networking, CCTV, fire alarm system, landscaping, plumbing, structural, etc. **(Works up to Rs 80 lakhs)** in the Indian Bank's branches/ offices / residences etc. on PAN INDIA. Full details and format for submission of application forms can be downloaded from our website: www.indianbank.in/tender . **The architects who are already there in the panel of Indian Bank/ erstwhile Allahabad Bank (e-AB) also should submit application for the empanelment afresh.**

The application can be downloaded from the website: <https://indianbank.in/tenders> & e-procurement portal: <https://indianbankeprocure.etenders.in> . Clarifications, modifications and date of extensions, if any, will also be posted on the same website(s) and paper publication is done for the information regarding publishing the Application, however clarifications, Modifications and date of Extensions, if any, will be posted in website only.

Duly completed applications in the prescribed format with required proof of e-transfer of processing fee etc. should be submitted **online in .pdf format** on or before due date & time i.e. before 03.00 pm on 28.07.2020.

The online submitted applications will be opened on 28.07.2020 at 03.30 pm.

Applicants should enroll / register before participating through website - <https://indianbankeprocure.etenders.in> . Applications have to be submitted online only at the above mentioned website.

The applicants have to download the tender document from our Banks website and the duly filled in tender document has to signed and stamped on all pages. Upon completion, the tender documents (all pages) along with the copy of the proof of e-transfer of processing fee have to be scanned in **.pdf format**. **Only the scanned copy of the proof of e-transfer of processing fee and tender document to be uploaded in the portal. No other supporting documents to be scanned and enclosed now.**

For operational convenience the applicants are advised to submit their application in the categories as below:

S.No.	Applicant name starting from alphabets	Reference no.
1	A to H	CO:EST:EMP-ARCH:2020-21:001a
2	I to Q	CO:EST:EMP-ARCH:2020-21:001b
3	R to Z & others	CO:EST:EMP-ARCH:2020-21:001c

In the price bid template, the applicant is requested to fill the Amount columns with Zero value to enable them to upload the entire application. Any other value other than Zero will considered as Zero Value only.

The evaluation will be done by the Bank over the self declared tender document submitted by the applicants. Marks will be assigned by the Bank for each and every category provided in the Evaluation Criteria as per the self declaration provided by the applicant. Only the applicants



who have qualified with minimum marks, will be informed to submit the credentials through soft copy to validate their self declaration provided in the Evaluation criteria.

In case, any discrepancies are noted between the self declaration and credentials submitted or if the applicant fails to submit any credentials in support of any of the Evaluation criteria, the application submitted by applicant will be disqualified by the Bank and it will not be further processed. It may please be noted that the Certificates/ Credentials must be dated prior to the date of tender application. In all Certificates/ Credentials the applicant should sign, stamped, tender reference no. & date of submission to be quoted)

Any queries in this regard have to be reach us in our E-mail: hoestate@indianbank.co.in on or before 21st July 2020.

The category wise empanelment of Architects is as follows:

Trade	Category	Value of works upto Which the Architect Can Participate
Architect (Civil construction, plumbing, structural repair & maintenance, Interior projects and composite works with Electrical, Air-conditioning, Networking, CCTV, fire alarm & fighting system, landscaping, etc.)	A	Upto Rs.25 lakh
	B	Upto Rs.50 lakh
	C	Upto Rs.80 lakh

The eligibility criteria, terms and conditions, application format and other details / requirements are as under:

(I) ELIGIBILITY CRITERIA:

Sr. No.	A. General Criteria	
1.	The applicant has to be either a Proprietor or a Partner, in an Architectural firm. In partnership architect firms, all the partners should be qualified Architects only	
2.	Graduate / Post graduate degree in Architecture from a recognized University / Deemed Institution from India or abroad with minimum 7 years of experience in planning and designing for civil, interior, repair & renovation works etc. as on 31.03.2020.	
3.	Applicant Architect shall be a Member of Council of Architects (COA)/ Indian Institute of Architects and shall have minimum 7 years of experience.	
	B. Evaluation Criteria	
	(The marks will be assigned as per the minimum/ maximum parameters in each category)	
1.	Educational Qualification	
i.	Bachelor Degree (Architecture)	☐ Please tick
ii.	Master Degree (Master of Architecture/ Engineering)	☐ Please tick
2.	Experience in planning and designing for civil, interior, repair & renovation works etc.	
i.	More than 7 years but less than 10 years	☐ Please tick
ii.	10 years and above	☐ Please tick

3.	<u>AVERAGE</u> Financial Turnover in last 3 years ending on 31st March of last financial year i.e. 31.03.2019 (audited balance sheet of last 3 years to be filled in)
i.	30% and above of the upper limit of the category in which the applicant wish to empanel i.e. Category A = Rs.7.5 lakh ☐ Please tick Category B = Rs.15 lakh ☐ Please tick Category C = Rs.24 lakh ☐ Please tick
ii.	100% and above of the upper Limit in the category in which the applicant wish to empanel i.e. Category A = Rs.25 lakh ☐ Please tick Category B = Rs.50 lakh ☐ Please tick Category C = Rs.80 lakh ☐ Please tick
4.	<u>Work Experience</u> : experience in having successfully completed similar works of value as prescribed in below Table for Government/ Semi-Government/ PSUs/ PSBs/ Autonomous bodies of State or Central Govt. / Financial Institutions / Companies or Institutions (where the applicant has rendered architectural service for a project value of Rs.50 lakh and above through tendering process) during the last 7 years ending on 31.03.2020.
i.	Three similar nature of work costing at-least 40% of upper limit of the category in which the applicant wish to empanel i.e. Category A = Rs.10 lakh ☐ Please tick Category B = Rs.20 lakh ☐ Please tick Category C = Rs.32 lakh ☐ Please tick
ii.	Two similar nature of work costing at-least 50% of upper limit of the category in which the applicant wish to empanel i.e. Category A = Rs.12.5 lakh ☐ Please tick Category B = Rs.25 lakh ☐ Please tick Category C = Rs.40 lakh ☐ Please tick
iii.	One similar nature of work costing at-least 80% of upper limit of the category in which the applicant wish to empanel i.e. Category A - Rs.20 lakh, ☐ Please tick Category B - Rs.40 lakh ☐ Please tick Category C - Rs.64 lakh ☐ Please tick
5.	Successfully completed projects in the last 2 years (2017-18 & 2018-19)
i.	2 to 5 completed projects ☐ Please tick
ii.	More than 5 projects ☐ Please tick
6.	Empanelled with other organizations such as Banks/ PSUs/ Govt. / Autonomous bodies of State or Central Govt./ Insurance Companies
i.	More than 2 organizations but less than 5 ☐ Please tick
ii.	5 organizations and above ☐ Please tick
7.	Previous experience in working with PSBs
	☐ Yes ☐ No

8.	Previous Association with Indian Bank/ e-Allahabad Bank ☐ Yes ☐ No
9.	Applicant should have sufficient number of experienced Technical personnel in payroll of the firm for last 2 years as on 31.03.2020 (Apart from the Chief Architect who should have 7 years of experience, other technical staffs to have min. 3 years of experience)
i.	Having 1 Architect (apart from Chief Architect) and 2 Site Engineers – (Minimum)
ii.	More than 2 Architects (apart from Chief Architect) and 3 Site Engineers – (Minimum)
10.	Having Udyog Aadhar Number ☐ Yes ☐ No
11.	Having Branch Offices in
i.	less than 2 locations ☐ Please tick
ii.	More than 2 locations ☐ Please tick
12.	Publications by Proprietor/ Partner ☐ Yes ☐ No
13.	Awards won by the Proprietor/ Partner ☐ Yes ☐ No
14.	Proprietor/ Partner having GRIHA CP/ LEED AP / IGBC AP ☐ Yes ☐ No

Note:

A. Minimum marks to get qualified in various categories are as follows:

Category A	Minimum 50 Marks
Category B	Minimum 60 Marks
Category C	Minimum 70 Marks

- B. Please fill up the data requested in the Annexures of this document with self certification. When Bank calls for the proof for the declarations made in the Annexures the applicants have to enclose the scanned soft copy of the document in .PDF format and send it to the e-mail address given.
- C. The applicant Architect/ firm should not have been disqualified / debarred / terminated on account of poor or unsatisfactory performance / blacklisted by any Government / Semi -Government, PSU / Banks, or any other organizations including any of the Offices / Branch of Indian Bank, as on the date of publication of this notice. The application of disqualified/ debarred/ blacklisted/ terminated Architects on account of poor or unsatisfactory performance shall be summarily rejected.
- D. The experience certificate (Evaluation Criteria, Point No.4) obtained from the Companies or Institutions (where the applicant has rendered architectural service for a project value of Rs.50 lakh and above through tendering process) should confirm that the works were executed through tendering process only. Also supporting documents i.e. Work order, Proof of payment (TDS statement) and Satisfactory Completion Certificate Obtained from the Clients to be submitted, when it is called for.

- E. Sufficient documentary evidence (such as proof of payment of Salary) to be submitted for having the said Technical personnel in the payroll of the firm for last 2 years as on 31.03.2020, when it is called for.
- F. Applicant should furnish Income Tax PAN, GST Certificate, Udyog Aadhar No. and Copies to be submitted, when it is called for.
- G. The applicant should have Main office/ Branch Offices in any of the following Bank's Zonal Office regions (within 100 km radius from centre of the city / town) to which they wish to get empanelled:

Agra	Delhi	Kolkatta	Pune
Ahmedabad	Deoghar	Kozhikode	Raipur
Allahabad	Dibrugarh	Krishnagiri	Ranchi
Amaravathi	Ernakulam	Kumbakonam	Salem
Amritsar	Gaya	Lakhimpur Kheri	Sambalpur
Asansol	Gonda	Lucknow	Satna
Bahraich	Gorakpur	Ludhiana	Siliguri
Barasat	Guwahati	Madurai	Surat
Bengaluru	Hamirpur	Meerut	Thane
Berhampur	Hubballi	Midnapore	Thiruvananthapuram
Bhagalpur	Hyderabad	Mirzapur	Tirunelveli
Bhopal	Jabalpur	Moradabad	Tirupathi
Bhubaneshwar	Jaipur	Mumbai	Tiruvannamalai
Chandigarh	Kancheepuram	Muzaffarpur	Trichy
Chennai	Kanpur	Nagpur	Udaipur
Chinsurah	Karakudi	Noida	Varanasi
Coimbatore	Karimnagar	Patna	Vellore
Cuddalore	Karimnagar	Poonamallee	Vijayawada
Dehra Dun	Karnal	Puducherry	Visakhapatnam

The applicant has to submit the documentary evidence for having their main/ branch office in the above said Zonal Office region, when it is called for.

- H. A Non-Refundable processing fee of Rs.1,000/- (Rupees One Thousand only) to be paid through online only. The applicant has to transfer the cost of processing fee to the following account number through NEFT/ RTGS/ IMPS/ UPI :

Account Name : HO Expenditure
 Bank A/c Number : 432438421, Current Account
 Bank Name : Indian Bank
 IFSC Code : IDIB000H003
 Branch Name : Harbour Branch, Chennai

The transaction reference number and date has to be mentioned in the application.

The application not meeting any of the above eligibility criteria, without the Processing Fee and tender document (signed & sealed) will be summarily rejected without further communication in this regard.

(II) SCOPE OF WORK:

Architects' services include planning, designing, periodical supervision & execution of Civil Engineering works, interior furnishing works, other infrastructure creation works for the offices/ Branches/ Residences of the Bank, providing the specifications of the materials, assisting the Bank in finalizing the contractor and supervision of the Civil / interior works. The panel architects services will also be availed for planning, designing and execution of redeveloping of Banks own buildings involving the approval for the same from the local Authorities.

Detailed Duties/Functions of Architect with Supervision Responsibility

The architect shall render the following services (not limited to) in connection with the project:

- Taking Bank's instructions, visiting the site, preparing layout, which shall be in accordance with specifications/ standards, regulations, etc. (including carrying out necessary revisions till the sketch designs are finally approved by Bank), making approximate estimate of cost.
- Preparing architectural working drawings, lay out drawings for water supply and drainage, electrical installations, telephone installations, etc., detailed estimates and all such other particulars as may be necessary for preparation of bill of quantities.
- Preparing detailed tender documents specification, bill of quantities, including detailed analysis of rates based on market rates, time and progress charts, etc.
- Preparing tender notices for issue by Bank, assisting Bank in inviting tenders from pre qualified / short listed parties and submitting assessment reports thereon, together with recommendations specifying abnormally high and low rated items. Preparing contract documents and getting them executed by the concerned contractors.
- The assessment report shall be based on proper analysis of rates with constants from an approved Standard Hand Book and market rates of materials and labour for major items of works costing about 90% of the estimated cost of the work.
- All commercial conditions shall be evaluated in financial terms instead of merely saying whether a condition may be accepted or not.
- When conditions are not susceptible of evaluation, the alternative procedure of calling all the tenderers for negotiation and asking them to submit a final application based on the terms and conditions accepted to the Bank may be adopted.
- Preparing for the use of the Bank, the contractor and site staff, 4 copies of contract documents for all trades including all drawings, specifications, and other particulars. Preparing such further details and drawings as are necessary for proper execution of the works.
- Assuming full responsibility for supervision and proper execution of all works by General and Specialist Contractors who are engaged from time to time, including control over quantities during the execution to restrict variation, if any, to the minimum.
- No deviations or substitutions should be authorized by the architect without working out financial implication, if any, to the contractor and before obtaining approval of the Bank.

- Checking measurements of works at site, checking contractor's bills, issuing periodical certificates for payments, and passing and certifying accounts, so as to enable the Bank to make payments to the contractors and adjustments of all accounts between the contractors and the Bank. Architects shall assume full responsibility for all measurements certified by them. It shall be mandatory on the part of the Architect to check the measurements of various items in each running bill.

'Certified that the various items of work claimed in this running bill/ final bill by the contractors have been completed to the extent claimed and at appropriate rates and that the items are in accordance with and fully confirming to the standard/ prescribed specifications in tender and drawings. I/ We further certify that I/we have checked the measurements of each item claimed in this bill. Hence, the running bill/ final bill is recommended for payment of Rs. _____/-'

(Signature of the Architect)

Date _____

- The Architect shall submit the above certification along with the relevant Measurement Books/ sheets & contractors bill.
- On completion of the project, prepare "As-Built" completion drawings of architectural & Civil, water supply & drainage works, and electrical & other services along with a brief report on the project for the records of the Bank.
- Further, the Architect shall verify and confirm that identification marks are made on all service installations/ cables/ wiring etc for easy identifications to carry out maintenance jobs.
- The Architects shall be wholly responsible for the successful completion of the project in all respects consistent with safety from the inception up to the handing over for occupation to the Bank.
- The Architects shall assist the Bank in all arbitration proceedings, if any, between the contractors and the Bank and also defend the Bank in such proceedings. Assisting Bank authorities in preparing reply of the observations of CTE / CVC/ other statutory.
- The Architect shall furnish one complete set of layout designs, drawings and detailed estimate for the Bank's record.
- Any other services connected with the work usually and normally rendered by the Architects, but, not referred to herein above.

(III) GENERAL CONDITIONS:

- (i) The Architects should submit their application for a specific category in which they wish to get empanelled. The Architects shall fulfill the eligibility criteria for the category they apply. However, Architects empanelled in higher category shall be eligible for works in the lower category also.
- (ii) **The Architects empanelled by Indian Bank / e-AB in the past need to apply afresh. else, they will not be considered for empanelment for future projects.** as their existing empanelment will not be valid after this fresh empanelment. For the Architects whose projects are already in progress, the Architect if he has not applied afresh and empanelled in the new process, his / her empanelment will get terminated upon completion of the said project.
- (iii) Bank may choose to carry out physical inspection of works mentioned by the applicants in their application forms, in addition to calling for confidential reports from the respective employer/client/department to ascertain their capability and quality of works.
- (iv) The performance of all the empanelled Architects shall be reviewed by the Bank periodically (say once in 2 years) and the Architects with unsatisfactory performance **shall be removed from the panel without notice and no correspondence will be entertained in this regard in the future.**
- (v) If the Architect is not responsive for the tenders (NIT) called by the Bank for three consecutive occasions, Bank reserves the right to seek clarifications from the Architect for their non participation for the tender notices. **If the reply received is not convincing, their empanelment will be terminated after that. In case, if no reply is received within 30 days their empanelment will get automatically terminated without notice.**
- (vi) Weightage will be given to those Architects who have history of timely completion of works / projects taken up by them during the last 2 years (as on 31.03.2019). The Architects prone to delay the projects without valid reasons may be disqualified by the Bank within its sole discretion.
- (vii) The panel of Architects will be valid for five years and they will be entitled to participate anywhere in the selected zones of Indian Bank and in the projects initiated by Corporate Office in Chennai (Subject to fulfillment of Clause no.iv above).
- (viii) If a Zonal Office does not have sufficient Empanelled Architects, Bank has the right to use the Empanelled Architects from the neighboring Zonal office which can be reachable in overnight travel.
- (ix) The empanelled Architect/ Architectural Firm/ firm shall not modify the existing partnership or enter into any fresh partnership without the prior approval of the Bank. Such proposal, if any shall be submitted in advance giving full details of the intended changes and drafts documents like partnership deed etc. as applicable. Any change in the status of the Architect/ Architectural Firm without prior approval, will render the Architect/ Architectural Firm to be removed from the approved list of architects.
- (x) If the number of original partners/ employers of a firm reduces to less than half due to any reason, the empanelment of the firm shall be withdrawn.

- (xi) Under any circumstance, it is established that due to the fault of the Empanelled Architect, the Bank has to pay any extra amount due to cost overrun of the project, over measurements/ faulty description of items or any other lapse on the part of the Architect, necessary recovery may be effected from the Architect/ Architect Firm and/or from fees payable to them.
- (xii) Applicant will have to submit valid e-mail ID, cell no. and Digital Signature to enable the firms for participation in the online procurement / e-tendering if Bank decides to do so.
- (xiii) For assessing the Annual Turnover of the last 3 years, Architects must submit valid documents viz copy of Income Tax Return, copies of IT assessment order, Profit & Loss Account and Audited Balance Sheet for the last 3 years, **when it is called for.**
- (xiv) The applicant shall agree to obtain the confidential report from their clients, to obtain credit opinion from the Bankers and to verify the work executed them. The applicant shall make necessary arrangements for the same.
- (xv) The intending applicants are categorically advised to submit the empanelment documents strictly in the attached formats only. Any addition / alteration to the application format shall lead to rejection of the application submitted by the applicant for the empanelment under this notice. The information required should be neatly filled in **blue ink** / typed in **each and every columns and rows** of the Formats / annexures. The applications received with "partly filled formats" or not containing desired information in each and every columns / points / row shall be treated as INCOMPLETE and such applications shall be summarily rejected without any intimation / reference to the applicant and at the applicant's risk and responsibility.
- (xvi) The eligibility criteria mentioned above is minimum, in each category. Thus, the empanelment of Architects in each category shall be considered by the Bank purely on merits, performance of the applicant in timely execution of the project with quality, verification of their credentials / inspection of work for quality, infrastructure feedback / confidential reports of the firms/ applicant received from other employers etc. Hence, merely fulfilling the prescribed minimum prequalification criteria shall not entitle the Architect for their empanelment.
- (xvii) Bank reserves its right to empanel Architects as per its needs in each category & trade. The empanelment of Architects shall be considered on merits within the sole discretion of the Bank and cannot be claimed as right by the applicant and no correspondence shall be entertained in this regard.
- (xviii) If Bank finds an Architect/ Architectural Firm suitable for empanelment, it shall issue the empanelment order and list of successful applicants will be enlisted on the Bank's website.
- (xix) **The Applicant shall specify the category under the trade for which they are submitting the application for empanelment.**
- (xx) **The Applicant should specify the Zones in which they wish to get Empanelled and address proof to be furnished in this regard for having their office in that Zonal Office region. When it is called for the documentary proof to be submitted.**
- (xxi) Canvassing in any form including bringing influence from any person / agency/ Officials / authorities shall lead to disqualification of the applicant.

(xxii) "The relationship between the bank and the empanelled Architect/ Architect Firm is on principal to principal basis.

Nothing in this document shall be construed to create any association and / or constitutes any fiduciary relationship between the Bank and empanelled Architect/ Architect Firm or any relationship of employer – employee, principal and agent, or partnership, between Indian Bank and empanelled Architect/ Architect Firm.

No Party has any authority to bind the other Party in any manner whatsoever, except as agreed under the terms of the Contract.

Indian Bank has no obligation to the empanelled Architect/ Architect Firm, except as agreed under the terms of the Contract.

All employees/ personnel/ representatives/ agents etc., engaged by the empanelled Architect/Architect Firm for performing its obligations under the Contract shall be in sole employment of the empanelled Architect/ Architect Firm and the empanelled Architect/Architect Firm shall be solely responsible for their salaries, wages, statutory payments, statutory compliance etc. Under no circumstances, shall Indian Bank be liable for any payment or claim or compensation (including but not limited to any compensation on account of any injury / death / termination) of any nature to the employees/ personnel/ representatives/ agent etc. of the empanelled Architect/ Architect Firm."

(xxiii) **Force Majeure:** Notwithstanding anything contained herein, neither party shall be liable for its delay in performance or failure to perform its obligations under the contract in the result of an event of Force Majeure.

For purpose of this clause, "Force Majeure" means an event beyond the control of the parties. Such events may include, but are not restricted to, acts of God, wars or revolutions, earthquakes, fires, floods or similar natural calamities, epidemic or pandemic or public health emergency, quarantine restrictions, and freight embargoes or acts / actions of Central / State Government or any other circumstances beyond the parties control.

In case any Force Majeure situation arises and continues for a period exceeding 15 days, the parties here to undertake to sit together and devise ways for expeditious and proper performance of the obligations of the parties under the order/ contract.

If the impossibility of complete or partial performance of an obligation lasts for more than 6 (six) months, either party hereto reserves the right to terminate the contract totally or partially upon prior written notice of 30 (thirty) days to the other party of the intention to terminate without any liability.

(xxiv) **Whistle Blower:** If at any time during execution or performance of work the Architect if faced with any undue demand, request for gratification or favor from any employee of the Bank or a person connected with such employee, the Architect must report the same immediately to the Bank.

Bank reserves the right to accept or reject the contents of the whistle blower, if the contents are found to be imaginary or as non acceptable, unless the identity of the whistle Blower is furnished.



(xxv) The eligible and interested parties shall download prescribed application form and other details from our website.

www.indianbank.in/tender or <https://indianbankeprocure.etenders.in>

before the due date and time for receipt of application.

(xxvi) Bank reserves the right to accept or reject any or all the applications without assigning any reason thereof and no correspondence will be entertained in this regard.

ASSISTANT GENERAL MANAGER (P&E)

Indian Bank, Corporate Office,
Premises, Estate & Expenditure Dept,
First Floor, No. 254-260, Avvai Shanmugam Salai,
Royapettah, Chennai – 600 014.
Ph: 044 -2813 4300 (ext. 4401, 4305, 4306, 4498)
E-mail: hoestate@indianbank.co.in



APPLICATION FORM EMPANELMENT OF ARCHITECT

ZONAL OFFICES IN WHICH THE APPLICANT WISHES TO GET EMPANLELED:

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CATEGORY:

(Specify only one higher category. If not eligible under the specified category, Indian Bank may consider the application for including in the qualifying category as per eligibility criteria)

Willingness to Empanel for lower Categories:
(Please Tick the appropriate categories)

A	B
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1	a) Name of the Applicant / Firm / Organization – Mr. / Mrs. / M/s.	
	b) Full Postal Address of Firm (Enclose proof - ENCLOSURE 'A')	
	c) Contact Details	
	(i) Phone No.	
	(ii) Mobile No.	
	(iii) Fax No.	
	(iv) e-mail Id	
	d) Application Processing Fee Details	
	(i) Amount (Rs.):	
	(ii) Transaction reference number:	
	(iii) Name of the Bank:	
	(iv) Date of Transaction:	

2	Year of Establishment of firm (Enclose certified copies of documents as an evidence – ENCLOSURE ‘B’)	
3	Constitution of Firm (Enclose certified copies of documents as an evidence – ENCLOSURE ‘C’)	Sole proprietorship / Partnership
4	Name of the Proprietor / Partners with Educational Qualification. (Enclose certified copies of documents as an evidence – ENCLOSURE ‘D’)	
5	Name/s of Authorized Signatory / Partners with Designation and Contact No.	
6	Mode of Authorization (Enclose certified copies of documents as an evidence – ENCLOSURE ‘E’)	Partnership Deed / Registered Power of Attorney / Proprietor
7	Details of Registration with Council of Architecture (COA) / Indian Institute of Architect (IIA) with Date and Registration Number. (Enclose certified copies of documents as an evidence – ENCLOSURE ‘F’)	
8	Whether registered / empanelled with Government/ Semi-Government/ PSUs/ PSBs/ Autonomous bodies of State or Central Govt. / Financial Institutions and if so, in which class / Category and since when? (Enclose certified copies of documents as an evidence – ENCLOSURE ‘G’)	
9	Number of years of experience in the field and details of previous engagement in their earlier firm / work in any other field.	
10	Whether last three years IT returns filed (Please enclose certified copies of the I T return of 2016-17, 2017-18, 2018-19 – ENCLOSURE ‘H’)	
11	Yearly turnover of the organization during last 3 years (year wise) and furnish audited balance sheet and Profit & Loss A/c. (Audited) for the last 3 years. (Enclose certified copies of documents as an evidence – ENCLOSURE ‘I’)	2016-17: Rs..... 2017-18: Rs..... 2018-19: Rs..... Average: Rs.....

12	Banker's Details (i) Banker's Name: (ii) Full Postal Address: (iii) Telephone No.: (iv) Account No.: (v) Type of Account:	
13	Registration with Government Authorities: (Enclose certified copies of documents as an evidence – ENCLOSURE 'J') (i) Income Tax (PAN) No. (Mandatory) (ii) Goods & Service Tax (GST) No. (If applicable) (iii) Labour License (If applicable) (iv) ESI (If applicable) (v) EPF (If applicable) (vi) Udyog Aadhar No. (If obtained)	
14	Details of major works executed & completed during last 7 years in Central Govt./ State Govt./ Financial Institutions / PSUs, either independently as Architect or in a firm as Architect.	Please fill up enclosed Annexure 'I' & enclose copies of work order and satisfactory completion certificates.
15	Details of major works under execution in Central Govt./ State Govt./ Financial Institutions/ PSUs.	Please fill up enclosed Annexure 'II' & enclose copies of LOI / work order / agreement
16	Details of Key Personnel Permanently employed. (i) No. of Technical Personnel (ii) No. of Other (administrative) Personnel	(ANNEXURE 'III')
17	Furnish the names of 03 responsible persons along with their designation, address, contact no., etc., for whose organization, you have completed the above-mentioned jobs and who will be in a position to certify about the quality as well as performance of your organization.	(ANNEXURE 'IV')

18	Information relating to whether any litigation is pending before any Arbitrator for adjudication of any litigation or else any litigation was disposed of during the last seven years by an arbitrator in which project the Architect has given consultancy. If so, the details of such litigation are required to be submitted.	(ANNEXURE 'V')
19	Declaration regarding near relatives working in the Indian Bank.	(ANNEXURE 'VI')
20	Branch office Addresses (if any): (ENCLOSURE 'K')	
21	Publication by Proprietor/ Partner: (ENCLOSURE 'L')	
22	Awards won by the Architect: (ENCLOSURE 'M')	
23	Proprietor/ Partner is a GRIHA CP/ LEED AP/ IGBC AP : (ENCLOSURE 'N')	

Please Note: All Enclosures to be submitted by the Applicant only when Bank demands for the same. But all Annexures to be filled in and submitted now.

DECLARATION

To

ASSISTANT GENERAL MANAGER (P&E)

Indian Bank, Corporate Office,
Premises, Estate & Expenditure Dept,
First Floor, No. 254-260, Avvai Shanmugam Salai,
Royapettah, Chennai – 600 014.

I hereby declare as below:

- 1) All the information furnished by me/ us here above is correct to the best of my knowledge and belief.
- 2) I/We have no objection if enquiries are made about the work listed by me/ us in the accompanying sheets/ annexures.
- 3) I/We agree that the decision of Indian Bank in selection of Architect for empanelment will be final and binding to me/ us.
- 4) I/We hereby confirm that my/ our firm has not been disqualified / debarred / blacklisted by any Governments, Semi-governments, PSUs, Banks including any of the Offices/ Branch of Indian Bank/ erstwhile Allahabad Bank as on the date of publication of this notice.
- 5) I/We hereby confirm that all information, particulars, copies of certificates and testimonials submitted in connection with my/ our empanelment are correct and genuine. I am / We are, therefore, liable to face appropriate actions as deemed fit by the Indian Bank in the event of any of the information, particulars, copies of certificates and testimonials are not found correct and genuine. I/We have read the instructions appended to the proforma and I/we understand that if any false information is detected at a later date, the empanelment shall be cancelled at the discretion of the Indian Bank.

PLACE :

DATE:

NAME & DESIGNATION



ANNEXURE – I

LIST OF MAJOR WORKS EXECUTED AND COMPLETED IN CENTRAL GOVERNMENT/ SEMI-GOVERNMENT/ PSUS/ PSBS/ AUTONOMOUS BODIES OF STATE OR CENTRAL GOVT. / FINANCIAL INSTITUTIONS / COMPANIES OR INSTITUTIONS (WHERE THE APPLICANT HAS RENDERED ARCHITECTURAL SERVICE FOR A PROJECT VALUE OF RS.50 LAKH AND ABOVE THROUGH TENDERING PROCESS*) DURING THE LAST 7 YEARS ENDING ON 31.03.2020.

(Supporting documents are i.e. Work order, Proof of payment (TDS statement) and Satisfactory Completion Certificate Obtained from the Clients)

S. No.	Name of Work	Consultancy carried out for (Name of the Organization with Brief Address of Concerned Office & Contact No.)	Scope of Work	Location of the Work	Actual Value of the Work	Stipulated Date for Completion	Actual Date for Completion	In case of delay, time extension granted without LD (Yes/ No)	If Work Left Incomplete or Terminated (Furnish reasons)

(Add separate sheet if the space provided above is insufficient)

Note:

1. Information has to be filled up specifically in this format.
2. For certificates, the issuing authority shall not be less than an Executive in charge.

Name of Authorized Signatory





ANNEXURE – II

LIST OF MAJOR CONSULTANCY WORKS IN HAND
(Enclose Copies of Work Orders Issued by Clients)

S. No.	Name of Work	Consultancy being carriedout for (Name of the Organization with Brief Address of concerned office & Contact No.)	Nature of Work	Location of the Work	Value of the Work	Date of Commence ment	Scheduled Date of Completion	Likely Date of Completion

(Add separate sheet if the space provided above is insufficient)

Note:

1. Information has to be filled up specifically in this format.

Name of Authorized Signatory





ANNEXURE – III
DETAILS OF KEY PERSONNEL (PERMANENT EMPLOYEE). GIVING DETAILS ABOUT THEIR TECHNICAL QUALIFICATION & EXPERIENCE INCLUDING THEIR IN-HOUSE ESTABLISHMENT

S. No.	Name	Qualification	Total Experience	Employed in Your Firm Since	Any Other Information

(Add separate sheet if the space provided above is insufficient)

Notes:

1. Information has to be filled up specifically in this format.
2. Indicate other points, if any, to show your technical competence to indicate any important point in your favour.
3. The details of the consultants (In-house) shall be furnished in separate sheets.
4. The key personnel details to be updated & submitted to Bank, once in 2 years.

Name of Authorized Signatory





ANNEXURE – IV

DETAILS OF THREE RESPONSIBLE CLIENTS / PERSONS TO WHOM THE MAJOR WORKS CARRIED OUT BY THE APPLICANT

S. No.	Name of the Official	Organization & Address	Contact Numbers	E-mail ID

(Add separate sheet if the space provided above is insufficient)

Notes:

1. Information has to be filled up specifically in this format.
2. Indicate other points, if any, to show your technical competence to indicate any important point in your favour.

Name of Authorized Signatory





ANNEXURE -V

DETAILS OF LITIGATION/ ARBITRATION CASES RESULTING FROM THE CONSULTANCY WORKS/ THROUGH CONTRACTORS EXECUTED THEIR WORKS IN THE LAST SEVEN YEARS OR CURRENTLY UNDER EXECUTION

Year	Awarded for or against Applicant	Name of Client	Cause of Litigation and Matter of Dispute	Disputed Amount	Actual Awarded Amount

(Add separate sheet if the space provided above is insufficient)

Notes:

1. Information has to be filled up specifically in this format.
2. Indicate other points, if any, to show your technical competence to indicate any important point in your favour.

Name of Authorized Signatory



ANNEXURE – VI

DECLARATION REGARDING NEAR RELATIVES WORKING IN THE INDIAN BANK/ e-AB

Name of Bank Staff Related to Applicant	Designation	Office/Branch & Place of Posting	Relation with the Applicant

(Add separate sheet if the space provided above is insufficient)

Notes:

- Information has to be filled up specifically in this format.
- Indicate other points, if any, to show your technical competence to indicate any important point in your favour.



Name of Authorized Signatory



SPECIAL INSTRUCTIONS TO APPLICANTS FOR E-TENDERING

1. GENERAL

These instructions for e-tendering supplement other terms and conditions of this tender.

2. INSTRUCTIONS

2.1. RULES FOR WEB PORTAL ACCESS

- 1) Applicant should be on possession of Digital certificate in the name of applicant with capability of signing and encryption for participating in the e-tender. Applicants are advised to verify their digital certificates with the service provider at least two days before due date of submission and any assistance in this regard the applicant can contact the Service provider M/s.Nextenders Pvt.Ltd.
- 2) e-Tendering will be conducted on a specific web portal website – **<https://indianbankeprocure.etenders.in>** meant for this purpose with the help of the service provider identified by the Bank as detailed above.
- 3) Applicants will participate in e-tendering event from their own office/ place of their choice. Internet connectivity/ browser settings and other paraphernalia requirements shall have to be ensured by Applicant themselves.
- 4) In the event of failure of their Internet connectivity (due to any reason whatsoever it may be) neither the service provider nor the Bank is responsible.
- 5) In order to ward-off such contingent situation, Applicants are advised to make all the necessary arrangements/ alternatives such as back-up power supply, connectivity whatever required so that they are able to circumvent such situation and still be able to participate in the e-Tendering process successfully.
- 6) However, the Applicants are requested to not to wait till the last moment to submit their application to avoid any such complex situations/ file transfer time etc.
- 7) Failure of power at the premises of applicants during the e-Tendering cannot be the cause for not participating in the e-Tendering.
- 8) On account of this, the time for the e-Tendering cannot be extended and Bank is not responsible for such eventualities.
- 9) Bank and /or service provider will not have any liability to Applicants for any interruption or delay in access to site of e-tendering irrespective of the cause.
- 10) Bank's e-tendering website will not allow any applications to be submitted after the deadline for submission of applications. In the event of the specified date and time for the submission of applications, being declared a holiday/ strike for the bank, e-tendering website will receive the applications up to the appointed time as mentioned in this document. Extension/ advancement of submission date and time will be at the sole discretion of the Bank.
- 11) However, during the submission of application, if any applicant faces technical issues and was unable to submit the application, in such case the Bank reserves its right to grant extension for application submission by verifying the merits of the case and after checking necessary details from Service provider.

2.2 REGISTRATION

To use the Bank's e-tendering Portal (<https://indianbankeprocure.etenders.in>), applicant needs to register on the e-tendering portal. The applicant should visit the home-page of the portal and to the portal Enrolment for new applicant link.

The following steps are to be followed during the registration process

- Fill all the relevant and requisite details to complete the Enrolment form provided in the Bank's e-tendering portal.
- The registered user will receive the Activation link on the registered Email id. The user is now required to activate by clicking on "Click Here" link sent to registered Email Id.
- Login with the User id and Password to the e-tendering portal where the registered users are required to upload the scan copy of the PAN Card and GST registration certificate to map the DSCs.
- After the signing and Encryption/ Decryption certificates are mapped to the login ID and successful verification of Encryption/ Decryption, go to event management and proceed for bidding process by uploading necessary documents.
- Clarification/ Amendments and Extension of last date of application submission (if any) will be uploaded in the e-tendering portal under Corrigendum/ Amendment.
- Training to the Applicant for participating in the applications through e-tendering website will be provided by the service provider M/s.Nextenders (India) Pvt Ltd.

Note: Please contact M/s.Nextenders Pvt.Ltd.'s support desk (as given below), to get your registration accepted/ activated and for further clarifications.

Support Desk Contact Details
M/s.Nextenders (India) Pvt.Ltd
Yuchit,Juhu Tara Road
Mumbai – 400 049.

Support Contact No.020-25315555 Ext. no. 8 then 8
Support Email: support.indianbank@nextenders.com

2.3 SUBMISSION OF APPLICATIONS THROUGH E-TENDERING PORTAL

The Application documents, to be uploaded as part of online application submission, are as follows:

- Duly filled in Notice Inviting Application.
- All Annexures filled in as per this document with authorizing person's signature and Applicant seal on all pages.
- Any other information relevant to this empanelment and sought by the Bank.

The files to be uploaded are to be in PDF format and ensure to upload it in "Searchable" PDF format. After filling data in predefined forms applicants need to click on final submission link to submit their encrypted application.

Please take care to scan documents so that total size of documents to be uploaded remains minimum. **All documentation evidence provided to the Bank shall be in PDF format. The Scanned documents shall be OCR enabled for facilitating "search" on the scanned document.** Utmost care may be taken to name the files/ documents to be uploaded on e-tendering portal.



2.4. APPLICATION RELATED INFORMATION

Applicants must ensure that all documents uploaded on e-tendering portal as files or zipped folders, contain valid files and are not corrupt or damaged due to any processing at applicant PC system like zipping etc. It shall be the responsibility of applicant themselves for proper extractability of uploaded zipped files.

Any error/ virus creeping into files/ folder from client end PC system cannot be monitored by e-tender software /server and will be applicant's responsibility only.

2.5. OTHER INSTRUCTIONS

For further instructions like system requirements and manuals, the applicant should visit the e-tendering portal (<https://indianbankeprocure.etenders.in>), click on system requirement Manual/User Manual.

The following 'Four Key Instructions' for Applicants must be assiduously adhered to-

- Obtain individual Digital Signing Certificate (DSC or DC) well in advance before tender submission deadline on e-tendering portal.
- Register your organization on e-tendering portal well in advance before tender submission deadline on e-tendering portal.
- Get your organization's concerned executives trained on e-tendering portal well in advance before tender submission deadline on e-tendering portal
- Submit your applications well in advance of tender submission deadline on e-tendering portal (Bank will not be responsible for any problem arising out of internet connectivity issues).
- Note: While the first three instructions mentioned above are especially relevant to first time users of the e-tendering portal, the fourth instruction is relevant at all times.



CHECK LIST

Online Submission – Level 1

(To be scanned & submitted)

S. No.	PARTICULARS	Please Tick
1	Application Form (All pages filled in, signed and stamped)	Submitted (Y or N)
2	Processing fee – Rs.1000/- by E-transfer Receipt	Enclosed (Y or N)

Level 2 (Submission By E-mail)

(When Bank demands for, this documents have to be submitted by e-mail. In all enclosures the applicant should sign, stamped, tender reference no. & date of submission to be quoted)

S. No.	PARTICULARS	Enclosures have to be submitted when Bank demands for (Y or N)
1	Enclosure A	
2	Enclosure B	
3	Enclosure C	
4	Enclosure D	
5	Enclosure E	
6	Enclosure F	
7	Enclosure G	
8	Enclosure H	
9	Enclosure I	
10	Enclosure J	
11	Enclosure K	
12	Enclosure L	
13	Enclosure M	
14	Enclosure N	

Date:

Place:

TIME SCHEDULE OF WORK FOR BRANCH/ OFFICE FURNISHING

Sr. No.	Submission	Maximum Period (this may vary as per site condition/ Bank requirement)
1.	Submission of sketch plan & preliminary estimates.	Within 2 (two) weeks from the date of receipt of instructions from the Bank.
2.	Submission of Detailed drawings, other drawings and estimates, complete in all respect for the project.	Within 2 (two) weeks from the date of receipt of Bank's approval of the sketch plans and preliminary estimates.
3.	Submission of 'Good for Construction Drawings (GFC)' and tender documents complete in all respect.	Within 2 (two) weeks from the date of receipt of Bank's approval of Detailed drawings and estimates.
4.	Submission of Architect's report on the various tenders.	Within 1 (one) week from the date of receipt of tenders from the Bank.
5.	Other drawings, Site variations etc, if any.	Within a reasonable time for making smooth running of works at site.
6.	Interim Bill Certification	Within 1 (one) week from the date of receipt of interim bills from the Contractor.
7.	Final Bill Certification	Within 4 (four) weeks from the date of receipt of final bill from the Contractor.

Payment Terms and Conditions

Payments for the availed services would be against milestone completion. Indicative payment plan is given below:

Milestone Completion	% of payment
Layout finalization:	10
Finalization of detail drawings, Good For Construction (GFC) Drawings, estimate, Tender document and award of work to the contractors:	30
Work/ Site completion (After submission of 'As-Built' drawings & reports:	50
On Completion of Defects Liability Period (DLP) (one year after site completion):	10

Payment in case of Termination of Contract with Architect:

In case the Contract is terminated payment towards services will be made on pro rata basis, for the period services have been delivered, after deducting applicable TDS/ other taxes.

Fee Structure for Architects for Projects:

The maximum fee structure for Architects is mentioned below for guidance. The rate is applicable on the actual cost of the work/ estimated cost whichever is less.

Description of	With Supervision		Without Supervision	
	Original	Repetition	Original	Repetition
a) Office/ Branch Building	5%	-	4%	-
b) Residential	4%	2%	3%	1%