

SUB: Empanelment of Architects, -- Minimum eligibility criteria

A. Eligibility criteria for Architects

_ 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 Practicing Architect / Practicing Engineer for a period of **more than 5 years**

_ Member of the Indian Institute of Architects / Institution of Engineers for consultancy or any other professional Institutes

_ Members of Council of Architecture or any other professional institute

_ Should be empanelled in **at least 2 other PSBs / PSUs**

_ Depending on the category under which the Architect to be empanelled, the experience may be **minimum 3 works in the last 3 years ending (as specified)**, in any of the following categories :

1. Less than and including Rs.10 Lakh
 2. Above Rs.10 Lakh and less than and including Rs.25 Lakh
 3. Above Rs.25 Lakh and less than and including Rs.40 Lakh
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**ANNEXURE
IMPORTANT INSTRUCTIONS TO APPLICANTS WHO DOWNLOAD THE
DOCUMENT FROM WEB.**

The applicants who have down-loaded the document from the web, should read the following important instructions carefully before submitting the documents:-

- a) The applicants should see carefully & ensure that the **document** contains ____ pages in total.
 - b) The printout of document should be taken on 'A 4' size paper only & the printer settings etc are such that document is printed as appearing in the web & there is no change in formatting, number of pages etc.
 - c) The applicant should ensure that **no page** in the down-loaded document is **missing**.
 - d) The applicant should ensure that all pages in the down-loaded document are **legible, clear** & are printed on a good quality paper.
 - e) The applicant should ensure that **every page** of the down-loaded document is **signed by applicant with stamp (seal)**
 - f) The applicant should ensure that the down-loaded document is **properly bound and sealed** before submitting the same.
 - g) In case of any correction / addition / alteration / omission in the document by the applicant, it shall be treated as non – authenticated and is not acceptable.
 - h) The applicant shall furnish a declaration to the effect that no addition deletion / corrections have been made in the document submitted and it is identical to the document appearing on Website.
 - i) The applicant should read carefully & **sign the declaration** given below in the page number ' ____ ' before submitting the document.
 - j) In case of any doubt in the down-loaded document, the same should be got clarified from the Zonal Office : Address, Phone: _____, before submitting the document.
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LETTER OF TRANSMITTAL

To

The Zonal Manager

Indian Bank,

Premises Dept.

Zonal Office

B-2, East. Saheednagar,

Bhubaneswar-751007

Sub: Empanelment as _Architect_____ in your Bank

Sir,

Having examined the details given in Web-Notice for empanelment as

__Architect_____ in your Bank, I/we hereby submit the documents (issued / downloaded from web) and other relevant information.

1. I/We hereby certify that all the statements made and information supplied in the enclosed forms _____to _____and accompanying statements are true and correct.

2. I/We have furnished all information and details necessary for prequalification and have no further pertinent information to supply.

3. I/We submit the requisite certified solvency certificate and authorize the Zonal Manager, Indian Bank (or his representative) to approach the Bank issuing the solvency certificate to confirm the correctness thereof.

4. I/We also authorize Zonal Manager, Indian Bank (or his representative) to approach individuals, employers, firms and corporation to verify our competence and general reputation.

5. I/We also submit prescribed declaration in respect of downloaded document.(Applicable only in case of application on downloaded document)

6. I/We submit the following certificates in support of our suitability, technical know-how & capability for having successfully completed the following works

SL NO	Name of Work	Certificate from

Enclosures:

Seal of applicant

Date of submission

Signature(s) of applicant(s)

DECLARATION

(TO BE GIVEN BY THE APPLICANT WHO HAVE DOWNLOADED THE DOCUMENT FROM THE WEB)

It is to certify that

- 1) I / We have submitted the document in the proforma as **down-loaded directly from the web site & there is no change in formatting, number of pages etc.**
- 2) I / We have submitted document which **are same / identical** as available in the website.
- 3.) I / We have **not made any modification / corrections / additions etc** in the documents downloaded from web by me / us.
- 4) I / We have checked that **no page is missing** and all pages as per the index are available & that all pages of document submitted by us are **clear & legible.**
- 5) I / We have **signed (with stamp) all the pages** of the document before submitting the same.
- 6) I / We have **sealed** the documents properly before submitting the same.
- 7) I / We have submitted the cost of document.
- 8) I / We have read carefully & understood the instructions to all the applicants & to the applicants who have down-loaded the document from the web.
- 9) In case at any stage later, it is found that there is difference in our downloaded documents from the original, Bank shall have the absolute right to take any action as deemed fit without any prior intimation to me / us.

Dated:

Signature(s) of applicant(s)

FORM 'A'
FINANCIAL INFORMATION

I Financial Analysis – Details to be furnished duly supported by figures in Balance Sheet/Profit and Loss Account for the last 3 years ended _____ duly certified by the Chartered Accountant, as submitted by the applicant to the Income-Tax Department (Copies to be attached).

YEARS

1 2 3

(i) Gross Annual turn-over in
_____ Works:

(ii) Profit (+)

or

Loss (-)

(iii) Financial position:

Cash

Current Assets

Current Liabilities

Please enclose:

I. Income Tax Assessment orders/IT Returns submitted for the last 3 years.

II. Solvency Certificate from Bankers (Scheduled bank) of Applicant.

III. Audited Balance Sheet and P& L Account for the last 3 years

SIGNATURE OF APPLICANT(S)
