



**Zonal Office, Ghaziabad**

**INVITATION FOR PRE QUALIFICATION OF ARCHITECT**

Indian Bank, Zonal Office, Ghaziabad invites applications from Architects of long standing and repute for preparing a panel of Architects for their Office( Branch) buildings and interior furnishing work projects at NOIDA.

The completion period is 5 months from the date of awarding of works.

The likely project cost is Rs.600 Lakh.

Bank intends to pre-qualify Architects who have the requisite qualifying experience specified below:

1. The Architect should have Graduate/Post Graduate in degree in Architecture.
2. Should be a member of Council of Architecture or any other Professional Membership
3. Minimum 3 years Professional Experience in carrying out similar works ending 31.03.2012:

Similar work means experience in the design and execution of Office buildings with all infrastructure.

**The Architect should necessarily have a full fledged office setup in Noida/New Delhi with adequate staff. Contact details with Telephone No., Fax, Mobile no., address etc., to be furnished. The Architect shall render the Supervisory work also for the building and interior works for timely completion.**

The Architect should have sufficient number of technical, administrative and supervisory personnel for proper execution of contract (Civil, Interior, electrical, AC, Security related works etc.,). The Architect should submit a list of their employees.

The PQ document can be downloaded from Bank's website under tender section from 06.08.2012 to 11.08.2012. **The last date for submission is 13.08.2012.**

Applications for prequalification supported by prescribed annexure should be submitted in sealed envelope duly super scribed **“Pre qualification document for empanelment of Architect for Indian Bank, Zonal Office, Ghaziabad”**.

The applications will be received upto 15.00 HRS on all working days during the office hours until 13.08.2012 and will be opened on the same day at 15.30 HRS at Zonal Office address or any other date/ time which shall be intimated. Intending applicants may be present at that time. **Applicants has to submit the duly filled in (completed) Prequalification document and Price bid in two separate sealed covers superscripting “Prequalification document” and “Price bid “ respectively.**

Bank reserves the right to reject any or all applications without assigning any reason whatsoever.

Applicants who do not satisfy the above conditions will not be considered.

**Last Date for downloading of PQ Documents Dt.11.08.2012**

**Last date for submission of PQ Application Dt. 13.08.2012 ; Time : 15.30 Hrs.**

**The Deputy General Manager  
Indian Bank  
Zonal Office  
C-69, RDC,  
Raj Nagar,  
Ghaziabad- UP  
PC 201002  
Phone: 0120- 2826223/224/225  
Fax : 0120- 2826226**

**IMPORTANT INSTRUCTIONS TO APPLICANTS WHO DOWNLOAD THE  
PQ DOCUMENT FROM WEB.**

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

- a) The applicants should see carefully & ensure that the **complete PQ document** contains **7** pages in total (counting from the Letter of Transmittal).
- b) The printout of PQ 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 PQ document is **missing**.
- d) The applicant should ensure that all pages in the down-loaded PQ document are **legible, clear** & are printed on a good quality paper.
- e) The applicant should ensure that **every page** of the down-loaded PQ document is **signed by applicant with stamp (seal)**
- f) The applicant should ensure that the down-loaded PQ document is **properly bound and sealed** before submitting the same.
- g) In case of any correction / addition / alteration / omission in the PQ 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 PQ document submitted and it is identical to the PQ document appearing on Website.
- i) The applicant should read carefully & **sign the declaration** before submitting the PQ document.
- j) In case of any doubt in the down-loaded PQ document, the same should be got clarified from ZO:Premises Department of Indian Bank functioning at No.C-69, RDC, Rajnagar, Ghaziabad, Ph No: 2826223/224/225 before submitting the PQ document.

**LETTER OF TRANSMITTAL**

To  
 The Deputy General Manager  
 Indian Bank, Zonal Office  
 No.C-69, RDC, Rajnagar,  
 Ghaziabad, - UP

**Sub: Pre qualification document for General Building  
 and Interior furnishing works at Indian Bank, NOIDA,  
 UP**

Sir,

Having examined the details given in pre-qualification Web-Notice and PQ document for the above work, I/we hereby submit the PQ 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 A to E and accompanying statements are true and correct.
2. I/We have furnished all information and details necessary for pre-qualification and have no further pertinent information to supply.
3. I/We also authorize Officials of Indian Bank to approach individuals, employers, firms and corporation to verify our competence and general reputation.
4. I/We also submit prescribed declaration in respect of downloaded PQ document.(Applicable only in case of application on downloaded PQ document)
5. 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 PQ DOCUMENT FROM THE WEB )

It is to certify that

- 1) I / We have submitted the PQ document in the proforma as **downloaded directly from the web site & there is no change in formatting, number of pages etc.**
- 2) I / We have submitted PQ document which **are same / identical** as available in the website.
- 3.) I / We have **not made any modification / corrections / additions etc** in the PQ 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 PQ document submitted by us are **clear & legible.**
- 5) I / We have **signed (with stamp) all the pages** of the PQ document before submitting the same.
- 6) I / We have **sealed** the PQ documents properly before submitting the same.
- 7) I / We have submitted the cost of PQ document.
- 8) I / We have read carefully & understood the instructions to all the applicants & to the applicants who have down-loaded the PQ document from the web.
- 9) In case at any stage later, it is found that there is difference in our downloaded PQ 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'**

**DETAILS OF ALL WORKS OF SIMILAR CLASS COMPLETED DURING THE LAST THREE YEARS  
ENDED 31.03.2012**

SL NO	Name of work/project & location	Owner or sponsoring organizations	Scope of work *	Cost of work( Rs. in lakh)	Date of commencement as per contract	Stipulated Date of completion	Actual date of completion	Litigation/ Arbitration pending / In progress with details **	Name and Remarks address/ Tel No of Officer to whom reference may be made	
1	2	3	4	5	6	7	8	9	10	11

\* Pertaining to Civil, Electrical, AC, Fire fighting and allied works.

\*\* Indicate gross amount claimed and amount awarded by the Arbitrator

Signature of Applicant(s)

**FORM- B**

## ADDITIONAL INFORMATION FOR COMPLETED WORKS

1. Name of work
2. Location
3. Client's name and address
4. Consultants name and address.
5. Type of General Building and interior works
6. Specialized service, if any, provided.
7. Whether done works related to provision of all infrastructural facilities .

SIGNATURE OF APPLICANT(S)

**FORM C**

**PROJECTS UNDER EXECUTION OR AWARDED**

SL NO	Name of work/project & location	Owner or sponsoring organizations	Cost of work (Rs. In Lakh)	Date of commencement as per contract	Stipulated Date of completion	Upto date percentage progress of work	Slow progress if any and reasons there of	Name and address/ Tel No of Officer to whom reference may be made	Remarks( Indicate whether any show cause notice issued or Arbitration initiated during the progress of work)
1	2	3	4	5	6	7	8	9	10

Signature of Applicant(s)



**FORM 'D'****STRUCTURE AND ORGANISATION**

1. Name and address of the applicant
2. Telephone No./Fax No/E-Mail address.
3. Legal Status (attach copies of original document defining the legal status)
  - (a) An Individual
  - (b) A proprietary Concern
  - (c) A Firm in partnership
  - (d) A Limited Company or Corporation.
4. Particulars of registration with various Government bodies (Attach attested photo-copy)
  - a) Registration Number.
  - b) Organization / Place of registration
5. Names and Titles of Directors and officers with designation to be concerned with this work with Designation of individuals authorized to act for the organization.
6. Has the applicant or any constituent partner in case of partnership firm/ Company, ever abandoned the awarded work before its completion? If so, give the name of the project and give reasons thereof.
8. Has the applicant or any constituent partner in case of partnership firm / Company, ever been debarred/black listed for tendering in any organization at any time? If so, give details:
9. Has the applicant or any constituent partner in case of partnership Firm or any Director in case of a Company or any criminal proceedings presently pending, ever been convicted by a court of law? If so, give details.
10. In which field of interior, Furniture and Furnishing works, you can claim specialization and interest
11. Any other information considered necessary but not included above.

SIGNATURE OF APPLICANT(S)

**FORM E**

**DETAILS OF KEY TECHNICAL AND ADMINISTRATIVE PERSONNEL EMPLOYED BY THE FIRM /  
COMPANY**

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SL NO	Designation	Total Number	Names	Qualification	Professional Experience	Length of continuous service with employer
1	2	3	4	5	6	7

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**Note : additional information about Technical personnel , if any , may be submitted on separate sheet.**

Signature of Applicant(s)

