

APPLICATION FOR EMPANELMENT OF ARCHITECTS/CONSULTANTS

Name of The Applicant: M/s. _____

Last date of submission: 30/08/2014

Bank Of Maharashtra

Zonal Office,

1/14 , Administrative Premises, Arera Hills, Bhopal

Empanelment of Architects / Consultants :-

Bank Of Maharashtra , Zonal Office, Bhopal , invites applications for empanelling Architects / Consultants for providing professional services for Works of refurbishing / renovation / repairs of branches / offices under **Bhopal Zonal Office :-**

- 1.0 Application forms are invited for empanelment of experienced, reputed and competent Architects / Consultants .
- 2.0 Architects / Consultants shall apply for empanelment in prescribed format, which can be down loaded from the web site.
- 3.0 The eligibility criteria for selection of Architects / Consultants shall be 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 works of similar nature in the past three years.
 - The architects/ consultants should have PAN & Service Tax nos.
 - The firm must have executed work for foreign / private / public sector banks or public / private sector organization
 - Architects / consultants shall also authorize the Bank to approach his Employers, Clients, Corporations, Organization, etc. to verify Architect / consultant's general reputation / competence.
- 4.0 **The applicant should enclose a (NON REFUNDABLE) Demand draft / pay order of Rs. 500/- in favor of Bank Of Maharashtra payable at Bhopal .**
- 5.0 The document submitted without the prescribed application fee will be summarily rejected.
- 6.0 The Bank reserves the rights to accept or reject any application without assigning any reason.
- 7.0 If information and details furnished by applicants are found to be false at any time in future or any information withheld, which comes to the notice of the Bank at later date, the empanelment of such applicant will be cancelled immediately.
- 8.0 Completed empanelment document shall be submitted up to the last date given in advertisement, during office hours to the office of **Deputy Zonal Manager, Bank Of Maharashtra, Bhopal Zonal Office at 1/14 , Administrative Premises , Arera Hills , Bhopal on/before 30/08/2014 up to 3.00 PM .**
- 9.0 The application forms will be always available on Bank's website. The intending Architects / consultants can submit their application at any point of time. The Architects / consultants who apply subsequent to above date shall be considered during the review of the panel, which will be done periodically.

GUIDELINES FOR SUBMISSION OF APPLICATION FORM FOR EMPANELMENT OF ARCHITECTS / CONSULTANTS
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1. Application form for empanelment shall be submitted in sealed envelope super scribing **‘Application for Empanelment as Architect / Consultant ‘**
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. **Applicants shall furnish documentary evidence / certificates in support of their claim of work undertaken and work in hand, failing which the application will be liable for rejection.**
6. The ability and competence of the applicant to render required services within the specified time frame will be a major factor while deciding the empanelment.
7. The applicant should ensure that the application is delivered at the given address within prescribed date and time as mentioned in the advertisement.
8. Application containing false and/ or incomplete information is liable for rejection.
9. **The applicant should enclosed (NON REFUNDABLE) Demand draft / pay order of Rs. 500/- in favor of Bank Of Maharashtra payable at Bhopal .**
10. The bank reserves right to accept or reject any or all the application without assigning any reasons whatsoever and decision of the Bank in regard to selection of Architects / Consultants shall be final.
11. Last date and time to accept the application is the last date given in advertisement, during office hours.

To,

**Zonal Manager ,
Bank Of Maharashtra ,
Bhopal Zonal 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 clients to verify the facts submitted by us.

Signature of applicant with seal

Name:

Designation:

Address:

Place

Date:

Information to be furnished by the applicants :-

1	Name of the Organisation		
2	Address with telephone no. and e-mail address if any.	Postal address	
		Telephone nos.	
		E-mail address	
3	Year of establishment		
4	Status of the firm (Enclose copy of registration deeds)		Proprietorship / partnership / limited / trust / any other (please specify)
5	Name of Directors/ Partners / Proprietor		i)
			ii)
			iii)
6	Name and address of Bankers		i)
			ii)
			iii)
			iv)
7	Details of projects executed during last three years by the firm. (Details to be furnished in proforma 1)		i)
			ii)
			iii)
8	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)
9	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)
10	Income Tax No. Permanent A/c No Service Tax registration No. (Encl Documentary evidence)		

11	Yearly turnover of the Organization during last 3 years. (year wise)	
12	Authorized Signatories with name and signature:	

Signature of the Applicant

DETAILS OF DIRECTORS / PARTENERS :-

Sr. no.	Name of partners / directors	Academic qualification	Official designation	Address / phone / fax / e-mail
1.				
2.				
3.				
4.				
5.				
6.				

DETAILS OF REGISTRATION :-

Sr. no	Name of organisation / department	Registration no.	Date / year of registration	Enclosed proof	
				Yes	No
1.	Registrar of firms and societies				
2.	Income tax department (mention PAN no. with copy of latest income tax clearance certificate)				

FINANCIAL STATUS :-

Sr. no	Financial year	Turnover of the firm (in Rs. lacs)	Profit / loss	Enclosed certified copies of audited balance sheets / chartered accountant's certificate.	
				Yes	No
1	2010 – 2011				
2	2011 – 2012				
3	2012 – 2013				

Furnish copies of audited Balance Sheet and Profit & loss account (audited) for the last three years.

PROFORMA -1**PARTICULARS IN RESPECT OF WORK EXECUTED**

Sr. No	Name of the work/ project executed with address	Name and address of owner and consultant	Value of work executed	Stipulated time of completion	Date of commencement	Date of completion	Any other relevant information
1							
2							
3							
4							

Signature of the Applicant

Note The applicant shall mention only those works executed during last 3 years which fulfills the eligibility criteria on this page.

The list is to be substantiated with the documentary evidence such as work order and completion certificates in absence of which the application is liable to be rejected.

Other works should be mentioned on separate sheet.

PROFORMA- 2

LIST OF KEY PERSONAL PERMANANTLY EMPLOYED

Sr. no.	Name	Designation	Qualification	Experience	Years with the Firm	Any other information
1						
2						
3						
4						
5						

Signature of the Applicant

List of Documents enclosed with application form.

1. Status of the Firm / Registration certificate / Memorandum of association
2. Income Tax clearance certificate with PAN no..
3. Service Tax Registration certificate
4. Copies of proof regarding the work executed like work order and completion certificate.
5. Certified copies of audited balance sheets / chartered accountants certificates.
6. Copy of power of attorney (wherever applicable)
7. **Demand draft / pay order (NON REFUNDABLE) of Rs. 500/- in favor of Bank Of Maharashtra payable at Bhopal .**

Note - please teak the certificates / documents attached.