



बैंक ऑफ महाराष्ट्र
Bank of Maharashtra

भारत सरकार का उद्यम

एक परिवार एक बैंक

Zonal Office, Gaikwad Building, Plot No.94, Murarji Path, Pune Road, Solapur-413002.
Phone - (0217) 2733870 / 71/72 E-mail: mktg_sol@mahabank.co.in

Tender document for Empanelment of Architects

Applications are invited in the prescribed format for empanelment of Architects for executing the work of Bank's branches/Offices coming under the jurisdiction of Solapur Zonal Office (i.e Branches/Offices in Solapur and Osmanabad Districts). Pre-qualification criteria, terms and conditions are discussed in the document. Interested professionals/companies/firms who are eligible as per the pre-qualification criteria can apply.

The last date for submission of applications is 11th February, 2016 Thursday before 04.00 PM. All applications received up to 04.00 PM on 11th February, 2016 will be opened at 04.00 on the same day. The applicants can send their queries by mail to mktg_sol@mahabank.co.in, if any on or before 04.00 PM on 8th February 2016 and will be replied by Bank by 10th February 2016.

Cost of the Application is Rs.200/-only.

**Zonal Manager,
Solapur Zone.**

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1. Requirement and guidelines to the applicants

1. Bank of Maharashtra, Solapur Zonal Office is in the process of empanelling Architects and invites sealed applications from professionals/companies/firms who are eligible as per the pre-qualification criteria and having valid registration with Council of Architecture / Members of Indian Institute of Architecture or any valid State/Central Govt. Departments to the satisfaction of the Bank.
2. The work of architects starts from taking the premises area measurement, based on the available space erection of partitions, design of counters, strong room, paneling, false ceiling, cavity flooring, furniture and fabricated workstations and other allied works for furnishing, design of internal and external electrification, associated cabling, earthing, wiring for air-conditioners, UPS, co-ordination and liaisoning with interior and electrical contracts for proper completion of the work. They have to prepare tender documents for interiors and electrical & LAN layout plans approved by the Bank, assist the Bank in finalization of the tenders (i.e. tenders evaluation), supervision and advise to the Bank on technical and financial implications on the deviation/amendments(if any) from the approved scheme etc

Role / Work vary but typically include:

1. Discussing the objectives, requirements and budget of a project;
2. Preparing and presenting designs and layout plans to the bank;
3. Producing detailed workings, drawings and specifications as per bank's/IBA/RBI guidelines issued from time to time (guidelines will be provided by bank);
4. Specifying the nature and quality of materials required;
5. Advising the bank on the practicality of the project;
6. Preparation of economical budget for the layout plans prepared and approved by the Bank
7. Preparing tender applications and presentations;
8. Fixing deadlines for completion of the project;
9. Drawing up tender documents for contracts;
10. Project managing and helping to coordinate the work of contractors;
11. Controlling a project from start to finish;
12. Site visits to check on progress, ensuring that the project is running on time and to budget;
13. Resolving problems and issues that arise during preparation;
14. Any other matter related to this job.

3. The empanelment will be done in two categories as under:

Category A: Works costing upto Rs.20 lacs.

Category B: Works costing above Rs.20 lacs.

The Bank will decided category after empanelment based on the experience/works carried out earlier/team size of the applicant.

4. Incomplete applications will not be considered.
5. Intending professionals/companies/firms who are eligible as per the pre-qualification criteria are requested to furnish details about their firm, technical experience, competence and evidence of their financial standing as per enclosed format for considering their names for empanelment.
6. The professionals/companies/firms who are having minimum 3 years of experience in the field should apply.
7. Those who are having valid registration with competent authorities should only apply.
8. Bank of Maharashtra shall approach the professionals/companies/firms's clients, corporations, organizations, etc. to verify their general reputation / competence.
9. Selection of professionals/companies/firms will be based on the ability and competence required for good quality jobs to be performed by them.
10. The professionals/companies/firms empanelled in category-B shall be eligible for the works in the category-A.
11. If the space provided in the format is insufficient for giving full details, the same may be given on a separate sheet of paper.
12. Information/details furnished by selected professionals/companies/firms, if found to be false at any time in future or any information affecting empanelment is willingly /unwillingly withheld & if it comes to the notice of the Bank at any point of time, the empanelment of professionals/companies/firms can be cancelled immediately.
13. Where copies of documents are required to be furnished, these should be certified true copies.
14. The evaluation will be based on the experience of the professionals/companies/firms and their financial capabilities and may also include inspecting the works furnished by them for which, necessary co-ordination shall be made by them.
15. Based on the details furnished and inspection of works, pre-qualification criteria, professionals/companies/firms will be empanelled.
16. Only empanelled professionals/companies/firms will be informed by mail/e-mail.
17. Decision of Bank of Maharashtra regarding selection of professionals/companies/firms for empanelment will be final and binding and no further correspondence will be entertained.
18. Empanelment of the firm, if selected, will be valid for one year and subject to review, bank may decide to extend it for another 2 years or as decided by the Bank.

19. Bank of Maharashtra reserves the right to accept or reject any application without assigning any reason.
20. The application shall be submitted strictly in the form as mentioned along with the supporting documents. Information furnished to Bank will be kept strictly confidential.
21. The application shall be signed by the person/s on behalf of the organization having necessary Authority/ Power of Attorney to do so.
22. Each page of the application shall be signed as token of acceptance of the contents mentioned therein and copy of Power of Attorney / Memorandum of association (Wherever applicable) shall be furnished along with application.
23. Completed empanelment application/ document shall be submitted up to 4:00 pm on or before 11/02/2016 to the Zonal Manager, Bank of Maharashtra Solapur Zonal Office, Gaikwad Building, Plot No.94, Murarji Path, Pune Road, Solapur-413002.
24. Preference will be given to the professionals/companies/firms who have full office set up at Solapur or a full-fledged branch office at Solapur if its head/registered office is somewhere else. Preference will also be given to Solapur based architects who are on the panel of Nationalized/Public Sector Banks in Solapur.
25. The submission of application should be in a sealed covers super scribed as “Application for empanelment of Architects – Bank of Maharashtra, Solapur Zone”
26. The cost of application is Rs.200/- favoring “Bank of Maharashtra, Zonal Office, Solapur” by DD drawn on any private or public sector bank other than Bank of Maharashtra or in cash by obtaining a receipt from Zonal Office, Solapur
27. Bank of Maharashtra reserves the right to accept or reject any tender irrespective of the lowest bidder without assigning any reasons thereof.
28. All applicants are requested to study the details carefully before submitting their tenders.
29. The applications will be opened by the bank official and details of empanelled professionals/companies/firms will be communicated to the respective applicant by mail/e-mail.
30. Canvassing in any form in connection with this empanelment process is strictly prohibited and the application of such persons / organizations who resort to canvassing will be liable for rejection.
31. The applications which are received after due date & time is liable for rejection.
32. Applications incomplete in any respect & which are not legible are liable for rejection.

33. The applicants may submit their applications in the desired format as explained in the document. Submission of applications in any other format will not be entertained & will be summarily rejected.
34. If the space in the Performa is insufficient for furnishing full details, such information may be supplemented on separate sheets of paper, stating therein the part of the Performa and serial number. Separate sheets shall be used for each part. However the format shall be as per Performa.
35. Each page of the application should be signed.
36. The application shall be signed by persons / persons on behalf of the organization having necessary authorization / Power of Attorney to do so.
37. Bank reserves the right to cancel one or all applications without assigning any reason whatsoever.
38. Decision of the Bank in regard to selection of the professionals/companies/firms will be final and binding on the applicants.

2. Pre-qualification criteria for empanelment of Architects:

Category A – Up to Rs.20 lac; Category B –Rs.20 lac and above

Sno	Criteria	Criteria Marks Allotted	Self rating marks	Bank's Assessment
1.	Should have served as consultant/executed one similar of Rs.15 lakhs or more during last 3 years (20 Marks) OR Should have served as consultant /executed two similar works of Rs.7.50 lakhs or more during last 3 years (15 Marks) OR Should have served as consultant /executed three similar works of Rs.5 lakhs or more during last 3 years (12 Marks) OR For works below Rs.5.00 lac, four similar works of Rs.1.50 lac each during last 3 years (10 Marks). Who are having first 3, worked for at least 3 PSBs, they will get 25 marks.	25		
2.	Registered with Indian Association of Architects/Council of Architects? Indian Institute of Interior Designers? Give registration No & attach copy herewith	08		
3.	Financial Capacity/Average turnover for the last three years should be equal or more than Rs.6 lakhs	07		
4.	Should have made profit for at least two years during the last three years.	05		
5.	Worked for Bank of Maharashtra earlier for any project	05		
6.	Easy Availability /The firm must have full set up of office in Solapur ; Solapur city (15 marks) Within the radius of 20 Kms from Solapur City (10 Marks) More than 20 Kms from Solapur City (0 Marks)	15		
7.	Qualification of the professionals/ employees of companies/firms; Post Graduation: (07 Marks) Graduation: (05 Marks)	7		
8.	ISO Certification	3		
9.	Experience in the field should be Minimum 3 Years	10		
10.	Standing/Empanelment with Nationalized bank (preferably in Solapur) Marks- (10 Marks) Empanelment with PSU Marks –(08 Marks) Empanelment with Govt. Agencies/dept (05 Marks)	10		
11.	Block listed by any Govt./PSB/PSU (-25 Marks) (a Self declaration saying that your company is not block listed by any Govt./PSB/PSU is to be submitted)			
12.	PAN - (02 Marks); Service Tax Registration - (02 Marks) WCT/TIN/VAT/EPF Registration - (01 Marks)	05		
	Total Marks			

NOTE: Criteria mentioned above are just minimum requirement. The Bank at its discretion may upgrade the criteria. The professionals/companies/firms scoring 60 marks & above will only be considered for empanelment & they themselves will have to fill in marks for self-rating as stated in the above table. Evaluation of these marks will be done by the Bank and Bank's decision in the matter is final & binding. No complaints in this regard will be entertained. The category-A or B for empanelment of the professionals/companies/firms will be decided on the basis of their financial position, no. of employees and past experience, works executed.

3. Application Format for Architects:

Desired requirements:

The professionals/companies/firms should be practicing architect for a minimum period of 3 years. Necessary experience certificates should be enclosed.

The professionals/companies/firms who are on the panel of nationalized banks in Architect category are preferred.

1	Name of the Firm/ Organization Registered Office Other Offices/Branches details Telephone No. Fax No. E-mail	
2	Year of Establishment	
3	Status of the firm Whether individual/ company / firm / Proprietary	
4	Name and Qualification of Directors /Partners / Proprietor Minimum qualifications-B Arch	Name Designation Qualification Mobile no. 1). 2).
5	a) Whether registered with the Registrar of Companies /Registrar of Firms. If so, mention number & date. (Also enclose copy of Registration / Articles and Memorandum of Association)	
	b) Whether registered with Indian Association of Architects/Council of Architects? Indian Institute of Interior Designers? Give registration No & attach copy herewith.	
	c) If empanelled with other organizations such as Banks /PSU etc. Furnish their names, class and date of registration (attach copy of registration, if any)	
6	Name of the bankers	Name of Bank: Name of Branch: Phone Nos.: Contact Person Phone No.:
7	Satisfactory evidence to indicate financial capacity	Year Turnover Profit (Rs. In lacs) 31.03.2013 31.03.2014 31.03.2015 Certified copies of last 3 years Balance Sheet, Profit & loss A/C, IT Return be submitted.
8	Registration with Tax Authorities	i) Income-tax (PAN) No. ii) Service tax no. iii) EPF Reg. No.(if applicable) iv) ESI Reg. No. (if applicable) v) TIN / VAT No.

		vi) WCT Reg. No(if applicable)
9	No. of years of experience in the field. Mention fields of activities (Minimum experience- 5 Years)	
10	Whether ISO certified? Furnish details.	
11	Detailed description and value of works done and works on hand in last 5 years from Banks and others (as per Annex. I & II attached)	
12	List of important / major works on hand from Banks and others (as per Annex. III & IV attached)	
13	Whether any Civil suit / Litigation arisen in the projects executed during last 10 years / being executed now. If yes, please furnish details.	
14	Key personnel employed :(as per Annex. V)	
15	Infrastructure of the firm viz. office space, office equipment.(as per Annex.VI attached Herewith)	
16	Whether related to any staff member of Bank of Maharashtra. If yes, please elaborate.	
17	Please give reference with address and telephone no. of two persons for whom you have executed similar works of importance who may be directly contacted by the bank about the ability, competence or capability	
18	List of clients-name, address, phone no.	
19	Any other information	

Signature and Seal of the Applicant

Note: All certified copies are required to be furnished for the proof. These are to certified copies preferably by the concerned agencies/ or a Govt./PSU Officer. In case you intend to give further / more information, please attach separate sheet/s.

4. Particulars of works executed for banks as client

PROFORMA – I

Sno	Name of Work /Project executed with name &address of the client bank.	Short description of work	Name & Address of Owner / Consultant	Value of work executed	Stipulated time of completion	Actual time of completion	Copy of Work Order & completion certificate from the Bank.
1)							
2)							
3)							
4)							
5)							
6)							
7)							

Signature of the Applicant

Note: 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.

5. Particulars of works executed for other clients

PROFORMA – II

Sno	Name of Work /Project executed with name &address of the client bank.	Short description of work	Name & Address of Owner / Consultant	Value of work executed	Stipulated time of completion	Actual time of completion	Copy of Work Order & completion certificate from the Bank.
1)							
2)							
3)							
4)							
5)							
6)							
7)							

Signature of the Applicant

Note: 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.

6. Particulars of works on hand from banks

PROFORMA – III

Sno	Name of Work /Project executed with name &address of the client bank.	Short description of work	Name & Address of Owner / Consultant	Value of work executed	Stipulated time of completion	Actual time of completion	Copy of Work Order from the Bank
1)							
2)							
3)							
4)							
5)							
6)							
7)							

Signature of the Applicant

Note: 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.

7. Particulars of works on hand from other clients

PROFORMA – IV

Sno	Name of Work /Project executed with name &address of the client	Short description of work	Name & Address of Owner / Consultant	Value of work executed	Stipulated time of completion	Actual time of completion	Copy of Work Order & completion certificate from the Client
1)							
2)							
3)							
4)							
5)							
6)							
7)							

Signature of the Applicant

Note: 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.

8. Key personnel permanently employed

ANNEXURE – V

Sno	Name	Designation	Qualification	Experience	Years with the firm	Name of the projects handled costing over Rs.20 lakhs	Indicate special expertise such as Advance Mgt. Tech. like CPM / PERT & Projects in which such techniques were employed	Any other information

Signature of the Applicant

Note: The list is to be substantiated with the documentary evidence.

9. Details of Infrastructure in Office

ANNEXURE – VI

Sno	Items	Details	Numbers/Quantity
1)	Address of the office		
2)	Office premises, area etc. in sq.ft.		
3)	Fax / M/C		
4)	Telephones		
5)	Other instruments		
6)	Software/s used for planning, estimation, execution, supervision etc.		
7)	Reference books used for estimates / rate analysis etc. Information		
8)	Subscription to magazines, journals from institutes of technical nature		
9)	Any other		

Signature of the Applicant

10. Covering letter to Application

Date:

**The Zonal Manager,
Solapur Zone,
Bank of Maharashtra,**

Dear Sir,

Subject: Application for empanelment of architects.

I/We has/have read and examined all pre-qualification criteria, scope of work, technical, all terms and conditions of tender document. I/We understand the pre-qualification criteria and instructions to the applicants.

I / Our companies/firms is eligible as per the pre-qualification criteria fixed by the Bank for empanelment and all proof /evidence for the pre-qualification criteria is enclosed.

I/We submit my/our application for Bank's consideration duly filled-in and complete in all respects according the Performa.

If my/our application is accepted, we will continue in the empanelled list of your bank.

I/We once again confirm that I/our company is eligible as per the eligible criteria and all documents are enclosed as a evidence for proof.

I/We hereby acknowledge and unconditionally accept that k may on its absolute discretion apply whatever criteria deemed appropriate n short listing and selection of the architects.

I/We understand that you are not bound to accept the any application, you may receive.

Yours faithfully,

(Signature of Authorized Official)

Name:

Designation:

Seal of the company

11. Format for submission of Pre-qualification

Srno	Pre-qualification condition	Compliance	Provided in page no.
1.	Should have served as consultant/executed one similar work of Rs.15 lakhs or more during last 3 years (20 Marks) OR Should have served as consultant /executed two similar works of Rs.7.50 lakhs or more during last 3 years (15 Marks) OR Should have served as consultant /executed three similar works of Rs.5 lakhs or more during last 3 years (12 Marks) OR For works below Rs.5.00 lac, four similar works of Rs.1.50 lac each during last 3 years (10 Marks). Who are having first 3, worked for at least 3 PSBs, they will get 25 marks.		
2.	2 Financial Capacity/Average turnover for the last three years should be equal or more than Rs.6 lakhs		
3.	Should have made profit for at least two years during the last three years.		
4.	Worked for Bank of Maharashtra earlier for any project		
5.	Easy Availability /The firm must have full set up of office in Solapur Solapur city (15 marks) Within the radius of 20 Kms from Solapur City (10 Marks) More than 20 Kms from Solapur City (0 Marks)		
6.	Qualification of the professionals/ employees of companies/firms Post Graduation: 7 Graduation: 5		
7.	ISO Certification		
8.	Experience in the field should be Minimum 3 Years		
9.	Standing/Empanelment with Nationalized bank (preferably in Solapur) Marks- (10 Marks) Empanelment with PSU Marks –(08 Marks) Empanelment with Govt. Agencies/dept (05 Marks)		
10.	Block listed by any Govt./PSB/PSU (-25 Marks) (a Self declaration saying that your company is not block listed by any Govt./PSB/PSU is to be submitted)		
11.	PAN - (02 Marks) Service Tax Registration - (02 Marks) WCT/TIN/VAT/EPF Registration - (01 Marks)		

12. Check list for submission of Application

The applications are requested to submit the following three in a single cover.

1. Covering letter as per the format given in the tender document
2. The application shall be signed by persons / persons on behalf of the organization having necessary authorization / Power of Attorney to so. A copy of the necessary authorization / Power of Attorney for signing the application should be attached.
3. Application fee of Rs.200/- in the form of DD favouring “Bank of Maharashtra, Solapur Zone” or cash (Cash receipt obtained from Bank’s Solapur Zonal Office is to be attached)
4. Profile of the company / firm
5. Compliance of pre-qualification criteria of the company/firm as per the format given in the tender document with the following documents.
6. Proof for having minimum 3 years experience in this field
7. Proof /Audited balance sheets showing Minimum Turnover.
8. Proof of ISO 9001 certification, if your company is having it
9. A Self declaration letter about the block listing: A Self declaration letter saying that your company is not block listed by any Govt/PSU/PSB i submitted
10. Any brochures/printed material of your company, if available
11. Index covering the page wise details