



**बैंक ऑफ महाराष्ट्र**  
**Bank of Maharashtra**  
ONE FAMILY ONE BANK

**BANK OF MAHARASHTRA**  
**LUDHIANA ZONE**  
**1<sup>st</sup> Floor, Jai Kartar Bhawan,**  
**Near Circuit House, Ferozpur Road,**  
**Ludhiana- 141001**

**Invites**  
**Application for**

**EMPANELMENT OF ARCHITECTS IN THE STATE OF PUNJAB AND UT OF**  
**J&K ALONG WITH LADAKH UNDER BANK OF MAHARASHTRA.**  
**LUDHIANA ZONE**

**Date of issue: 16.09.2023**

**Last Date of Submission: 30.09.2023 (upto 5.00 pm)**

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## A.NOTICE INVITING TENDER

### Subject: Empanelment of Architects in the state of Punjab and UT J&K and LADAKH under Ludhiana Zone.

1. Bank of Maharashtra, Ludhiana Zone is in the process of Empanelment of Architects for Ludhiana Zone. Application forms are invited for empanelment from reputed Architects, having valid registration with CPWD/MES/PSUs/ Nationalized Banks/ Govt. Sector/State PWD, and reputed Private Institutions in appropriate class.
2. Categories for Empanelment.
  - i. Category A – Works upto 500.00 lacs
  - ii. Category B – Works upto 100.00 lacs
  - iii. Category C – Works upto 50.00 lacs
  - iv. Category D – Works upto 25.00 lacs
  - v. Category E – Works upto 15.00 lacs
3. Bank of Maharashtra proposes to empanel the Architects for existing/proposed offices at various locations in Ludhiana Zone. The centers would be located in different location in the state of Punjab and UT of J&K and Ladakh.
4. The works which are proposed in different locations of Ludhiana Zone, where Bank's Offices/premises are located and only those applicants who are capable of carrying out works in aforesaid locations only need to submit their application. The empanelment will be applicable initially for the period of Two years from the date of empanelment. However, Bank has discretion to extend the empanelment period for further one year on same terms and conditions.
5. The Architects satisfying the pre-qualification criteria will be empaneled for the Pune Location, subject to meeting their eligibility criteria. Bank at its discretion shall verify the offices of the applicants. The Architects are requested to furnish details regarding their Company, Organization Chart, Date of Incorporation, Number of employees, Experience etc. as indicated in the application format given in Bank's website.
6. The Architects, who fulfil the above criteria, may download the application Form, from Bank of Maharashtra **website** [www.bankofmaharashtra.in](http://www.bankofmaharashtra.in) **under Notices - Tenders**. The application forms duly completed in all respects giving the aforesaid information are required to be addressed to the officer as indicated below and should be **enclosed in a sealed cover** super scribing in the top left hand Corner of The Cover As **"Application For Empanelment of**

**Architects for Ludhiana Zone"** and to be submitted for the purpose on or before **30<sup>th</sup> September 2023 by 4:00 pm** at the following address:

**Zonal Manager  
Bank of Maharashtra  
1<sup>st</sup> Floor, Jai Kartar Bhawan,  
Near Circuit House, Ferozpur Road,  
Ludhiana- 141001**

7. The sealed cover should necessarily be submitted at aforesaid Dept. only. Bank reserves the right to reject any or all the applications without assigning any reasons thereto and to restrict the list to any number deemed suitable by it, if too many applications are received satisfying the basic pre-qualification criteria. Bank also has the right to reject all the applications and go in for re-advertisement without assigning any reason thereto.
8. Those Architects / Architect Firms who have empaneled / disqualified in the process of earlier tender no. Tender No. AX1/CSD/03/2022-23 dated 22.04.2022 shall not submit their application. If such application is received, Bank shall summarily reject without any reason.

Thanking you,

Yours truly,

Sd  
Zonal Manager  
Ludhiana Zone

## **B.FORM OF TENDER**

Date:

**Zonal Manager  
Bank of Maharashtra  
1<sup>st</sup> Floor, Jai Kartar Bhawan,  
Near Circuit House, Ferozpur Road,  
Ludhiana- 141001**

Dear Sir

### **Empanelment of Architects in the state of Punjab and UT J&K and LADAKH under Ludhiana Zone.**

With reference to the tender invited by Bank of Maharashtra for the captioned subject work:

1. I / We the undersigned have carefully gone through tender documents comprising of the Notice of Tender, tender form, terms and conditions.
2. I/We hereby assure that we have read all the terms and conditions of tender for empanelment and have submitted all relevant documents required for qualification for empanelment.
3. I / we do here by undertake to execute the work whenever I have been assigned the work with all quality and within stipulated time frame.
4. I/We hereby assure that if I / we are empaneled, then I / we will participate in all the tender / quotation enquiry of the Bank with all integrity.
5. I / We hereby wish to apply for \_\_\_ category (works upto \_\_\_ lacs) and also accept the aforesaid category or any category below as per the categorization made by the Bank and all as per the decision of the Bank.

### **MEMORANDUM”**

**Description of work:** Tender for Empanelment of Architects for Ludhiana Zone

Should this tender be accepted, I/We hereby agree to abide by and fulfill the term and conditions of the tender annexed hereto so far as they may be applicable or in default thereof, in the said tender conditions.

**Our Bankers are:**

i)

**The names of partners of our firm are:**

i)

**Name of the partner of the firm**

**Authorized to sign:**

**OR**

**Name or person having Power of Attorney to sign the contract**

(Certified copy of the Power of

Attorney should be attached):

Yours faithfully,

Signature of Tenderer

Stamp

### C.TERMS AND CONDITIONS

1. Architects shall apply for empanelment in prescribed format. The tender document is available on our website "[www.bankofmaharashtra.in](http://www.bankofmaharashtra.in)" under notices Tenders. The interested applicant shall download the tender and submit their application as per the eligibility. Applicant has to submit the tender along with **prescribed fee** of **Rs. 1,000/-** which is non-refundable. No hard copy will be issued in any case.
2. Categories for Empanelment.
  - i. Category A – Works upto 500.00 lacs
  - ii. Category B – Works upto 100.00 lacs
  - iii. Category C – Works upto 50.00 lacs
  - iv. Category D – Works upto 25.00 lacs
  - v. Category E – Works upto 15.00 lacs
3. Intending Architects are requested to furnish details about their firm, technical experience, competence and evidence of their financial standing as per enclosed Performa for considering their names for empanelment.
4. The Architects should have minimum three years of experience in the respective field.
5. Bank of Maharashtra may approach the Architects clients, corporations, organizations, etc. to verify their general reputation / competence/credentials etc. If any aforesaid credentials are adverse, than Bank will not empanel such contractors.
6. Selection of Architects for empanelment shall be based on the ability, competence and general behaviour & approach towards work which is to be required for good quality jobs to be performed by them.
7. Bank of Maharashtra reserves the right to accept or reject any application without assigning any reason.
8. The empanelment shall be made for a specific category. However, Architects empanelled in higher category shall be eligible for the works in the lower category also. However, those who have empanelled in lower category will not be eligible for higher category of work. If any applicant has applied for higher category and if he is not suitable than Bank may consider for lower category. However, decision in this case will be at Bank's discretion.

9. If the space provided in the Performa is insufficient for giving full details, the same may be given on a separate sheet of paper. Information furnished to Bank will be kept as strictly confidential.
10. Decision of Bank of Maharashtra regarding selection of Architects for empanelment will be final and binding and no further correspondence will be entertained. Architects empanelled will be informed separately.
11. Intending contractors / Architects / consultants / vendors / manufacturer are requested to read the Performa carefully before filling the particulars.
12. Incomplete applications will not be considered.
13. Information / details furnished by selected Architects, if found to be false at any time in future or any information affecting empanelment is willingly / unwillingly withheld, if come to the notice of the Bank at any point of time, the empanelment of Architects can be cancelled immediately.
14. **Wherever required, only certified copies should be submitted. The completion certificate shall be from main client only.** Work order copy without completion certificate will not be considered as a proof of the completed work. The completion certificate submitted by subcontractor will be not be considered valid.
15. Cost of the application form is Rs. 1,000/- which is not refundable & to be paid by way of Demand Draft favouring "Bank of Maharashtra" payable at LUDHIANA.
16. Application form is not transferable.
17. Empanelment of the firm, if selected, will be valid for 2 years and extendable further period of 01-year subject to satisfactory performance of the contractor.
18. The application shall be submitted strictly in the format as mentioned along with the supporting documents.
19. 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 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. If any application is found without signature on all pages than Bank shall summarily reject the same.



20. Completed empanelment document shall be submitted in person up to **4.00 pm** on or before **30.09.2023** to the Zonal Manager, Bank of Maharashtra, 1<sup>st</sup> floor, Jai Kartar Bhawan, Ferozpur Road, Ludhiana. The application shall not be accepted by post / courier. Each application/form must accompany Demand Draft of Rs. 1,000/- favouring Bank of Maharashtra and payable at LUDHIANA.
21. It is necessary that Contractors must have office in the state/UT or a full-fledged branch office in the state/UT of Punjab/J&K and Ladakh, if its head/registered office is at somewhere else. Applicant shall submit necessary address of branch/office located at Punjab/J&K and Ladakh. If Contractors doesn't have office/branch office in Punjab/J&K and Ladakh, they shall provide undertaking that they will make necessary arrangements (men, material & technical staff) for execution of work, if any awarded.
22. If any Bidder has two firm or he is any capacity in other firm and both firm has applied for empanelment than any one firm will only be empanel among two or more firm.
23. Those Architects / Architect Firms who have empanelled / disqualified in the process of earlier tender no. Tender No. AX1/CSD/03/2022-23 dated 22.04.2022 shall not submit their application. If such application is received, Bank shall summarily reject without any reason

## D.PRE-QUALIFICATION INCLUDING BIO-DATA

### BIO-DATA OF AGENCY

1. Name of the firm :
  
- 1 a) Address (Head Office) :
  
- Telephone No. :
- Office :
- Residence :
- Mobile :
- Fax :
- E-Mail :
  
- 1 b) Address (Local Office) :
  
- Telephone No. :
- Office :
- Residence :
- Mobile :
- Fax :
- E-Mail :
  
- 2.a) Whether proprietary/partnership/ Pvt. Ltd. / Public Ltd. (certificate of registration to be enclosed as Annexure-I) :
  
- b) Name of the Proprietor, Partners, Directors
- I)
- II)
  
- c) Year of establishment :
  
3. Registration with Tax Authorities:
- i) Income-tax (PAN) No. :
- ii) G S T No. :
- iii) EPF Reg. No. :
- iv) ESI Reg. No. :
- v) TIN / VAT No. :
- vi) WCT Reg. No. :

(copies of certificates of registration with relevant authorities to be enclosed as Annexure-II-A, II-B, II-C, II-D & II-E)

4. Names of the Bankers with address & telephone numbers:

Sr. no.	Name of the Bank	Branch	Since when banking	Contact Person & Tel. No.

5. Furnish copies of audited balance-Sheet and Profit & Loss A/C. for the last 3 years as Annexure-IV-A, IV-B & IV-C. 2020-21, 2021-22, 2022-23 : Enclosed / Not enclosed

6. Registration with Govt. / Public Sector / Banks / MNC / Reputed Private organizations (certificates of Registration to be enclosed as Annexure-V.

Name of the Organization	Year since empanelled

7. Give details if involved in litigation at present in similar type of contracts:

Sr. No.	Name of Project	Name of Employer	Nature of work	Work order dated	Date of completion of work	Value Rs.

8. Details of civil suit, if any, that arose during execution of contract in the past 5 years. :

9. Specify maximum value of single value project executed during the last 03 years. :

10. Name & relation, if any, with the **staff member of Bank of Maharashtra**. Please give his/her present posting & contact no. :

11. Details of work executed during the last 3 years:

Type of work	Work executed for (name of the Institution / Body)	Nature of work (in brief)	Location	Value Rs.	Duration of work with date of Commence and completion	If work left incomplete or terminated (give reasons)

**Note:** Copies of work orders along with photocopies of relevant TDS certificate, satisfactory completion certificate obtained from the client shall be enclosed as Annexure VI. Please note that without the copies of certificates, your application is liable to be rejected. Please refer cl No. 12 of Empanelment of contractors.

12. Details of work on hand (photo copies of performance certificate, work orders issued by valued clients, such as Banks, Govt., Semi-Govt. Bodies, and reputed Pvt. Firms should be enclosed as Annexure VII).

Type of work	Work executed for (name of the Institution / Body)	Nature of work (in brief)	Location	Value Rs.	Duration of work, stipulated time	Present stage of work

13. LIST OF NAME/S OF PROPRIETOR / PARTNERS & EMPLOYEES:

Name	Qualifications	Experience	Particulars of work done	Employed in your firm since	Value of work done

14. Turnover in last 3 years:

Sr. No.	Year	Turnover (Rs. in lacs)	Income-tax paid	GST / Service Tax paid	Amount of Profit
1					
2					

3					
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(Copies of income-tax returns /assessment orders for each year to be enclosed as Annexure VIII-A, B, C, D& E)

15. List of equipment's / machinery owned:

Sr. No.	Name of equipment	Year of manufacture	Nos. available

### 16. PRE-QUALIFICATION CRITERIA:

Application for \_\_\_\_\_ category.

Sr. No.	Criteria	Weightages	Marks will be provided by Bank
1	<p><b><u>For works (Please refer the category below)</u></b></p> <ul style="list-style-type: none"> <li>- Should have provided Architectural services for one similar work of <b>80%</b> of the value indicated for the category for which registration is sought during last 3 years OR</li> <li>- Should have provided Architectural services two similar works of <b>50%</b> of the value indicated for the category for which registration is sought during last 3 years OR</li> <li>- Should have provided Architectural services three similar works of <b>40%</b> of the value indicated for the category for which registration is sought during last 3 years</li> </ul> <p>Category A – 500.00 lacs of work executed            Category B – 100.00 lacs of work executed            Category C – 50.00 lacs of work executed            Category D – 25.00 lacs of work executed            Category E – 15.00 lacs of work executed</p>	40	
2	<p>Average turnover for the last three years shall be</p> <p>Category A –Rs. 30.00 lacs            Category B –Rs. 15.00 lacs            Category C –Rs. 05.00 lacs            Category D –Rs. 03.00 lacs            Category E – Rs. 01.00 lacs</p>	20	

	Note: Contractor shall submitted CA Certified copy of Annual Turnover and Profit & Loss statement. Agency shall be profit making.		
3.	The firm must have full set-up of office in Pune or Branch office in Pune. <u>If they don't have then marks allotted will be Zero.</u>	20	
4.	The firm must have qualified personnel Minimum qualified personnel: 04	10	
5.	Empanelment in Govt/Semi Govt/PSU/PSB / MNC / Reputed Private organizations:	10	
<b>TOTAL</b>		<b>100</b>	

**NOTE:** The minimum qualifying marks for empanelment shall be 75 marks. However, any past experience which has adverse remark by client, or unsatisfactory performance & general behaviour along with approach towards work will lead to disqualification of application for empanelment. No representation in any case will be entertained by the Bank.

## **E.DECLARATION**

1. I / We have read the instructions appended to the Performa and I / We understand that if any false information is detected at a later date, future contract if any made between ourselves and Bank of Maharashtra, on the basis of the information given by me / us can be treated as invalid by the Bank and I / We will be solely responsible for the consequences.
2. I / We agree that the decision of Bank of Maharashtra in selection of contractor/consultants will be final and binding to me / us.
3. All the information furnished by me hereunder is correct to the best of my knowledge and belief.
4. I / We agree that I / we have no objection if enquiries are made about the work listed by me / us in the accompanying sheets.
5. I / We agree that I / We have not applied in the name of sister concern for the subject empanelment process.

Place :

Date :

SIGNATURE

NAME & DESIGNATION

SEAL OF ORGANISATION.

### F.LIST OF ENCLOSURES

ANNEXURE NO.	PARTICULARS	TICK IF ENCLOSED
I	Certificate of registration of Company / partnership deed.	
II	Certificates of registration with Income Tax, Service Tax, EPF, ESI and VAT / TIN authorities.	
III	Solvency Certificate.	
IV	Audited Balance Sheet & Profit & Loss A/c. Statement for last three years or CA Certificate for the same.	
V	Certificates of Registration with Govt. / Public Sector / Banks / MNC / ISO registered organizations	
VI	Copies of work orders along with satisfactory completion certificate mentioning value of work and performance.	

**Note:** In absence of any of the above enclosures, your application is likely to be rejected. Also, in absence of tender with all pages signed and stamp will be summarily rejected.