



बैंक ऑफ महाराष्ट्र
Bank of Maharashtra

भारत सरकार का उद्यम

एक परिवार एक बैंक

BANK OF MAHARASHTRA
LOKMNAGAL, 1501,
SHIVAJINAGAR, PUNE-411 005.

(Tender No. AX1/CSD/03/2022-23)

EMPANELMENT OF ARCHITECT AT BANK OF MAHARASHTRA, HEAD
OFFICE, PUNE

TENDER ISSUED TO: -

NAME OF THE ARCHITECT: -

ADDRESS: -

DATE OF ISSUE OF TENDER: -

FROM 22ND APRIL 2022

DATE OF SUBMISSION OF TENDER: -

ON OR BEFORE 06TH MAY 2022 UPTO
03:00 P.M.

BANK OF MAHARASHTRA

Prequalification for Empanelment of Architects

Bank of Maharashtra proposes to empanel the Architect for existing offices at various locations in Pune. The centres would be located in different location in Pune:

The works which are proposed in different locations of Pune, 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.

The Architects satisfying the pre-qualification criteria will be empanelled 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.

The Architects, who fulfil the above criteria, may download the application Form, from Bank of Maharashtra **website** 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 Prequalification for Empanelment of Architect in Pune**" and to be submitted for the purpose on or before **06th May 2022 by 3:00 pm** at the following address:

Assistant General Manager (Civil Engineer),
Corporate Service Dept,
1st Floor, Lokmangal, 1501,
Shivajinagar, Pune

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.

**Assistant General Manager (Civil Engineer)
Corporate Services Dept.
Bank of Maharashtra
Head Office Pune**

TERMS AND CONDITIONS OF EMPANELMENT OF ARCHITECTS

Bank of Maharashtra is in the process of Empanelment of Architects. 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.

Architects shall apply for empanelment in prescribed format. The tender document is available on our website "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.500.00** which is non-refundable. No hard copy will be issued in any case.

1. 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.
2. The Architects should have minimum two years of experience in the respective field.
3. The Architects who intend to apply for more than one category have to apply for each category separately using the same application form by paying requisite fee for each application which is non-refundable. The applicant shall note that the information relevant to the category under which they want to apply shall be applicable and same shall be filled correctly. Where ever information is not relevant to the category, shall be written as Not-applicable.
4. Bank of Maharashtra may approach the Architects clients, corporations, organizations, etc. to verify their general reputation / competence/credentials etc.
5. Selection of Architect will be based on the ability and competence required for good quality jobs to be performed by them.
6. Bank of Maharashtra reserves the right to accept or reject any application without assigning any reason.
7. The empanelment shall be made for a specific category. However, Architect empanelled in higher category shall be eligible for the works in the lower category also.
8. 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.

9. 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.
10. Intending Architects are requested to read the Performa carefully before filling the particulars.
11. Incomplete applications will not be considered.
12. 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 and respective Architects will not be able to apply for empanelment in any offices of Bank for 02 years.
13. 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.
14. Cost of the application form is Rs.500.00 which is not refundable & to be paid by way of Demand Draft favouring "Bank of Maharashtra" payable at PUNE.
15. Application form is not transferable.
16. Empanelment of the firm, if selected, will be valid only for 2 years and extendable further period of 01-year subject to satisfactory performance of the Architect. Performance of Architect will be evaluated based on each work he has assigned.
17. The application shall be submitted strictly in the format as mentioned along with the supporting documents.
18. 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.
19. Completed empanelment document shall be submitted in person up to **3.00 pm** on or before **06.05.2022** to the Assistant General Manager (Civil Engineer), Bank of Maharashtra, 1st floor, Corporate Services Department, Lokmangal, 1501, Shivajinagar, Pune 411005. The

application shall not be accepted by post / courier. Each application/form must accompany Demand Draft of Rs.500/-, favouring Bank of Maharashtra and payable at PUNE. The application form submitted at any other Dept. or dropped in any box and if not received within stipulated time will be summarily rejected.

20. It is necessary that Architects must have office at Pune or a full-fledged branch office at Pune if its head/registered office is at somewhere else. Applicant shall submit necessary address of branch/office located at Pune. If Contractors doesn't have office/branch office at Pune, they shall provide undertaking that they will make necessary arrangements (men, material & technical staff) for execution of work, if any awarded.
21. The successful applicant/s will have to execute separate agreement with Bank & all the costs and applicable stamp duties will have to be borne by the applicant.

22. Blacklisting of Architect:

Architect has to provide Prudent Services for the assigned work with whole integrity and professionalism. In any case, if it is observed that Architect has shown casual approach during delivery of services or if Integrity is found doubtful or involved in hand in glove with contractor thereby incurring loss to the Bank, then Bank may Blacklist the Architect / Architect Firm for 02 years or put respective Architect / Architect Firm in caution list.

BIO-DATA OF AGENCY

1. Name of the firm :

a) Address (Head Office) :

Telephone No. :

Office :

Residence :

Mobile :

Fax :

E-Mail :

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-: Enclosed / Not enclosed. Sheet and Profit & Loss A/C. for the last 3 years as Annexure-IV-A, IV-B & IV-C. 2018-19,2019-20, 2020-21

6. Registration with Govt. / Public Sector / Banks (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 03/02 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.

12. Details of work on hand (photo copies of performance certificate, work orders issued by valued clients, preferably Banks, Govt., Semi-Govt. Bodies 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					

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

15. PRE-QUALIFICATION CRITERIA:

Sr. No.	Criteria	Weights	Self-rating marks
(Architect shall have valid certificate from Indian Council of Architecture. Applications without said certificate will be summarily rejected)			
1.	The Architectural Services for works amounting shall be as above for each category. Category A- Estimated cost of work upto 500 lacs Category B – Estimated cost of work up to Rs.100 lacs Category C – Estimated cost of work up to Rs.75 lacs Category D – Estimated cost of work up to Rs.50 lacs Category E – Estimated cost of work up to Rs.25 lacs Category F – Estimated cost of work up to Rs. 15 lacs	35	
2.	The Architects shall have successfully completed the project or projects cumulative to the cost of category in which applied. Category A- Rs. 500.00 lacs Category B –Rs.100.00 lacs Category C –Rs. 75.00 lacs Category D –Rs. 50.00 lacs Category E –Rs. 25.00 lacs Category F – Rs. 15.00 lacs	20	
3.	Should have made profit during last three years	10	
4.	Empanelment in Govt/Semi Govt/PSU/PSB organizations:	15	
5.	The firm must have full set-up of office in Pune or Branch office in Pune. <i>If they don't have then marks allotted will be Zero.</i>	10	
6.	The firm must have qualified personnel (Minimum qualified personnel: 02)	10	
TOTAL		100	

NOTE: Applicant shall mention self-rating for those category which are applicable. Criteria mentioned above is just minimum requirement. The Bank at its discretion may upgrade the criteria. No complaint on this account will be entertained. Architects scoring 75 marks & above will only be considered for pre-qualification & **they themselves will have to fill in marks for self-rating as stated in the above table. However, based on the attached documents which are required for pre-qualification, the marking will be evaluated by Bank and it will be final. Based on the aforesaid, the empanelment of the Architect will be finalised.**

21. LIST OF ENCLOSURES:

ANNEXURE NO.	PARTICULARS	TICK IF ENCLOSED
I	Certificate of registration of Company / partnership deed.	
IIA, IIB, IIC, IID, IIE	Certificates of registration with Income Tax, Service Tax, , EPF, ESI and VAT / TIN authorities.	
III	Solvency Certificate.	
IVA, IVB, IVC	Audited Balance Sheet & Profit & Loss A/c. Statement for last three years.	
V	Certificates of Registration with Govt. / Public Sector / Banks.	
VI	Copies of work orders along with photocopies of relevant TDS certificate, satisfactory completion certificate mentioning value of work.	
VII	Copies of performance certificate, work orders issued by valued clients, preferably Banks, Govt., Semi-Govt. Bodies.	
VIIIA, VIIIB, VIIIC, VIID, VIIIE	Copies of income-tax returns / assessment orders for previous 05 years.	

Note: In absence of any of the above enclosures, your application is likely to be rejected.

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 Architect 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.
