



**INDIAN BANK
FGM OFFICE, 1ST FLOOR NEW BUILDING, LUCKNOW**

Application form for

**EMPANELMENT OF ARCHITECT/ ARCHITECTURAL CONSULTANCY FIRM &
STRUCTURAL CONSULTANT/ CONSULTANCY FIRM**

To be submitted to:

The Chief General Manager
Indian Bank
FGM office, 1st Floor
New Building,
Hazaratganj, Lucknow-226001
Ph- 0522-2972617/618

Note:

All the existing empanelled Architect / Consultants need to apply afresh.

Last date for submission of Application: **03.00 pm on 30.09.2025**

I. EMPANELMENT NOTICE

Indian Bank, FGMO, Lucknow, Estate Department, 1st floor, Hazaratganj, Lucknow invites applications for Empanelment of Architectural/Architect Consultancy Firm & Structural Consultant /Firm for its offices /Branches within the Jurisdiction of FGMO Lucknow (Presently comprises of Zonal office Lucknow, Kanpur, Jhansi, Sitapur, Gonda, Lakhimpur Kheri, Bahraich) covering 19 Districts (List of district enclosed in Annexure).

Applicant should submit single application for respective Trade mentioning the highest category in the Trade applied for. If the applicant is not eligible for the same, the applicant will be considered for lower categories as per his eligibility i.e. one application for each Trade of services.

The architects who are already there in the panel of Indian Bank/ erstwhile Allahabad Bank (e-AB) should also submit application for the empanelment afresh.

1.	Name of work	Empanelment of Architect/Architect Consultancy firm & Structural Consultant / Structural Consultancy firm
2.	Category:	1. Category A Up to 25 Lakhs 2. Category B Up to 50 Lakhs 3. Category C Up to 100 Lakhs
3.	Empanelment application form available	The application forms can be downloaded from Bank's website www.indianbank.in or obtained from the office of FGM, Indian Bank, Estate Department 1 ST Floor, New Building, Hazaratganj,Lucknow
4	Availability for download from the above website or Our Office	From 08.09.2025 to 30.09.2025 up to 1400 hours
5	Last date and time for submission of applications	30.09.2025 up to 1500 hours
6.	Validity of Empanelment	5 Years from the date of empanelment, Subject to periodic review and satisfactory performance.
7.	Intending applicants shall submit application along with non-refundable "Processing Fees" of Rs.1,000/- along with certified copies of supporting documents. The processing fee to be submitted by way of DD favoring "Indian Bank" and payable at Lucknow	
8	Cost of application /Tender :Free Of Cost	

- a. Intending applicants are categorically advised to submit the empanelment documents strictly in the attached formats only in Physical mode to FGM office and supporting documents shall also to be submitted where ever it is required.
- b. Any corrigendum/ clarification in respect of this Advertisement shall be released only at Bank's website. For future corrigendum/ clarification, if any, regularly visit Bank's website: <https://indianbank.in/tender>.
- c. The duly completed documents in the prescribed format with all supporting documents shall be placed in a sealed envelope and superscribed as 'Application for Empanelment of Architects/ Firms providing Architectural /Structural Consultant Services in (Category name)' and shall be submitted in prescribed format
- d. The Bank reserve their rights to accept or reject any or all the tenders, either in whole or in part without assigning any reason(s) for doing so and no claim / correspondence shall be entertained in this regard.
- e. Applicants must have its office (Main or Branch Office) in Indian bank Lucknow FGMO agglomeration i.e. any of one in 19 districts (annexure) and Proof of office address must be enclosed with application.
- f. All Architects/ Firms providing Architectural/Structural Services in Bank's existing panel will have to apply afresh for consideration in this empanelment process. Existing empanelment shall lapse once the new/ fresh empanelment are approved.
- g. Note:
 - i) The works executed under sub-contracts will not be considered
 - ii) The maintenance works (AMC, Hiring) will not be considered for evaluation.
 - iii) The work order value should be exclusive of GST
 - iv) The applicants should have valid PAN, GST, ESI, EPF numbers.
- h. **MSE Firms Exemptions:** The firms applying under MSE category must be registered under Central Govt., in relevant category and will be exempted from Turnover & Experience in works, however, the firm should fulfill all other terms & conditions.
- i. **Startups Exemptions:** The firms applying under startups category must be registered under Central Govt., in relevant category and will be exempted from (i) Turn over (ii) Prior Experience in works, (iii). Establishment, however, the firm should fulfill all other terms & conditions.
- j. The firms applying under MSE or Startups shall be empaneled only for basic category (i.e, the firms who are exempted for turn over & experience shall be eligible for works up to Rs. 25 lakhs category only). The valid certificates should be produced.

- k. The applicant/firm should not be blacklisted or included in negative list or terminated of their services in the past by any scheduled Bank / PSU /Corporate body / Govt. body. No partner / proprietor of the applicant should have been a director / Partner / Proprietor in an entity that been blacklisted or included in negative list in the past by any scheduled Bank/PSU/Corporate body/ Govt. body. An undertaking / Certificate to this effect should be submitted along with the application. If the Bank finds the undertaking / Certificate provided by the applicant to be false/forged at any time, including during the term of the empanelment (If empaneled), the applicant will be immediately disqualified / terminated by the Bank.
- l. If any company/Firm Director/Partner having more than one company/ Joint Venture/ Sister Concern, bidder should apply for each trade in the name of any one of Single Company/ Joint Venture/Sister Concern Only. In case, more than one application from the same/ common Promotor, Partner, Proprietor, Director is found to be submitted, then the Bank reserve its right for summarily rejecting the other company applications.
- m. Applications without complete information and certified photocopies of documents in support of fulfilling the empanelment criteria and Demand Draft will not be entertained.
- n. If any information furnished by the applicant is found to be incorrect at a later stage, he shall be liable to be debarred from tendering / taking up the work in Indian Bank.
- o. Bank reserves the right to verify the particulars furnished by the applicant independently.
- p. Applications for empanelment supported by prescribed annexure should be submitted in sealed envelope duly super scribed "Empanelment of Architects/ Structural Consultants".
- q. The application not meeting the eligibility criteria, without the Processing Fees and supporting documents will be summarily rejected without further communication in this regard.
- r. For Clarification ,please Contact [fgmo.lucknow@indianbank.co.in./](mailto:fgmo.lucknow@indianbank.co.in/) Contact Number 0522 2972617/618

The Chief General Manager
Indian Bank
FGM office, 1st Floor
New Building,
Hazaratganj, Lucknow-226001.

II. NOTICE INVITING APPLICATIONS FOR EMPANELMENT OF ARCHITECTS, STRUCTURAL CONSULTANTS

The eligibility criteria, terms and conditions, application format and other detail/requirement are as under:

A. Eligibility Criteria for Architect Consultant /Architectural Consultancy Firm:

SCOPE OF WORK: Architects' services include planning, designing, periodical supervision & execution of Civil Engineering works, Plumbing, interior furnishing works, Electrical, Air Conditioning, Networking, CCTV, fire alarm & fighting system, landscaping, other infrastructure creation works for the offices/ Branches/ Residences of the Bank, providing the specifications of the materials, assisting the Bank in finalizing the contractor and supervision of the civil/ interior works. The panel architect's services will also be availed for space audit of premises, planning, designing and execution of redeveloping of Banks own buildings involving the approval for the same from the local Authorities.

SR No	Trade	Category	Eligibility Limit (amount in /Rupees)	*Similar Work Executed/Completed During Last 5Years ending on 31.03.2025	**Average Financial Turnover of Last 3 Years (Minimum)	Experience of Firm
1	Architect Consultant /Architect Consultancy Firm	A	Up to Rs.25 lakh	One project costing Rs.20 lakh or Two projects costing Rs.12.5 lakh each or Three projects costing Rs.10.00 lakh each	Rs.1.87 Lakhs	7 years
		B	Up to Rs.50 lakh	One project costing Rs.40 lakh or Two projects costing Rs.25 lakh each or Three projects costing Rs.20 lakh each.	Rs.3.75 Lakhs	
		C	Up to Rs.100 lakh	One project costing Rs.80 lakh or Two projects costing Rs.50 lakh each or Three projects costing Rs.40 lakh each	Rs.7.50 Lakhs	

- a. (*) "Similar Work" under this clause means Planning, Designing and Supervision of various works including Civil, Plumbing, Sanitary, Interior & Furnishing, Fire Fighting, Air conditioning, Electrical and Solar Installation work for Central Govt. Dept./State Govt. Dept./ Semi Govt. Dept. / PSU / Public sector Banks / Reputed Private Sector Organisations Listed on Stock Exchange/ NSE/ BSE during last 7 years as on 31.03.2025". The information must be supported with the copies of Work Order, Satisfactory Completion Certificate, etc.
- b. (**) Applicants should have minimum average annual turnover prescribed in above table during last 3 years ending on 31st March of last financial year ie, 31.03.2025). The information must be supported with the copies of Income Tax Returns Filed and Certificate issued by registered Chartered Accountant prior to 31.03.2025.
- c. Applicants / Architects shall have Graduate/ Post graduate degree in Architecture with minimum 07 years' experience as an Architect as on 31.03.2025. The experience should include all consultancy services for buildings such as architectural, structural, engineering, Interior and Furnishing and all internal and external services such as electrical, AC, CCTV/Surveillance, Plumbing, water supply, soil and storm water drainage, lifts, firefighting / horticulture, EPABX / Networking, gymnasium, parking, rainwater harvesting, sewage treatment plant, recycling of waste water, solar installation etc.
- d. The Applicants /Architects should have all necessary licenses, permissions, consents, no objection certificates, approvals as required under the law for carrying out its / their business including those envisaged under the scope of this tender.
- e. At least one of the Proprietors / Partners / Directors of the Applicants / Architects should have a valid registration and license as an Architect from "Council of Architecture" and shall have minimum 7 years of experience.
- f. The Applicants/ Architects firm should be a sole entity and not a consortium or joint venture.
- g. At least one of the Proprietors / Partners / Directors of the Applicants / Architects should have done Graduation / Post-Graduation in Architecture either from India or abroad and/ or have done substantial amount of work as Architect in India for a period of more than three years.

- h. The Applicants /Architects should have a full-fledged Office / branch office in Indian Bank FGMO Lucknow Span and should have adequate number of qualified Architects, Engineers and other personnel on the payroll / establishment of the company and should also have tie up arrangements with reputed registered and licensed services, Architect firms, Electrical consultants, Air-conditioning consultant etc.
- i. The Applicants / Architects should not have been blacklisted by the Govt. of India Organizations / PSU / PSE / Govt. Depts./Pubic Sector Banks/ reputed Private Sector Banks etc. for breach of any applicable laws or violation of regulations or breach of contractual agreement or rendering unsatisfactory professional services during the last 7 (seven) years. (Self-declaration to be submitted by the bidder/ architects along with their application).
- j. The application not fulfilling any of the above minimum eligibility criteria will be summarily rejected and no further processing will be carried out.

Note:

- i The Architect should have experience in Planning, Designing, Structural detailing of RCC structures for Building / Industries, tender preparation, Estimates, Execution, Quality checks etc.
- ii The work orders and completion certificates for the same should be enclosed. Qualified Structural Engineer should be a part of the Team.
- iii The Consultancy services for only repair works, AMC will not be considered for evaluation. The Consultancy services under sub-lets, Joint Venture will not be considered.
- iv In case of turn-key, combined consultancy provided, the value of civil works will be considered for evaluation. The Consultancy services for Private Residential/ Commercial/ Institutional Buildings will not be considered.

B. Eligibility criteria for Structural Consultant/Structural Consultancy Firm:

Scope of the work:

The scope of Structural Engineering Consultants includes Conduct Space Audit ,Structural Stability of buildings, assessment of repairs, renovation involving structural evaluation, Structural Audit ,Designing and recommending correct rectification methodology, periodical evaluation of buildings for structural conditions, undertaking necessary structural studies and submitting technical assessment reports, suggesting remedial measures, Civil & Electro mechanical works , preparation of tender papers and assisting the Bank in undertaking repair works with or without their site supervision. The services shall also be used for planning, designing, estimation, tendering, supervising of structural related works during building construction, repairs, renovations, maintenance, supervision of strong room construction work at different stages as per CPWD, IS specification & issue of certificate and other Civil works of Bank's own buildings.

Pre-Qualification Criteria:

- The Consultant/Consultancy firm should have minimum prior experience of 7 years in structural design of building, seismic analysis, condition assessment of building, evaluation, repair, rehabilitation and retrofitting of structure and allied works as on 31.03.2025
- Consultant/firm should have at least 1 structural engineer (Master) with 7 years' experience (out of which minimum 5 years should be in rehabilitation/ retrofitting work).
- In addition, the consulting firm/associates should have minimum 1 personnel with Degree/ diploma in civil engineering and minimum 5 years of experience in rehabilitation work. They should also have the experience in devising the repair scheme, estimating costs, drafting specifications, preparation of necessary documents and drawings, supervising the work being executed including certification.

SR No	Trade	Category	Eligibility Limit (amount in /Rupees)	*Similar Work Executed/Completed During Last 7 Years ending on 31.03.2025	**Average Financial Turnover of Last 3 Years (Minimum)	Experience of Firm
1	Structural Consultant/Structural Consultancy Firm.	A	Up to Rs.25 lakh	One project costing Rs.20 lakh or Two projects costing Rs.12.5 lakh each or Three projects costing Rs.10.00 lakh each	Rs.1.87 Lakhs	7 years
		B	Up to Rs.50 lakh	One project costing Rs.40 lakh or Two projects costing Rs.25 lakh each or Three projects costing Rs.20 lakh each.	Rs.3.75 Lakhs	
		C	Up to Rs.100 lakh	One project costing Rs.80 lakh or Two projects costing Rs.50 lakh each or Three projects costing Rs.40 lakh each	Rs.7.50 Lakhs	

- The structural consultant should have adequate knowledge with relevant Indian Standard on all pre and post testing of construction works and structural members.
- The Consultant/Consultancy firm should have authorized/ certified License obtained from the UP Development authority /competent authority for the respective profession.
- Should have experience in planning, designing and supervision of Civil Engineering Constructions, repairs, renovation works including water proofing works of buildings for the Public Sector Banks & Financial Institutions, PSUs, Government departments and reputed private organizations.

III. DETAILED DUTIES/FUNCTIONS OF ARCHITECT / STRUCTURAL CONSULTANT WITH SUPERVISION RESPONSIBILITY.

- a) The Architect /Structural consultant shall render the services as mentioned in the respect scope of works (not limited to) in connection with the project:
- b) Taking Bank's instructions, visiting the site, preparing layout/Design, which shall be in accordance with specifications/ standards, regulations, etc. (including carrying out necessary revisions till the sketch designs are finally approved by Bank), making approximate estimate of cost.
- c) Preparing architectural /Structural working drawings, lay out drawings for water supply and drainage, electrical installations, telephone installations, etc., detailed estimates and all such other particulars as may be necessary for preparation of bill of quantities.
- d) Preparing detailed tender documents specification, bill of quantities, including detailed analysis of rates based on market rates, time and progress charts, etc.
- e) Preparing tender notices for issue by Bank, assisting Bank in inviting tenders from pre-qualified / short listed parties and submitting assessment reports thereon, together with recommendations specifying abnormally high and low rated items. Preparing contract documents and getting them executed by the concerned contractors.
- f) The assessment report shall be based on proper analysis of rates with constants from an approved Standard Hand Book and market rates of materials and labour for major items of works.
- g) All commercial conditions shall be evaluated in financial terms instead of merely saying whether a condition may be accepted or not.
- h) Preparing for the use of the Bank, the contractor and site staff, 2 copies of contract documents for all trades including all drawings, specifications, and other particulars. Preparing such further details and drawings as are necessary for proper execution of the works.

- i) Assuming full responsibility for supervision and proper execution of all works by General and Specialist Contractors who are engaged from time to time, including control over quantities during the execution to restrict variation, if any, to the minimum.
- j) No deviations or substitutions should be authorized by the architect without working out financial implication, if any, to the contractor and before obtaining approval of the Bank.
- k) Checking measurements of works at site, checking contractor's bills, issuing periodical certificates for payments, and passing and certifying accounts, so as to enable the Bank to make payments to the contractors and adjustments of all accounts between the contractors and the Bank.
- l) Architect /Structural consultant shall assume full responsibility for all measurements certified by them. It shall be mandatory on the part of the Architect to check the measurements of various items in each running bill.

Certified that the various items of work claimed in this _____ running bill/ final bill by the contractors have been completed to the extent claimed and at appropriate rates and that the items are in accordance with and fully confirming to the standard/ prescribed specifications in tender and drawings. I/ We further certify that I/we have checked the measurements of each item claimed in this bill. Hence, the running bill/ final bill is recommended for payment of Rs. _____ /-'

(Signature of the Consultant)

Date

- m) The Architect /Structural consultant shall submit the above certification along the relevant Measurement Books/ sheets & contractors bill.
- n) On completion of the project, prepare "As-Built" completion drawings of architectural & Civil, water supply & drainage works, and electrical & other services along with a brief report on the project for the records of the Bank.

- o) Further, the Architect /Structural consultant shall verify and confirm that identification marks are made on all service installations/ cables/ wiring etc for easy identifications to carry out maintenance jobs.
- p) The Architect /Structural consultant shall be wholly responsible for the successful completion of the project in all respects consistent with safety from the inception up to the handing over for occupation to the Bank.
- q) The Architect /Structural consultant shall assist the Bank in all arbitration proceedings, if any, between the contractors and the Bank and also defend the Bank in such proceedings. Assisting Bank authorities in preparing reply of the observations of CTE / CVC/ other statuaries.
- r) The Architect /Structural consultant shall furnish one complete set of layout designs, drawings and detailed estimate for the Bank's record.
- s) Any other services connected with the work usually and normally rendered by the Architect /Structural consultant, but, not referred to herein above.

IV . GENERAL CONDITIONS:

- i. The Architects/structural consultant should submit their application for a specific category in which they wish to get empanelled. However, Architects /Structural Consultant empanelled in higher category shall be eligible for works in the lower category also. The Architects shall fulfill the eligibility criteria for the category they apply.
- ii. The Architects empanelled by Indian Bank/ e-AB in the past need to apply afresh, Else they will not be considered for empanelment and it will be Null & Void.
- iii. **The applicant should not have been disqualified / debarred / terminated on account of poor or unsatisfactory performance / blacklisted from any Government, Semi-government, PSU, Banks or any other organizations including any of the Offices/Branch of Indian Bank during last 5 years as on the date of publication of this notice. A suitable declaration to be submitted on the Letter Head of the Firm duly signed by the Applicant/ Authorized Signatory.** The application of disqualified/ debarred/ blacklisted/ terminated Architects on account of poor or unsatisfactory performance shall be summarily rejected.
- iv. Bank may choose to carry out physical inspection of works mentioned by the applicants in their application forms, in addition to calling for confidential reports from the respective employer/client/department to ascertain their capability and quality of works.
- v. The performance of all the empanelled Architects/Structural Consultant shall be reviewed by the Bank periodically (may once in 2 years) and the Architects/Structural consultant with unsatisfactory performance shall be removed from the panel without notice and no correspondence will be entertained in this regard in the future.
- vi. If the Architects/Structural consultant is not responsive for the tenders (NIT) called by the Bank for three consecutive occasions, Bank reserves the right to seek clarifications from the Architects/Structural consultant for their non-participation for the tender notices. If the reply received is not convincing, their empanelment will be terminated after that. In case if no reply is received within 30 days their empanelment will get automatically terminated without notice.
- vii. The applicant is required to furnish their PAN No, GST Registration details of firm etc. along with supporting documents.
- viii. All the details must be incorporated in the application form downloaded from the Indian Bank website. Incomplete applications/ not fully filled form will be rejected.

- ix. The prequalification criteria mentioned above is minimum, in each category. Thus, the empanelment of Architects/Structural Consultant in each category shall be considered by the Bank purely on merits, performance of the applicant in timely execution of the project with quality, verification of their credentials / inspection of work for quality, infrastructure feedback / confidential reports of the firms/ applicant received from other employers etc. Hence, merely fulfilling the prescribed minimum prequalification criteria shall not entitle the Architect for their empanelment.
- x. Bank reserves its right to empanel Architects as per its needs in each category & trade. The empanelment of Architects shall be considered on merits within the sole discretion of the Bank and cannot be claimed as right by the applicant and no correspondence shall be entertained in this regard.
- xi. The Architect/Structural Consultant shall specify the category under the trade for which they are submitting the application for empanelment.
- xii. Canvassing in any form including bringing influence from any person / agency/ Officials/ authorities shall lead to disqualification of the applicant.
- xiii. Force Majeure: Notwithstanding anything contained herein, neither party shall be liable for its delay in performance or failure to perform its obligations under the contract in the result of an event of Force Majeure.

For purpose of this clause, "Force Majeure" means an event beyond the control of the parties. Such events may include, but are not restricted to, acts of god, wars or revolutions, earthquakes, fires, floods or similar natural calamities, epidemic or pandemic or public health emergency, quarantine restrictions, and freight embargoes or acts/ actions of Central/ State Government or any other circumstances beyond the parties control.

In case any Force Majeure situation arises and continues for a period exceeding 15 days, the parties here to undertake to sit together and devise ways for expeditious and proper performance of the obligations of the parties under the order/ contract.
- xiv. If the impossibility of complete or partial performance of an obligation lasts for more than 6 (six) months, either party hereto reserves the right to terminate the contract totally or partially upon prior written notice of 30 (thirty) days to the other party of the intention to terminate without any liability.

Part A

_EMPANELMENT OF ARCHITECT CONSULTANTS – APPLICATION FORM

V. EMPANELMENT OF ARCHITECT /ARCHITECT CONSULTANTS FIRM –
APPLICATION FORM
(Please strike-off which is not applicable)

APPLIED FOR EMPANELMENT OF

TRADE:

CATEGORY:

(Specify only one higher category. If not eligible under the specified category, Indian Bank may consider the application for including in the qualifying category as per eligibility criteria)

Willingness to Empanel for lower Categories:

A	B	C
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(Please Tick the appropriate categories)

	a) Name of the Applicant / Firm / Organization – M/s.	
	b) Full Postal Address of Firm (Enclose proof)	
	c) Contact Details <ul style="list-style-type: none"> Phone No. Mobile No. Fax No. e-mail Id 	
	d) Application Processing Fee Details <ul style="list-style-type: none"> (i) Amount (Rs.): (ii) Details of fee paid in DD: (iii) Name of the Bank: (iv) Date of remittance: 	
2	Year of Establishment of firm/ Company (Enclose certified copies of documents as an evidence – ENCLOSURE 'A'#)	

3	Constitution of Firm (Enclose certified copies of documents as an evidence – ENCLOSURE ‘B’)	Sole proprietorship/ Partnership / Private Ltd. / Public Ltd. / Any other (Please specify)
4	Name of the Proprietor/ Partners/ Directors of the Organization/ Firm with Qualification. (Enclose certified copies of documents as an evidence – ENCLOSURE ‘C’)	
5	Name/s of Authorized Signatory/ Directors/ Partners with Designation and Contact No.	
6	Mode of Authorization (Enclose certified copies of documents as an evidence – ENCLOSURE ‘D’)	Resolution/ Partnership Deed/ Registered Power of Attorney/ Proprietor/ Any Other (Please specify)
7	Details of Registration with Registrar of Companies/ Registrar of Firms. Whether Partnership Firm, Company, etc. Name of Registering Authority, Date and Registration Number. (Enclose certified copies of documents as an evidence – ENCLOSURE ‘E’)	
8	Whether registered/ empanelled with Govt./ Semi- Govt./ PSUs/ Banks/ Government Financial Institutions/ Companies or Institutions and Reputed Private Sector Organisations Listed on Stock Exchange/ NSE/ BSE during last 7 years as on 31.03.2025 if so, in which class/ Category and since when? (Enclose certified copies of documents as an evidence – ENCLOSURE ‘F’) a) Name of Organization, Category No. & Date of Registration b) Name of Organization, Category No. & Date of Registration c) Name of Organization, Category No. & Date of Registration	YES / NO
9	Number of years of experience in the field and details of work in any other field.	
10	Whether last three years IT returns filed (Please enclose certified copies of the I T return of 2022-23, 2023-24, 2024-25 – ENCLOSURE ‘G’)	

11	Yearly turnover of the organization during last 3 years (year wise) and furnish audited balance sheet and Profit & Loss A/c. (Audited) for the last 3 years. (Enclose certified copies of documents as an evidence – ENCLOSURE ‘H’) 	2022-23: Rs..... 2023-24: Rs..... 2024-25: Rs..... Average: Rs.....
12	Banker’s Details Banker’s Name: Full Postal Address: Telephone No.: Account No.: Type of Account:
13	Registration with Government Authorities: (Enclose certified copies of documents as an evidence – ENCLOSURE ‘I’) a) Income Tax (PAN) No. b) Goods & Service Tax (GST) No. c) Labour License d) ESI e) EPF
14	Details of major works executed & completed during last 7 years in Central Govt./ State Govt./ Financial Institutions/ PSUs/PSBs Reputed Private Sector Organisations Listed on Stock Exchange/ NSE/ BSE during last 7 years as on 31.03.2025	Please fill up enclosed Annexure ‘J’ & enclose copies of work order and satisfactory completion certificates.
15	Details of major works executed & completed during last 7 years in Central Govt./ State Govt./ Financial Institutions/ PSUs/PSBs. Reputed Private Sector Organisations Listed on Stock Exchange/ NSE/ BSE during last 7 years as on 31.03.2025	Please fill up enclosed Annexure ‘K’ & enclose copies of LOI /work order / agreement
16	Details of Key Personnel Permanently employed. • No. of Technical Personnel • No. of Other (administrative) Personnel	(ANNEXURE ‘L’)

17	Furnish the names of -3- responsible persons along with their designation, address, contact no., etc., for whose organization, you have completed the above-mentioned jobs and who will be in a position to certify about the quality as well as performance of your organization.	(ANNEXURE 'M')
18	Information relating to whether any litigation is pending before any Arbitrator for adjudication of any litigation or else any litigation was disposed of during the last seven years by an arbitrator in which project the Architect has given consultancy. If so, the details of such litigation are required to be submitted.	(ANNEXURE 'N')
19	Declaration regarding near relatives working in the Indian Bank.	(ANNEXURE 'O')
20	Copy of COA/ Indian Institute of Architects for Architect for Architect. Copy of approval from the competent authority for Structural Engineer	

Enclosures to be submitted by the Applicant

VI DECLARATION:

- (a) All the information furnished by me/ us here above is correct to the best of my knowledge and belief.
- (b) I/We have no objection if enquiries are made about the work listed by me/ us in the accompanying sheets/ annexures.
- (c) I/We agree that the decision of Indian Bank in selection of contractors for empanelment will be final and binding to me/ us.
- (d) I/We hereby confirm that our firm/ agency/ company has not been disqualified / debarred / blacklisted by any Governments, Semi-governments, PSUs, Banks including any of the Offices/ Branch of Indian Bank/ erstwhile Allahabad Bank during last 5 years as on the date of publication of this notice.
- (e) I/We hereby confirm that all information, particulars, copies of certificates and testimonials submitted in connection with my/ our empanelment are correct and genuine.
- (f) I am / We are, therefore, liable to face appropriate actions as deemed fit by the Indian Bank in the event of any of the information, particulars, copies of certificates and testimonials are not found correct and genuine.
- (g) I/We have read the instructions appended to the proforma and I/we understand that if any false information is detected at a later date, the empanelment shall be cancelled at the discretion of the Indian Bank.

PLACE :

DATE:

NAME & DESIGNATION

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ANNEXURE – J

LIST OF MAJOR WORKS EXECUTED AND COMPLETED IN CENTRAL GOVT./ STATE GOVT./ FINANCIAL INSTITUTIONS/ PSUS/ BANKS/ REPUTED Private Sector Organisations Listed on Stock Exchange/ NSE/ BSE during last 7 years as on 31.03.2025

(Enclose supporting documents i.e. Work order, Proof of payment (TDS statement) and Satisfactory Completion Certificate
Obtained from the Clients)

S. No.	Name of Work	Consultancy Carried out for (Name of the Organization with Brief Address of Concerned Office & Contact No.)	Scope of Work	Location of the Work	Actual Value of the Work	Stipulated Date for Completion	Actual Date For Completion	In case of delay, time extension granted without LD (Yes/ No)	If Work Left Incomplete or Terminated (Furnish reasons)

(Add separate sheet if required)

Note:

1. Information has to be filled up specifically in this format.
2. For certificates, the issuing authority shall not be less than an Executive in charge.

ANNEXURE – K
LIST OF MAJOR CONSULTANCY WORKS IN HAND

(Enclose Copies of Work Orders Issued by Clients)

S. No.	Name of Work	Consultancy being carried out for (Name of the Organization with Brief Address of concerned office & Contact No.)	Nature of Work	Location of the Work	Value of the Work	Date of Commencement	Scheduled Date of Completion	Likely Date of Completion

(Add separate sheet if required)

Note:

- Information has to be filled up specifically in this format.

ANNEXURE – L

DETAILS OF KEY PERSONNEL (PERMANENT EMPLOYEE), GIVING DETAILS ABOUT THEIR TECHNICAL QUALIFICATION & EXPERIENCE INCLUDING THEIR IN-HOUSE ESTABLISHMENT

S. No.	Name	Qualification	Total Experience	Employed in Your Firm Since	Any Other Information

(Add separate sheet if required)

Notes:

1. Information has to be filled up specifically in this format.
2. Indicate other points, if any, to show your technical competence to indicate any important point in your favour.
3. The details of the consultants (In-house) shall be furnished in separate sheets.
4. The key personnel details to be updated & submitted to Bank, once in 2 years.

Name of Authorized Signatory

DETAILS OF THREE RESPONSIBLE CLIENTS / PERSONS TO WHOM THE MAJOR WORKS CARRIED OUT BY THE APPLICANT

S. N o.	Name of the Official	Organization & Address	Contact Numbers	E-mail ID

(Add separate sheet if required)

Notes:

1. Information has to be filled up specifically in this format.
2. Indicate other points, if any, to show your technical competence to indicate any important point in your favour.

Name of Authorized Signature

ANNEXURE – N

DETAILS OF LITIGATION/ ARBITRATION CASES RESULTING FROM THE CONSULTANCY WORKS/ THROUGH CONTRACTORS EXECUTED THEIR WORKS IN THE LAST SEVEN YEARS OR CURRENTLY UNDER EXECUTION

Year	Awarded for or against Applicant	Name of Client	Cause of Litigation and Matter of Dispute	Disputed Amount	Actual Awarded Amount

(Add separate sheet if required)

Notes:

1. Information has to be filled up specifically in this format.
2. Indicate other points, if any, to show your technical competence to indicate any important point in your favour.

Name of Authorized Signatory

DECLARATION REGARDING NEAR RELATIVES WORKING IN THE INDIAN BANK

Name of Bank Staff Related to Applicant	Designation	Office/Branch & Place of Posting	Relation with the Applicant

(Add separate sheet if required)

Notes:

1. Information has to be filled up specifically in this format.
2. Indicate other points, if any, to show your technical competence to indicate any important point in your favour.

Name of Authorized Signatory

CHECK LIST

SR. NO.	PARTICULARS	SUBMITTED (Y or N)
1	Application Form (All pages filled in, signed and stamped)	
2	Processing fee – Rs.1,000/- DD	
3	Enclosure A	
4	Enclosure B	
5	Enclosure C	
6	Enclosure D	
7	Enclosure E	
8	Enclosure F	
9	Enclosure G	
11	Enclosure I	
12	Annexure J	
13	Annexure K	
14	Annexure L	
15	Annexure M	
16	Annexure N	
17	Annexure O	

Date: Place:

Seal & Signature of the applicant

TIME SCHEDULE OF WORK FOR BRANCH/ OFFICE FURNISHING

Sr. No.	Submission	Maximum Period (this may vary as per site condition/ Bank requirement)
1.	Submission of sketch plan & preliminary estimates.	Within 2 (two) weeks from the date of receipt of instructions from the Bank.
2.	Submission of Detailed drawings, other drawings and estimates, complete in all respect for the project.	Within 2 (two) weeks from the date of receipt of Bank's approval of the sketch plan and preliminary estimates.
3.	Submission of 'Good for Construction Drawings (GFC)' and tender documents complete in all respect.	Within 2 (two) weeks from the date of receipt of Bank's approval of Detailed drawings
4.	Submission of Architect's report on the various tenders.	Within 1 (one) week from the date of receipt of tenders from the Bank.
5.	Other drawings, Site variations etc, if any.	Within a reasonable time for making smooth running of works at site.
6.	Interim Bill Certification	Within 1 (one) week from the date of receipt of interim bills from the Contractor.
7.	Final Bill Certification	Within 4 (four) weeks from the date of receipt of final bill from the Contractor.

IX Payment Terms and Conditions

Payments for the availed services would be against milestone completion. Indicative payment plan is given below:

Milestone Completion	%Age of payment
Layout finalization:	10
Finalization of detail drawings, estimate, Tender document and award of work to the contractors:	30
Work/ Site completion (After submission of 'As-Built' drawings & reports:	50
On Completion of Defects Liability Period (DLP) (one year after site completion):	10

Payment in case of Termination of Contract with Architect:

In case the Contract is terminated payment towards services will be made on pro rata basis, for the period services have been delivered, after deducting applicable TDS/ other taxes.

Fee Structure for Architects for Projects:

The maximum fee structure for Architects is mentioned below for guidance. The rate is applicable on the actual cost of the work/ estimated cost whichever is less.

Description of	With Supervision		Without Supervision	
	Original	Repetiti on	Original	Repetiti on
a) Office/ Branch Building	5%	-	4%	-
b) Residential	4%	2%	3%	1%

Part B

_EMPANELMENT OF STRUCTURAL CONSULTANTS – APPLICATION FORM

INDIAN BANK

EMPANELMENT OF STRUCTURAL CONSULTANTS – APPLICATION FORM

Sl.No	Particulars	
1.	Name of the Firm	
2.	Address	
3.	Telephone Nos. Including Mobile	
4.	Fax No.	
5.	Constitution of the Firm (Please enclose relevant documents like copy of partnership deed, Memorandum/articles of association etc.)	
6.	Year of Establishment	
7.	Name of Partners/Associates	
8.	Bio-data of Partners/Associates, Details may be given in the Enclosed format (Annexure I)	
9.	Registration details with BMC/ Competent authority (please enclose copy of the certificate)	
10.	Name and Value of Major interior works Completed during the last 5 years. Details may be given in the enclosed format – Annexure – II (Please enclose copies of work order, completion certificate issued by the client etc.)	
11.	Name and Value of major interior works in the hand - Details may be given in the enclosed format – Annexure – III. (please enclose copies of work orders)	
12.	Name and Value of other major construction works in the hand – Details may be given in the enclosed format – Annexure – III (Please enclose copies of work orders)	
13.	List of Technical personnel employed – Please attach	

	separately	
14.	List of other personnel employed – Please attach separately	
15.	List of consultants engaged by the firm – Please attach separately	
16.	List of Office Equipments owned by the Company.	
17.	Banker's Name	
18.	Latest ITCC to be enclosed	
19.	List of Empanelment with other organizations. (Please enclose copies of letters issued by the organizations)	
20.	Particulars of participation in Competitions	

Note: Please enclose separate sheets, photographs, documents etc wherever required.

Signature(s) of applicant(s)

Bio-data of the Partners/Associates

Sl.No.	Particulars	
1.	Name	
2.	Associates with the firm, since	
3.	Date of Birth	
4.	Professional qualifications (please enclose copy of certificate)	
5.	Professional Experience	
6.	Professional Affiliation	
7.	Details of Membership	
8.	Details of Published papers in Magazines	
9.	Details of Cost effective methods/design adopted in the projects	
10.	Exposure to new materials/Techniques	

Signature(s) of applicant(s)

Annexure – II

a. List of Major works completed during the last 7 years

Sl.No.	Name of the Client	Nature of work	Estimated Value	Sq.ft.	Date of Start	Period of Completion	Actual date of Completion	Final Value of the project	Reasons for the Variation/ delay if any
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)

Note : a) The credentials issued by the Clients shall be enclosed.
b) The work should have been executed by the firm under the name in which they are submitting the applications.

Signature(s) of applicant(s)

Annexure – III

b. List of Major works on hand

Sl.N o.	Name of the Client	Nature of work	Estimated Value	Sq.ft.	Present Position	Scheduled date of Completion	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

Signature(s) of applicant(s)

FORM 'A'

X. STRUCTURE AND ORGANISATION

1	Name and address of the applicant	
2	Telephone No./Fax No./e-Mail Address	
3	<p>Legal Status (attach copies of original document defining the legal status)</p> <p>An Individual A proprietary Concern A Firm in partnership A Limited Company or Corporation</p>	
4	<p>Particulars of registration with various Government bodies (Attach attested photo-copy)</p> <p>Registration Number</p> <p>b)Organization / Place of registration</p>	
5	Names and Titles of Directors and officers with designation to be concerned with the work with Designation of individuals authorized to act for the organization	
6	Was the applicant ever required to suspend works for a period of more than six months continuously after commencement of works. If so, give the name of the project and give reasons thereof	
7	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 civil, electrical, interior, Furniture and Furnishing works, you can claim specialization and interest	
11	Any other information considered necessary but not included above	

Signature(s) of applicant(s)

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

SL NO	Designation	Total Number	Names	Qualifi cation	Professional Experience	of continuo us service with employee
1	2	3	4	5	6	7

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

Signature(s) of Applicant(s)

FORM
'C'

DETAILS OF TOOLS PLANT AND EQUIPMENT LIKELY TO BE USED IN CARRYING OUT
THE WORK (IF APPLICABLE)

SL SNO	Name of the Equipment/ Instrument	Nos	Capacity or Type	Age	Condition	Ownership status			Current location	Remark s
						Presently owned	To be purchased	Leased		
1	2	3	4	5	6	7	8	9	10	11

Signature(s) of
Applicant(s)

FORM 'D'
FINANCIAL INFORMATION

- I Financial Analysis – Details to be furnished duly supported by figures in Balance Sheet/Profit and Loss Account for the last 5 years ended 31.03.2025 duly certified by the Chartered Accountant, as submitted by the applicant to the Income -Tax Department (Copies to be attached).

YEARS

2021-21 2021-22 2022-23 2023-24 2024-25

- (i) Gross Annual turn-over in
_____ Works:

- (ii) Profit (+)
or
Loss (-)

- (iii) Financial position :

Cash :

Current Assets :

Current Liabilities :

Please enclose :

- I. Income Tax Assessment orders/IT Returns submitted for the last 5 years.
- II. Solvency Certificate from Bankers (Scheduled bank) of Applicant.
- III. Audited Balance Sheet and P& L Account for the last 5 years

Signature(s) of Applicant(s)

FORM 'E'

PROFORMA ON ISO CERTIFICATION

(If available)

1. Year of Certification :
2. Name and Address of Certifying Agency:
3. Name of Management Representative :
4. Validity of Certificate :

Note : Attested copy of certificate

Signature(s) of Applicant(s)

NAME OF DISTRICT COVERED UNDER FGMO LUCKNOW (AS ON 31/08/2025)

AMETHI
AURAIYA
AYODHYA
BAHRAICH
BALRAMPUR
BARABANKI
GONDA
HARDOI
JALAUN
JHANSI
KANNAUJ
KANPUR DEHAT
KANPUR NAGAR
LAKHIMPUR KHERI
LALITPUR
LUCKNOW
SHRAVASTI
SITAPUR
UNNAO

Agreement with the Architects/Consultant (Model)

This Agreement made at _____ the _____
 _____ day of _____ Two thousand _____ Between
 Indian Bank, _____ a body Corporate constituted
 under _____ (Name of the Act)
 Act, 20 _____ having its Corporate Office at _____
 _____ (Address of the Bank) thereafter called "the Employer") of the One Part
 and _____
 _____ (Name and Address of the Architects) hereinafter called "the
 Architects" of the OTHER PART. Whereas the Employer intends to construct a building at

 _____ (give address of the building project)
 _____ (hereinafter called "The Project") and WHEREAS the
 Employer is desirous of appointing the Architects for the purpose of designing the proposed
 building (give nature of works i.e., offices/flats etc.

Now this Deed witnesseth and the parties hereto hereby agree as follows:

1. The employer agrees to pay the Architects/Consultant as remuneration for the professional services to be rendered by the Architects/Consultant in relation to the said project particularly for the services herein after mentioned, a fee calculated at _____% of the actual cost of work/accepted tender cost whichever is less. The said fee hereinafter called as "Basic Fee". In case there is an escalation in the actual project cost over the accepted tender cost, the payment to the Architect shall be worked out as below:

100% of the Basic fee on the accepted tender cost plus

A. 50% of the basic fee on the escalated cost over and above the accepted tender cost.

Subject to a ceiling of 100% of the Basic fee worked out on the accepted tender cost.

2.i. The Architects /Consultant shall take the Employer's instruction, prepare sketches and designs, make approximate estimates/ cost by cubic measurements or otherwise, prepare drawings sufficient for making applications for building or other licences to town planning/local authorities or for other approvals, prepare working drawings, prepare structural drawings, prepare specifications, prepare bills of quantities, and detailed estimate with rate analysis, prepare tender documents, advise on preparation of a panel of contractors to be invited for tendering, assist in obtaining tenders, advise on tenders received, prepare contract documents, nominate and instruct consultants (if any), coordinate activities of consultants with the local Architects/PMC if and as applicable, prepare such further details and particulars as are necessary for the proper carrying out of the works, advise Employer on technical and financial implication on the

deviation/amendments (if any), from the approved scheme and give general supervision, subject to stipulation of para 2(ii) below.

ii) When the Architect is engaged for supervision as well, his duties will include day to day supervision, measurement, quality control, variation management and complete project management under clause 14 of this agreement.

iii) When work is executed warily or in part with old materials or where materials, labour or carriage is provided by the employer, the percentage shall be calculated as if the work had been executed wholly by the contractor supplying all labour and materials.

iv) No deduction will be made from the Architects' fee on account of liquidated damages or such other sums withheld from the payments due to the contractor.

3. For travel outside the Headquarters, the Architects shall be paid as follows:

a) For Partners, Associates, Senior Architects Consultants within the entitlement of Senior Management of the Bank.

b.) For other staff, within the entitlement of Middle Management of the Bank.

4. Apart from such copies of drawings as are required for submission to the local authorities as provided in clause 2(i), the Architects will supply additional copies of drawings free of cost, as follows:

i) Two sets of all drawings for contractors.

ii) Two sets of all drawings for clerk of works/site engineer.

iii) One set of all drawings for Consultants, if any.

iv). Two sets of all drawings and one set of completion drawings with all amendments incorporated, to the Employer.

v) The Architect shall furnish a complete set of design calculation and drawings for the structural work and other items in me trade for record by the Bank.

vi) The Architect shall furnish a completion plan of the Building/Structures including all services on completion of the project, along with a complete set of design calculations and structural drawings to form a permanent record for the Bank " be consulted in case of any future additions/alterations at a later stage.

The cost of supplying copies of drawings over and above the sets mentioned above shall be reimbursed by the Employer to the Architects.

5. For survey of land, wherever necessary and prepare a survey plan to a suitable scale, which shall give all relevant dimensions and show the boundary lines, contours at

suitable intervals, existing buildings, trees and other landmarks. Architects shall be paid separate fees for the work to be mutually agreed.

6. The Employer shall pay to the Architects their basic fee in the following manner

6.1. Total fee calculated as..... % of the cost of work, subject to the ceiling prescribed below. However, the rate is applicable on the actual cost of the work.

Description of	With Supervision		Without Supervision	
	Original	Repetition	Original	Repetition
a) Office Building	5%	-	4%	-
b) Residential	4%	2%	3%	1%

6.2. Stages of payment will be as given below-

6.2.1. For Architects without supervision responsibilities

i)	On the completion of sketch design and preliminary estimates-	10%.
ii)	On completion of sufficient drawings and particulars for applications to be made to Town Planning/Local Authorities for approval and processing the same	20%.
iii)	On completion of detailed architectural working drawing and structural drawings (sufficient for preparing detailed estimates of cost)	45%.
iv)	On preparation of detailed estimates' preparation of tender documents and advising on tenders received	70%.
v)	For making periodic visits for inspection and quality surveillance preparing other details and drawings as may be required during execution along with variation control	97 %
vi)	Issue of completion certificate and Defect Liability of contracts	100%.

6.2.2. For Architects with supervision responsibilities

i)	On the completion of sketch design and preliminary estimates	10%.
ii)	On completion of sufficient drawings and particulars for applications to be made to Town Planning/Local Authorities for approval and processing the same	15%.

iii)	On completion of detailed architectural working drawings and structural drawings (sufficient for preparing detailed estimates of cost)	35%.
iv)	On preparation of detailed estimates, preparation of tender documents and advising on tenders received	60%.
v)	For making periodic visits for inspection and quality surveillance preparing other details and drawings as may be required during execution along with variation control-	95 %
vi)	Issue of completion certificate and Defect Liability of period of contracts	100%.

☐ **Notes:**

The fees as stated herein above will also be applicable to the services.

6.2.2.1. The fees as stated herein above will be adjusted on the basis of the latest available estimated cost or if tenders have been received then on the lowest bonafide tendered cost. For stage (v) progressive payment will be made on the basis of cost of works done.

6.2.2.2. The final instalment of fees shall be adjusted on the basis of actual cost of works, subject to the stipulation and ceiling given in clause 1 herein before.

7. i) The Architect shall give total supervision with complete execution responsibility, in case he is engaged for supervision well, as mentioned in para 2(ii) before. In all other cases, he has to provide such periodical supervision and inspection as may be necessary to ensure that the works are being executed, generally in accordance with the contract.

ii) The employer may employ an Ideal Architect or Consulting Engineer if required who shall assist the principal Architects in the following manner:

a. Study drawings submitted by the Architects at different stages and point out any discrepancy therein and suggest any amendments to suit the site or local conditions or local building bye-laws.

b. Submit drawings to Municipal authorities and obtain approval thereon.

c Co-ordinate all construction activities including supervision and measurement at site and keep the Architects informed regarding progress of the work by submitting regular progress reports.

OR

Alternatively, the Employer may engage a Project Management Consultant for day to day supervision, measurement, quality control and project co-ordination and management, reporting directly to the Bank whose duties and responsibilities are defined separately.

Architect's responsibility in such cases will be clearly same as those of Architects without supervision responsibility.

iii) The Architects shall not make any material deviation, alteration, addition to or omission from the approved design without the knowledge and consent of the Employer.

iv) Copy-right in all drawings and in the works executed from them will remain the property of the Architects.

v) The fees and charges payable to the Architects shall be in accordance with the Scale of Charges (Clause 6).\

8. The Architects shall engage qualified and competent/reputed Structural, Electrical, Water Supply & Plumbing, and Air-conditioning Consultants to assist them in the preparation of design and details for these services. The Consultant will be appointed with the approval of the Employer. The fees payable to these Consultants shall be borne by the Architects out of the fees received by them. The Architects shall be fully responsible for the design and soundness of the works of such Consultants and shall also coordinate the activities of various consultants and local Architects.

9. In case where the Architects perform partial services for any reason, including the abandonment, deferment, substitution or omission of any project and/or works, or part thereof, and if the services of the Architects are terminated, the charges in respect of the services performed shall be as follows:

10. *Payment will be made in accordance with Clause 6 herein above written for the stages that have been completed. For the incomplete stage, payment will be made on quantum-merit basis in which case assessment of fees will be made with due regard to all relevant factors.*

11. In case of any dispute between the Architect and PMC/ other agency, the matter shall be referred to the employer whose decision shall be final and binding on all parties.

12. In case it is established that due to fault of Project Architect the Bank has to pay any extra amount due to over-run of the Project, over measurements - faulty description of an item or any other lapse on the part of Project Architect, necessary recovery may be effected from the Project Architect/Consultant's fee as per provision of section 73 of Indian Contract Act 1872 and under section 30 of Architects Act 1972 (Central Act No. 20 of 1972).

13. In the event of any dispute, difference or question arising out of or touching or concerning this agreement or the execution of the project, the same shall be referred, At the option of either party (Employer or the Architects), to the arbitration of a sole

Arbitrator mutually agreed upon, and in default of such agreement to the arbitration of two arbitrators, one each appointed by the two parties; who in default of mutual agreement may in turn appoint an umpire. The Arbitrator or arbitrators or umpire, as the case may be will be Fellows of the Indian Institute of Architects or Fellow of the Institute of Engineers (India). Such submission shall be deemed to be a submission to arbitration within the meaning of the Indian Arbitration Act, 1940 or any statutory modifications thereof. The award of the arbitrator(s) or umpire, as the case may be, shall be final and binding upon the parties.

This agreement can be terminated by either party on giving 3 months' notice normally. However, in exigent circumstances, the services of the Architect can be terminated by giving notice of the lesser period.

14. Duties/Functions of Architects

14.1. Architects - with Supervision Responsibilities

14.1.1. Taking the Bank's instructions, visiting the sites, preparing sketch designs which shall be in accordance with local governing codes/standards, regulations etc. (including carrying out necessary revisions till the sketch designs are finally approved by the Bank), making approximate estimate of cost by cubic measurements, square meter or otherwise and preparing reports on the scheme so as to enable the Bank to take a decision on the sketch designs.

14.1.2. Submitting a proper PERTCHART/Bar Chart incorporating all the activities required for the completion of the project well in time i.e., preparation of working drawings, structural drawings, detailed drawings, calling tender, etc. The programme should also include various stages of services to be done by the Consultants in co- ordination with the Architect.

14.1.3. Submitting required drawings to the Municipality and other local authorities and obtaining their approval.

14.1.4. Preparing architectural working drawings, structural calculations and structural drawings, layout drawings for water supply and drainage, electrical installations, telephone installations, etc., detailed estimates and all such other particulars as may be necessary for preparation of Bill of Quantities.

14.1.5. Preparing pre-qualification documents.

- I. Preparing detailed tender documents for various trades viz., general builders work and specialist services such as water supply and sanitary installation, electrical installation, etc., complete with articles of agreement, special conditions, conditions of contract, specification, bill of quantities including detailed analysis of rates based on market rates, time and progress charts, etc.
- II. Preparing tender notices for issue by the Bank or inviting tenders from pre-qualified/short-listed parties on behalf of the Bank, as the case may be, for all trades

-
- III. and submitting assessment reports thereon, together with recommendations specifying abnormally high and low rate items. Preparing contract documents for all trades and getting them executed by the contractors concerned.
 - IV. The assessment report shall be based on proper analysis of rates with constants from an approved Standard Hand Book and market rates of materials and labour for major items of works costing about 90% of the estimated cost of the work.
 - V. All commercial conditions shall be evaluated in financial terms instead of merely saying whether a condition may be accepted or not,
 - VI. When conditions are not susceptible of evaluation, the alternative procedure of calling all the tenderers for negotiation and asking them to submit a final bid based on the terms and conditions acceptable to the Bank may be adopted.
 - VII. Preparing for the use of the Bank, the contractor and site staff, four copies of contract documents for all trade including all drawings, specifications and other particulars. Preparing such further details and drawings as are necessary for proper execution of the works.
 - VIII. Assuming full responsibility for supervision and proper execution of all works by General and Specialist Contractors who are engaged from time to time, including control over quantities during the execution to restrict variation, if any, to the minimum.
 - IX. No deviations or substitutions should be authorized by the Architect without working out the financial implication, if any, to the contractor and obtaining approval of the Bank. However, where time does not permit and where it is expedient, the Architect may take decisions on behalf of the Bank where the total cost of the item/deviation of which does not exceed Rs.10,000/-. This deviation shall be got subsequently ratified from the Bank duly justifying his action at the earliest.
 - X. Working out the theoretical requirement and actual consumption of cement and steel and any other material specified for each bill
 - XI. Assist the Bank in appointing a full time/temporary Site Engineer for supervision of construction of a particular project and guiding the Site engineer as required
 - XII. Checking measurements of works at site. Checking contractor's bills, issuing periodical certificates for payments, passing and certifying accounts, so as to enable the Bank to make payments to the contractors and adjustments of all accounts between the contractors and the Bank. Architects shall assume full responsibility for all measurements certified by them. It shall be mandatory on the part of the Architect to check the measurements of various items of work claimed, in each running bill and issue a certificate as under:

Certified that the various items of work claimed in this..... running bill/final bill by the contractors M/s.....have been completed to the extent claimed and at appropriate rates and that the items are in accordance with and fully conforming to the standard/prescribed specifications and drawings. We further certify that we have checked the measurements to the extent of 100 per cent of each item claimed in this bill. Hence the bill is recommended for payment of Rs.....

(Signature of the Architect)

Date

□ **Note:** The Architects shall endorse the above certification in the relevant Measurements Books also.

14.1.6. Submitting a detailed account of steel, cement and any other material that the Bank may specify and certifying the quantities utilised in the works.

14.1.7. Obtaining final building completion certificate and securing permission of Municipality and such other authority for occupation of the building and assisting in obtaining refund of deposit, if any, made by the Bank to the Municipality or such other authority.

14.1.8. Appearing on behalf of the Bank before the Municipal Assessor or such other authorities in connection with the settlement of the rateable value of the building and advising the Bank in the matter.

14.1.9. On completion of the project, preparing 'as made' completion drawings of architectural, structural, water supply and drainage works and electrical and other services along with a brief report on the project and relevant structural design calculations and submitting four copies of the same for the records of the Bank.

14.1.10. Further, the Architect shall verify and confirm that appropriate marks are made on all service installations/cables/wiring etc.. for easy identification and to carry out maintenance jobs.

14.1.11. The Architect shall be wholly responsible for the successful completion of the project in all respects consistent with safety and structural stability from the inception up to the handing over to the Bank.

14.1.12. The Architect shall assist the Bank in all arbitration proceedings between the contractors and the Bank and also defend the Bank in such proceedings.

14.1.13. The Architect shall furnish one complete set of structural designs, calculations and structural drawings for the Bank's record.

14.1.14. Any other services connected with the works usually and normally rendered by the Architects, but not referred to herein above.

14.2. For Architects - without Supervision Responsibilities

14.2.1. Taking the Bank's instructions, visiting the sites, preparing sketch designs which shall be in accordance with the local governing codes/standards, regulations, etc.. (including carrying out necessary revisions till the sketch designs are finally approved by the Bank), making approximate estimate of cost by cubic measurements, square meter, or otherwise and preparing reports on the scheme so as to enable the Bank to take a decision on the sketch designs.

14.2.2. The Architect shall submit a proper PERT CHART/Bar Chart incorporating all the activities required for the completion of the project well in time ie., preparation of working drawings, structural drawings, detailed drawings, calling tender etc.. The programme should also include various stages of services to be done by the consultants in coordination with the Architect.

14.2.3. Submitting required drawings to the Municipality and other local authorities and obtaining their approval.

14.2.4. Preparing architectural working drawings, structural calculations and structural drawings, layout drawings for water supply and drainage, electrical installations, telephone installations etc.. detailed estimates and also such other particulars as may be necessary for preparation of bill of quantities.

14.2.5. Preparing pre-qualification documents.

14.2.6. Preparing detailed tender documents for various trades viz., general builders work and specialist services such as water supply and sanitary installation, electrical installation, etc., complete with articles of agreement, special conditions, conditions of contract, specification, Bill of Quantities, including detailed analysis of rates based on market rates time and progress charts etc..

14.2.7. Preparing tender notices for issue by the Bank or inviting tenders from pre-qualified/short-listed parties on behalf of the Bank for all trades and submitting assessment reports thereon together with recommendations specifying abnormally high and low rated items. Preparing contract documents for all trades and getting them executed by the contractors concerned.

14.2.8. The assessment report shall be based on proper analysis of rates with constants from an approved Standard Hand Book and market rates of materials and labour for major items of works costing about 90% of the estimated cost of the work.

14.2.9. All commercial conditions shall be evaluated in financial terms instead of merely saying whether a condition may be accepted or not.

14.2.10 When conditions are not susceptible of evaluation, the alternative procedure of calling all the tenderers for negotiation and asking them to submit a final bid based on the terms and conditions acceptable to the Bank can be adopted.

14.2.11 Preparing for the use of the Bank, the contractor and site staff, four copies of contract documents for all trades including all drawings, specifications, and other particulars. Preparing such further details and drawings as are necessary for proper execution of the works.

14.2.12 Assuming general responsibility for surveillance for quality and progress by contractors engaged from time to time so as to ensure that the work is progressing as per drawings and specifications supplied by him are in accordance with the construction schedule with the minimum variation in quantities.

14.2.13 No deviations or substitutions should be authorised by the Architect without working out the financial implication, if any, to the contractor and obtaining the approval of the Bank. However, where time does not permit and where it is expedient, the Architect may take decisions on behalf of the Bank, where the total cost of the item/deviation of which does not exceed Rs.20,000/-. This deviation shall be got subsequently ratified from the Bank duly justifying his action at the earliest.

14.2.14 Working out the theoretical requirement and actual consumption of cement and steel and any other material specified for each bills.

14.2.15 Assisting the Bank in appointing a full time/temporary site engineer for supervision of construction of the project and guiding the Site Engineer as required.

14.2.16 Checking measurements of works at site. Checking contractor's bills, issuing periodical certificates for payments and passing and certifying accounts, so as to enable the Bank to make payments to the contractors and adjustments of all accounts between the contractors and the Bank. Architects shall assume full responsibility for all measurements certified by them. It shall be mandatory on the part of the Architect to check the measurements of various items of work claimed, in each running bill.

Certified that the various items of work claimed in this..... running bill/final bill by the contractors have been completed to the extent claimed and at appropriate rates and that the items are in accordance with the fully conforming to the standard/prescribed specifications and drawings. We further certify that we have checked the measurements to the extent of 100 percent of each item claimed in this bill. Hence the bill is recommended for payment of Rs.....

(Signature of Architect)

Date.....

□ **Note:** *The Architects shall endorse the above certification in the relevant Measurements Books also.*

14.2.17 Submitting a detailed account of steel, cement and any other material that the Bank may specify and certifying the quantities utilised in the works.

14.2.18 Obtaining final building completion certificate and securing permission of Municipality and such other authority for occupation of the building and assisting in obtaining refund of deposit, if any, made by the Bank to the Municipality or any such other authority.

14.2.19 Appearing on behalf of the Bank before the Municipal Assessor or such other authorities in connection with the settlement of the rateable value of the building and tendering advice in the matter to the Bank.

14.2.20 On completion of the project, preparing "as made" completion drawings of architectural, structural, water supply and drainage works, and electrical and other services along with a brief report on the project and relevant structural design calculations and submitting four copies of the same for the records of the Bank. Further, the Architect shall verify and confirm that appropriate marks are made on all service installations/cables/wiring etc.. for easy identifications to carry out maintenance jobs.

14.2.21 The Architect shall be wholly responsible for the successful completion of the project in all respects consistent with safety and structural stability from the inception upto the handing over for the occupation to the Bank.

14.2.22 The Architects shall assist the Bank in all arbitration proceedings between the contractors and the Bank and also defend the Bank in such proceedings.

14.2.23 The Architect shall furnish one complete set of structural designs, calculations and structural drawings for the Bank's record.

14.2.24 The Architect shall be responsible for the successful completion of the Project construction with safety and structural stability from the inception upto the handing over for occupation of the Bank. Wherever a Project Management or Construction Management agency is deployed separately the safety and stability of the temporary construction and construction facilities will, however, be the responsibility of the agency.

14.3 Duties/Functions of Architects when a Project/Construction Management agency is appointed

14.3.1 Where the Bank appoints a Project/Construction Management agency for execution of the work, the Architect's duties/functions shall be treated as one without supervision since the agency will be supervising the day to day activity of the work. However, the Architect shall remain responsible for the successful completion of the work

in all respects with periodical supervision/inspection and suitably instructing/guiding the agency, including verifying the works.

14.3.2 In such cases, the duties/functions of the Architect are to be suitably modified, particularly the Sub-Clauses 14.2.12, 14.2.14 to 14.2.18 and 14.2.21 of Para 14.2 above and any other existing Clause depending upon the scope of work and responsibilities proposed to be assigned to the agency and entered into an agreement.

In WITNESS WHEREOF the parties have hereunto set their hands the day and year first above written.

Signed, and delivered by (Name of the Bank) by the hands
of Shri..... itsand
constituted attorney in the presence of

1.

2.

Signed and delivered by the hands of Shri Partner of
.....(Name of Architects) in the presence of

1.

2.

List of Duties, Responsibilities and Functions to be entrusted to Local Architects/Consulting Engineer

Bank's Construction Project at (Name of the Place of the Project)

1. Duties, Responsibilities and Functions to be Entrusted to Local Architect

1.1 The local Architect will undertake different activities necessary for smooth progress of the construction work and its completion as per schedule.

1.2 The Architects will also exercise all necessary checks and carry out inspection in respect of construction materials, workmanship and construction work so as to ensure that the relevant specifications are strictly adhered to. However, the local architect(s) shall not make any change in the design and specifications prepared by principal architects once they have been approved.

1.3 To submit drawings to municipal or any other appropriate authorities and to maintain liaison with local municipal corporation, government authorities for obtaining approval of the plans, commencement certificate plinth checking certificate, completion certificate, occupation certificate etc.

1.4 To co-ordinate various construction activities being carried out by various agencies at site, to ensure that the work proceeds as per schedule and to keep the principal Architects informed regarding progress of the work by submitting regular progress reports.

1.5 To study drawings submitted by the principal Architects at different stages and point out any discrepancy therein and suggest any amendments to suit site or local conditions or local building bye- laws.

1.6 To advise the Architects regarding site requirement in respect of detailed drawings, clarification to ensure smooth and Speedy progress of constructions.

1.7 To maintain liaison between site and Architects and also with different experts and consultants functioning on behalf of the Architects.

1.8 To perform day-to-day supervision of work and exercise quality control on material and workmanship.

1.9 To issue suitable instructions to the contractors which are necessary to ensure that the work is carried out as per Architects drawings/specifications and with desired accuracy.

1.10 .To check bills prepared by the contractors and to certify running bills and final bills of the contractors to the Bank for payment.

1.11 To submit periodical progress reports to the Bank and the Architects.

1.12 Completion of requisite formalities for obtaining water supply, drainage, electric supply and other services for the premises.

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- 1.13 To, advise the Bank regarding carrying out sundry and allied works (if necessary).
 - 1.14 To advise the Bank well in advance regarding steps to be taken by the department to discharge Bank's Responsibilities in execution of contract agreements and for smooth and speedy progress of work.
 - 1.15 To hold periodical review meetings

IMPORTANT INSTRUCTIONS TO APPLICANTS WHO DOWNLOAD THE DOCUMENT FROM WEB.

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

- a) The applicants should see carefully & ensure that the **document** contains **62 (sixty two)** pages in total.
- b) The printout of the 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 document is **missing**.
- d) The applicant should ensure that all pages in the down-loaded document are **legible, clear &** are printed on a good quality paper.
- e) The applicant should ensure that **every page** of the down-loaded document is **signed by applicant with stamp (seal)**.
- f) The applicant should ensure that the down-loaded document is **properly bound and sealed** before submitting the same.
- g) In case of any correction / addition / alteration / omission in the 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 document submitted and it is identical to the document appearing on Website.
- i) The applicant should read carefully & **sign the declaration** given below in the page number '**62**' before submitting the document.
- j) In case of any doubt in the down-loaded document, the same should be got clarified from the FGMO, Indian Bank, Premises Department 1ST Floor, New Building, Hazaratganj Lucknow - 226001, before submitting the document.

LETTER OF TRANSMITTAL

To

The Chief General Manager,
Indian Bank, Premises Department,
1ST Floor, New Building,
Hazaratganj Lucknow -226001

Sir,

Sub: Empanelment as _____ in your Bank

Having examined the details given in Web-Notice for empanelment as _____ in your Bank, I/we hereby submit the 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 _____ to _____ and accompanying statements are true and correct.
2. I/We have furnished all information and details necessary for empanelment and have no further pertinent information to supply.
3. I/We submit the requisite certified solvency certificate and authorize the Zonal Manager, Indian Bank (or his representative) to approach the Bank issuing the solvency certificate to confirm the correctness thereof.
4. I/We also authorize the Zonal Manager, Indian Bank (or his representative) to approach individuals, employers, firms and corporation to verify our competence and general reputation.
5. I/We also submit prescribed declaration in respect of downloaded document. (Applicable only in case of application on downloaded document)
6. 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 DOCUMENT FROM THE WEB)

It is to certify that

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