



**EMPANELMENT OF ARCHITECTS /**  
**INTERIOR CONSULTANTS**

**INDIAN BANK: ZONAL OFFICE  
AHMEDABAD**

Indian Bank invites application from eligible **Architects / Interior Consultants** for Empanelment. The Pre-Qualification eligibility criteria and the details of empanelment are given below.

- Persons who have Graduate / Post graduate Degree / Diploma in Architecture / Respective branch of Engineering either from India or abroad and / or have done considerable extent of work as practicing
- Architect / Practicing Engineer for a period of more than 5 years.
- Member of the Indian Institute of Architects / institution of Engineers for consultancy or any other professional Institutes.
- Members of Council of Architecture or any other professional Institute.
- Should be empanelled in at least 2 other Public Sector Banks / PSUs.
- Depending on the Category under which the Architect / Consultant is to be empanelled, the experience may be minimum 3 works in the last 3 years ending 31.03.2011., in any of the following **categories**:
  1. Less than and including a 10.00 Lakh
  2. Above a 10 Lakh and less than and including a 25 Lakh
  3. Above a 25 Lakh and less than and including a 40 Lakh
- **Category should be mentioned specifically in the application (Ser.No. – 22).** Those who wish to apply for more than one category may mention so in the application form. **In such case necessary proof should be produced with regard to the work experience as per Annexure II.**
- **Attested copies of all relevant documents should be enclosed with the applications.**
- The following documents / formats are given below.
  - (1) Application form.
  - (2) Bio-data form (Annexure-I),
  - (3) Letter of Transmittal
  - (4) Declaration for those who download documents from Bank web site.
  - (5) Annexure - II
  - (6) Annexure - III
  - (7) Financial Information
  - (8) Pro-forma on ISO certification
  - (9) Important instructions to applicants who download PQ documents from web site.

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- Applications forms can be purchased from Indian Bank, Zonal office, 201-205, Block B, Rudra Arcade 132 Feet Drive –in-cross Road, Memnagar Ahmedabad-380052, on payment of a 500/- by way of DD favouring Indian Bank, Zonal Office payable at Ahmedabad

from **29.09.2011 to 03.10.2011**. The cost of the application should be enclosed with the down loaded applications as mentioned above. Downloaded applications without the necessary fees will be rejected. Filled in applications with all credentials should be submitted before **3.00 P M on 04.09.2011**. Applications will be opened **at 1530 Hrs on 06.10.2011**

- Those who are already in the panel should also submit fresh application for renewal subject to eligibility conditions.
- Please attach list of technical personnel, other personnel employed, consultants and equipments as mentioned in Ser. Nos (13) to (16) of Application form.
- Please enclose letter(s) from organizations where the architect / firm is empanelled as per details given in Ser. No (19) of application form.

Ahmedabad,  
26.09.2011

**ZONAL MANAGER**

## APPLICATION FORM

### EMPANELMENT OF ARCHITECTS / INTERIOR CONSULTANTS

S No	Particulars	Details
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 <b>(Annexure - I)</b>	
9.	Registration number with Council of Architects/ India Institute of Architects (Please enclose copy of the certificates)	
10.	Name and Value of major construction works / interior works in the hand – Details may be given in the enclosed format – <b>Annexure – II.</b> (Please enclose copies of work orders, completion certificate issued by the client etc.)	
11.	Name and Value of major construction works / interior works in hand – Details may be given in the enclosed format – <b>Annexure – III</b> (Please enclose copies of work orders)	
12.	List of Technical personnel employed – <b>Please attach separately</b>	
13.	List of other personnel employed – <b>Please attach separately</b>	
14.	List of consultants engaged by the firm –	

	<b>Please attach separately.</b>	
15	List of Office Equipments owned by the firm – <b>Please attach separately.</b>	
16	Banker's name	
17	Latest ITCC to be enclosed.	
18	List of Empanelment with other rganizations ( <b>Please enclose copies of letters issued by the organizations</b> )	
19	Particulars of participation in competitions.	
20	If the firm is not having the office in Ahmedabad, then please indicate the time by which it is likely to open an office with <b>documentary evidence.</b>	
21	<b>Category</b> in which application is submitted.	
22	PAN Number (Please enclose copy)	
23	Service tax No (Please enclose copy)	
24	Furnish names and full addresses (with <b>telephone numbers</b> ) of <b>two</b> of your clients who will be in a position to certify about the quality as well as performance of your organization	01.  02.

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

**ANNEXURE I**

**BIO-DATA OF THE PARTNERS / ASSOCIATES**

<b>S No</b>	<b>Particulars</b>	<b>Details</b>
<b>1</b>	Name	
<b>2</b>	Associates with firm, since	
<b>3</b>	Date of Birth	
<b>4</b>	Professional qualifications (Please Enclose)	
<b>5</b>	Professional Experience	
<b>6</b>	Professional Affiliation	
<b>7</b>	Details of membership	
<b>8</b>	Details of published papers in Magazines	
<b>9</b>	Details of Cost effective methods / design adopted in the projects	
<b>10</b>	Exposure to new materials / Techniques.	

**(Additional copies may be added depending on the number of Partners / Associates)**

**Date:**

**Signature of the applicant(s)**

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**LETTER OF TRANSMITTAL**

**To**  
**The Zonal Manager**  
**Indian Bank**

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**Sub: Empanelment as Architect / Interior Consultant in your Bank.**

Sir,

Having examined the details given in Web-Notice for empanelment as **Architect / Interior Consultant** in your Bank, I / We hereby submit the documents (issued / downloaded from web site) and other relevant information.

1. I/We hereby certify that all the statements made and informationsupplied in the enclosed forms and accompanying statements are trueand correct.
2. I/We have furnished all information and details necessary for prequalification 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 Zonal Manger, 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.

S No	Name of the Work	Certificate from

Enclosures:  
Seal of applicant

Date:

Signature(s) of applicant(s)

## DECLARATION

(TO BE GIVEN BY THE APPLICANT WHO HAVE DOWNLOADED THE PQ 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 PQ 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 PQ 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 submitted the cost of document.
8. I / We have read carefully & understood the instructions to all the applicants & to the applicants who have down-loaded the document from the web.
9. 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)



**ANNEXURE – II**

**LIST OF MAJOR WORKS COMPLETED DURING LAST 5 YEARS**

**(Details to be submitted for each project separately)**

<b>S No</b>	<b>Particulars</b>	<b>Details</b>
1	Name of the work/ Project & Location	
2	Client Name & Address	
3	Estimated Cost	
4	Tendered Cost	
5	Value of work done	
6	Date of commencement	
7	Date of completion	
8	Stipulated date of (a) Completion	
(b)	Actual date of completion	
9	Final value of the project	
10	Reasons for variation / delay if any	

- Note: a) The credentials / work orders 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 application.  
c) Additional sheets may be enclosed as per requirements.

**Date:**

**Signature of the applicant(s)**

**ANNEXURE – III**

**LIST OF MAJOR WORKS ON HAND**

<b>S No</b>	<b>Particulars</b>	<b>Details</b>
<b>1</b>	Name of the client	
<b>2</b>	Nature of work	
<b>3</b>	Estimated Value	
<b>4</b>	Sq. ft	
<b>5</b>	Present Position	
<b>6</b>	Scheduled date of completion	
<b>7</b>	Remarks	

**Note:** (a) **Separate sheet should be used for each work.**  
(b) Additional sheets may be enclosed as per requirement.

**Date:**

**Signature of the applicant(s)**

**FINANCIAL INFORMATION**

I Financial Analysis – Details to be furnished duly supported by figures in Balance Sheet / Profit and Loss Account for the last 3 years ended 31.03.2011 duly certified by the Chartered Accountant, as submitted by the applicant to the Income-Tax Department (Copies to be attached).

S No	Items	YEARS		
		2008-09	2009-10	2010-11
(i)	Gross Annual Turn over in _____ works			
(ii)	Profit (+) or Loss (-)			
(iii)	Financial Position			
	(a) Cash			
	(b) Current Assets			
	(c) Current Liabilities			

**Please enclose:**

- I. Income Tax Assessment orders / IT Returns submitted for the last 3 years.
- II. Audited Balance Sheet and P& L Account for the last 3 years

Date:

**SIGNATURE OF APPLICANT(S)**

**PROFORMA ON ISO CERTIFICATION**

<b>S No</b>	<b>Particulars</b>	<b>Details</b>
<b>1</b>	Year of Certification	
<b>2</b>	Name and Address of Certifying Agency	
<b>3</b>	Name of the Management Representative	
<b>4</b>	Validity of Certificate	

Note: Attested copy of certificate (attested by Government officer or Notary Public) to be enclosed.

Date:

Signature of Applicant(s)

**IMPORTANT INSTRUCTIONS TO APPLICANTS WHO**

**DOWNLOAD THE PQ DOCUMENT FROM WEB.**

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

1. The applicants should see carefully & ensure that the **document** contains **12 pages** in total except cover page.
2. The printout of 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.
3. The applicant should ensure that **no page** in the down-loaded PQ document is **missing**.
4. The applicant should ensure that all pages in the down-loaded PQ document are **legible, clear** & are printed on a good quality paper.
5. The applicant should ensure that **every page** of the down-loaded PQ document is **signed by applicant with stamp (seal)**
6. The applicant should ensure that the down-loaded document is properly **bound and sealed** before submitting the same.
7. 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.
8. 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 PQ document appearing on Website.
9. The applicant should read carefully & **sign the declaration** given on the page number ' 7 ' before submitting the document.
10. In case of any doubt in the down-loaded document, the same should be got clarified from the **Zonal Office, Premises Department**, 201-205, Block B, Rudra Arcade 132 Feet Drive –in-cross Road, Memnagar Ahmedabad-380052 Ph no.079 2743 1248, **Mob: 94267 09110 before submitting the document.**

Date:

Signature of Applicant(s)