



INDIAN BANK: ZONAL OFFICE
COIMBATORE

EMPANELMENT OF ARCHITECTS /
INTERIOR CONSULTANTS

INDIAN BANK: ZONAL OFFICE
COIMBATORE

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.

- Applications forms can be purchased from Indian Bank, Zonal office, 359 Dr. Nanjappa Road, Coimbatore – 18, on payment of a 500/- by way of DD favouring Indian Bank, Zonal Office payable at Coimbatore from **05.08.2011 to 24.08.2011**. 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 26.08.2011**. Applications will be opened **at 1530 Hrs on 26.08.2011**
- 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.

Coimbatore,
05.08.2011

DEPUTY GENERAL 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 (Annexure - I)	
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 – Annexure – II. (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 – 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 firm – Please attach separately.	
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.	
21	If the firm is not having the office in Coimbatore, then please indicate the time by which it is likely to open an office with documentary evidence.	
22	Category in which application is submitted.	
23	PAN Number (Please enclose copy)	
24	Service tax No (Please enclose copy)	
25	Furnish names and full addresses (with telephone numbers) of two 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

S No	Particulars	Details
1	Name	
2	Associates with firm, since	
3	Date of Birth	
4	Professional qualifications (Please enclose	
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.	

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

Date:

Signature of the applicant(s)

LETTER OF TRANSMITTAL

To

**The Zonal Manager
Indian Bank**

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 information supplied in the enclosed forms and accompanying statements are true and 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 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.

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)

S No	Particulars	Details
01	Name of the work/ Project & Location	
02	Client Name & Address	
03	Estimated Cost	
04	Tendered Cost	
05	Value of work done	
06	Date of commencement	
07	Date of completion	
08 (a)	Stipulated date of completion	
(b)	Actual date of completion	
09	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

S No	Particulars	Details
01	Name of the client	
02	Nature of work	
03	Estimated Value	
04	Sq. ft	
05	Present Position	
06	Scheduled date of completion	
07	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).

		YEARS		
SNo	Items	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

S No	Particulars	Details
1	Year of Certification	
2	Name and Address of Certifying Agency	
3	Name of the Management Representative	
4	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:-

- a) The applicants should see carefully & ensure that the **document** contains **12 pages** in total except cover page.
- b) 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.
- c) The applicant should ensure that **no page** in the down-loaded PQ document is **missing**.
- d) The applicant should ensure that all pages in the down-loaded PQ document are **legible, clear** & are printed on a good quality paper.
- e) The applicant should ensure that **every page** of the down-loaded PQ 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 PQ document appearing on Website.
- i) The applicant should read carefully & **sign the declaration** given on the page number '**7**' before submitting the document.
- j) In case of any doubt in the down-loaded document, the same should be got clarified from the **Zonal Office, Premises Department, 359, Dr. Nanjappa Road (Second Floor), Coimbatore – 641 018, Phone: 0422 – 2230302, Mob: 094420 02625 before submitting the document.**

Date:

Signature of Applicant(s)