




## **NEWS PAPER ADVERTISEMENT**

  	Regional Office, Guntur, D.no 26-21-22, Krishna Plaza, Grand Trunk Road, Nagarampalem, Guntur, Andhra Pradesh, Pin no: 522006, Phone :- 0863-2232610. Email: zogtr@unionbankofindia.com
<p style="text-align: center;"><b><u>Prequalification Notice For Empanelment Of Project Architect/Consultant</u></b></p> <p>Union Bank of India, a leading Nationalized Bank, intends to empanel Architects / Consulting Engineers for the works of repairs and rehabilitation of the Acharya Nagarjuna University Building which includes civil repairs, Interior Furnishing, Electrical, Air-conditioning, Fire Suppression and Detection System and structural engineering and designing works in Guntur region. Interested individuals / companies may obtain the application forms on payment of Rs.500.00 (non-refundable by way of Pay Order / Demand Draft favoring Union Bank of India, payable at Guntur) during working hours from 01 Apr 2022 to 15 Apr 2022 from above mentioned address. The application forms are also available during aforesaid period on Bank's website at <a href="http://www.unionbankofindia.co.in">www.unionbankofindia.co.in</a> and <a href="http://www.govtenders.nic.in">www.govtenders.nic.in</a>. However, the application forms downloaded from the websites shall be accompanied Pay Order / Demand Draft amounting to Rs.500/- (non-refundable) favoring Union Bank of India, payable at Guntur. The last date for submission of the completed forms is 21 Apr 2022 at 1700 hours.</p> <p><b>31 March 2022</b> <span style="float: right;"><b>Deputy General Manager</b></span></p>	

# PART A TECHNICAL BID



क्षेत्रीय कार्यालय गुंटूर REGIONAL OFFICE-GUNTUR  
# 26-21-22, Krishna Plaza, G T Road, Nagarampalem, Guntur, AP  
Phone:- 0863-2232610, E-mail: [zogtr@unionbankofindia.com](mailto:zogtr@unionbankofindia.com),

## EMPANELMENT OF ARCHITECTS / CONSULTING ENGINEERS FOR WORKS RELATED TO BANKS BUILDING AT ACHARYA NAGARJUNA UNIVERSITY CAMPUS

General information for the Architects / Consulting Engineers who wish to supervise work at banks own building at AcharyaNagajuna University for renovation, interior furnishing, electrical works, civil work and rehabilitation of the building, air-conditioning works, etc. under Regional Office Guntur are requested to read following instructions before filling in the forms.

1. Architectural / Consulting firms, intending for supervise works at Acharya Nagarjuna University Building under Regional Office Guntur, are requested to furnish the details as per enclosed format for consideration.
2. If the space provided in the proforma is insufficient for giving full details, separate sheet of paper may be used.
3. Information furnished to Bank will be kept as strictly confidential.
4. Decision of the Union Bank of India RO Guntur regarding selection / rejection for empanelment will be final and binding and no further correspondence will be entertained. Architects / Consultants empanelled will be informed by post.
5. Information and details furnished by empanelled firm / party if found to be false at any time in future or any information withheld, come to the notice of the Bank on later date, the empanelment will be cancelled immediately.
6. The proforma or part thereof shall be signed by any one or more persons on behalf of the firm holding the power of attorney to do so.
7. Cost of the application form is Rs.500.00 (non-refundable) to be paid by way of Pay Order / Demand Draft favoring "Union Bank of India", payable at Guntur Application form is not transferable.
8. Empanelment of firms/Architect will be valid only for 3 years, if selected.
9. Where copies are required to be furnished, these should be certified copies.
10. The selection of architect /consulting engineer is only for works related to Interior Furnishing, Electrical Works, Civil works at Acharya Nagarjuna University Building only.
11. Both the bids Technical & price Bids are to be submitted in separate sealed covers

**BIO - DATA OF ARCHITECTURAL / CONSULTING FIRM**

1. Name of the firm/Architect :
- 1 a) Address (Head Office) :
- Telephone No. :
- Office :
- Residence :
- Mobile :
- Fax :
- E-Mail :
- 1 b) Address (Branch Office) :
- Telephone No. :
- Office :
- Residence :
- Mobile :
- Fax :
- E-Mail :
- 2.a) Whether proprietary/partnership/  
Pvt. Ltd. / Public Ltd. (certificate  
of registration / partnership deed  
to be enclosed as Annexure-I). :
- b) Name of the Proprietor, Partners, Directors :
- I)
- II)
- c) Year of establishment :
3. Registration with Tax Authorities :
- i) Income-tax (PAN) No. :
- ii) Service tax no. :
- iii) EPF Regn. No. :
- iv) ESI Regn. No. :

- v) TIN / VAT No. :  
vi) GST No: :

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

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

i)

ii)

5. Whether registered with Council of Architecture, if so, please mention the number. :

(copy of certificate to be enclosed as Annexure-III)

6. Enclose copies of audited balance-Sheet and Profit & Loss A/C. for the last 3 years as Annexure IV-A, IV-B and IV-C) :

7. Certificate of Registration with Govt. / Public Sector / Banks (certificates of Registration to be enclosed as Annexure-V.

Name of the Organization	Year since empanelled

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

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


9. Details of civil suit, if any, that arose:  
during execution of contract in the  
past 10 years.

10. Specify maximum value of single :  
value project executed during the  
last three years.

11. Name & relation, if any, with the staff :

member of Union Bank of India.

12. Details of work executed during the last 5 years:

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

**Note:** Copies of work orders along with xerox copies of relevant TDS certificate, satisfactory completion certificate obtained from the client shall be enclosed as Annexure VI. Please note without the copies of certificates, your application is liable to be rejected.

13. Details of work on hand (photo copies of performance certificate, work orders issued by valued clients, preferably Banks, Govt., Semi-Govt. Bodies should be enclosed as Annexure VII).

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

14. LIST OF NAME/S OF PROPRIETOR / PARTNERS & EMPLOYEES

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

15. Turnover in last 5 years:

Sr. No.	Year	Turnover (Rs.in lacs)	Income-tax paid	VAT paid	Service Tax paid
1					
2					
3					
4					
5					

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

16. GROUP FOR WHICH REGISTRATION IS SOUGHT OUT OF THE FOLLOWING CATEGORIES

Sr. No.	Name of the activity	
1	Interior decoration including renovation / furnishing / Civil / Electrical / Air-conditioning works on turnkey basis works at AcharyaNagarjuna University building	

**NOTE:** When there is turnkey job, consulting firm selected will take care of entire work.

17. PRE-QUALIFICATION CRITERIA:

Sr. No.	Criteria	Weightages	Self rating marks
1	Should have executed one similar work valuing 80% of the value of proposed work during last 3 years of minimum value as under:  Minimum value of works executed shall be Rs.60.00 lacs and above.	60	
2	Should have received average professional fee (2% of value of work / empanelment value) during the last three financial years above Rs.0.8 lacs	25	
3	Should have adequate in-house infrastructure of Architects / Engineers.  Architects : 02 Nos. - 5 marks Civil Engineers : 02 Nos. - 5 marks Electrical / Mechanical : 02 Nos. - 5 marks	15	
<b>T O T A L</b>		<b>100</b>	

**NOTE:** Criteria mentioned above is just minimum requirement. The Bank at its discretion may upgrade the criteria. No complaint on this account will be entertained. Contractors scoring 80 marks & above will only be considered for pre-qualification. Contractors themselves have to fill in self-rating marks column in the above table.

**18. Details Of The Work Confirming to eligibility as per criteria** - Details must be furnished in the column along with enclosing xerox copies of Documents/credentials to prove the claim failing which application will be rejected out rightly.

Name of the Client	Details of the work	Work Order No.	Satisfactory completion certificate

**19. LIST OF ENCLOSURES:**

ANNEXURE NO.	PARTICULARS	TICK IF ENCLOSED
I	Certificate of registration of Company / partnership deed.	
IIA, IIB, IIC, IID, IIE. II F	Certificates of registration with Income Tax, Service Tax, GST, EPF, ESI and VAT / TIN authorities.	
III	Certificate of registration with the Council of Architecture.	
IVA, IVB, IVC	Audited Balance Sheet & Profit & Loss A/c. Statement for last three years.	
V	Certificates of Registration with Govt. / Empanelment letter with Public Sector under taking's / Banks.	
VI	Copies of work orders along with xerox copies of relevant TDS	

	certificate, satisfactory completion certificate mentioning value of work.	
VII	Copies of performance certificate, work orders issued by valued clients, preferably Banks, Govt., Semi-Govt. Bodies.	
VIIIA, VIIIB, VIIC, VIID, VIIIE	Copies of income-tax returns / assessment orders for previous 05 years.	

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

### DECLARATION

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

Place : SIGNATURE

Date : NAME & DESIGNATION

SEAL OF ORGANISATION



**CONFIDENTIAL REPORT**

(To be obtained from client on their letter head in a sealed envelope)

1.	NAME OF FIRM/ARCHITECT & ADDRESS	
2.	DETAILS OF WORK EXECUTED BY THE FIRM/ARCHITECT	
3.	VALUE OF CONTRACT EXECUTED	
4.	QUALITY OF SERVICE RENDERED	
5.	QUALITY OF AFTER SALES SERVICE	
6.	COMPETENCE TO HANDLE WORKS	
7.	INTEGRITY AND RELIABILITY OF THE FIRM/ARCHITECT	
8.	DEALING IN EXECUTION OF WORK	
9.	WHETHER TIME SCHEDULE IS ADHERED TO	
10.	GENERAL ATTITUDE OF THE FIRM/ARCHITECT	
11.	ANY OTHER INFORMATION WHICH YOU CONSIDER WILL HELP US IN TAKING OUR DECISION.	

PLACE:  
DATE:

SIGNATURE WITH OFFICE SEAL

# PART B PRICE BID



क्षेत्रीय कार्यालय गुंटूर REGIONAL OFFICE-GUNTUR  
#26-21-22,Krishna Plaza, G T Road,Nagarampalem, Guntur, AP  
Phone:- 0863-2232610, E-mail: [zogtr@unionbankofindia.com](mailto:zogtr@unionbankofindia.com).

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1.	NAME OF FIRM/ARCHITECT & ADDRESS	
2.	FEES STRUCTURE FOR ARCHITECTS FOR INTERIOR,ELECTRICAL, CIVIL WOERKS WITH SUPERVISION	_____ % of the total cost of project.

Place :

SIGNATURE

Date :

NAME & DESIGNATION

SEAL OF ORGANISATION