

क्षेत्रीय कार्यालय, इंदौर
क्षेत्रीय कार्यालय, जीवन प्रदीप बिल्डिंग, 12-12A, अनूप नगर, इंदौर (म.प्र.) – 452011
ई मेल: pndroindore@unionbankofindia.bank वेबसाइट: www.unionbankofindia.co.in

**PRE-QUALIFICATION NOTICE FOR
EMPANELMENT OF PROJECT ARCHITECT / CONSULTANT**

Union Bank of India, Regional Office, Indore (M.P.) intends to empanel Architects / Consulting Engineers for a period of 3 years for the works of repairs and rehabilitation of the building including civil repairs, interior furnishing, interior decoration, electrical works/LAN Cabling, air-conditioning, fire suppression and detection system and structural engineering and designing works for its Branches / Offices / Residences situated at Alirajpur, Barwani, Burhanpur, Dhar, Indore, Jhabua, Khargone, Mandsaur, Neemuch, Ratlam & Ujjain districts under Regional Office, Indore (M.P.).

Interested individuals / companies may obtain the application forms from Manager (P&D), Regional Office, Indore (M.P.) on payment of Rs.500.00 (Rupees Five Hundred Only), non-refundable by way of Demand Draft favoring Union Bank of India, payable at Indore during working hours from 25/04/2022 to 17/05/2022.

The application forms are also available during aforesaid period on Bank's website at www.unionbankofindia.co.in and Govt. of India website at <https://eprocure.gov.in/cppp/>. However, the downloaded application forms from websites shall be accompanied with Demand Draft for Rs.500/- (non-refundable) favoring Union Bank of India, payable at Indore (M.P.).

The last date for submission of the completed forms is 17/05/2022 upto 14.00 Hrs at Union Bank of India, Regional Office Indore. The bids will be opened on 17/05/2022 at 15.30 Hrs.

Union Bank of India reserves the right for rejecting any or all applications received without assigning any reasons whatsoever.

Regional Head

Empanelment of Architects / Consultants:

General information for the Architects / Consultants who wish to get empanelled their firm/agency in the Bank's panel for providing architectural services/ consultancy services for renovation of Branches / Offices / Residences, furnishing & interior decoration, civil work and rehabilitation of the buildings, electrical/LAN cabling, air-conditioning, fire safety works, etc. situated at Alirajpur, Barwani, Burhanpur, Dhar, Indore, Jhabua, Khargone, Mandsaur, Neemuch, Ratlam & Ujjain districts under Regional Office, Indore (M.P.) are requested to read following instructions before filling in the forms.

1. Architectural / Consulting firms, intending for empanelment in Union Bank of India 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. The applicants should be registered with Council of Architects and proof of the same should be enclosed with the application. Decision of the Union Bank of India regarding selection / rejection for empanelment will be final and binding and no further correspondence will be entertained. Architects / Consultants who are empanelled by the bank after completion of the tendering process will be informed by post/mail etc.
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 tender document/RFP/EOI shall be signed by the authorized representative of the prospective bidder. The bidder shall submit the authorization letter from their company. 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. The cost of the application form is Rs.500.00 (non-refundable) to be paid by way of Demand Draft favoring "Union Bank of India", payable at Indore (M.P.) Application form is not transferable. Exemption of tender fees /EMD to MSME/NSIC registered firms/agencies will be allowed on submission of self attested copy of valid registration as on date of tender.
8. The empanelment of firm will be valid only for 3 years, if selected. It may be extended for a further period of one year by sole discretion of the bank on account of satisfactory services rendered during the currency of empanelment.

9. Where ever copies are required to be furnished, these should be certified copies.
10. The intending Architect's/Consulting firms must have their registered/head/Branch Office in Madhya Pradesh and relevant documents should be attached with application.
11. The existing architects/consultants already on the empanelled list are required to submit fresh application along with necessary documents, if they wish to apply for fresh empanelment in the same category /upgrading the category.
12. The selection of the participating firms/agencies will be based on the satisfying the short listing criteria as mentioned in the application form and past performance of the works in the bank.
13. If empanelled, the architects/consultants shall only be entitled for participating in the tenders floated by this office, subject to the conditions laid down in each individual notice inviting tenders. It shall not confer any right on them either to be necessary qualified in the tender process or qualify for award of works.
14. Intending architects/consultants are requested to read carefully before filling the particulars in the proforma. The application form should be submitted as per the time schedule mentioned in the application form.
15. The applicants should submit the required documents as mentioned in the form, failing which their application will not be considered. The category/group for which empanelment is requested should be mentioned on the envelope containing the application form.
16. Subsequent to the empanelment, if any of the agency / firm is found de-paneled / black listed from any bank / other firms, the said agency / firm will be immediately de-paneled / blacklisted from bank's panel.
17. The agency / firm to submit confidential report regarding their project / work / services from their clients as per the proforma enclosed in the RFP. The confidential report should be submitted in a sealed envelope along with the application form without which the application will be summarily rejected.
18. On non-compliance of any of terms & conditions mentioned in this pre-qualification notice, the application for empanelment may be rejected.

BIO - DATA OF ARCHITECTURAL / CONSULTING FIRM

1. Name of the firm :

Address (Head Office) :

Telephone No. :

Office :

Residence :

Mobile :

Fax :

E-Mail :

Address (in Madhya Pradesh) :

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)

III)

c) Year of establishment :

3. Registration with Tax Authorities :

i) Income-tax (PAN) No. :

ii) GST/Service tax no. :

iii) EPF Regn. No. :

iv) ESI Regn. No. :

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

4. Names of the Bankers with full address & telephone Numbers:

I)

II)

5. Whether registered with Council of Architecture, if so, please mention the Regn. 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 (certificate 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 7 years:

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

Note: Copies of work orders / appointment letters along with xerox copies of relevant TDS certificate, satisfactory completion certificate obtained from the client to 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)	Professional fees	Income-tax paid	GST/Service Tax paid
1	2016-17				
2	2017-18				
3	2018-19				
4	2019-20				
5	2020-21				

Copies of income-tax returns / assessment orders for each year to be enclosed as Annexure-VIII A, B, C, D & E. In cases where firm is engaged in multiple activities, turnover in the respective category for which the bidder intends to be empanelled, should be duly certified by the Chartered Accountant.

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

Sr. No.	Name of the activity	Please mention category A /B
	Interior decoration including renovation / furnishing / Civil / electrical / air-conditioning / fire safety works on turnkey basis: A) For the works upto Rs.40.00 lacs B) For the work up to Rs.15.00 lacs	

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

17. PRE-QUALIFICATION CRITERIA:

Sr. No.	Criteria	Weightage	Self rating marks
1	Should have executed one similar work valuing 80% of the value of proposed work during last 7 years of minimum value as under: For Category A, minimum value of works executed shall be Rs.32.00 lacs and above. For Category B, minimum value of works executed shall be Rs.12.00 lacs and above.	60	
2	Should have received average professional fee (2% of value of work / empanelment) during the last three financial years above:	25	

	For Category A Rs.0.80 lacs For Category B Rs.0.30 lacs		
3	Should have adequate in-house infrastructure of Architects / Engineers. <u>For Category A</u> Architects : 02 Nos. - 5 marks Civil Engineers : 02 Nos. - 5 marks Electrical / Mechanical Engineers : 02 Nos. - 5 marks <u>For Category B</u> Architects : 01 No. - 5 marks Civil Engineers : 01 No. - 5 marks Electrical / Mechanical Engineers : 01 No. - 5 marks	15	
TOTAL		100	

NOTE: Criteria mentioned above is just minimum requirement. The Bank at its discretion may upgrade the criteria. No communication in this regards shall be entertained. Agencies scoring 80 marks & above will only be considered for pre-qualification. Agencies 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 ALONGWITH ENCLOSING XEROX COPIES OF DOCUMENTS/CREDENTIALS TO PROVE THE CLAIM FAILING WHICH APPLICATION WILL BE REJECTED OUTRIGHTLY.

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

19. LIST OF ENCLOSURES:

ANNEXURE NO.	PARTICULARS	TICK IF ENCLOSED
I	Certificate of registration of Company / partnership deed.	
IIA, IIB, IIC	Certificates of registration with Income Tax, Service Tax/GST, EPF, ESI.	
III	Certificate of registration with the Council of Architecture.	
IVA, IVB, IVC	Audited Balance Sheet & Profit & Loss A/c. Statement for the last three years.	
V	Certificates of Registration with Govt. / Public Sector	

	/ Banks.	
VI	Copies of work orders / appointment letters 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, VIIB, VIIC, VIID, VIIE	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
(To be submitted on Firm's letter head)

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 Architects/Consultants 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 hereby confirm that our firm/agency/company has not been disqualified / debarred / blacklisted by any governments , semi-governments, PSUs, banks including any offices / branches of the State Bank of India/SBIIMS during last seven years.

Place :
Date :

SIGNATURE
NAME & DESIGNATION
SEAL OF ORGANISATION

FORMAT OF CONFIDENTIAL REPORT

(To be submitted by the client of applicant on their letter head in sealed envelope to be attached with the application)

To,

The Regional Head,
Union Bank of India, Regional Office, Indore
Jeevan Pradeep Building, 12-12 A,
Anoop Nagar, Indore (M.P.) 452011

Confidential Report on _____

Dear Sir,

This is to certify that M/s. _____, having office at _____ have completed the work of _____ as Project Architect. The confidential report of our project executed is as under:

1	DETAILS OF PROJECT EXECUTED BY THE FIRM	
2	AREA OF WORK	
3	DATE OF COMMENCEMENT OF PROJECT	
4	DATE OF COMPLETION OF PROJECT	
5	TOTAL VALUE OF PROJECT EXECUTED	
6	QUALITY OF SERVICE RENDERED	
7	COMPETENCE TO HANDLE WORKS	
8	INTEGRITY AND RELIABILITY OF THE FIRM	
9	WHETHER TIME SCHEDULE IS ADHERED TO	
10	WHETHER ANY PENALTY IMPOSED FOR THE DELAY	
11	GENERAL ATTITUDE OF THE FIRM	
12	ANY OTHER INFORMATION WHICH YOU CONSIDER WILL HELP US IN TAKING OUR DECISION.	

PLACE:

DATE:

(Authorised Signatory)

Name:

Designation:

Contact Details/Mail id:

WITH OFFICE SEAL