



Field General Manager's Office, Chennai
Union Bank Bhavan, 3rd Floor, 139, Broadway, Chennai - 600108

EMPANELMENT NOTICE FOR ARCHITECTS & CONSULTING ENGINEERS

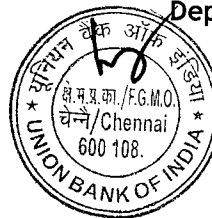
Union Bank of India, a leading Nationalised Bank, invites application for empanelment for Architect/ consulting engineers for a period of 3 years extendable for further period of 1 year for the works of repairs and rehabilitation of the building including civil repairs, interior furnishing, electrical, air-conditioning, fire suppression and detection system and structural engineering and designing works for its Branches / Offices / Residences under Chennai Zone and Region of North, South and West.

The application form is also available during period from 13.04.2022 to 04.05.2022 on Bank's website at www.unionbankofindia.co.in and govt. tender portal www.eprocure.gov.in. However, the application forms downloaded from the websites shall be accompanied Pay Order / Demand Draft amounting to Rs.1000.00 (non-refundable) favoring Union Bank of India, payable at Chennai. **Exemption of tender fees/ EMD to MSME/ NSIC/ SSI registered firms/ agencies will be allowed on submission of attested copy of valid registration.**

The last date for submission of the completed forms is 04.05.2022 at 15.30 hours. The filled in application form should be submitted on the following address:

Asst. General Manager,
FGMO, Operations Dept,
Union Bank Bhavan, 3th Floor,
139, Broadway, Prakasam Salai,
Chennai-600 108.
Contact No: 044-23460878

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



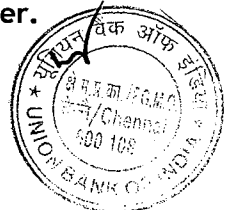
Deputy Zonal Head

Field General Manager's Office, Union Bank Bhavan,
139, Broadway, Chennai – 600108.
Phone: 044-23460878

EMPANELMENT NOTICE FOR ARCHITECTS & CONSULTING ENGINEERS

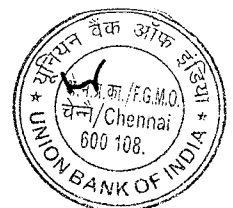
General information for the Architects / Consulting Engineers who wish to get empanelled their firm/ agency in the bank's panel list in Chennai Zone Regions of North, South & West within the Districts of Chennai, Kancheepuram, Chengalpattu, Thiruvallur, Tiruvannamalai, Vellore, Ranipet, Pondicherry, Tirupattur, Port Blair(South Andaman)for providing Architectural services/ consultancy services for renovation of Branches/ offices/ residences, furnishing & interior renovation, civil work and rehabilitation of the buildings, electrical, air conditioning, fire safety works, structural engineering and designing etc are requested to read the following instructions before filling up 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 intending applicant must have registered/ head/ branch office in Chennai Zone (Chennai, Thiruvallur, Chengalpattu, Kancheepuram, Vellore, Tiruvannamalai, Ranipet, Tirupathur, Port Blair South Andaman district and Pondicherry State).
5. The applicants should be registered with Council of Architects for architects and Structural auditor license from the Institution of engineers/statutory authority for Structural Consultant and proof of the same should be enclosed with the application.
6. 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 tendering process will be informed by post/ mail etc.
7. 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 and will be blacklisted for participation in various tenders floated by the bank.
8. 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.
9. Cost of the application form is Rs.1000.00 (non-refundable) to be paid by Pay Order / Demand Draft amounting to favoring Union Bank of India, payable at Chennai. **Exemption of tender fees/ EMD to MSME/ NSIC/ SSI registered firms/ agencies will be allowed on submission of self attested copy of valid registration as on date of tender.**



*Field General Manager's Office, Union Bank Bhavan,
139, Broadway, Chennai – 600108.
Phone: 044-23460878*

10. Empanelment of the firm will be valid only for 3 years, if selected. Extendable for further period of 1 year by the sole discretion of the bank on account of satisfactory services rendered during the currency of empanelment.
11. Where copies are required to be furnished, these should be certified copies.
12. The existing architects and consulting engineers already on the empanelled list shall also submit fresh application along with necessary documents required to consider their application for fresh empanelment in the same category/ upgrading the category.
13. 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.
14. The subsidiary/ sister concern company will not be considered for empanelment.
15. If empanelled, the architects and consulting engineers shall only entitle him to be considered for participation in tenders subject to the conditions laid down in each individual Notice inviting tenders. It shall not confer any right on him either to be necessarily qualified in the tender process or qualify for award of works.
16. Intending architects and 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 form.
17. The application after expiry of last date/ scheduled time will not be accepted.
18. The applicants should submit the required documents as mentioned in the form, failing which their application will not be considered. It should be mentioned the category/ group for which empanelment is requested over the envelope containing application form.
19. Subsequent to the empanelment, if any of the agency / firm found de-paneled / black listed from any of the Bank / other firms, the said agency / firm will be immediately de-paneled / black listed from Bank's panel.
20. 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 without which their application will be summarily rejected. Confidential reports for all the activities for which empanelment is sought should be submitted in a single sealed envelope.



Field General Manager's Office, Union Bank Bhavan,
139, Broadway, Chennai – 600108.
Phone: 044-23460878

BIO - DATA OF ARCHITECTURAL / CONSULTING FIRM

1. Name of the firm :

Address :

Telephone No. :

Office :

Residence :

Mobile :

Fax :

E-Mail :

2 a) Whether proprietary/partnership/:
Pvt. Ltd. / Public Ltd etc (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 No. :

iii) EPF Regn. No. :

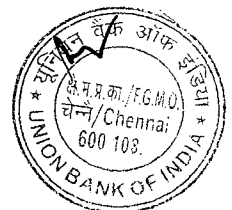
iv) ESI Regn. no. :

(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 Present Bankers with address & telephone Numbers:
I)

II)

5. Whether registered with Council of
Architecture/ Institution of Engineers , if so, please mention
the number.



Field General Manager's Office, Union Bank Bhavan,
 139, Broadway, Chennai – 600108.
 Phone: 044-23460878

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

6. Enclosed copies of audited balance- :

Sheet and Profit & Loss A/C. for

the last 5 years i.e.

2016-17, 2017-18, 2018-19, 2019-20 and 2020-2021 as Annexure as (Annexure IV-A, IV-B, IV-C, IV-D & IV-E)

(Bank will consider unaudited balance sheet up to the extent of turnover/ Profit and Loss Account permitted as per the extant Income Tax Rule)

7. Certificate of Registration/ empanelment 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.



Field General Manager's Office, Union Bank Bhavan,
139, Broadway, Chennai – 600108.
Phone: 044-23460878

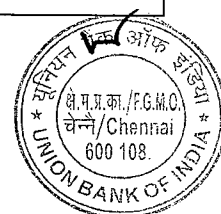
12. Details of work executed during the last 7 years:

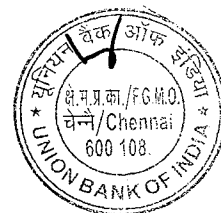
Type of work	Work executed for (name of the Institution / Body)	Nature of work (in brief)	Location	Value Rs.	Duration of work with dt Commence completion		If work left incomplete or terminated (give reasons)

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





Field General Manager's Office, Union Bank Bhavan,
 139, Broadway, Chennai – 600108.
 Phone: 044-23460878

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

Sr. No.	Name of the activity
1	Repairs & rehabilitation of the building including civil repairs up to Rs.40.00 lacs
2	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
3	Electrical work upto (A) Rs.30.00 lacs or (B) Rs.15.00 lacs
4	Air-conditioning work (A) Rs.30.00 lacs or (B) Rs.15.00 lacs

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

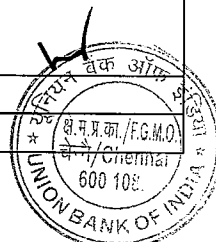
17. PRE-QUALIFICATION CRITERIA:

Sr. No.	Criteria	Weightage
1	Should have executed one similar work of equivalent value during last 7 years.	50
2	Should have received average professional fee during the last three financial years should be more than 30% of value of work in category.	20
3	Should have adequate in house infrastructure of Architects / Engineers. Engineers 2 nos. (max Weightage: 8) Architects 2 nos. (max Weightage: 8) Electrical Engineers 2 nos. (max Weightage: 4)	20
4	Should be empanelled with public sector / Banks.	10

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. 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. LIST OF ENCLOSURES:

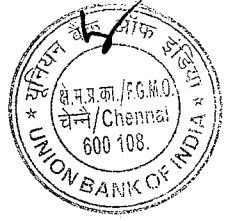
ANNEXURE NO.	PARTICULARS	TICK IF ENCLOSED
I	Certificate of registration of Company / partnership deed.	
IIA, IIB, IIC, IID, IIE	Certificates of registration with Income Tax, GST , EPF, ESI authorities.	
III	Certificate of registration with the Council of Architecture OR Institution of Engineers.	
IVA, IVB, IVC, IVD & IVE	Audited Balance Sheet & Profit & Loss A/c. Statement for 2016-17, 2017-18, 2018-19, 2019-20 and 2020-21.	
V	Certificates of Regn. with Govt. / Public Sector/ Banks.	
VI	Copies of work orders / appointment letters along with Xerox	



Field General Manager's Office, Union Bank Bhavan,
139, Broadway, Chennai – 600108.
Phone: 044-23460878

	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 each year from 2016-17, 2017-18, 2018-19, 2019-20 and 2020-21.	

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



Field General Manager's Office, Union Bank Bhavan,
 139, Broadway, Chennai – 600108.
 Phone: 044-23460878

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 - Mandatory requirement)

To:

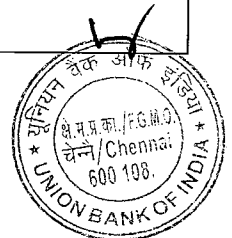
The Assistant General Manager,
 Operations Dept, FGMs Office,
 Union Bank Bhavan, 3th Floor,
 139, Broadway, (Prakasam Salai),
 Chennai-600 108.

Sir,

Confidential Report on M/s. _____

This is to certify that M/s. _____, having Office
 at _____ have completed the work
 of _____. Confidential Report for 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.	DEALING IN EXECUTION OF WORK	
10.	WHETHER TIME SCHEDULE IS ADHERED TO	
11.	WHETHER ANY PENALTY IMPOSED FOR THE DELAY	
12.	GENERAL ATTITUDE OF THE FIRM	
13.	ANY OTHER INFORMATION WHICH YOU CONSIDER WILL HELP US IN TAKING OUR DECISION	



Field General Manager's Office, Union Bank Bhavan,
139, Broadway, Chennai – 600108.
Phone: 044-23460878

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 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 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 State Bank of India/SBIIMS during last 7 year from the date of application.

Place :
Date :

SIGNATURE
NAME & DESIGNATION
SEAL OF ORGANISATION

