



भारत सरकार का उपक्रम A Government of India Undertaking



Union Bank of India, Regional Office - Machilipatnam,  
D. No. 24/582, 1<sup>st</sup> Floor, 5 Roads Centre, Ramanaidupet, Beside Karnataka Bank,  
Machilipatnam - 521 001, Tel : 08672-222888

### **PRE-QUALIFICATION NOTICE - EMPANELMENT OF ARCHITECTS**

Union Bank of India, a leading Nationalized Bank, intends to empanel Architects for a period of 3 years for the works of interior decoration, electrical, air-conditioning, fire suppression & detection system, structural engineering and designing works for its Branches / Offices in Machilipatnam region. Interested individuals / companies may obtain the application forms on payment of Rs.500.00 (non-refundable by way of Pay Order / Demand Draft favouring Union Bank of India, payable at Machilipatnam) during 10.30 AM to 5.00 PM from **20.04.2022** to **11.05.2022** from Regional Office, Machilipatnam.

Designation of the Official and Address Chief Manager, Operations Department  
of the Office: Union Bank of India,  
Regional Office - Machilipatnam

The application forms are also available during aforesaid period on Banks website [www.unionbankofindia.co.in](http://www.unionbankofindia.co.in) and NIC portal [eprocure.gov.in](http://eprocure.gov.in). However, the application forms downloaded from the websites shall be accompanied Pay Order / Demand Draft amounting to Rs.500/- (non-refundable) favouring Union Bank of India, payable at Machilipatnam. Bidders should submit bids in sealed covers super scribing application for empanelment of Architects before 3.00 PM on **11.05.2022** at Regional Office, Machilipatnam. The technical bids will be opened on **11.05.2022** at 4.00 PM. at Regional Office, Machilipatnam

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

Date: 20.04.2022  
Place: Machilipatnam

Regional Head





Union Bank of India, Regional Office - Machilipatnam,  
D. No. 24/582, 1<sup>st</sup> Floor, 5 Roads Centre, Ramanaldupet, Beside Karnataka Bank,  
Machilipatnam - 521 001

Tender Reference No. : **RO:MTM:OPS:105:2021-22**

Date 08-03.2022

**REQUEST FOR PROPOSAL (RFP)**  
**EMANELMENT OF ARCHITECTS / CONSULTING ENGINEERS**

General information for the **Architects** who wish to include their name in the Bank's panel for renovation of Branches / Offices furnishing & interior decoration and electrical, air-conditioning, fire safety works, etc.

1. Architectural firms/Individuals, 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. 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 empanelled will be informed by post.
5. Intending Architects are requested to read carefully before filling the particulars in the proforma. Incomplete applications will not be considered.
6. 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.
7. 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.
8. Cost of the application form is Rs.500.00 (non-refundable) to be paid by way of Pay Order / Demand Draft favouring "Union Bank of India", payable at Machilipatnam. Application form is not transferable.
9. Empanelment of firms will be valid only for 3 years, if selected.
10. Where copies are required to be furnished, these should be certified copies.
11. The prescribed Application Form can be downloaded from Bank's website or collect from Regional Office Machilipatnam at the address mentioned above. The prospective offerers may collect the tender documents from Regional Office. The Tender documents will be issued between 10.30 AM to 5.00 PM on all working days from 20.04.2022 to 11.05.2022
12. The duly filled in, sealed and superscripted (application for empanelment of Architects) tender envelopes must be dropped in the Tender Box placed at the Regional Office,



Machilipatnam up to 3.00 PM on or before 11.05.2022.

13. The technical bids will be opened on 11.05.2022 at 4.00 PM. at Regional Office, Machilipatnam in the presence of the renderers / Bank's representatives. All the renderers are advised in their own interest to be present on the date at the specified time. If the tender opening date, happens to be a holiday, technical bids will be opened on the next working day.
14. Offers from Brokers / intermediaries will not be entertained as Bank does not pay brokerage / commission.
15. Bank reserves the right to reject any or all the tenders without assigning any reasons whatsoever. Canvassing in any form will disqualify the tender. No brokerage will be paid.
16. Empanelment of Architects / consulting engineers is subject to Bank norms / rules etc.

**BIO - DATA OF ARCHITECTURAL FIRM**

1. Name of the firm :

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)

III)

c) Year of establishment :

3. Registration with Tax Authorities :

i) Income-tax (PAN) No. :

ii) GST no. :

iii) EPF Regn. No. :

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

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 (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 services as Project Architect for work executed during the last 3 years:

Type of work	
Work executed for (name of the Institution / Body)	
Nature of work (in brief)	
Location	
Value Rs.	
Duration of work	
Date of commencement of work	
Date of work 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)	
Date of commencement of work	
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	Service Tax / GST paid
1	2020-21			
2	2019-20			
3	2018-19			
4	2017-18			
5	2016-17			

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

## 17. Group for which registration is sought

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.



## 18. PRE-QUALIFICATION CRITERIA:

Sr. No.	Criteria	Weightage	Self rating marks
1	Should have executed three similar works (60% of value of work / empanelment) during last 7 years of minimum value as under:  For Category A, minimum value of works executed shall be Rs.24.00 lacs and above.  For Category B, minimum value of works executed shall be Rs.9.00 lacs and above.	60	
2	Should have received average professional fee (2% of value of work / empanelment) during the last three financial years above:  For Category A Rs.0.80 lacs  For Category B Rs.0.30 lacs	25	
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 Engineer0073 : 01 No. - 5 marks Electrical / Mechanical Engineers : 01 No. - 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. 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.

## 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, , EPF authorities.	
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, VIIIB, VIIIC, VIID, VIIIE	Copies of income-tax returns / assessment orders for previous 05 years.	
IX	Confidential report from client for the qualifying work	

**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 architects 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.

Place :  
Date :

SIGNATURE  
NAME & DESIGNATION  
SEAL OF ORGANISATION



## CONFIDENTIAL REPORT

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

This is to certify that M/s.

\_\_\_\_\_, having office at

\_\_\_\_\_ have provided services as Project Architect for our project as under:

1. NAME OF FIRM & ADDRESS	
2. DETAILS OF WORK DONE BY THE FIRM	
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	
8. DEALING IN EXECUTION OF WORK	
9. WHETHER TIME SCHEDULE IS ADHERED TO	
10. GENERAL ATTITUDE OF THE FIRM	
11. ANY OTHER INFORMATION WHICH YOU CONSIDER WILL HELP US IN TAKING OUR DECISION.	

PLACE:

DATE:

SIGNATURE

NAME

DESIGNATION

WITH OFFICE SEAL

