

Regional Office Ghaziabad,  
2<sup>nd</sup> floor, Mahaluxmi Mall, C-2, RDC, Rajnagar Ghaziabad, UP-201001

### EMPANELMENT NOTICE

Union Bank of India, a leading Nationalized Bank, intends to empanel Architects & Contractors for a period of 3 years for the works of furnishing (including civil repairs including new work, structural rehabilitation of building, sanitary and plumbing, waterproofing etc.) , electrical, air-conditioning, signboards, electronic display boards, for its Branches / Offices falling under jurisdiction of Ghaziabad Region. Interested individuals / companies may obtain the application forms during working hours from 08.05.2022 to 30.05.2022 from:

The Chief Manager (Operations),  
Union Bank of India  
Regional Office Ghaziabad  
2<sup>nd</sup> floor, Mahaluxmi Mall, C-2, RDC, Rajnagar Ghaziabad, UP.

The application forms are also available during aforesaid period on Bank's website at [www.unionbankofindia.co.in](http://www.unionbankofindia.co.in) & Govt. Portal [www.eprocure.gov.in](http://www.eprocure.gov.in). However, the application forms downloaded from the websites or obtained from Regional office shall be accompanied Pay Order / Demand Draft amounting to Rs.500/- (non-refundable) favoring Union Bank of India, payable at Ghaziabad.

The last date for submission of the completed forms along with documents mentioned in application form is 30.05.2022 at 16.00 hours.

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

- For more details kindly download Tender document from above mentioned websites.

Regional Head.

क्षेत्रीय कार्यालय गाज़ियाबाद,

द्वितीय तल, महालक्ष्मी मॉल, सी-2, आर.डी.सी, राजनगर गाज़ियाबाद, उत्तर प्रदेश -201001

## इमपैनलमेंट सूचना

यूनियन बैंक ऑफ इंडिया, एक अग्रणी राष्ट्रीयकृत बैंक, गाज़ियाबाद क्षेत्र में स्थित अपनी शाखाओं / कार्यालयों के लिए फर्नीशिंग (सिविल रेपर, नया काम, परिसर की संरचना पुनर्वास, सैनिटरी एवं प्लम्बिंग, वॉटर प्रूफिंग आदि समेत), विधुतीय कार्य, एयरकंडिशनिंग कार्य, साईनबोर्ड, एलेक्ट्रॉनिक डिस्प्ले बोर्ड, के लिए ठेकेदार एवं वास्तुकारों को 3 वर्ष की अवधि के लिए एम्पेनल करने का इच्छुक है। इच्छित व्यक्ति / कंपनीया दिनांक 08.05.2022 से 30.05.2022 के बीच कार्यालय समय के दौरान निम्नलिखित पते से निर्धारित आवेदन फार्म प्राप्त कर सकते हैं।

मुख्य प्रबन्धक (परिचालन)

यूनियन बैंक ऑफ इंडिया

क्षेत्रीय कार्यालय गाज़ियाबाद

द्वितीय तल, महालक्ष्मी मॉल,

सी-2, आर.डी.सी, राजनगर गाज़ियाबाद, उत्तर प्रदेश

आवेदन फार्म उक्त अवधि के दौरान बैंक की वेबसाइट [www.unionbankofindia.co.in](http://www.unionbankofindia.co.in) एवं सरकारी पोर्टल [www.eprocure.gov.in](http://www.eprocure.gov.in) पर भी उपलब्ध रहेगा। तथापि, वेबसाइट से डाउनलोड किए गए एवं बैंक से प्राप्त किए गए आवेदन पत्रों के साथ यूनियन बैंक ऑफ इंडिया के पक्ष में जारी एवं गाज़ियाबाद में देय रु 500/- मात्र (गैर वापसी योग्य) का पे ऑर्डर / मांग ड्राफ्ट संलग्न किया जाना चाहिए।

आवेदन फार्म में लिखित दस्तावेजों को भरे हुए आवेदन पत्र फार्म के साथ यूनियन बैंक ऑफ इंडिया के उपरोक्त पते पर जमा करने की अंतिम तिथि 30.05.2022 को शाम 4:00 बजे तक है।

प्राप्त सभी या किसी भी आवेदन को बिना कोई कारण बताए रद्द करने का अधिकार यूनियन बैंक ऑफ इंडिया के पास सुरक्षित है।

- अधिक जानकारी के लिए कृपया उपरोक्त लिखित वेबसाइट से निविदा फार्म डाउनलोड करें।

क्षेत्रीय प्रमुख

Request for Proposal (RFP)

Empanelment of Architects and Contractors for Furnishing, Electrical, Air conditioning, & Signage boards/Backlit Agencies.

Of

Union Bank of India

Regional office- Ghaziabad

Regional Head/Deputy General Manager,  
Regional Office, 2<sup>nd</sup> floor, Mahaluxmi Mall, C-2  
RDC, Rajnagar, Ghaziabad  
Uttar Pradesh-201001

NOTE: This document contains 32 pages including this cover page & Advertisement notice.

## 1. REQUEST FOR PROPOSAL

- 1.1. Empanelment of Contractors for Branches, ATMs and offices of Union Bank of India under Ghaziabad Region under following categories
  - 1.1.1. Furnishing work (including civil repairs including new work, structural rehabilitation of building, sanitary and plumbing, waterproofing etc.)
  - 1.1.2. Electrical work including repairs, earthing, ATM Grouting etc.
  - 1.1.3. Air conditioning (installation, servicing and Annual Maintenance contract {AMC})
  - 1.1.4. Signage/Backlit (supply and Installation of Signage Boards, Backlit, Flex boards, Artworks etc.,
  - 1.1.5. Architects.
- 1.2. Union Bank of India, Ghaziabad Regional office invites sealed application forms (Technical bids) from reputed vendors having not less than 5 years of experience of the work for which empanelment is sought, for empanelment of Architects and Contractors under above mentioned 5 categories for Branches, ATMs and offices of Union Bank of India under Regional office Ghaziabad and fulfill all Mandatory conditions/requirements mentioned in this tender document.
- 1.1. **Please note:** - Ghaziabad Region consists of all the branches, ATMs and Admin offices of Union Bank of India spread over District Ghaziabad, Baghpat, Hapur, Bulandshahr, Amroha, Moradabad and herein after will be referred as Ghaziabad Region. The geographical location may change as per requirement of bank.
- 1.2. Separate Application forms along with tender Fee as described in para 1.3 is to be submitted by the vendor for empanelment under each category. If the vendor submits more than one application in single bid or does not submit tender fee for each category, the bid will be summarily rejected. e.g. **vendor applying for Electrical and Furnishing work has to submit two different applications in two separate sealed envelope with separate Tender Fee. The contractor/vendor should clearly mention the name of work for which empanelment is sought, on the Envelope itself.**
- 1.3. RFP Forms can be downloaded from bank's website [www.unionbankofindia.co.in](http://www.unionbankofindia.co.in) , [www.eprocure.gov.in](http://www.eprocure.gov.in) or can be collected from Regional office **Ghaziabad** on any working day during office hours and can be submitted along with the Technical bid and Tender cost of Rs 500/- per work/ per bid (Non-Refundable) by way of Demand Draft/ Pay Order favoring Union Bank of India payable at **Ghaziabad**.

Date of commencement of issue of RFP	:	08-05-2022
Last date for submission of RFP	:	30-05-2022 Up to 04.00 PM
Opening of Technical bids	:	30-05-2022 at 04.30 PM
Non-refundable Tender/Document Cost (DD)		Rs. 500

- 1.4. In case of any unexpected interruption due to events beyond control of the tender committee, the process interrupted will be continued on the subsequent working day at the scheduled time.

## 2. TENDER NOTICE

- 2.1. **SUBJECT:** Empanelment of contractors for Furnishing work (including civil repairs including new work, structural rehabilitation of building, sanitary and plumbing, waterproofing), Electrical work including repairs, Architects, Air conditioning (installation, servicing and Annual Maintenance contract{AMC}), Signage/Backlit/Internal Branding (supply and Installation of Signage Boards, Backlit, Flex boards, Artworks etc.)

2.2. Sealed Applications are invited by

Regional Head/Deputy General Manager,  
Regional Office, 2<sup>nd</sup> floor, Mahaluxmi Mall,  
C-2, RDC, Rajnagar, Ghaziabad  
UP-201001

- 2.3. The contractors shall be empaneled for **Ghaziabad** Region for duration of 3 years from the date of completion of process and will be informed through empanelment letter from the bank.
- 2.4. The Empaneled vendors will be participating in Tenders/quotations for works as and when required by the bank. Close tenders will be asked from vendors through publication of Tenders on Bank's website or by asking quotations for which the decision of Bank will be final. **In case the empaneled vendors does not participate in 3 successive tender processes, their empanelment with the bank may be summarily rejected.**
- 2.5. Merely participating in Empanelment process or getting empaneled under Ghaziabad Region does not qualify the vendor to claim work. All rights in this regard will be on the discretion of the bank.
- 2.6. The Firms are required to complete the form of application as per format given in this document and sign each page of application before submission. The completed set is to be enclosed in a sealed envelope addressed to:

Regional Head/Deputy General Manager,  
Regional Office, 2<sup>nd</sup> floor, Mahaluxmi Mall,  
C-2, RDC, Rajnagar, Ghaziabad  
UP-201001

2.7. The Tenders to be received up to **04.00 PM on 30.05.2022**

**2.8. The Tender is to be submitted in a sealed Envelope** super scribing with 'Application for Empanelment of Contractor for Furnishing or Electrical or Architects or Air conditioning or Signage/Backlit/ Internal Branding agencies (strike out whichever is not applicable) for branches/ ATMs/ Offices under Ghaziabad Region'.

2.9. Tender document should contain complete application form with all the relevant information (Bio-data, General conditions, warranty clause, detailed terms & conditions, feedback forms and copy of work orders in support of Experience, duly signed on each page along with cost of the Tender Document. No information regarding price is to be given in Technical bid.

2.10. **Tenders without Pay Order/ Demand Draft shall be summarily rejected.** In case of bidders are registered with NSIC, they are eligible for waiver of Tender document cost, However, they need to provide valid NSIC Certificate clearly mentioning that they are registered with NSIC under single point registration scheme. For claiming relaxation under NSIC category, bidders have to produce original NSIC registration certificate at the time of opening of Technical bids.

**2.11. No Tender will be accepted after the expiry of the time & date notified for receiving tenders, under any circumstances whatsoever.**

2.12. The Tender will be opened at **04:30 PM on 30.05.2022** at above address in the presence of authorized representative of contracting agency. No separate intimation/ correspondence will be sent in this regard.

2.13. The Tender shall remain valid for acceptance for a period of 180 days from the notified last date of Tender submission.

2.14. The Bank reserves the right to accept / reject the lower or any or all tender received without assigning any reasons thereof.

2.15. Bank reserves all the right to shortlist the vendors based on their quality, quantity, period in business, infrastructure, supervision, locations, business, after sales, Feedback etc. etc. The Bank reserves the right to empanel/shortlist top rated/scoring one or more vendors at Banks' discretion. At any point of time if the services of the vendor are found not satisfactory, Bank reserves all rights to de-empanel the contractor. No request in this regard will be entertained under any circumstances.

2.16. All Tenders in which any of the prescribed conditions are not fulfilled or incomplete in any respect are liable to be rejected.

2.17. This Tender Notice shall form part of the contract documents.

2.18. Ghaziabad region comprises of 6 Districts (Ghaziabad, Baghpat, Hapur, Bulandshahr, Amroha and Moradabad) having large geographical area and branches/ATMs are widely dispersed. The requirements mentioned above pertain to the entire region and not only to the particular Centre where Regional Office is located.

2.19. Selection of contractors will be based on the ability and competence required for good quality jobs to be performed by them.

**2.20. If the space provided in the Performa is insufficient for giving full details, the same may be given on a separate sheet of paper. All columns must mandatorily be filled by the agency seeking empanelment.**

2.21. Decision of the Union Bank of India regarding selection of contractors for empanelment will be final and binding and no further correspondence will be entertained. Contractors empaneled will be informed by post/email.

2.22. Intending contractors are requested to read carefully before filling the particulars in the Performa.

2.23. Information / details furnished by selected party, if found to be false at any time in future or any information affecting empanelment is willingly / unwillingly withheld, if come to the notice of the Bank at any point of time, the party's empanelment can be cancelled immediately.

**2.24. Where copies are required to be furnished, these should be certified copies.**

2.25. Application form is not transferable.

**2.26. Bank at its own discretion may award AMC of selected equipment's (air-conditioning etc.) to empaneled vendors by asking sealed quotations from Empaneled vendors.**

### 3. ELIGIBILITY CRITERIA FOR SHORT-LISTING:-

For Empanelment of contractors following criteria shall be applied. For this purpose, Applicants shall submit proof of documents along with the Tender. **Vendors not submitting proof documents and/or not conforming to any of these parameters will not qualify for empanelment.**

#### 3.1. GENERAL CRITERIA & DOCUMENTS TO BE SUBMITTED.

3.1.1. Contractor applying for empanelment should be either registered companies or registered partnership firms or Registered Proprietorship firm. **(Proof to be attached)**

3.1.2. Firm should be in the business (for the work applied for) for not less than 5 years. Working experience of individual/ proprietor as an employee with other firm shall not be considered valid for counting of total work experience. Working experience will be counted in the particular work for which empanelment is sought. Working experience in another work will not be considered valid for counting of total work experience. Work experience will be calculated on the basis of registration certificate submitted as per point 3.1.1

3.1.3. Firm should be empaneled and providing services to at least two PSU banks for at least 3 years. **Empanelment letter & Work order for the concerned work (for which empanelment is sought) should be submitted along with Tender document for verification of the same.**

- 3.1.4. Bank does not compromise on quality of products and expect good quality product and material to be used by the contractor. **If any adverse feedback is received by bank, Bank reserves all rights to de-empanel the vendor from Empaneled list of Ghaziabad Region.** All products supplied to bank should be supplied under warranty clause and the contractor will be liable for any defects arising in Warranty period at own cost. **Poor rating/remarks by empaneling agencies in the certificate as per Performa ANNEX-15 will be disqualified.**
- 3.1.5. Firms should have Income Tax PAN, TIN No, GST certificate. **(Attested copies of pan card, TIN No, GST certificate and latest Income tax return to be submitted)**
- 3.1.6. Firms should have Registration under Shops & Establishments Act under Uttar Pradesh. **(self-Attested copy of certificate to be submitted)**
- 3.1.7. Preference will be given to the Firms who have at least one of its working office in Ghaziabad Region. **(Submit valid proof of office address on the name of firm only).**
- 3.1.8. Firms shall not be owned or controlled by any director or officer/employee of the bank or their relatives having the same meaning as assigned under section 6 of the Companies Act 1956. (A certificate denying the ownership of Agency/Firm/Manufacturer/ Dealer by any director or officer/employee of the bank or their relatives having the same meaning as assigned under section 6 of the Companies Act 1956 issued by the CEO or Director of the Firm to be submitted along with the tender).
- 3.1.9. **Firms should submit an undertaking (on their letter head) that they have not been blacklisted by any of the Govt. Authority or PSUs/PSBs duly signed by authorized signatory with company seal.** If at any later stage it comes to the notice of Bank that the firm is blacklisted by any of the Govt. Authority or PSUs/PSBs, the contract with the firm will be terminated.
- 3.1.10. Firms should have registration number for payment of Goods and service tax (GST) & their GST return should have been filed till last quarter. **(copy of GST registration is to be submitted)** Firms having invalid GST number or cancelled GST number or inactive GST number will be rejected.
- 3.1.11. Firms should have made Operating profit in each of the previous 3 financial years **(attach audited Balance sheet of last 3 Financial years).**In case the firm is not under audit then they should submit ITRs along with computation sheets certified by CA & Proof of Payment of tax (Copy of Chalan etc.)
- 3.1.12. For empanelment of Architects minimum experience required is 3 years in execution of similar kind of works in PSU Banks/Government offices.**
- 3.1.13. The Architects should be member of Institute of Architects/Council of Architects/Institution of Engineers or any other professional institute **(submit proof).**
- 3.1.14. In partnership architect firms, all the partners should be qualified Architects only **(submit proof).**
- 3.1.15. Years means financial year unless stated otherwise.
- 3.1.16. For empanelment under Furnishing, Electrical and Air conditioning category, at least two Feedback Performa from PSU Banks/Govt. organizations preferably from Ghaziabad Region as per Annexure 15 is to be submitted by the firm on the specified format only. No deviation/alteration will be accepted in the format. The feedback should be signed by the departmental Head of the concerned department only.

Non submission of two feedbacks Performa will render zero marks in Para 6 of Prequalification criteria (annexure 9). If negative feedback is reported on Feedback Performa, the bid will be summarily rejected. **No request/consideration in this regard will be entertained.**

### 3.1.17. CRITERIA FOR PREQUALIFICATION

3.1.17.1. Firms (Furnishing/Electrical/Air conditioning/advertising & branding ) will self assess themselves as per Annexure 9 of this document. **For Architects self-assessment will be done as per Annexure 10.** Supporting documents in respect for each point of Pre-qualification table should be submitted along with Tender document. Firms, scoring more than 80 points, will only be considered for Technical evaluation. Criteria mentioned above are just minimum requirement. The Bank at its discretion may upgrade/downgrade the criteria. No complaint on this account will be entertained under any circumstances.

### 3.1.18. SOLVENCY CERTIFICATE

**The Firm applying for Furnishing, Electrical and Air conditioning tenders should enclose Solvency Certificate of the net worth of firm. The solvency Certificate should not be older than six months from the date of submission of the tender.**

4. The bid shall contain no erasures or over writing except as necessary to correct errors made by the bidder, in which case such corrections shall be authorized by the person or persons signing the bid. Complete bid along with all the required proofs should be handed over in sealed cover, as mentioned to: -

Regional Head/Deputy General Manager,  
Regional Office, 2<sup>nd</sup> floor, Mahaluxmi Mall,  
C-2, RDC, Rajnagar, Ghaziabad,  
UP-201001

**Bids/RFP which are not in sealed covers will not be accepted.**

### 5. EVALUATION CRITERIA

- 5.1. The Technical offer (TO) should be complete in all respects and contain all information asked for in this document.
- 5.2. Firm shall submit letter of undertaking/declaration on company letter head as per Annexure 15 of this document
- 5.3. Firm shall submit detailed bio data of the firm as per Annexure 9 and Annexure 10 of this document.
- 5.4. Firm shall submit detailed self-assessed prequalification criteria as per annexure 9 and 10 of this document and as mentioned in para 3.1.16. All documents in support of the prequalification criteria should be submitted along with the tender document. If the firm fails to submit any document in support of any Prequalification criteria as per Annexure 9 and 10, least marks in that particular criteria will be considered for evaluation. Refer para 3.1.16 for requirement of minimum marks for qualification in Technical bids.
- 5.5. Firm applying for Furnishing, Electrical, Air conditioning and Architect category shall submit at least 2 feedback performas only from PSU Banks/Govt organizations preferably from Ghaziabad Region or state as per annexure 14 of this document and as per para 3.1.15.
- 5.6. Firm applying for other categories should submit feedback from at least 2 PSU Banks/Govt organizations with name, address, email and phone no of Recommending officer mentioned on feedback forms. **Feedback forms without the contact details of Recommending officer shall not be considered as valid.**
- 5.7. Firm applying for Furnishing, Electrical, Air conditioning and Architect category shall also submit details of pre-qualifying works in Annexure 11, Annexure 12 and Annexure 13 as per their qualification of work.
- 5.8. The Technical bid must be submitted in an organized, numbered and structured manner (spiral binding will be appreciated). No brochures/leaflets etc. should be submitted in loose form.**

- 5.9. **Bank reserves the right to reject an offer under any of the following circumstances:**



- 5.9.1. Document/RFP cost Rs 500/- per category is not submitted (MSME bidders may be exempted subject to furnished attached documents).
- 5.9.2. Offer is incomplete and/or not accompanied by all stipulated documents.
- 5.9.3. Offer is not in conformity with the terms and conditions stipulated in this document.
- 5.9.4. Specifications stipulated in RFP are not met with. However, deviations resulting in higher/superior configuration will be accepted.
- 5.9.5. Or If found that the information provided in the offer is bogus/False.
- 5.9.6. Acceptance of Terms and Conditions as per Annexure-15 is not submitted.
- 5.9.7. Declaration that the Firm is not blacklisted by any Govt. Authority or PSUs/PSBs duly signed by authorized signatory with company seal is not submitted.
- 5.9.8. Poor rating by empanelling agencies (Clients of bidder) even if one client gives poor rating the bidder may be not considered.
- 5.9.9. If the firm scores less marks in Prequalification criteria (Annexure 9 and 10).
- 5.9.10. Solvency Certificate is not submitted in accordance with para 3.1.18.
- 5.9.11. Self-Attested Photocopies of relevant documents / certificates as proof in support of various information submitted in aforesaid annexure and other claims made by the vendor. If the number of vendors qualifying the eligibility criteria of bank as per this document is less than 5, bank reserves all rights to relax the eligibility conditions.

## 6. EVALUATION PROCESS

Offers (Tenders) will be evaluated in the following stages:

### 6.1. Stage I

Opening of bids by Tender opening committee as per date mentioned in this document in front of Bidders/Representatives of bidders.

### 6.2. Stage II

Incomplete Offers, i.e., offers not accompanied with Tender cost shall be rejected.

### 6.3. Stage III

Offers will be evaluated against the stipulated minimum eligibility criteria based purely on valid proof documents submitted by the PSAs. Offers not complying with the eligibility criteria will be rejected.

### 6.4. Stage IV

Short-listing of firms based on verification of proof of documents submitted with original documents, site visits by the Bank's officials and satisfactory feedback from reference sites.

### 6.5. Stage V

Issue of Empanelment letters to all successful firms up to this stage.

## 7. TERMINATION FOR INSOLVENCY:

The Bank may at any time terminate the empanelment by giving written notice to the Bidder, if the Bidder becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the Bidder.

8. The provisions of this tender shall always be subject to government notifications, any rules/ guidelines that may be in force from time to time.
9. FOR FURTHER CLARIFICATIONS, IF ANY, YOU MAY CONTACT THE FOLLOWING ADDRESS:

Union Bank of India, Regional Office,  
2<sup>nd</sup> floor, Mahaluxmi Mall, C-2, RDC, Rajnagar  
Ghaziabad, Uttar Pradesh-201001  
0120-2802215

Regional Head

Union Bank of India

**BIO – DATA OF CONTRACTING AGENCY**

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)

c) Year of establishment :

3. Registration with Tax Authorities :

i) Income-tax (PAN) No. :

ii) Goods and Service Tax Number:

iii) EPF Regn. No. :

iv) ESI Regn. No. :

v) TIN / VAT No. :

vi) Any other registration number :

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

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

I)

II)

5. Enclose solvency certificate of the : Enclosed / Not enclosed  
amount as mentioned at Point No.3.1.18  
(Certificate to be enclosed as Annexure III).

**Note:** The solvency certificate should be addressed to Union Bank of India and not older than six months from the date of advertisement.

6. Furnish copies of audited balance-Sheet and Profit & Loss A/C. for : Enclosed / Not enclosed  
the last 3 years as Annexure-IV-A, IV-B & IV-C.

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

Name of the Organization	Empaneled since (Year)

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 3 year till ending last day of the month i.e. 31/03/2022:

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 (photocopies 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  From Date – To Date	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/GST
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. List of equipment's / machinery owned:

Sr. No.	Name of equipment	Year of manufacture	Nos. available

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

Sr. No.	Name of the activity	Work for which empanelment is sought
1	Interior Furnishing including Civil work (Civil repairs including new work, Structural rehabilitation of building, Sanitary & plumbing, Waterproofing). <b>Category A</b> – Up to Rs.40 lacs <b>Category B</b> – Up to Rs.15 lacs <b>Category C</b> - Up to Rs.5 lacs	
2	Electrical work including repairs. <b>Category A</b> – Up to Rs.30 lacs <b>Category B</b> – Up to Rs.15 lacs <b>Category C</b> - Up to Rs. 5 lacs	

3	Air-conditioning – Installation, servicing and maintenance.	
4	Signage Boards/Backlit/Internal branding agencies	

**NOTE:** For works at Sr. Nos. 1 and 2, category shall be mentioned; whereas for works at Sr. Nos. 3 to 4, empanelment will be done without category.

#### 18. PRE-QUALIFICATION CRITERIA

Sr. No.	Criteria	Weightage	Self-Rating Marks
1	<p><b>For works at Sr. Nos. 1 &amp; 2</b></p> <p>- Should have executed one similar work of 80% of the value indicated for the category for which registration is sought during last 3 years ending last day of the month i.e. 31.03.2022</p> <p style="text-align: center;"><b>OR</b></p> <p>- Should have executed two similar works of 50% of the value indicated for the category for which registration is sought during last 3 years ending last day of the month i.e. 31.03.2022</p> <p style="text-align: center;"><b>OR</b></p> <p>- Should have executed three similar works of 40% of the value indicated for the category for which registration is sought during last 3 years ending last day of the month i.e. 31.03.2022.</p> <p>- For works without classification for Sr. No.3, three similar works of Rs.5.00 lacs each during last 3 years ending last day of the month i.e. 31.03.2022.</p> <p>- For works without classification i.e. Sr. No 4, three similar works of Rs.1.5 lacs each during last 3 years ending last day of the month i.e. 31.03.2022.</p>	50	
2	<p>Average turnover for the last three years shall be 30% of the upper ceiling mentioned / estimated cost of the work</p> <p style="text-align: center;"><b><u>For Work at Sr. No. 1</u></b></p> <p>- <b>Category A</b> Rs.12.00 lacs  - <b>Category B</b> Rs.4.50 lacs  - <b>Category C</b> Rs.1.50 lacs</p> <p style="text-align: center;"><b><u>For Work at Sr. No. 2</u></b></p> <p>- <b>Category A</b> Rs.9.00 lacs  - <b>Category B</b> Rs.4.50 lacs  - <b>Category C</b> Rs.1.50 lacs</p> <p>For works at Sr. nos. 3 and 4 of Table no 17 Rs.1.50 lacs.</p>	10	
3	Should have made net operating profit for at least two years during	10	



	the last three years.		
4	<p>Should have submitted solvency certificate of 30% of the upper ceiling mentioned (Solvency certificate shall not be older than six months)</p> <p style="text-align: center;"><b><u>For Work at Sr. No. 1</u></b></p> <p>-Category A : Rs.12.00 lacs -Category B : Rs.4.50 lacs -Category C : Rs.1.50 lacs</p> <p style="text-align: center;"><b><u>For Work at Sr. No. 2</u></b></p> <p>- Category A : Rs.9.00 lacs - Category B : Rs.4.50 lacs - Category C : Rs.1.50lacs</p> <p>For works at Sr. nos. 3 to 4 of Table no 17 Rs.1.50 lacs.</p>	10	
5	Should have registration with income tax/VAT/TIN/Service Tax/GST Authorities	10	
6	Experience with Govt/Bank Organization (Minimum 3 Years)	10	
<b>TOTAL</b>		100	

**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.**

**19. LIST OF ENCLOSURES:**

ANNEXURE NO.	PARTICULARS	TICK IF ENCLOSED
I	Certificate of registration of Company / partnership deed. KYC Documents of Proprietor, partner or Directors, Address proof of company.	
IIA, IIB, IIC, IID, IIE, IIF and so on	Certificate of registration with Income Tax/Revenue authorities. Any other registrations with Local authorities/State/Central Government, Labour licenses, EPF, ESIC, Factory license etc. should be specified in the tender/RFP document based on the nature of contract;	
III	Solvency Certificate.	
IVA, IVB, IVC	Audited Balance Sheet & Profit & Loss A/c. Statement for last three years.	
V	Certificates of Registration/ Empanelment with Govt. / Public Sector / 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 Bodies.	
VIIIA, VIIIB, 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.

Union Bank of India

## **EMPANELMENT OF ARCHITECTS / CONSULTING ENGINEERS**

General information for the Architects / Consulting Engineers who wish to include their name in the Bank's panel for renovation of Branches / Offices / Residences, furnishing & interior decoration, civil work and rehabilitation of the buildings, electrical, air-conditioning, fire safety works, etc. 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 Performa 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 / 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 Performa 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. In case of POA holder signing the document then self-attested copy of registered POA to be submitted.
7. 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 Ghaziabad. Application form is not transferable.
8. Empanelment of firms will be valid only for 3 years, if selected.
9. Where copies are required to be furnished, these should be certified copies.
10. **For empanelment of Architects minimum experience required is 3 years in execution of similar kind of works in PSU Banks/Government offices.**
11. The Architects should be member of Institute of Architects/Council of Architects/Institution of Engineers or any other professional institute **(submit proof)**.
12. In partnership architect firms, all the partners should be qualified Architects only **(submit proof)**.

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. :
- vii) Goods and service tax no. :
- viii) EPF Regn. No. :
- ix) ESI Regn. No. :
- x) TIN / VAT No. :
- xi) Any other registration 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	Empaneled since (Year)

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 3 years ending last day of the month i.e.31.03.2022:

Type of work	Work executed for (name of the Institution / Body)	Nature of work (in brief)	Location	Value Rs.	Duration of work with dated 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)	Income-tax paid	Service Tax /GST 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/EMPANELMENT IS SOUGHT OUT OF THE FOLLOWING CATEGORIES

Name of the activity	Please mention category A /B
<p>Interior decoration including renovation / furnishing / Civil / electrical / air-conditioning / fire safety works on turnkey basis:</p> <p><b>Category A</b> : For the works up to Rs.40.00 lacs</p> <p><b>Category B</b> : For the work up to Rs.15.00 lacs</p>	

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	<p>Should have executed three similar works (60% of value of work / empanelment) during last 7 years ending last day of the month i.e. 31.03.2022, of minimum value as under:</p> <p>For <b>Category A</b>, minimum value of works executed shall be Rs.24.00 lacs and above.</p> <p>For <b>Category B</b>, minimum value of works executed shall be Rs.9.00 lacs and above.</p>	50	
2	<p>Should have received average professional fee (2% of value of work / empanelment) during the last three financial years above:</p> <p>For <b>Category A</b> : Rs.0.80 lacs</p> <p>For <b>Category B</b> : Rs.0.30 lacs</p>	10	



3	Should have adequate in-house infrastructure of Architects / Engineers.  <b>For Category A</b>  Architects : 02 Nos. – 5 marks Civil Engineers : 02 Nos. – 5 marks Electrical / Mechanical Engineers : 02 Nos. – 5 marks  <b>For Category B</b>  Architects : 01 No. – 5 marks Civil Engineers : 01 No. – 5 marks Electrical / Mechanical Engineers : 01 No. – 5 marks	15	
4	<b>Experience with Govt. organization/Bank (Minimum 3 Years)</b>	<b>25</b>	
<b>TOTAL</b>		<b>100</b>	

**NOTE:** Criteria mentioned above are 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, KYC Documents of Proprietor, partner or Directors, Address proof of company.	
IIA, IIB, IIC	Certificates of registration with Income 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 the last three years.	
V	Certificates of Registration/Empanelment 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. Bodies.	
VIIIA, VIIIB, VIIIC, VIIID, VIIIE	Copies of income-tax returns / assessment orders for previous 05 years.	
	Confidential Report as per Format attached.	

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

DETAILS OF PREQUALIFYING WORKS-1.**(Filling all details are mandatory without which application will be summarily rejected)**

1.	NAME & ADDRESS FOR WHOM THE WORK IS EXECUTED	
2.	DETAILS OF WORK DONE BY THE FIRM	1. Civil works = Rs. 2. Furnishing works = Rs. 3. Electrical = Rs. 4. Air conditioning= Rs 5. Backlit, Signage and branding= Rs
3.	PHOTOGRAPHS OF WORK COMPLETED (PLEASE ENCLOSE COPY)	
4.	VALUE OF CONTRACT EXECUTED	
5.	BRIEF DESCRIPTION OF THE WORK	
6.	PERIOD DURING WHICH THE CONTRACT IS EXECUTED	
7.	WORK ORDER REFERENCE( PLEASE ENCLOSE COPY OF THE WORK ORDER)	
8.	COMPLETION CERTIFICATE REFERENCE (PLEASE ENCLOSE COPY OF THE COMPLETION OF WORK)	
9.	DELAY IN EXECUTION OF WORK	
10.	WHETHER TIME SCHEDULE IS ADHERED TO	
11.	ANY OTHER INFORMATION WHICH YOU CONSIDER WILL HELP US IN TAKING OUR DECISION.	

PLACE:

SIGNATURE WITH OFFICE SEAL

DATE:

DETAILS OF PREQUALIFYING WORKS-2.**(Filling all details are mandatory without which application will be summarily rejected)**

1.	NAME & ADDRESS FOR WHOM THE WORK IS EXECUTED	
2.	DETAILS OF WORK DONE BY THE FIRM	1. Civil works = Rs. 2. Furnishing works = Rs. 3. Electrical = Rs. 4. Air conditioning= Rs 5. Backlit, Signage and branding= Rs
3.	PHOTOGRAPHS OF WORK COMPLETED (PLEASE ENCLOSE COPY)	
4.	VALUE OF CONTRACT EXECUTED	
5.	BRIEF DESCRIPTION OF THE WORK	
6.	PERIOD DURING WHICH THE CONTRACT IS EXECUTED	
7.	WORK ORDER REFERENCE( PLEASE ENCLOSE COPY OF THE WORK ORDER)	
8.	COMPLETION CERTIFICATE REFERENCE (PLEASE ENCLOSE COPY OF THE COMPLETION OF WORK)	
9.	DELAY IN EXECUTION OF WORK	
10.	WHETHER TIME SCHEDULE IS ADHERED TO	
11.	ANY OTHER INFORMATION WHICH YOU CONSIDER WILL HELP US IN TAKING OUR DECISION.	

PLACE:

SIGNATURE WITH OFFICE SEAL

DATE:

DETAILS OF PREQUALIFYING WORKS-3.**(Filling all details are mandatory without which application will be summarily rejected)**

1.	NAME & ADDRESS FOR WHOM THE WORK IS EXECUTED	
2.	DETAILS OF WORK DONE BY THE FIRM	1. Civil works = Rs. 2. Furnishing works = Rs. 3. Electrical = Rs. 4. Air conditioning= Rs 5. Backlit, Signage and branding = Rs
3.	PHOTOGRAPHS OF WORK COMPLETED (PLEASE ENCLOSE COPY)	
4.	VALUE OF CONTRACT EXECUTED	
5.	BRIEF DESCRIPTION OF THE WORK	
6.	PERIOD DURING WHICH THE CONTRACT IS EXECUTED	
7.	WORK ORDER REFERENCE( PLEASE ENCLOSE COPY OF THE WORK ORDER)	
8.	COMPLETION CERTIFICATE REFERENCE (PLEASE ENCLOSE COPY OF THE COMPLETION OF WORK)	
9.	DELAY IN EXECUTION OF WORK	
10.	WHETHER TIME SCHEDULE IS ADHERED TO	
11.	ANY OTHER INFORMATION WHICH YOU CONSIDER WILL HELP US IN TAKING OUR DECISION.	

PLACE:

SIGNATURE WITH OFFICE SEAL

DATE

### FORMAT OF CONFIDENTIAL REPORT

(To be submitted by the client of applicant on their letter head in sealed envelope to the Bank- mandatory Requirement)  
To,

Union Bank of India

Regional Office,

2<sup>nd</sup> floor,

Mahaluxmi Mall, C-2, RDC, Rajnagar

Ghaziabad-UP-201001

Sir,

This is to certify that M/s \_\_\_\_\_, having Office at \_\_\_\_\_ have completed the work of \_\_\_\_\_ Confidential Report for our project executed as under:-

#### CONFIDENTIAL REPORT

SNO		
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:

SIGNATURE WITH OFFICE SEAL

DATE:

**LETTER OF UNDERTAKING ON COMPANY LETTER HEAD**

**DECLARATION**

1. I / We have read the instructions appended to the Performa 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.

Place :

Signature of Reporting Officer\* with Office Seal

Date :

Name:

Designation:

Mobile No:

Email Id:

\*Reporting Officer should be Departmental Head looking after works department or equivalent

19. LIST OF ANNEXURES:

ANNEXURE NO.	PARTICULARS	Page No.
9	BIO DATA OF CONTRACTING AGENCY	10-18
10	BIO DATA OF ARCHITECTURAL FIRM	19-27
11	DETAILS OF PREQUALIFYING WORKS-1	28
12	DETAILS OF PREQUALIFYING WORKS-2	29
13	DETAILS OF PREQUALIFYING WORKS-3	30
14	FORMAT OF CONFIDENTIAL REPORT	31-32
15	LETTER OF UNDERTAKING ON COMPANY LETTER HEAD - DECLARATION	33

Union Bank of India