

क्षेत्रीय कार्यालय, सिलीगुड़ी Regional Office, Siliguri  
सचिन सौरभ अपार्टमेंट Sachin Sourav Apartment  
आशुतोष मुखर्जी रोड, कॉलेजपाड़ा Ashutosh Mukherjee Road, College Para,  
सिलीगुड़ी-734001 Siliguri-734001  
टेलीफोन नं. 0353-2525363 /364/365 TEL-no 0353-2525363 /364/365  
फैक्स-0353-2525362 Fax- 0353-2525362

Ref No: RO/SLG/OPD/ 6169/2022-23

Date: 15-06-2022

**PREQUALIFICATION NOTICE**

Union Bank of India, a leading Nationalized Bank, 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 decoration, electrical, air-conditioning, fire suppression and detection system and structural engineering and designing works for its Branches / Offices / Residences in Siliguri region. Interested individuals / companies having office preferably at North Bengal Area (Alipurduar, Coochbehar, Darjeeling, Dakshin Dinajpur, Jalpaiguri, Kalimpong, Malda, Uttar Dinajpur) and Sikkim may obtain the application forms on payment of Rs.500.00 (non-refundable by way of Demand Draft favouring Union Bank of India, payable at Siliguri) during working hours from 21-06-2022 to 12-07-2022.

**Assistant General Manager  
Union Bank of India,  
Regional Office, Siliguri**

The application forms are also available during aforesaid period on Bank's website at [www.unionbankofindia.co.in](http://www.unionbankofindia.co.in) and Govt. site at [www.eprocure.gov.in](http://www.eprocure.gov.in). However, the application forms downloaded from the websites shall be accompanied Demand Draft amounting to Rs.500/- (non-refundable) favouring Union Bank of India, payable at Siliguri.

The last date for submission of the completed forms is on 13-07-2022 at 14.00 p.m. hours.  
The opening of the tender documents is on 13-07-2022 at 16:00 p.m. hours.

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

**Assistant General Manager**



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**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 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 / Consultants empaneled will be informed by post.
5. Information and details furnished by empaneled 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 Demand Draft favouring "Union Bank of India", payable at Siliguri. 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. Empanelment will be valid only if all eligibility criteria mentioned in the Document are fulfilled during the entire empanelment period.
11. If the service provided is found unsatisfactory or if at any point of time during the empanelment, it is found that the information provided by you, is false or if you do not participate in any subsequent tendering process three times consecutively, the Bank reserves the right to remove the vendor from the empanelment list without giving any notice. Banks decision in this regard will be final.

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

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

1. Name of the firm :
  
- 1 a) Address (Head Office) :  
Telephone No. :  
Office :  
Residence :  
Mobile :  
Fax :  
E-Mail :
- 1 b) Address (Head 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) Service tax no. :

iii) EPF Regn. No. :

iv) GST 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 empaneled

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:

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

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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 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

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>A) For the works upto Rs.40.00 lacs</p> <p>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 of minimum value as under:</p> <p>For Category A, minimum value of works executed shall be Rs.24.00 lacs and above.</p> <p>For Category B, minimum value of works executed shall be Rs.9.00 lacs and above.</p>	60	
2	<p>Should have received average professional fee (2% of value of work / empanelment) during the last three financial years above:</p> <p>For Category A Rs.0.80 lacs</p> <p>For Category B Rs.0.30 lacs</p>	25	
3	<p>Should have adequate in-house infrastructure of Architects / Engineers.</p> <p><u>For Category A</u></p> <p>Architects : 02 Nos. - 5 marks</p>	15	

	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		
<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.



**18. 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 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 (2019-2020, 2020-2021, 2021-2022).	
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.	

**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.

Place : SIGNATURE

Date : NAME & DESIGNATION

SEAL OF ORGANISATION