

बैंक ऑफ़ इंडिया
Bank of India

BOI



**FORM OF APPLICATION FOR EMPANELMENT OF ARCHITECTS/
CONTRACTORS FOR VARIOUS CATEGORIES OF JOB**

NAME OF THE FIRM / INDIVIDUAL	
CATEGORY FOR WHICH APPLYING (WITH CATEGORY CODE)	
ADDRESS
CONTACT NUMBERS	
FAX NUMBER	
E-Mail Address NAME AND CONTACT DETAILS
OF THE CONTACT PERSON
D.D/ PAY ORDER DETAILS (Of application fees)	

IMPORTANT DATES AND VENUES

<p>Availability of application form</p>	<p>The applicant can download the application form from the TENDER MENU of Bank's website www.bankofindia.co.in free of cost.</p> <p style="text-align: center;">OR</p> <p>The application form can be purchased from "Chandigarh Zonal Office, SCO-76-82, sector-31A, Chandigarh, Shimla Branch, 45, The Mall, near super bakery, Shimla, Faridabad Branch, 1 G/52, B.P.NIT, Opposite to the Dulat Ram, Near Bus Stand, Faridabad, Gurgaon Branch, Old Railway Road, Gurugram with a payment Rs.100/- in form of Pay Order or D.D (Purchased from any scheduled commercial bank) drawn in favour of BANK OF INDIA payable at Chandigarh.</p>
<p>Application fees</p>	<p>An application fees of Rs.1,000/- to be deposited along with the application, in form of D.D or PAY ORDER (Purchased from any scheduled commercial bank) drawn in favour of BANK OF INDIA payable at Chandigarh.</p>
<p>Starting/End date of submission of application maintaining at the top of envelope "application for empanelment</p>	<p>The completed application should be addressed and mailed to "Chandigarh Zonal Office, SCO-76-82, sector-31A, Chandigarh -160030" or can be dropped in the tender box during normal office hours from 18th, Oct.2021 till 08th, Nov.2021.</p>
<p>Date and venue of pre bid meeting Of Architects/Contractors</p>	<p>The pre bid meeting would be held on 25th Oct.2021 at 11:00AM in the Chandigarh Zonal Office, SCO-76-82, sector-31A to clarify any confusion regarding the terms and conditions of tender.</p>
<p>Date and venue of opening of tender</p>	<p>The applications received would be opened on 10th, Nov.2021 at 10:30AM. Applicants are advised to present on the occasion. In case of any change of schedule the same would be intimated to applicants by Bank.</p>
<p>Contact person and contact number of the department</p>	<p>Chief Manager General Operation Department, Ph.0172-2671531, Mob-941312-3222</p>

INSTRUCTION FOR APPLICANTS:

- a. The applicant **must have a valid e-mail address**
- b. The firm/individual must have their office in any district in UT Chandigarh, State of Haryana, State of Himachal Pradesh and Delhi NCR.
- c. The envelope containing application form should be properly sealed. It should super scribe **“APPLICATION FOR EMPANELEMENT OF**”
- d. **The applicant should write his complete correspondence, contact number and e-mail address on the envelope.**
- e. The pay order/D.D should be properly attached or stapled with application form. Application received without application fees would be rejected. No original document apart from D.D/Pay order for application fees would be submitted with application form.
- g. **Each page of the application shall be signed by the Applicant. The application shall be signed by person/ persons on behalf of the organization having necessary authorization/ Power of Attorney to do so.**
- h. Additional sheet to mention all work experience can be attached by the applicant if necessary.
- i. All the enclosure should be properly numbered and content should be mentioned in the index of the enclosure in main application.
- j. Intending Applicants are required to submit their applications with full particulars, giving details about their organization, experience, technical personnel in their organization, staffing pattern, competence and adequate evidence of their financial standing, etc. in the enclosed form, which will be kept confidential.
- k. While deciding upon the selection of architect, emphasis will be given on the ability and competence of applicants to do good quality works within the specified time schedule and in close co-ordination with other agencies.
- l. If the space in this form is insufficient for furnishing full details, such information may be continued on separate sheets of paper, stating therein the part of the form and serial number. Separate sheets shall be used for each part.
- m. Applications containing false and/ or inadequate information are liable for ejection.
- n. The firms must have worked for Govt. /Public Sector undertakings/ Banks.
- o. The firms shall not have any discouraging/ adverse report against their past performance.
- p. Clarifications, if any required, may be obtained from The Chief Manager, Bank of India, General Operation Department, Zonal office Chandigarh.
- q. **The applicant must keep checking the tender website till the last date of the submission of application for any corrigendum to the tender advertisement.**

r. Decision of the Bank in regard to Enlistment will be final. The Bank is not bound to assign any reason thereof.

IMPORTANT ELIGIBILITY CRITERIA:

- a. The applicant must be having established office any district in UT Chandigarh, State of Haryana, State of Himachal Pradesh and Delhi NCR.
- b. The applicant must have adequate technical manpower, tools and equipment to accomplish the projects.
- c. Must be having work experience in the field of Govt. sector/Public Sector Undertaking/ PSU Banks and shall not have any discouraging /adverse reports against his past performance.

CATEGORY AND THEIR ELIGIBILITY CRITERIA:

Category Code	Category	Job Value
A.	Architect for interior Furnishing/Renovation work	Up to Rs. 20 Lakhs
B.	Architect for interior Furnishing/Renovation work	Up to Rs. 100 Lakhs
C.	Contractors for interior Furnishing/Renovation work	Up to Rs. 20 Lakhs
D.	Contractor for Interior Furnishing/Renovation work	Up to Rs. 100 Lakhs
E.	Architect for Civil Repairing/Interior furnishing work	Up to Rs. 10 Lakhs
F.	Architect for Civil Repairing/Interior furnishing work	Up to Rs. 50 Lakhs

Educational Qualification and eligibility criteria:

The below mentioned criteria would be considered as on the date of publication of advertisement.

- A. For category A: In case of individual the applicant must be having Degree Architectural Engineering (with membership number from council of architects) with 05 years of experience and must have successfully completed project of following magnitude (1 Job of 20 Lakhs/ 2Job of 10Lakh each / 3Job of 08Lakh each).

Or

In case of firm it must be having 05 years of experience and partner/employee with Degree Architectural Engineering (with membership number from council of architects) in his pay roll and must have successfully completed project of following magnitude (1 Job of 20 Lakhs/ 2Job of 10Lakh each / 3Job of 08Lakh each).

- B. For category B:** In case of individual the applicant must be having Degree Architectural Engineering (with membership number from council of architects) with 05 years of experience and must have successfully completed project of following magnitude (1 Job of 100 Lakhs/ 2Job of 50 Lakh each / 3 Job of 35 Lakh each).

Or

In case of firm it must be having 05 years of experience and partner/employee with Degree Architectural Engineering (with membership number from council of architects) in his pay roll and must have successfully completed project of following magnitude (1 Job of 100 Lakhs/ 2 Job of 50 Lakh each / 3 Job of 35 Lakh each).

- C. For category C:** In case of individual the applicant must be having executing interior furnishing of premises of commercial/residential/institutional building with 5 year experience and must have successfully completed project of following magnitude (1 Job of 20 Lakhs/ 2Job of 10Lakh each / 3Job of 08Lakh each).

Or

In case of Firm the applicant must be having executing interior furnishing of premises of commercial/residential/institutional building with 5 year experience and must have successfully completed project of following magnitude (1 Job of 20 Lakhs/ 2Job of 10Lakh each / 3Job of 08Lakh each).

- D. For category D:** In case of individual the applicant must be having executing interior furnishing of premises of commercial/residential/institutional building with 5 year experience and must have successfully completed project of following magnitude (1 Job of 100 Lakhs/ 2 Job of 50 Lakh each / 3 Job of 35 Lakh each).

Or

In case of Firm the applicant must be having executing interior furnishing of premises of commercial/residential/institutional building with 5 year experience and must have successfully completed project of following magnitude (1 Job of 100 Lakhs / 2Job of 50 Lakh each / 3 Job of 35 Lakh each).

- E. For Category E:** In case of individual the applicant must be having degree in Architectural Engineering (registered with council of architecture) with 5 years of experience successfully completed project of requisite magnitude (1 job of 10 lakhs, 2 jobs of 5 lakhs, 3 job of 4 lakhs).

Or

In case of Firm the applicant must be having degree in Architectural Engineering (registered with council of architecture) with 5 years of experience successfully completed project of requisite magnitude (1 job of 10 lakhs, 2 jobs of 5 lakhs, 3 job of 4 lakhs).

- F. For Category F:** In case of individual the applicant must be having degree in Architectural Engineering (registered with council of architecture) with 5 years of

experience successfully completed project of requisite magnitude (1 job of 50 lakhs,2 jobs of 25 lakhs,3 job of 18 lakhs).

Or

In case of Firm the applicant must be having degree in Architectural Engineering (registered with council of architecture) with 5 years of experience successfully completed project of requisite magnitude (1 job of 50 lakhs,2 jobs of 25 lakhs,3 job of 18 lakhs).

NECESSARY DOCUMENTS TO BE FURNISHED:

1. Shop and establishment certificate. (In case of firm)
2. PAN Card.
3. GST Registration number.
4. Voter card/ Aadhar Card.
5. Qualification Certificate. (Of self / partner / employee)
6. IT Returns.
7. Registration certificate from Council of architect. (Of self /partner / employee)

NECESSARY DOCUMENTS TO BE FURNISHED FOR WORK EXPERIENCE:

1. Empanelment letter with organizations mentioned in table-2.
2. Work order copy from organizations mentioned in table-3.

OR

Work experience certificate from organizations mentioned in table-3.

2. The intending firm should disclose their annual turnover (in the table format as shown below) and submit documentary evidence for the turnover for last 3 years as on 31-03-2021 (Excluding category A) and experience claimed against their respective category , failing which, the relevant information will not be considered. The Certificate of Chartered Accountant with UIDN no. to be attached in the following format:-

Year	Turnover (Rs.)
2018-19	
2019-20	
2020-21	

FINAL VERIFICATION:

After verification of the documents submitted by you a provisional list would be prepared by us. Accordingly applicant would be called up for final verification of original certificate and preparation of final list. **Bank of India reserves the right to consider select or reject any or all the applications without assigning any reason whatsoever.**

To:

Zonal Manager,
Bank Of India,
Chandigarh Zonal Office,
SCO 76-82, Sector 31A
Chandigarh

Dear Sir,

Sub : EMPANELMENT OF ARCHITECTS/ CONSULTANTS/
FOR

I/We have read and understood the Bank's notice for pre-qualifications and instructions to the Applicants. I/We do hereby declare that the information furnished in the proforma from pages to _____ and in the supplementary sheets attached here with is correct to the best of my/our knowledge and belief.

Encl: Supplementary sheets Nos.:

Yours faithfully,

Signature of the applicant:

Name:

Designation:

Address:

(SEAL)

TABLE-1

Basic Information

1	Name of the Applicant and address of the Registered office	
2	Year of establishment (Enclose documentary evidence)	
3	Type of the organization (Sole proprietorship/Partnership/Private Ltd. / Co-operative body etc.)	
4	Name of the Proprietor/ Partners/ Directors of Applicant with address and phone Numbers. A. B. C.	A B. C.
5	Details of registration-whether Partnership firm, Company etc. Name of Registering Authority, Date and Registration number (A copy of the registration certificate should be attached here with)
6	Whether the firm has worked for the Government/Semi-Government/Municipal Authorities or any other Public Organisation Banks etc. if so, give details	
7	No. of years of experience in the relevant field. (Enclose certificate of empanelment / work order copy / certificate of successful completion of project to that effect)	
8	Address of office through which the work of the Bank will be handled	
9	Yearly turnover of the Organization during last Three years (year wise) – As certified by the Chartered Accountant (C.A's certificate with UIDN no. has to be Enclosed.	Rs. For 2018-19 Rs. For 2019-20 Rs. For 2020-21

(For category " A" it is not needed)

Signature of Applicant

TABLE -2

Empanelment with other Organization.

List of organization with whome empanelled with at present or in the past.

Sl.No.	Name of the Organization empanelled with.	Period for which empanelled.	Category of work for which empanelled.	Job value for which empanelled.	Any other relevant information
1	2	3	4	5	6

(* If the space provided in the table is not sufficient the applicant use supplementary sheet to give full details of his work experience)

Signature of Applicant

TABLE -3

Work capability and previous experience

List of important WORKS executed by the organization during the desired period of experience as per the category.(Supporting documentary proofs such as copies of work order, satisfactory completion certificate of the work from clients etc. to be enclosed failing which the application will be liable for rejection)

Sl.No.	Name of the Project and location	Name or Contract designation full postal address, contact number, e-mail address of the owner / official for whom executed work. Also indicate whether Govt./PSU or Private body with full postal	Amount (Rs.) & date of award of work	Completion period in months		Any other relevant information
				Stipulate	Actual	
1	2	3	4	5	6	7

(* If the space provided in the table is not sufficient the applicant use supplementary sheet to give full details of his work experience)

Signature of Applicant
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NOTES:

1. Information has to be filled up specifically in this format. Please do not write remark "As indicated in Brochure/ as enclosed unless unavoidable.
2. Information shall be limited to the Applicant. If any, relevant data concerning the Group of Companies to which the Applicant belong is desired to be given, the same shall be given separately in a supplementary sheet.

INDEX OF ENCLOSURE

Total number of enclosures

Sr. No of Enclosure	Description
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	

(* If the space provided in the table is not sufficient the applicant use supplementary sheet to give full details of his work experience)

Signature of Applicant
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