

PUNJAB & SIND BANK – HEAD OFFICE
21, RAJENDRA PLACE,
NEW DELHI – 110008

Ref No: PSB/ZO/JAIPUR/GA/ARCH/NOV/2018

“APPLICATION FOR EMPANELMENT OF ARCHITECT/ ARCHITECTURAL FIRM – JAIPUR **ZONE**”

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Punjab & Sind Bank

Zonal Office - JAIPUR

**31-31 MOHAN TOWER, PRINCE ROAD, VIDHYUT NAGAR,
AJMER ROAD, JAIPUR-302021**

Phone No.: 0141-2358628/2359352

EMPANELMENT OF ARCHITECT/ ARCHITECTURAL FIRM

Punjab & Sind Bank – Zonal Office (JAIPUR) is in the process of empanelling Architects for renovation of Branches /ATM's/ Offices / Residences, furnishing & Interior Decoration, Civil Work and Rehabilitation of the Buildings, Electrical, Air-Conditioning, Fire Safety Works etc., and similar projects in JAIPUR Zone (includes Rajasthan state).

“RULES FOR EMPANELMENT”

1. APPLICABILITY

Any Individual, Sole Proprietorship Firm, Partnership Firm, Public Limited company or a Private Limited Company may apply for empanelment as an Architect/ Architectural Firm in Punjab & Sind Bank (PSB) under these rules provided the eligibility criteria and other conditions are satisfied. The empanelled architects have to abide by all the rules made herein.

2. SCOPE OF EMPANELMENT

The empanelment in PSB will entitle the Architect/ Architectural Firm to take up any of the following works during the period of empanelment

A. The Architect shall render the following services in connection with Bank's Interior Furnishing/Renovation works: -

1. Taking the employer's instructions, studying the requirements, visiting the site, preparing sketch designs which shall be in accordance with local governing codes / standards, regulations, etc. and also in line with the Guidelines of Bank's Uniform Furnishing Pattern (including carrying out necessary revisions till the sketch designs are finally approved by the employer), preparing cost estimates for Interior Decoration/furnishing work based on the prevailing market rates substantiated by rate analysis for major/unusual items. (Proposals for Interior Decoration/furnishing work shall be simple but elegant, consistent with functional and aesthetic requirements and shall avoid lavish and ostentatious expenditure), discussing with the employer for finalization of estimates and preparing report on the scheme to enable the employer to take a final decision on the sketch designs and estimates.
2. Submitting a proper program chart incorporating all the activities required for the completion of the proposed work well in time i.e. preparation of detailed working drawings, structural drawings, calling tenders, etc. The program should also include various stages of services to be done by the Architects in co-ordination with the Bank.
3. Preparing detailed layout drawings for furniture, cabins, electrical installations, telephone installations, fire detection system installation, security systems, etc. and preparing detailed estimates and all such other particulars as may be necessary for preparation of bill of quantities.
4. Preparing pre-qualification documents.
5. Preparing detailed tender documents for various trades and specialist services, etc. complete with articles of agreement, special conditions, conditions of contract, specifications, bill of quantities including detailed analysis of rates based on market rates, time and progress charts, etc.
6. Inviting tenders for all trades and submitting assessment reports thereon, together with recommendations specifying abnormally high and low rated items. Preparing contract documents for all trades and getting them executed by the concerned contractors. (All commercial conditions shall be evaluated in financial terms instead of merely saying whether a condition may be accepted or not. When conditions are not susceptible to evaluation, the alternative procedure of calling all the tenderers for negotiation and asking them to submit a final bid based on the terms and conditions acceptable to the Employer may be adopted.)
7. Preparing such further details and drawings as are necessary for proper execution of the work.

8. Assuming full responsibility for supervision and proper execution of all work by general and specialist contractors who are engaged from time to time including control over quantities and during the execution to restrict variation, if any, to the minimum
9. Checking measurements of work at site. Checking Contractor's bills, issuing periodical certificates for payments, and passing and certifying accounts, so as to enable the employer to make payments to the Contractors and adjustments of all accounts between the Contractors and the employer. Architect shall assume full responsibility for all measurements certified by them. A recommended certification form for the purpose is given below:

Certified that the various items of work claimed in thisrunning bill/ final bill by the Contractors have been completed to the extent claimed and at appropriate rates and that the items are in accordance with and fully confirming to the standard / prescribed specifications and hence the bill is recommended for payment of Rs.....

(Rupees.....)

Date:

Signature of Architect

10. The Architect shall be wholly and solely responsible for the successful completion of the work in all respects consistent with safety and structural stability from the inception upto the handing over for occupation to the employer. Architect shall also be responsible for those defects/matters which may come at a later stage, if Bank suffers any pecuniary loss/ damage due to negligence / over-sightness of the architect, Bank will have full right to recover the lost amount from the Architect/Architectural Firm.
11. The Architect shall assist the Bank in all arbitration proceedings between the contractors and the employer and also defend the Employer in such proceedings.

B. MISCELLANEOUS WORKS

1. To prepare pre-qualification documents for empanelment of contractors and examining the details of responses received from the prospective contractors and help HO/zo to select suitable contractors for empanelment.
2. To participate in opening of tenders, to prepare comparative study of tenders received after analysis of rates and submit assessment report there on together with recommendations specifying abnormally high and low rated items, participate in the negotiations with the contractor whose rates are accepted by the Zonal Office and submit recommendation on the basis of tenders received from the contractors after negotiation of rates with tenders received from the contractors after negotiation of rates with enterers to enable the competent authority to take a decision.
3. To visit the site and supervise all cases of construction/repairs/renovations/furnishing at least once in 10 days or more frequently, to supervise work in progress at the branch by site visits and proper execution of all works by general and specialists contractors who are engaged from time to time, including control over quantities

during the execution to restrict variation, if any, to the minimum and to issue instructions/guidelines to the engaged contractor and his site staff till his next visit.

4. To appear on behalf of the Bank before municipal assessor or such other authorities in connection with the settlement of ratable value of the building for municipal tax purpose and tendering advice in the matter to the Bank.
5. The architect is shall be wholly responsible for the successful completion of the project as may be allotted to him, in all respects consistent with tenders accepted, work order, drawings, designs, approved sketches, safety and structural stability from the inception up to the handing over for occupation to the employer.
6. He should also consider all aspects of environmental protections and where necessary. He should obtain necessary permission from controlling authorities of environmental pollution of respective areas.
7. The architect should not, at any stage, accept any change of specifications of materials being used in the project from the contractor or on his own change the specification, design structure of the project under whatever circumstances without written sanction/approval from the competent authority of the bank. All extra items of such variations/additions/alterations should be tendered if the contractor all ready who is already working on the project is not willing to undertake the work.
8. To prepare and submit a confidential report on the project and the contractor's work including delinquencies by contractor.
9. To assist the Bank in all arbitration proceeding between the contractor and the Bank and also defend the Bank in such proceedings.
10. To co-ordinate the activities of various suppliers of assets like generator, phone, EPABX, security alarm, rolling shutter, collapsible gate, etc.
11. To take joint measurement of carpet area of the Bank's premises.
12. **Regarding the construction of building to be constructed on the Bank owned plots, the Architect should**
 - a. Assist/advice the Bank in conceptualizing the plans
 - b. Assist/advice in the regulatory norms relating to buildings in different areas and other building bye laws
 - c. Undertake all liaison with different Govt. departments/agencies
 - d. To advice the Bank regarding the construction agencies to be appointed for the actual construction works
 - e. To advice the Bank on technicalities during the actual construction work and also to supervise and certify the work being carried out by the contractor is as per Bank's standard designs and specifications.
 - f. To assist the Bank regarding the release of payments of the construction agencies.
 - g. To check and verify the bills of the agencies for making running and final payments.

Note:

- a. The Architect will have to render any other services connected with the any work of any trade, usually and normally rendered by the Architect, but not referred to herein above.
- b. The work will be awarded on the basis of competitive bidding from the empanelled list of Architects.

3. EMPANELMENT PROCEDURE

The Architect/ Architectural Firm have to submit the prescribed application, complete with all documents to PSB. Architect/ Architectural Firm shall apply for empanelment in prescribed format, which can be downloaded from the website.

1. Incomplete applications and application without prescribed documents are liable to be rejected.
2. PSB will have the right to independently verify the details furnished by the Architect/ Architectural Firm and to get the works completed by the architect, inspected and / or obtain such other reports as may be considered necessary. For this purpose PSB may constitute necessary inspection team(s).
3. PSB may constitute necessary advisory committee(s) to go into the details furnished by the architect, reports of the inspection teams and advise the suitability of architects for registration.
4. If PSB finds an Architect/ Architectural Firm suitable for empanelment, it shall issue the empanelment order and list of successful applicants will be enlisted on the Bank's website.
5. PSB reserves the right to limit the number of architects to be empanelled and the decision of the Bank shall be final and binding.
6. PSB may opt for selection of an Architect through a limited design competition.

3. VALIDITY OF EMPANELMENT

The empanelment will be valid for a period of Three (3) years from the date of Empanelment. However, the empanelment may be revalidated, in accordance with the rules in this regard. Each revalidation shall be for a period of one year from the date of expiry of previous empanelment / revalidation. The empanelment shall be open for review by the Bank and liable to termination, suspension, or any other such action at any time, if considered necessary, by the Bank after issue of due notices to the architect(s).

4. ELIGIBILITY CRITERIA

The architects should satisfy the minimum eligibility criteria specified in Table – 1 before they can be considered for empanelment.

- 4.1 The Architects/ consultants should have Graduate/Post Graduate Diploma/Degree in Architecture/Respective branch of engineering either from India or abroad.
- 4.2 The architects / consultants should be member of (i) Council of Architecture or (ii) Indian Institute of Architecture or (iii) Institute of Engineers or (iv) Any other professional institute. For civil and furnishing works the Architect/ Architectural Firm should be registered with Council of Architecture
- 4.3 If the firm is a partnership firm or limited company then at least one partner / director shall be registered with Council of Architecture.
- 4.4 The criteria for experience shall be the completion of requisite number of works of prescribed nature and magnitude executed on independent contract basis or as an Architect/ Architectural Firm during the last 5 years. The works should have been executed in same name and style in which the empanelment is sought.
- 4.4 The financial soundness shall be judged on the basis of the average annual business turnover (in terms of consultancy fees received) in the last 3 years.**
- 4.5 The criteria for empanelment shall be as applicable on date of empanelment. After processing / verification of the application, the applicant will be intimated that the application is under consideration. The application will be decided within 45 days of such intimation.

5. CHANGE IN CONSTITUTION OF FIRM

The empanelled Architect/ Architectural Firm/ firm shall not modify the existing partnership or enter into any fresh partnership without the prior approval of the Bank. Such proposal, if any shall be submitted in advance giving full details of the intended changes and drafts documents like partnership deed, articles of association etc as applicable. Any change in the status of the Architect/ Architectural Firm without prior approval, will render the Architect/ Architectural Firm to be removed from the approved list of architects.

If a firm is converted in to two or more firms by any action of its partners, the new firm(s) or any separated partner(s) in his / her / their individual / joint capacity shall have to apply for the empanelment afresh on the basis of work experience gained as a separate entity. The experience of the firm in which he / she / they were partners will not be considered.

If the number of original partners of a firm reduces to less than half due to any reason, the empanelment of the firm shall be withdrawn. Original partners means constituents at the time of empanelment and those who have remained as constituent(s) for more than 5 years.

6. CHANGE OF ADDRESS

While Applying for empanelment the Architect/ Architectural Firm should mention address of his registered office as well as Head office, if different. All documents viz. Banker's certificate etc should bear one of the addresses; otherwise the same shall not be accepted.

The Architect/ Architectural Firm shall intimate the change, if any, in any of the addresses mentioned in the original documents, in advance or within one month of such change along with acknowledgement of noting down of such change in address from the Bank, Income Tax authorities, Sales Tax authorities etc. Failure to do so may result in removal from the approved list of architects.

7. DISCIPLINARY ACTIONS

The Architect/ Architectural Firm shall have to abide by all the rules of empanelment and also by the terms and conditions of the agreement/MoU. He shall have to execute the works as per contract on time and with good quality. PSB shall have the right to suspend business with him for any period, debar or remove the name from the approved list of architects indefinitely or for a period as decided by PSB after issue of a show cause notice. Decision of PSB shall be final and binding on the architect.

8. PAYMENT TERMS

- a. The payments shall be made as per the IBA guidelines.
- b. The work will be awarded on the basis of competitive bidding from the empanelled list of Architects.

9. The applicant should enclose demand draft (non refundable) for Rs.1,000/- in favor of Punjab & Sind Bank and payable Jaipur where applications are submitted.

10. Architect/ Architectural Firm/ consultants shall also authorize the Bank to approach his Employers, Clients, Corporations, Organization etc. to verify Architect/ Architectural Firm/ consultant's general reputation / competence.
11. The Bank reserves the rights to accept or reject any application.
12. Completed empanelment document shall be submitted up to the last date given in advertisement, during office hours to the office of: -

The Zonal Manager
Punjab & Sind Bank
Zonal Office - JAIPUR
30-31, Mohan Tower, Prince Road, Vidhyut Nagar,
Ajmer Road, JAIPUR-302021

GUIDELINES FOR SUBMISSION OF APPLICATION FORM FOR EMPANELMENT OF ARCHITECT/ ARCHITECTURAL FIRM

1. Application form for empanelment shall be submitted in sealed envelope super scribing ‘**Application for Empanelment as Architect/ Architectural Firm**’.
2. The application shall be submitted strictly in the format as mentioned along with the supporting documents.
3. The application shall be signed by the person/s on behalf of the organization having necessary Authority/ Power of Attorney to do so. **Each page of the application shall be signed and copy of Power of Attorney / Memorandum of association (Wherever applicable) shall be furnished along with application.**
4. If the space in Performa is insufficient for furnishing full details, such information may be supplemented on separate sheet stating therein the part of Performa and serial number. Separate sheets may be used for each part of application. While filling up the application with regard to list of important projects completed or on hand the applicant shall only include major works handled by the firm.
5. The ability and competence of the applicant to render required services within the specified time frame will be a major factor while deciding the empanelment of Architect/ Architectural Firm.
6. The Architect/Architectural firm must have an experience of 5 years in the field and shall have executed projects of similar nature (as mentioned in the scope and as per Table -1).
7. The applicant should ensure that the application is hand delivered at the given address within prescribed date and time as mentioned in the advertisement. The application shall not be accepted by post / courier and shall be dropped in the tender box kept for this purpose at Third Floor.
8. Application containing false and / or incomplete information is liable for rejection.
9. The applicant should enclosed draft (**non-refundable**) for Rs.1,000/- payable to Punjab & Sind Bank, JAIPUR.
10. The bank reserves right to accept or reject any or all the application.
11. Last date and time to accept the application is the last date given in advertisement.
12. Completed empanelment document shall be submitted up to the last date given in advertisement, during office hours to the office of: -

The Zonal Manager
Punjab & Sind Bank
Zonal Office - JAIPUR
30-31, Mohan Tower, Prince Road, Vidhyut Nagar,
Ajmer Road, JAIPUR-302021

To,
The Zonal Manager
Punjab & Sind Bank
Zonal Office - JAIPUR
30-31, Mohan Tower, Prince Road, Vidhyut Nagar,
Ajmer Road, JAIPUR-302021

Dear Sir,

Ref: Application for Empanelment as Architect/ Architectural Firm/ Consultant.

I / we have read and understood the instructions and the Terms & Conditions mentioned in the application form. I / we do hereby declare that the information furnished in the application and the supplementary sheets are correct to the best of my knowledge and belief.

I / we authorize Bank to approach our employers, clients, corporation organization etc. to verify the facts submitted by us.

Signature of applicant with seal

Name:

Designation:

Address:

Email ID:

Place

Date:

Information to be furnished by the applicants

1	Name of the Organization		
2	Address	Postal address	
		Telephone no's	
		E-mail address	
3	Year of establishment		
4	Status of the Firm (Enclose Copy)		
5	Name of Directors/ Partners? Proprietor		i) ii) iii)
6	Whether registered as a member of the Indian Institute of Architect/ Architectural Firm/ Engineers / Council of Architect. If so, mention number and date. (Enclose copy)		
7	Name and Address of Bankers		
8	Name of projects of value not less than that mentioned in the Table-1 of the required category (as mentioned in the scope) executed during last five years by the firm. (Details to be furnished in Performa 1)		i) ii) iii)
9	Important major projects on which the firm is engaged at present and their estimated cost, stage of work viz. planning and construction, the full address of clients shall be indicated against each project. (Details to be furnished in Performa 3)		i) ii) iii)
10	Whether an assessor of income tax, if so, mention permanent account number furnish copies of Income Tax Clearance Certificate.		
11	Furnish copies of audited Balance Sheet and Profit & loss account (audited) for the last three years.		



पंजाब एण्ड सिंध बैंक

(भारत सरकार का उपक्रम)

आंचलिक कार्यालय:-30-31, मोहन टॉवर, प्रिंस रोड, विधुत नगर, अजमेर रोड, जयपुर राज.-302021

फोन:-0141-2358350,2359352, ई-मेल:zo.jaipur@psb.co.in

**शाखा के नवीनीकरण/आंतरिक साज-सज्जा कार्यो हेतु आर्किटेक्ट/
आर्किटेक्ट फर्मस तथा आंतरिक फर्निशर्स के सूचीबद्धिकरण**

बैंक राजस्थान में स्थित अपनी विभिन्न शाखाओं के नवीनीकरण/ आंतरिक साज-साज्जा के कार्यो हेतु आर्किटेक्ट/आर्किटेक्ट फर्मस तथा आंतरिक फर्निशर्स के सूचीबद्धिकरण हेतु मुहरबन्द आवेदन आमंत्रित करता है विस्तृत विवरण, नियमों व शर्तों तथा आवेदन फार्म हेतु कृपया हमारी बैंक की वेबसाईट: <https://www.psbindia.com/> देखें।

आंचलिक प्रबंधक



Punjab & Sindh Bank

(A Govt. of India Undertaking)

Zonal Office 30-31, Mohan Tower, Prince Road, Vidhyut Nagar, Ajmer Road, Jaipur (Raj.)-302021, (0141-2358350, 2359352), **Email- zo.jaipur@psb.co.in**

EMPANELMENT OF ARCHITECTS/ARCHITECTURAL FIRMS & INTERIOR FURNISHERS FOR BRANCH RENOVATION/INTERIOR FURNISHING WORKS

Bank invites sealed applications for Empanelment of Architects/Architectural Firms and Interior Furnishers for Branch Renovation/Interior Furnishing Works at our different branches in Rajasthan. **For Further details, terms & conditions and application form, please visit our bank's website- <http://www.psbindia.com>**

ZONAL MANAGER