

बैंक ऑफ़ बड़ौदा **BANK OF BARODA**
एर्णाकुलम अंचल **ERNAKULAM ZONE**

बैंक ऑफ़ बड़ौदा, एर्णाकुलम अंचल के विभिन्न शाखाओं/ कार्यालयों में
फर्निशिंग/ नवीनीकरण/ रखरखाव कार्य करने के लिए आर्किटेक्ट्स का
पैनल बनाना **Empanelment of Architects for carrying**
out furnishing/refurbishment/maintenance works at
various branches / offices of Bank of Baroda,
Ernakulam Zone

निविदा की तिथि Date of tender	: 13.09.2023
जमा करने की अंतिम तिथि Last date of submission upto 03.00 P.M	: 04.10.2023
पूर्व- अर्हता बोलियाँ खोलना Opening of pre-qualification bids upto 03.30 P.M	: 04.10.2023

बैंक ऑफ़ बड़ौदा **BANK OF BARODA**
परिसर एवं उपकरण विभाग **PREMISES & EQUIPMENT DEPARTMENT**
चौथा तल, एम जी रोड मेट्रो स्टेशन कॉम्प्लेक्स **4th FLOOR, M G ROAD METRO**
STATION COMPLEX
एम जी रोड एर्णाकुलम **M G ROAD ERNAKULAM - 682 035**

Notice Inviting Tender for Empanelment of Architects/Consultants on Bank of Baroda, Ernakulam Zone

Applications are invited for Empanelment from reputed Architectural firms for carrying out furnishing/refurbishment/maintenance works* for Bank of Baroda's branches/ offices under the jurisdiction of Ernakulam Zone across Kerala for a period of 3 years subject to review/satisfactory performance.

The broad scope of work shall include conceptualizing, planning, designing, preparation of tender documents/ pre-qualification of bidders/ analysis BOQ (comparative chart)/ recommendation/ monitoring job and periodic site visit (not less than 1 to 2 visits in a fortnight depending on the quantum of work and as and

Bidders Signature with Company Seal

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Notice for inviting Tender of Empanelment of Architects/Consultants on Bank Of Baroda Ernakulam Zone

when advised by the Bank) / complying with quality control measures during work execution for furnishing/refurbishment/maintenance works* of the Bank's buildings / Offices / Branches using latest materials as per bank's approval to provide modern look in close co-ordination with various other agencies involved therein along with bill certification. The Architect should be present at Zonal Office/Regional Office (Ernakulam/Calicut/Thrissur/Trivandrum) during tender opening. The Architect should monitor the Project to complete the work within scheduled time.

Interested firms/ Consultants fulfilling the criteria as follows may only apply:

1. The basis for selection of Architectural Consultants Panel:

- Persons who have Graduate / Post Graduate Diploma in Architecture / respective branch of engineering either from India or abroad and / or have done considerable extent of work as Architect owing COA registration in his/her name for a period of more than three years will be considered.
 - Members of the Indian Institute of Architects / Institution of Engineers for consultancy or any other professional institutes as the case may be.
 - Members of the Council of Architecture registration is mandatory (name of firm/proprietor/partners). For partnership firms one of the directors of the firms has to be mandatorily a valid member of the council of architecture. Please enclose documentary evidence in this regard.
2. The firm should be having sufficient organizational structure comprising of qualified personnel viz. Architects, Interior designers, Engineers, Structural Consultant etc. along with other technical personnel and associates, if any, to carry out execution of such work in terms of nature and magnitude.
 3. The firm should have necessary infrastructure/ equipment, etc., to handle small, varied and challenging work involving civil/structural repair/renovation/refurbishment including Electric, Air conditioning, Modular furniture etc. in working/occupied premises.
 4. The firm must have own adequate technical set up and registered office in kerala. The document proof viz. shop and establishment copy should mandatorily be enclosed, on non-enclosure of same, application will stand rejected.
 5. The firm should have experience of having successfully completed similar works as follows during last -07- years (as on 30.06.2023):

Sl. No.	Type of work	Category for empanelment (Amount of work executed)
01.	furnishing/refurbishment/maintenance work	A) Category A: Up to 20 lacs B) Category B: Up to 50 Lacs C) Category C: Up to 1.00 Crore D) Category D: Up to 1.50 Crore

Category A – Works ranging up to Rs. 20 lacs:–

- Three similar* completed works each costing not less than Rs. 8 lacs each or
- Two similar* completed works each costing not less than Rs.10 lacs each or
- One similar* completed works each costing not less than Rs.16 lacs each
- Average Annual financial turnover of the firm during the last -03- years, ending, 31st March 2023, should be at least Rs. 6 lacs.

Category B – Works ranging up to Rs. 50 lacs:-

- Three similar* completed works each costing not less than Rs. 20 lacs each or
- Two similar* completed works each costing not less than Rs.25 lacs each or
- One similar* completed works each costing not less than Rs.40 lacs each
- Average Annual financial turnover of the firm during the last -03- years, ending, 31st March 2023, should be at least Rs. 15 Lacs.

Category C – Works ranging up to Rs. 1.00 Crore :-

- Three similar* completed works each costing not less than Rs.40 lacs each or
- Two similar* completed works each costing not less than Rs.50 lacs each or
- One similar* completed works each costing not less than Rs.80 lacs each
- Average Annual financial turnover of the firm during the last -03- years, ending, 31st March 2023, should be at least Rs. 30 Lacs.

Category D – Works ranging up to Rs. 1.50 Crore :-

- Three similar* completed works each costing not less than Rs.60 lacs each or
- Two similar* completed works each costing not less than Rs.75 lacs each or
- One similar* completed works each costing not less than Rs.120 lacs each
- Average Annual financial turnover of the firm during the last -03- years, ending, 31st March 2023, should be at least Rs. 45 Lacs.

*Similar type of work means successfully completed consultancy service work that include conceptualizing, planning, designing and monitoring furnishing/refurbishment/maintenance including Electric, Air conditioning, Modular Furniture works of the Buildings/ Offices/ Bank's Branches preferably with public sector units/government organizations / reputed corporate houses.

Note: Applicant shall submit the Award Letter/ Letter of Agreement, Completion Certificates including details like nature of work, value of work, time period etc. from the respective previous employers in support of above otherwise application is liable to be rejected.

Certificate of Financial Turn over: At the time of submission of tender, the tenderer shall submit Affidavit/Certificate from Chartered Accountant mentioning Financial Turnover of last -03- years or for the period as specified in the tender document.

Clarification, if any required, may be obtained from the office of the General Manager, Bank of Baroda, Ernakulam Zone, 4th floor M G Road Metro Station Complex, M G Road, Ernakulam -682 035 (Phone 04842867817, Email-pe.ekmz@bankofbaroda.com)

Canvassing in any form in connection with said tender is strictly prohibited and the application of such persons/organizations that resort to canvassing will be liable to rejection.

The application, which is received after due date and time, are liable to be rejected.

Bank reserves the right to accept or reject any of the offers, without assigning any reasons, whatsoever thereof.

Other Terms and Conditions:

- i. Applications must be accompanied by duly filled and signed proforma enclosed herewith.
- ii. Applications by those firms who do not submit Performance Certificates from their previous employers are liable to be summarily rejected.
- iii. Empanelment shall be done for of architectural work and the remuneration of their services rendered shall be as per the norms laid down by the Bank.
- iv. Work shall be allotted to empaneled firms as and when the need arises and as per Bank's extant norms.
- v. Architects/Consultants on Bank's panel in Ernakulam Zone or other Regions/Zones also need to apply afresh.
- vi. No conditions will be entertained. Disputes, if any, will be subject to Ernakulam jurisdiction only. Submitting to arbitration may be considered as an additional remedy and it does not preclude the parties seek redressal/other legal recourse.
- vii. The subject empanelment does not confer any right or claim that the work should be entrusted to you only but Bank reserves right to allot the work among the empaneled architect/contractor on its own discretion power.
- viii. The bank reserves the right to accept/reject any or all of the applications without assigning any reason whatsoever thereof.
- ix. If an Architect intends to apply for more than one category, same has to be clearly mentioned in the forwarding letter.
- x. In case any addition / alteration in the terms or conditions of the tender, there will be no newspaper notification. The addendum/corrigendum will be uploaded on bank's website and the applicants will have to keep viewing the tenders section of www.bankofbaroda.com.
- xi. Whenever banks requested for soft/hard copies of assignment job/works drawings, agency have to submit/share without any hesitated.

Please note that, this empanelment of architect should in no way be construed as work order for any project.

Bank reserves the right to reject any/ all application/s without assigning any reasons thereof.

Instructions to the applicants for furnishing information for empanelment-

1. This empanelment shall be valid for a period of 3 years i.e w.e.f the date of intimation letter to the empaneled applicants and thereafter shall be renewed for a period of 1 year subject to satisfactory performance.
2. Intending Applicants are required to submit their applications in Duplicate with full bio- data giving details about their organization, experience, technical personnel in their organization, competence and adequate evidence of their financial standing, etc. in the enclosed form which will be kept confidential.
3. While deciding upon the pre-qualification, great 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.
4. Each page of the application shall be sealed and signed. The application shall be signed by persons / persons on behalf of the organization having necessary authorization / Power of Attorney to do so (Certified copies to be enclosed).
5. If the space in the proforma is insufficient for furnishing full details, such information may be supplemented on separate sheets of paper, stating therein the part of the proforma and serial number. Separate sheets shall be used for each part. However the format shall be as per proforma.
6. Any letter or document accompanying the pre-qualification form shall be submitted in duplicate.
7. Applications containing false, incomplete and / or inadequate information are liable to be rejected. Also mere fulfillment of eligibility criteria does not guarantee selection.
8. Decision of the Bank in regard to selection of Architects/Consultants for Empanelment will be final. The Bank is not bound to assign any reason for acceptance / rejection of any applications.
9. While filling up the application with regard to the list of important projects completed or in hand, the applicants shall include those works only which are individually costing not less than 40% of the respective category herein above as an additional information.
10. If, information and details furnished by applicants are found to be false at any time in future, which comes to the notice of the Bank at a later date, the empanelment of such applicant is liable to be cancelled immediately.
11. Canvassing in any form in connection with pre-qualifications is strictly prohibited and the application of such persons / organizations who resort to canvassing will be liable to rejection.

12. The application/s which is/are received after due date and time are liable to be rejected.
13. Bank reserves the right to reject any/ all the applications without assigning any reason, thereof.

Bank of Baroda
Ernakulam Zone

(Format of application forwarding letter)

To

**General Manager,
Bank of Baroda, Ernakulam Zone,
4th floor M G Road Metro Station Complex, M G Road,**

Bidders Signature with Company Seal

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Notice for inviting Tender of Empanelment of Architects/Consultants on Bank Of Baroda Ernakulam Zone

Ernakulam -682 035

Ref: Application for Empanelment of Architects in Category-.....

Dear Sir,

I / we have read and understood the instructions and the Terms & Conditions mentioned in the empanelment document. 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.

Signature of applicant with seal

Name:

Designation:

Address:

Place :

Date:

ANNEXURE-I: PREQUALIFICATION OF ARCHITECT/CONSULTANTS
Basic information

1	Name of the applicant/organization			
	Address of the Registered Office (with phone numbers, fax numbers & e-mail ID)			
	Address of Office (with phone numbers, fax numbers & e-mail ID)			
2	Year of establishment			
3	Type of the organization (whether sole proprietorship, partnership, Private Ltd or Ltd. Co. etc.) (Enclose certified copies of documents as evidence)			
4	Name & qualification of the Proprietor /partners/Directors of the organization/Firm a) b) c) (Enclose certified copies of documents as evidence)			
5	Details of registration – Whether Partnership firm, company, etc. Name of Registering Authority, Date and Registration number. (Enclose certified copies of documents as evidence)			
6	Whether registered with Government/Semi-Government/Municipal authorities of any other Public organization and if so, in which class and since when? (Enclose certified copies of documents as evidence)			
7	Details of registration with 1) Council for Architects. 2) Indian Institute of Architects. (with year of Registration/class/validity) (Enclose certified copies of documents as evidence)	Year of Reg.	Class	Valid upto
7a	Number of years of experience in the field and details of work in any other field			

8	Address of office through which the proposed work of the Bank will be handled and service call will be handled with name and designation of professional in charge.	
9	Yearly turnover of the organization during last 3 years (year-wise) and furnish audited balance sheet and Profit & Loss a/c (audited) for the last 3 years. (Enclose certified copies of documents as evidence and certificate issued by Chartered Accountant indicating the turnover for last three years)	one page of summarized balance sheet (Audited) and one page of summarized Profit & Loss Account (Audited)
10	Name and address of Bankers	
11	PAN Number-(mandatory)	
12	Details of registration for Goods and Services Tax (mandatory)	
13	Detailed description and value of works done (Proforma 1) and works on hand (Proforma 2)	
14	Details of Key Personnel Permanently employed (Proforma 3)	
15	Other infrastructural information to be used/referred for this project (Proforma 4)	
16	Furnish the names of –3- responsible persons along with their designation. Address, tel. No. etc. for whose organization, you have completed the above mentioned jobs and who will be in a position to certify about the performance of your organization.	
17	Whether any Civil Suit/litigation arisen in contracts executed/being executed during the last 10 years. If yes, please furnish the name of the project, employer, nature of work, contract value, work order and brief details of litigation. Give name of court, place, and status of pending litigation.	Attach separate sheet, if required.
18	Information relating to whether any litigation is pending before any Arbitrator for adjudication of any litigation or else any litigation was disposed off during the last ten years by an arbitrator. If so, the details of such litigation are required to be submitted.	

Sign. & Seal of the applicant

PROFORMA-1

LIST OF PROJECTS EXECUTED AS PRIME ARCHITECT OF SIMILAR NATURE AS MENTIONED IN THE TENDER OVER THE LAST SEVEN YEARS ENDING ON 31.03.2023

(Minimum Value of Work done not less than 40 % of the respective category) i.e. not less than (1) 8 lacs for Category A, (2) 20 lacs for Category B, (3) 40 lacs for Category C (4) 60 lacs for Category D

Sl. No.	Name of Work/ Project with Address	Name & full postal address of the owner. Specify whether Govt. undertaking along with name, address and contact nos. 02 persons (Engineer or	Contract Amount (Rs.) with copy of work order, Agreement letter & completion certificate from project in-charge	Stipulated time of completion (Months)	Actual time of completion (Months)	Any other relevant information. Actual amount of the Project, if increased, give reasons	Enclose clients certificate for satisfactory completion	Remarks
1	2	3	4	5	6	7	8	9

Notes:

- Information has to be filled up specifically in this format. Please do not write remark "As indicated in Brochure". Attach extra sheets if necessary.
- Date shall be reckoned from date of advertisement of the notice in the newspapers.
- Applicant shall submit the Award letter/Letter of Agreement, Completion Certificates including details like nature of work, value of work, time period etc. from the respective previous employers in support of above otherwise application is liable to be rejected.
- For certificates, the issuing authority shall not be less than an Executive In-charge

Date:

Sign & Seal of the Applicant

Bidders Signature with Company Seal

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LIST OF WORK ON HAND AS PRIME ARCHITECT OF SIMILAR NATURE AS MENTIONED IN THE TENDER OVER THE LAST SEVEN YEARS.

(Minimum Value of Work done not less than 40 % of the respective category) i.e. not less than (1) 8 lacs for Category A, (2) 20 lacs for Category B, (3) 40 lacs for Category C (4) 60 lacs for Category D

Sl. No.	Name of Work/ Project with Address	Name and full Address of the owner. Specify whether Govt. undertaking along with name, address and contact numbers of 2 persons (Engineers or top officials of the organization)	Contract amount (In Rs) with copy of work order Agreement letter and completion certificate from the project in-charge	Stipulated Time of completion in months	Present status of the project	Any other Relevant information. Whether the actual amount for the project was increased. If yes, give reasons.
1	2	3	4	5	6	7

Note: Information has to be filled up especially in this format. Please do not write remark "As indicated in Brochure".

Date:

Sign & Seal of the Applicant

DETAILS OF KEY PERSONNEL, GIVING DETAILS ABOUT THEIR TECHNICAL QUALIFICATION & EXPERIENCE INCLUDING THAT IN YOUR ESTABLISHMENT

Sl. No.	Name and Designation	Age	Qualification	Experience	Nature of work handled	Name of the projects handled with Amount	Date from which employed in your organization	Indicate details of experience for similar projects
1	2	3	4	5	6	7	8	9

Notes:

1. Information has to be filled up especially in this format. Please do not write remark "As indicated in Brochure".
2. List of Associates / Consortium should be mentioned.
3. Indicate other points, if, any, to show your technical and managerial competency to indicate any important point in your favor.

Date:

Sign & Seal of the Applicant

DETAILS OF INFRASTRUCTURE IN OFFICE

Sl. No.	Items	Numbers	Description
1	Fax Machine		
2	Telephones		
3	Other Instruments		
4	Software used for planning, estimating, execution, supervision etc.		
5	Reference books used for estimates, rate analysis etc.		
6	Subscription to magazines, journals, institutes of technical nature		
7	Any other information		

Date:
of the Applicant

Sign & Seal

Declaration/Undertaking

1. I/We certify that all the details furnished above are true and correct to the best of my knowledge and belief. I understand that in case of furnishing of any false information or suppression of any material information, the application shall be liable for rejection besides initiation of penal proceedings by the Bank, if it deems fit.
2. Bank shall have the authority to verify all the information provided by us.
3. All supporting documents shall be provided by us in authenticity of the information furnished.
4. I/We agree that the decision of Bank of Baroda in Selection of Architects/Consultants, will be final and bidding to me/us.
5. I/We agree that we have no objection if inquiries are made about our works, its related areas and any other inquiry regarding all details, projects and works listed by us in the accompanying sheets.
6. I/we agree on providing soft/hard copies of assignment job/works drawings/layouts whenever requested for by Bank; without hesitation.

Signature and Seal of the

Applicant

Place:

Date :

Check list for Empanelment of Architects

Sr. No.	Document	Submitted (√)	No Submitted (√)
1	Application Fee of ₹1,000/- in form of a DD/Banker's cheque		
2	Proof of Establishment and Address		
3	Registration number with Council of Architecture (Mandatory)- Copy of valid registration		
	Registration number with Indian Institute of Architects- Copy of valid registration		
4	Certified copies of registration with CPWD/PWD/Govt /PSU/Banks		
5	Bio-data of partners/ Associates details-Partnership deed copy		
6	Copy of PAN Card & other related Income Tax documents		
7	Copy of GST Registration Certificate		
8	Copies of the Audited Balance Sheet & Audited Profit & Loss Account for last 3 years and A certificate issued by Chartered Accountant indicating the turnover for last three years.		
9	Copies of Work order, Letter of Agreement, Completion Certificate and Performance Certificate for all the Similar works as mentioned in the tender over last seven years.		
10	Copy of Signatory has the Authorization to Sign.		
11	Sealed and Signed – All Application pages, Proforma – 1,2,3,4 and Copies of documents submitted.		
12	Other relevant certificates, (If submitted please mention the name of the certificate below)		