

<b>EMPANELMENT OF ARCHITECTS FOR BANK OF BARODA, LUDHIANA ZONE</b>	
<b>Date of Commencement of Tender</b>	<b>06.12.2024</b>
<b>Last Date and Time of Submission</b>	<b>27.12.2024 up to 4.30 PM</b>

**Bank of Baroda,  
(LUDHIANA Zone),  
Premises & Equipment Dept.,  
Zonal Office,  
3<sup>RD</sup> Floor, Surya Complex, Opp PAU Gate No 1  
Ferozpur Road Ludhiana, Punjab. -141001  
e-mail id: [pe.zoludhiana@bankofbaroda.com](mailto:pe.zoludhiana@bankofbaroda.com)**

## NOTICE FOR EMPANELMENT OF ARCHITECTS

Applications are invited for Empanelment from reputed Architectural / Interior / Consultant Firms for a period of 03 years to carry out various works for the Bank's Branches / Offices / Residences scattered in LUDHIANA Zone.

**The broad scope of work shall include conceptualizing, planning, designing and monitoring of interior / repair work / renovation works, scrutiny of financials of bid & submitted bills of the Bank's buildings including furnishing using latest technology and materials to provide modern look in close co-ordination with various other agencies involved therein.**

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

1. Persons who have B. Arch. Degree or Graduate/ Post Graduate Diploma in Architecture from approved college / institution and have done considerable extent of work as Architect for a minimum period of -05- years (as on 31.03.2024).
2. They should be having sufficient organizational structure comprising of qualified personnel viz Architects, Interior designers, Engineers etc. along with other technical personnel and associates, if any, to carry out execution of such work in terms of nature and magnitude. The Proprietor/ Partner/ Directors of the firm should have a **valid registration with COA (Council of Architecture)**.
3. The Firm should have necessary infrastructure / equipment, etc., to handle small, varied and challenging work involving civil/ structural repair / renovation / refurbishment etc. including Electric, Air Conditioning work in working/occupied premises.
- 4. The Firm must have own adequate technical setup and office/branch office in geographical jurisdiction of LUDHIANA ZONE who have following regional office: Firm to submit the relevant proof regarding the Branch/office in the geographic area.**

Sr. No.	REGION	All Three Regions are covering -3- states/UTs – Punjab, J&K, and Leh- Ladakh.
1	Ludhiana	
2	Amritsar	
3	Jalandhar	

The Category represents as follows:

Sr. No.	Category for Empanelment	Amount of Work
1	Category A	Works Upto 150 Lacs
2	Category B	Works Upto 100 Lacs
3	Category C	Works Upto 50 Lacs
4	Category D	Works Upto 20 Lacs

**Firms/ Agencies empaneled for higher category shall be eligible for carrying out jobs in lower categories as well.**

**The Firm should have experience of having successfully completed similar works as follows during last -7- years (as on 31.03.2024):**

**(1) Category A- For Works upto Rs 150 Lacs:**

- One similar\* completed work costing not less than Rs. 120 Lacs OR
- Two similar\* completed works each costing not less than Rs. 75 Lacs OR
- Three similar\* completed works each costing not less than Rs. 60 Lacs

Average Annual Financial Turn Over of the Firm during the last -03- years, ending 31<sup>st</sup> March 2024, should be minimum Rs 2.25 Lacs.

**(2) Category B - For Works upto Rs 100 Lacs:**

- One similar\* completed work costing not less than Rs. 80 Lacs OR
- Two similar\* completed works each costing not less than Rs. 50 Lacs OR
- Three similar\* completed works each costing not less than Rs. 40 Lacs OR

Average Annual Financial Turn Over of the Firm during the last -03- years, ending 31<sup>st</sup> March 2024, should be minimum Rs 1.50 Lacs.

**(3) Category C:- For Works upto Rs 50 Lacs:**

- One similar of 80 % of 50 lacs \* completed work costing not less than Rs. 40 Lacs OR
- Two similar of 50 % of 50 lacs \* completed works each costing not less than Rs. 25 Lacs OR
- Three similar of 40 % of 50 lacs \* completed works each costing not less than Rs. 20 Lacs

Average Annual Financial Turn Over of the Firm during the last -03- years, ending 31<sup>st</sup> March 2024, should be minimum Rs 0.75 Lacs.

**(4) Category D:- For Works upto Rs 20 Lacs:**

- One similar of 80 % of 20 lacs \* completed work costing not less than Rs. 16 Lacs OR
- Two similar 50 % of 20 lacs \* completed works each costing not less than Rs. 10 Lacs OR
- Three similar 40% of 20 lacs \* completed works each costing not less than Rs. 8 Lacs

Average Annual Financial Turn Over of the Firm during the last -03- years, ending 31<sup>st</sup> March 2024, should be minimum Rs 0.30 Lacs.

- **For Turnover in the account, applicant has to submit the CA certificate for confirmation of turnover in the account.**

**Out of the above works, at least one work should be executed in Autonomous bodies/ Banks & Financial Institutions or any other reputed firms.**

**\*Similar Work means successfully completed consultancy services work that include conceptualizing, planning, designing and monitoring interior / repair work / renovation works, scrutiny of financials of bid**

& submitted bills of the Bank's buildings / Offices / Branches including furnishing using latest materials to provide modern look in close co-ordination with various other agencies involved therein.

- Applications must be accompanied by duly filled and signed Annexure enclosed herewith.
- Applications by those firms who do not submit Performance Certificates from their previous employers are liable to be summarily rejected.
- Work shall be allotted to empaneled firms as and when the need arises and as per Bank's extant norms. The remuneration of the services rendered shall be as per the norms laid down by the Bank.

Applications, completed in all respects, along with relevant documents duly super scribing “**Application for Empanelment of Architects for LUDHIANA Zone in Category-.....**” in sealed envelope must reach the following address **on or before 27.12.2024 upto 04:30 PM:**

**The General Manager  
Bank of Baroda, Zonal Office,  
3<sup>rd</sup> floor, Surya Complex, Opp PAU Gate no 1,  
Ferozepur Road Ludhiana, Punjab-141001**

**The Tender Box will be opened on 27.12.2024 at 05.00 PM.**

1	Name of the Employer	Bank of Baroda, LUDHIANA Zone
2	Name of Work	Empanelment of Architects
3	Period of availability of Tender documents	From 06.12.2024 to 27.12.2024
4	Place of availability of bidding documents	Can be downloaded from Bank's Website bankofbaroda.in/tenders/zonal-regional-offices.
5	Amount of Tender Fee (Non-Refundable)	Rs. 500/- (Rupees Five hundred only) In form of Demand Draft / Banker's Cheque favoring "Bank of Baroda Zonal Office Ludhiana" payable at Ludhiana.
6	Exemption from submission of Tender Fee	Micro and Small Enterprises (MSEs) / Startups firms have to submit a valid copy of registration certificate issued by NSIC/DIPP as on the last date of submission of the application, to avail the exemption.
7	Last date & time of receipt of tenders	27.12.2024 up to 04:30 PM
8	Address at which the tenders are to be submitted	The General Manager Bank of Baroda, Zonal Office, 3 <sup>rd</sup> floor, Surya Complex, Opp PAU Gate no 1, Ferozpur Road Ludhiana, Punjab-141001
9	Date and time of opening tenders Box	27.12.2024 at 05.00 PM
10	Place of Opening of tender	Bank of Baroda, Zonal Office, 3 <sup>rd</sup> floor, Surya Complex, Opp PAU Gate no 1, Ferozpur Road Ludhiana-141001

**Instructions to the Applicants for furnishing information for pre-qualification**

1. Intending Applicants are required to submit their applications 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.
2. 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.
3. Decision of the Bank in regard to selection of Architects for Empanelment will be final. The Bank is not bound to assign any reason for acceptance / rejection of any applications.
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 Annexure is insufficient for furnishing full details, such information may be supplemented on separate sheets of paper, stating therein the part of the Annexure and serial number. Separate sheets shall be used for each part. However the format shall be as per Annexure.
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. While filling up the application with regard to the list of important projects completed and on hand, only those works shall be included which are individually costing not less than 40% of the respective category shown against each category herein above.
9. Clarifications if any, may be sought from the office of the Zonal Head, Bank of Baroda, Zonal Office, (LUDHIANA Zone), 3<sup>rd</sup> Floor, Surya Complex, Opp PAU Gate No 1 Ferozepur Road Ludhiana-Punjab. 141001.
10. Canvassing in any form in connection with pre-qualifications is strictly prohibited and the application of such persons / organizations that resort to canvassing will be liable to rejection.
11. The application/s which is / are received after due date and time are liable to be rejected.
12. Bank reserves the right to reject any / all the applications without assigning any reason, thereof.
13. Dispute, if any will be subject to LUDHIANA Jurisdiction only.
14. The subject empanelment does not confer any right or claim that the work should be entrusted to you only but the Bank reserves right to allot the work among the empaneled Architects on its own discretion.
15. **It is necessary that Architects must have registered office/branch office in geographical jurisdiction of LUDHIANA ZONE as mentioned herein above.**
16. **The Architects already empaneled in any Region of LUDHIANA Zone with Bank of Baroda shall also apply a fresh against this advertisement.**
17. Any addendum / corrigendum will be issued on the Bank's Website only and the bidder has to refer the same before final submission of the tender.
18. The Applications received after due date and time are liable to be rejected.

**INFORMATION FOR PREQUALIFICATION OF ARCHITECTS / CONSULTANTS**
**Basic Information**

<b>Sr. No.</b>	<b>Particulars</b>	<b>Detail</b>
1.1	Category Applied For (A/B/C/D)	
1.2	Name of Applicant/ Firm	
1.3	Address of the Registered Office (Enclose Certified Copies of Documents as evidence)	
1.4	Address of the local/ Branch Office (Enclose Certified Copies of Documents as evidence)	
1.5	Contact No.	
1.6	<b>E-Mail ID</b> <b>(Email ID must be submitted for future correspondence)</b>	
1.7	Name of Contact Person	
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 (Enclose certified copies of documents as evidence)	
4.1	a)	
4.2	b)	
4.3	c)	
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 Empaneled 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 Registrations with Council of Architects (Enclose certified copy of Documents as evidence)	Year of Registration	Class	Valid Upto
8	No. of years of experience in the field and details of Work in any other field.			
9	Yearly turnover of the organization during last 03 years (year wise) and furnish audited Balance Sheets and Profit & Loss A/c (audited) for the last 03 years.	Furnish Certificate issued by Chartered Accountant indicating the turnover for last three years		
9.1	2021-22			
9.2	2022-23			
9.3	2023-24			
10	Enclose copy of latest income tax clearance certificate			
11	Name & Address of Bankers (Solvency Certificate from a Bank to be enclosed for indicating satisfactory financial capacity of the organization).			
12	PAN No.			
13	GST Registration No.			
14	Empanelment with other Companies / PSUs.			
15	Detailed description and value of works done (Annexure 1) and works on hand (Annexure 2)			
16	Details of Key Personnel Permanently Employed (Annexure 3)			
17	Other infrastructural information to be used/referred (Annexure 4)			
18	Furnish the names of 03 responsible persons along with their designation, address, tel. no., email 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			
18.1	Name			
	Address			
	Contact No.			



	E-mail Id	
	Organization	
18.2	Name	
	Address	
	Contact No.	
	E-mail Id	
	Organization	
18.3	Name	
	Address	
	Contact No.	
	E-mail Id	
	Organization	
19	Whether any Civil Suit/Litigation arisen in contracts executed/being executed during the last ten 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, status of pending litigation	
20	Have you ever been disqualified or levied penalty by the Bank in past for non-fulfillment of the contractual Obligations. If yes, please provide details.	
21	Have you in past carried out any works for Bank of Baroda or its subsidiaries? If yes, give details.	
22	Geographical area of jurisdiction in LUDHIANA Zone, Please specify with relevant document proof.	

**LIST OF PROJECTS EXECUTED BY THE ORGANIZATION DURING THE LAST 7 YEARS**

Sr. No.	Name of Work / Project with Addresses	Name & full postal address of the owner. (Specify whether Govt. undertaking)	Contract Amount (Rs.) with copy of work order & completion certificate	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
1	2	3	4	5	6	7	8

**Notes:**

1. Information has to be filled up specifically in this format. Please do not write remark "As indicated in Brochure". Attach extra sheets if necessary.
2. Date shall be reckoned from 30.09.2020.
3. For certificates, the issuing authority shall not be less than an Executive in-charge.

**LIST OF IMPORTANT WORKS ON HAND**

Sr. No.	Name of the work/project with addresses	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. for construction work only) with copy of work order 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.

**Note:**

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

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

Sr. No.	Name and Designation	Age	Qualification	Experience	Nature of works handled	Name of the projects handled with amounts	Date from which employed in your organization	Indicate details of experience for similar projects

**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 favour.

**DETAILS OF INFRASTRUCTURE IN OFFICE**

Sr. 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		

**DECLARATION FORM TO BE FILLED IN AND SIGNED BY THE ARCHITECT / AGENCY**

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 us and Bank of Baroda, on the basis of information submitted by me can be treated as canceled by the Bank.
2. We agree that the decision of Bank of Baroda in selection of enterers' will be final and binding on me/us.
3. All the information furnished in the attached Performa is correct to the best of my/our knowledge.
4. I/We also agree that I/We have no objection if enquiries are made about the works listed by me/us in the accompanying sheets or any other enquiry on the information furnished herewith in the accompanying sheets.
5. We understand that any addendum/corrigendum will be issued on the Bank's Website only and the bidder has to refer the same before final submission of the tender.

Sign. & Seal of the Applicant

Place:

Date: