

**Draft Expression for Interest to be floated on Bank's website**  
**PUNJAB NATIONAL BANK**  
**EMPANELMENT OF ARCHITECTS/ ARCHITECTURAL FIRMS**

Punjab National Bank, Zonal Office, Durgapur is desirous of empanelling Architects/ Architectural Firms for its Civil/ Interior/ Renovation/ Furnishing/ Repair/ Retrofitting/ Structural works. The panels shall be prepared at Durgapur, West Bengal, Pin-713216

Applications are invited for empanelment of experienced, reputed and competent

Architects/ Architectural Firms in following three categories:

- **Category I** (Works costing up to Rs.25 lacs)
- **Category II** (Works costing above Rs.25 lacs & up to Rs.50 lacs),
- **Category III** (Works costing above Rs.50 lacs and up to Rs.100 lacs)

The empanelled Architects/ Architectural Firms shall provide complete Architectural Services for Civil/ Interior/ Renovation/ Furnishing/ Repair/ Retrofitting/ Structural works for Bank's projects in the Branches / Circle offices under respective Zonal Office, within India where the Architect/ Architectural Firm is empanelled.

**All Architects/ Architectural Firms in the Bank's existing panel will have to apply afresh for consideration in this empanelment process. Existing panels shall lapse once the new panels are approved.**

**Intending Bidders may submit their queries on or before 12/12/2020 up to 3:00 PM.**

Any corrigendum/ clarification in respect of this Advertisement shall be released only at Bank's website. For future corrigendum/ clarification, if any, regularly visit Bank's website: <https://www.pnbindia.in>

The duly completed documents in the prescribed format with all supporting documents shall be placed in a sealed cover and super scribed as '**Application for EMPANELMENT in (Category name) - 2020**' and shall be submitted in prescribed Format enclosed as Part „2" to the Address of Zonal Manager, Zonal Office,  
Red Cross Road, City center, Durgapur, pin-713216  
by **12/12/2020 upto 3 PM**.

The Bank reserves the right to accept or reject any or all the applications without assigning any reasons whatsoever and decision of the Bank in this regard will be final & binding on the applicants.

**Dy. General Manager**

## I - GENERAL INSTRUCTIONS TO THE APPLICANTS:

General information to the Architects who wish to include their name in the Bank's panel for providing Architectural Services for Civil / interior furnishing / electrical / air-conditioning / Heating Ventilation & Air-Conditioning (HVAC) / retrofitting / water-proofing / Structural works for Head Office and in the Branches / Circle offices under respective Zonal Office, within India are requested to read following instructions before filling in the forms.

1. Generally, routine works of the Bank are awarded by calling competitive quotations from the empanelled Architects/ Architectural Firms and in case of works of small magnitude i.e. up to 5 lakh, the Bank may opt to award the work to any of the empanelled Architects/ Architectural Firms, depending on the exigencies of the work/ on rotational basis.
2. The details of the applicants and their experience are to be furnished in the "Application Format" prescribed in Part „2". Wherever space provided is not sufficient, particulars can be furnished in Annexure but such details shall be clearly mentioned in the respective columns of the Application Format. Applicant shall enclose eligible copies of relevant documents giving additional information about the applicant.
3. Costs, if any, incurred by the applicant for submitting application, providing necessary clarifications or attending discussions, conferences or Interactions prior to empanelment, if any, will not be admissible.
4. **Documentary proof with respect to the prequalification criteria is to be furnished along with the application form. In this regard, copies of the work orders and completion certificates and/ or other supporting documents to be enclosed. Incomplete applications or applications without proper proof for establishing credentials will be liable for rejection and bank will not entertain any correspondence in this regard.**
5. The empanelment will be made for a specific category/ categories depending on the credentials submitted & found acceptable.
6. The evaluation will be based on the eligibility, experience, reputation, empanelment with other Banks, PSUs, Govt. institutions, manpower & logistical support of the applicant, their financial capabilities, quality consciousness, etc. and if found necessary may also include interaction with Architects/ Architectural Firms or/and inspecting the works undertaken by them, for which necessary co-ordination shall be provided by them.
7. The empanelment will be valid for maximum of three years and shall be reviewed every year.
8. Bank reserves the right to reject any/ or all the applications without assigning any reasons whatsoever. Decision of the Bank regarding selection/ rejection for empanelment will be final and binding. Bank will not entertain any correspondence in this regard.

9. Bank reserves the right to seek for further any information/documents in support of applicant's eligibility. Bank also reserves the right to reject or accept the application if in the opinion of Bank the qualification data is incomplete or the applicant is not found to be qualified in terms of eligibility criteria and no communication shall be entertained in this regard in future.
10. If, information and details furnished by applicants are found incorrect at any time in future or any information is withheld, which comes to the notice of the Bank at a later date, the empanelment of such applicant will be cancelled immediately and the firm shall be blacklisted.
11. Applications received after the due date and time shall not be entertained.
12. **It is mandatory that Applicants should have their office in the geographical jurisdiction of the Zonal Office.** If found necessary Bank officials may visit and verify the Office premises of the prospective bidder.
13. If the application is made by a partnership firm, a certified copy of the partnership deed, current address of the firm and the full names and current addresses of all the partners of the firm shall also be enclosed with the application.
14. Each page of the application along with documents shall be duly signed by authorized signatory with seal of the firm with full name of the signatory.
15. Applicants must enclose duly certified Xerox copies of all relevant information in support of their statements/facts.
16. Wherever space is not sufficient, applicants should furnish the particulars, as per Performa, in a separate sheet and enclose the same with the application.
17. For any clarifications, applicants may please contact Dayamoy Maji, Chief Manager, GSAD on telephone no.9932133154

## **II- CATAGORIES, ELIGIBILITY CRITERIA AND EVALUATION CRITERIA:**

Empanelment shall be made in the categories, as per details below:

### **CATEGORIES:**

- **Category I** (Works costing up to Rs.25 lacs)
- **Category II** (Works costing above Rs.25 lacs & up to Rs.50 lacs),
- **Category III** (Works costing above Rs.50 lacs and up to Rs.100 lacs)

### **ELIGIBILITY CRITERIA:**

1. The Architects/ Architectural Firms shall have Architects / Designers / Consultants with Graduate/Post Graduate degree/ diploma in Architecture/respective branch of engineering and who are practicing as an Architect /Consultant/ Designers, as the case may be, for a minimum period of three years ending 30.09.2020.
2. The said Architects/ Architectural Firms should have Architects/ Designers / Engineers/ Consultants who are member of any of the respective professional institutions /societies; like Council of Architecture, Institution of Engineers and have valid registration to practice in their respective professions, in the subject area, as applicable. For example, the Architect / all partners should be registered with Council of Architecture & having valid COA number.
  - a) If the application is made by a proprietor firm, the proprietor of the firm should be an Architect registered with Council of Architecture having valid COA number.
  - b) If the application is made by a partnership firm/ all partners of the said partnership firm should be an Architect, registered with Council of Architecture having valid COA number.
3. Applicants should have their local office in the geographical jurisdiction of the Zonal Office. Address proof in this regard to be submitted.
4. Architects/ Architectural Firms should be an assessee of Income Tax, GST, etc. ITR & GST registration copy to be submitted. Should the Architect/Architectural Firm be exempt from GST registration as per norms, an undertaking declaring the same be provided.
5. Architect/ Architectural Firm should have experience in same name for at least 3 years up to 30.09.2020 (exception in reconstitution/change of name in case of death of partner/partners).
6. Average annual financial turnover of Architects/ Architectural Firms during the last three years ending 31.03.2019 should be at least 7.5% of the applied category. For this purpose upper financial limits of the respective category shall be considered. Applicant to submit CA certified/audited Balance Sheet & Profit Loss A/c for the last three years ending 31.03.2019.

## **EVALUATION CRITERIA:**

The **applicant** should satisfy the following minimum evaluation criteria:

S.N.	Value of work	Weightage	Self-Rating marks
1.	Architects/ Architectural Firms should have provided consultancy services for similar works for:	60 marks	
a)	One project costing 80% of the applied category or		
b)	Two projects costing 50% of the applied category or		
c)	Three projects costing 40% of the applied category  For this purpose upper financial limits of the respective category shall be considered during the last seven years ending 30.09.2020  Similar works means Architectural Services (planning, designing, estimation, tendering, measurement & bill verification and site Supervision in all respects) for projects like institutional buildings, offices, educational buildings, commercial buildings etc.  Note: The value of executed works shall be brought to the current level by enhancing the actual value of work done at simple rate of 7% per annum, calculated from the date of completion to last date of receipt of application for Empanelment.		
2.	Valid Empanelment with other Banks, PSUs, Govt. Institutions.	10 Marks	
3.	Architect/ Architectural Company/ Firm should have adequate in house infrastructure:  2 nos. of Architects (COA Registered): 10 Marks 2 nos. of Engineers : 5 marks	15 Marks	
4.	Financial Strength of the Architect/ Architectural Company/ Firm :  Turnover should be at least 7.5% of the applied category for Last three Years.  Should be profitable and should not have incurred loss in any of the Last three Years.	15 Marks	
	Total	100 Marks	

NOTE: Criteria mentioned above, is minimum requirement. The Bank at its discretion may upgrade the criteria. No complaint on this account will be entertained. Agencies scoring 75 marks & above will only be considered. Agencies themselves have to fill in self-rating marks column in the above table.

**Part - 2**

**APPLICATION FOR**

**Empanelment as Architects/ Architectural Firms**

**In Category: \_\_\_\_\_**

**For Zonal Office: \_\_\_\_\_**

## A. APPLICATION FORM

Particulars of the Firm to be Furnished For The Purpose Of Empanelment

1.	Name of the firm			
2.	Address of the firm			
3.	Phone Nos.  Landline  Mobile			
4.	Email ID (For Correspondence Purpose)			
5.	Year of Establishment			
6.	Status of the firm (Whether Proprietorship/Partnership)			
7.	Name of the Proprietor/ Partners etc. (with professional qualifications)	i)		
		ii)		
		iii)		
8.	Whether registered with Registrar of Companies/ firm. If so, Registration No. & Date			
9.	Registration with Authorities			
	a) Income-tax No. PAN/GIR NO			
	b) GST No: (Please furnish copies of above documents)			
	c) Registration Number of Proprietor/ Partners/ Directors with Council of Architecture:			
10.	Turnover of the firm (Please attach copy of audited balance sheet and Profit and loss account for last three years):			
	<b>S. N.</b>	<b>Year</b>	<b>Turnover</b>	<b>Income-tax paid</b>
	1	2019-20*		
	2	2018-19		
	3	2017-18		
	*In case balance sheet has not been audited, balance sheet certified by Chartered Accountant to be submitted.			
11.	Names of the Bankers with address:			
	i)			
	ii)			
12.	If you are presently empanelled with any Govt. Organization/statutory bodies/Financial Institutions / Banks etc., furnish the details thereof along with capacity in which empanelled			

13.	Furnish the names & contact no. of three responsible clients who will be in a position to certify about the quality as well as performance of your organization.
	i)
	ii)
	iii)

Note: All documents to be furnished along with this application should be self-certified by proprietor/ partner/ authorized person.

Date :

Signature with Seal

**B. PROFORMA – 1**

WORKS EXECUTED

<b>S. N.</b>	<b>Name &amp; Address of the Work executed</b>	<b>Name &amp; Address of client with Tel. No.</b>	<b>Value of Work (In lacs)</b>	<b>Stipulated Time of Completion</b>	<b>Actual time of completion with date of start &amp; completion</b>	<b>Performance Certificate enclosed 'Yes' or 'No'</b>	<b>Any other information</b>
1	2	3	4	5	6	7	8

**Note:** Copies of work orders / appointment letters along with Xerox copies of relevant certificate, satisfactory completion certificate obtained from the client to be enclosed. Please note that, without the self-attested copies of Completion Certificates, application is liable to be rejected.

Signature with Seal

**C. PROFORMA – 2**

**WORKS IN HAND**

<b>S.N.</b>	<b>Name &amp; Address of Project</b>	<b>Name &amp; Address of client with telephone number</b>	<b>Value of Work (In lacs)</b>	<b>Stipulated Time of Completion</b> <b>- Date of Start</b> <b>-Stipulated Date of completion</b>	<b>Status (%age completed)</b>	<b>Any other information</b>
1	2	3	4	5	6	7

Signature with Seal

**D. PROFORMA – 3**

KEY PERSONNEL EMPLOYED WITH THE FIRM

<b>S.N</b>	<b>Name</b>	<b>Designation</b>	<b>Qualification</b>	<b>Experience</b>	<b>Since When Working With The Firm</b>	<b>Membership/ License/ Registration Number of respective professional institutions /societies; (like COA, Institution of Engineers )</b>	<b>Any Other Information</b>
1	2	3	4	5	6	7	8

Signature with seal

## **E. DECLARATION**

1. I / We have read the instructions appended to the proforma and I / We understand that if any false information is detected at any stage, any prequalification / empanelment contract made between ourselves and Bank, on the basis of the information given by me / us shall 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 Bank in selection/rejection of firms will be final and binding to me / us.
3. All the information furnished by me in the application 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.
6. I / We hereby declare that there is no litigation, in the services provided by us, to any other Organization/statutory bodies/Financial Institutions/Banks etc.
7. I / We hereby declare that I/ We have not been de - paneled/ blacklisted by any institution.

Place :

SIGNATURE

Date :

NAME & DESIGNATION

SEAL OF ORGANISATION

## **F. Checklist**

1. Duly Filled Application Form
2. Performa-I
3. Performa-II
4. Performa-III
5. Declaration
6. Status of the Firm/ partnership deed (as applicable)
7. Certificate of registration of the owner / partner / director with COA, Institute of Engineers or other similar organization.
8. Letters / Completion certificates from the clients of the projects mentioned in Performa 1.
9. Copies of performance certificate, work orders issued by clients.
10. Copy of Income tax returns, GST Certificate. (If applicable) for previous 3 years.
11. Last three years CA certified/audited balance sheet & Profit & Loss A/c.
12. Copy of power of attorney (as applicable)
13. Copy of PAN card of Proprietor / partners
14. Proof for address of the firm with full names and current addresses of Proprietor / partners

## Annexure A

### Fees for Consultancy Services with complete site supervision provided by Empanelled Architect are to be paid in following stages:

<b>Stage-1</b> On submitting conceptual designs	15% of the total fees payable.
<b>Stage-2</b> On submitting the required preliminary scheme for the Bank's approval along with the preliminary estimate of cost.	25% of the total fees payable less payment already made at Stage 1.
<b>Stage-3</b> 3a. On incorporating Client's suggestions and submitting drawings for approval from the Bank. 3b. Upon Local Body's approval necessary for commencement of construction, wherever applicable.	30% of the total fees payable less payment already made at Stages 1 and 2. 35% of the total fees payable less payment already made at Stages 1 to 3a.
<b>Stage-4</b> Upon preparation of working drawings, specifications and schedule of quantities sufficient to prepare estimate of cost and preparation of tender documents.	45% of the total fees payable less payment already made at Stages 1 to 3.
<b>Stage-5</b> On inviting, receiving, scrutinizing tenders, preparing comparative statement (with AHR and ALR) and advising Bank on appointment of contractors.	55% of the total fees payable less payment already made at Stages 1 to 4.
<b>Stage-6</b> 6a. On submitting working drawings and details required for commencement of work at site.  6b. i. On completion of 20% of the work  ii. On completion of 40% of the work  iii. On completion of 60% of the work  iv. On completion of 80% of the work  v. On Virtual Completion	65% of the total fees payable less payment already made at Stages 1 to 5. 70% of the total fees payable less payment already made at Stages 1 to 6a. 75% of the total fees payable less payment already made at Stages 1 to 6b(i). 80% of the total fees payable less payment already made at Stages 1 to 6b(ii). 85% of the total fees payable less payment already made at Stages 1 to 6b(iii). 90% of the total fees payable less payment already made at Stages 1 to 6b(iv).
<b>Stage-7</b> On submitting Completion Report and drawings for issuance of completion/occupancy certificate by statutory authorities, wherever required and on issue of as built drawings	100% of the fees payable less payment already made at various stages

**Fees for Part / Miscellaneous Services provided by Architect/ Architectural Company/ Firm:**

Works where part services are done by the Architect/ Architectural Company/ Firm & where estimated cost cannot be worked out, professional fee of Rs.20/- to Rs.25/- per Sq.ft. (subject to a minimum of Rs.5,000/-) in the aforesaid stages consistent with the work done plus other charges and reimbursable expenses as agreed upon.

In addition to the above, Architect/ Architectural Company/ Firm shall be paid Professional fee as mentioned below for other services:

1.	To survey and advise the suitability of site/location for branch premises	<b>Rs.3500/-</b>
2.	To assist Branch Manager/ Circle Head/ Zonal Head to negotiate with landlord for finalizing the rent and other terms	<b>Rs.2000/-</b>
3.	To evaluate the property in case loan is to be sanctioned to the landlord for Construction/ Remodeling/ Renovation	<b>Rs.5500/-</b>
4.	To Supervise and certify that the construction/ Alteration etc. are carried out by the landlord as per Bank's specification and requirement	<b>Rs.3500/-</b>
5.	To check and certify currency chest as per RBI the specifications of and issue the certificate.	<b>Rs.1500/-</b>

**TA/DA Allowance:**

If owner of the firm/ principal Architect/ Partner move out of town for supervision/ other works in connection with renovation/ furnishing, he shall be entitled for TA/DA as per entitlement of Scale- IV officer of the Bank.

In case Assistant Architect/ Assistant Engineer move out of town for same, he shall be entitled for TA/DA as per entitlement of Scale-I officer of the Bank.

## Duties and functions of Architect:

The Architects shall render the following services in connection with various projects of the ZO/CO/ HO/ Branches/ Offices of Bank.

- i. Taking the employer's instructions in connection with the work, visiting the site, preparing sketch designs which shall be in accordance with local governing codes/standards, regulations, etc. (including carrying out necessary revisions till the sketch designs are finally approved by the employer), making approximate estimate of cost by cubic measurements, square meter, or otherwise and preparing reports on the scheme so as to enable the employer to take a decision on the sketch designs.
- ii. The Architect shall submit a proper CPM / BAR CHART incorporating all the activities required for the Completion of the project well in time.
- iii. Submitting required drawing to the municipality and other local authorities and obtaining their approval/sanction/commencement certificate /conversion certificate for site/building plan approval/ Completion certificate etc.
- iv. Preparing architectural working drawings, CPM charts for work schedule, structural drawings, Plumbing drawings, electrical drawings, DATA & LAN drawings, detailed estimates and all such other particulars as may be necessary for preparation of bill of quantities.
- v. Preparing detailed tender documents for various works like civil, interiors, HVAC and electrical etc. complete with articles of agreement special conditions of contract, specifications based on CPWD/ Bank standards, Schedule of rates based on CPWD rates for all scheduled items and competitive market rates for nonscheduled items.
- vi. The Architect / Architectural / Consultancy Firm shall engage qualified Sanitary & Plumbing, Structural, Electrical, HVAC & Fire Consultants whosoever required to assist them in the preparation of designs and details for the services if they do not have required arrangement internally as per the satisfaction of the employer. The consultant shall be appointed with the approval of the employer. ***The fees payable to these Sanitary, Plumbing, Structural, HVAC, Electrical & Fire consultants or any other sub-consultant shall be borne by the Consultant out of the fees received by them from the employer.*** The Architect shall be fully responsible for the works of such consultants and shall also coordinate the activities of various consultants.
- vii. To participate while opening of tenders and submit comparative statement thereon together with recommendations specifying abnormally high rate (AHR) and abnormally low rate (ALR) items. Architect may also be member of negotiation committee for negotiations with the Contractor whose rates are accepted by the ZO/CO/HO/ other Offices of Bank.

- viii. The comparative statement shall be based on proper analysis of rates based on CPWD rates/market rates of materials and labour for major items of work worth about 90% of the estimated Cost of the work.
- ix. Preparing for the use of Branch/CO/ZO/HO, the Contractor and the site engineer, 4 copies of contract documents for all trades including all drawings, specifications, and other particulars.
- x. Assuming full responsibility for supervision and proper execution of all works by Contractor who are engaged from time to time, including control over quantities during the execution to restricts variation, if any, to the minimum.
- xi. Visiting the site of construction/repairs/renovation/furnishing at least once in 10 days or more frequently to supervise the work and issue instructions/guidelines to the engaged Contractors and his site staff till his next visit.
- xii. No deviations or substitutes should be authorized by the Architect without working out the financial implications and obtaining approval of the ZO/CO/HO (GSAD) as the case may be duly justifying his action at the earliest.
- xiii. Working out the theoretical requirement and actual consumption of cement and steel for each bill.
- xiv. CHECKING MEASUREMENTS: Checking Contractor bills, issuing periodical certificates for payments and certifying accounts jointly with the Branch/CO/ZO/HO (Services) to make payments to the Contractors shall be done by the Architects. It shall be mandatory on the part of the Architects to check all the measurements of various items of work claimed in each running bill. He shall give on each bill a separate certificate as follows:

"It is Certified that the various items of work claimed in the.....running bill/final bill submitted by the Contractors.....have been completed to the extent claimed and at appropriate rates and that the items are in accordance with and fully conforming to the standards/prescribed specification and drawing. It is further certified that measurements of each item is checked claimed in this bill. Hence the bill is recommended for payment as-per details given below for a total amount of "....."
- xv. Obtaining Completion certification, Occupation Certificate and FIRE NOC etc. from respective authorities for occupation of the building and assisting in obtaining refund of deposit, if any, made by the Branch /CO/ZO/HO (Services) to the municipality or any such other authority.
- xvi. On completion of the project, prepare as built drawings of architectural, structural, plumbing, firefighting, electrical and other building services along with a brief report on the project and relevant structural design calculations and submit 4 copies of the same for the records of the Branch /CO/ZO/HO (GSAD).
- xvii. The Architects shall be wholly and solely responsible for the successful Completion of the project in all respects consistent with tenders accepted, work order, approved drawing, designs, safety and structural stability from

the inception upto the handing over of building for occupation of the Bank.

- xviii. The Architects shall not at any stage accept any change of specifications 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.
- xix. The Architects shall assist the Bank in all arbitration proceedings between the Contractors and the Bank and also defend the Bank in such proceedings.
- xx. Supervision of Strong Rooms:

Whenever a premises is taken on lease by Bank for Branch, the strong Room in the premises is to be constructed by the lessor (by landlord) as per RBI specifications at their expense. However, it is the duty of Bank to get the strong Room constructed as per RBI norms including fixing of gates and ventilators. Hence, the Bank's panel Architect shall be entrusted the work to ensure the specification and quality of construction (as per RBI norms) of strong Room. The Architect shall ensure the proper grade of concrete, thickness of walls, adequate steel reinforcement (diameter and spacing) as per specifications and proper welding of strong Room doors & ventilators with the reinforcement bar. The Architect has to visit the site minimum three times during the construction of Strong Room and has to certify the construction in the following format:

Certificate of Architect for construction of Strong Room at B/O:

I/ We; M/s \_\_\_\_\_, Architect for B/o: \_\_\_\_\_ certify that the Construction of strong Room is as per RBI norms and the following have been complied with during the Construction under my supervision:

1. Layout as per approved plan;
2. Size of strong Room: \_\_\_\_\_
3. Thickness: Wall \_\_\_\_\_; Roof \_\_\_\_\_; Floor \_\_\_\_\_
4. Wall reinforcement diameter, number of layers and spacing: \_\_\_\_\_
5. Roof & Floor reinforcement diameter, number of layers and spacing: \_\_\_\_\_
6. Grade of Concrete used: \_\_\_\_\_
7. Welding of strong Room door and ventilators with reinforcement bars: Yes/No

We further certify that we have visited the Construction on \_\_\_\_\_, \_\_\_\_\_ & \_\_\_\_\_ and visit report submitted to BO/CO/ZO.

Signature of Architect with date