



**बड़ौदा यू.पी.बैंक**  
**Baroda U.P. Bank**

प्रधान कार्यालय

बुद्ध विहार व्यावसायिक योजना, तारामंडल

गोरखपुर-273016

**Short-listing/Empanelment of Architect(Consultant)**

**Start Date : 08.03.2021**  
**End Date : 31.03.2021 4.00 pm**  
**Date of Opening : 31.03.2021 4.30 pm**

**Address for submission Tender/Bid/Proposal**

**The General Manager**  
**Baroda U.P. Bank**  
**Head Office, Buddh Vihar Commercial Scheme,**  
**Taramandal, Gorakhpur-273016(UP).**

**Contact No. : 10 am to 5.00 pm (on working days) : 0551-2230010**  
**Mob : 7704007400**

**ISSUE DATE : 08.03.2021**

## **Short-listing/Empanelment of Architect(Consultant)**

**Baroda U.P. Bank** is a leading Regional Rural Bank with more than **2000** Branches/Offices geographically located in Uttar Pradesh with its **Head Office** at **Gorakhpur**, **Administrative Offices** at **Gorakhpur, Raebareli & Varanasi** and **Regional Offices** at **Allahabad, Ambedkar Nagar, Amethi, Auraiya, Azamgarh, Balia, Bareilly, Basti, Bhadohi, Chandauli, Deoria, Etawah, Faizabad, Fatehpur, Gazipur, Gorakhpur, Jaunpur, Kanpur Dehat, Kanpur Nagar, Kaushambi, Kushinagar, Maharajganj, Mau, Pilibhit, Pratapgarh, Raebareli, Sant Kabir Nagar, Shahjahanpur, Siddarth Nagar, Sultanpur** and **Varanasi** caters to the banking needs of 31 Districts of Uttar Pradesh.

**Baroda U.P. Bank** invites applications for empanelment of competent architect firms/agencies for providing professional services including comprehensive coordination and management of execution of **refurbishment/renovation/interior designing work/electrical & data cabling work** at their branches/offices. Application forms and other details can be downloaded from our website **www.barodagraminbank.com** or obtained from our Head Office, Buddh Vihar Commercial Scheme, Taramandal, Gorakhpur from 08.03.2021 to 30.03.2021 upto 4.00 p.m.

Intending applicants are required to submit their applications with full bio data giving details about their organisation, experience, technical personnel in their organization, competence and adequate evidence of their financial standing etc. in the enclosed form which will be kept confidential. While deciding upon the empanelment, great emphasis will be given on the ability and competence of applicants to do good quality work.

Decision of the bank in regard to selection of consultants for empanelment will be final. The bank is not bound to assign any reason for acceptance/rejection of any applications.

Each page of the application shall be signed. The application shall be signed by person(s) on behalf of the organization having necessary authorization/power of attorney to do so (certified copies to be enclosed).

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.

Applications containing false incomplete and/or inadequate information are liable to be rejected. Also mere fulfillment of eligibility criteria does not guarantee selection. While filling up the application with regard to the list of important projects completed or on hand, the **Architect Firms** shall include those works only which are individually costing not less than Rs.2 lakhs.

### **Eligibility Criteria :**

#### **Architects(Consultant)**

1. Persons who have Graduate/Post Graduate degree/diploma in Architecture/respective branch of engineering either from India or abroad and/or have done considerable extent of work as Architect for a period of more than three years to be considered.

2. Members of the Indian Institute of Architects/Institution of Engineers for consultancy or any other professional institutes.
3. Members of the Council of Architecture or any other professional institutes.
4. Architects(Consultant) should have successfully executed at least five works of similar nature of comparable magnitude/value in the past five years preferably with banks/PSUs/government organisations.
5. Architects(Cosultant) must have PAN and GST number.

**Fee Structure :**

Fee and charges for rendering professional services including comprehensive coordination and management of execution of furnishing/interior decoration/refurbishment/renovation work at branches/offices with verification of work on completion in addition to preparation of layout, drawings and tender documents etc. to be decided by bank as per prevailing norms after empanelment.

**Other terms:**

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

Applications duly filled in and supported by requisite documents/papers etc. must be submitted in properly sealed cover to the **General Manager, Baroda U. P. Bank, Head Office, Buddh Vihar Commercial Scheme, Taramandal, Gorakhpur-273016(UP)** during office hours on or before 31.03.2021 at 4.00 p.m. and no application will be accepted after the above date, Incomplete applications will be rejected.

The sealed covers should be superscribed “ **Application for Empanelment of Architect (Consultant)**” . The sealed covers containing the applications will be opened on 31.03.2021 at 4.30 p.m. at **Baroda U. P. Bank, Head Office, Buddh Vihar Commercial Scheme, Taramandal, Gorakhpur-273016(UP)**. Interested applicants may be present at the time of opening the sealed covers.

Applications by those firms who fail to submit performance certificate of previous work done with Govt. bodies/PSUs/Banks or semi-Govt. bodies are liable to be rejected summarily. The Bank reserves the right to accept or reject any or all applications without assigning reasons whatsoever.

-Sd-  
**General Manager**

**PARTICULARS TO BE FURNISHED FOR THE PURPOSE OF EMPANELMENT  
OF ARCHITECT(CONSULTANT)/INTERIOR DESIGNER IN BARODA U.P.  
BANK**

**Basic information**

1	Name of the applicant/organization			
	Address of the Registered Office (with phone numbers, fax numbers & e-mail ID & cell phone number)			
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 ICA/IIE etc (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 the office through which the proposed work of the Bank will be handled and the name & designation of Officer 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.			
10	Name & Address of Bankers (Solvency certificate from a Bank to be enclosed for indicating satisfactory financial capacity	1.	2.	3.

	of the organization)	
11	Enclose copy of latest income tax clearance certificate	
12	PAN Number	
13	Details of registration of GST	
14	Detailed description and value of works done (Proforma 1) and works on hand (Proforma 2)	
15	Details of Key Personnel Permanently employed (Proforma 3)	
16	Other infrastructural information to be used/referred for this project (Proforma 4)	
17	Furnish the names of –3- responsible persons along with their designation. Address, tel. No. etc. for whose organisation, you have completed the above mentioned jobs and who will be in a position to certify about the performance of your organization.	
18	Whether any Civil Suit/litigation arisen in contracts executed/being executed during the last 5 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.	Attach a separate sheet, if required.
19	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.	

**Date**

**Sign. & seal of the applicant**

## Proforma – 1

a) LIST OF CONSULTANCY PROJECTS EXECUTED BY THE ORGANISATION DURING THE LAST 5 YEARS  
(Mention only 4 or 5 projects basically situated in UP)

Sr.No.	Name of work/ project with address.	Name & full postal address of the owner. Specify whether Govt. under taking alongwith name, address and contact nos. of –2- persons (Engineers or top officials of the organisaition)	Contract Amount (Rs.) for work with copy of work order & completion certificate from project incharge.	Stipulated time of completion (Years)	Actual time of completion (Years)	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:-

1. Information has to be filled up specifically in this format. Please do not write "As indicated in Brochure".
2. Date shall be reckoned from the date of advertisement of the notice in news papers.
3. For certificates, the issuing authority shall not be less than an Executive Incharge.

**Sign. & Seal of the applicant**



	landscaping work.								
10	Details of inhouse specialists for any other work								
11	If the applicant is having existing association/collaboration or likely to form a consortium of/with other consulting Engineers the details of the intended set up shall be given along with details of technical staff similar lines the activities from items 2 to 9 above the details to be given alongwith the details of the firm they intend to collaborate.								

Notes:-

1. Information has to be filled up specifically in this format. Please do not write remark "As indicated in Brochure".
2. Indicate other points, if any, to show your technical and managerial competency to indicate any important point in your favour.

**Sign. & Seal of the applicant**

**Details of Infrastructure in Office**

S. No.	Items	Numbers	Details
1.	Office Premises, Area etc.		
2.	Fax/M/c		
3.	Telephones		
4.	Other instruments		
5.	Softwares used for planning, estimating, execution, supervision etc.		
6.	Reference books used for estimates/Rate analysis etc.		
7.	Subscription to magazines, journals, institutes of technical nature.		
8.	Any other information.		

**Sign. & Seal of the applicant**