



**Reserve Bank of India  
Estate Department  
Lucknow**

**Notice inviting Applications for empanelment of Architects / firms of Architects**

Reserve Bank of India, Estate Department, Lucknow, intends to prepare panel of Architects / firms of Architects for comprehensive architectural services broadly comprising of planning, designing / detailing, periodic supervision, obtaining all statutory approvals, etc., for the proposed construction of Bank's housing complexes at the Bank's vacant plot of land measuring approx. 11,077.26 sqm (2.73 acres) located at Vipul Khand, Gomti Nagar, Lucknow, U.P. The initial estimated cost of the project is **₹110.00 crore**. The Architects / firms of Architects from the panel will be invited for the design competition for the above said project based on the initial estimated cost (irrespective of detailed estimated or actual cost).

2. Applications are invited in the prescribed proforma only from the Architects / firms of Architects who fulfil the following eligibility criteria:

- i) Who are Registered Members of Council of Architecture, India, with valid registration.
- ii) Who have minimum 5 (five) years' experience in the field of providing architectural services (i.e. the first work order should be on or before the cut-off date as per five years criteria i.e. **March 31<sup>st</sup>, 2017**) and having sufficient supporting staff and infrastructural facilities as described in the application form.
- iii) Who have provided comprehensive architectural service for minimum 3 (three) similar works \* during the last 5 years ending on the last day of the month prior to the one of which applications are invited i.e. **March 31<sup>st</sup>, 2022**.
- iv) Who have Experience of having successfully completed similar work\* preferably for Government / Semi-Government / Government of India Undertaking / etc. during the last 5 years ending on the last day of the month prior to the one of which applications are invited i.e. **March 31<sup>st</sup>, 2022** in either of the following:
  - (a) Three completed similar works \* each individual costing not less than the amount equal to ₹44.00 crore.  
OR
  - (b) Two completed similar works\* each individual costing not less than the amount equal to ₹55.00 crore.  
OR
  - (c) One completed similar work \* costing not less than the amount equal to ₹88.00 crore.

**Note:**

- a. \* **similar work** shall mean providing comprehensive architectural services for Residential building construction projects comprising of planning, designing, periodic supervision of execution, submission of plans, and obtaining all statutory approvals, etc.
  - b. As a proof of completion of similar works, the applicant shall submit documentary evidence as a proof of experience and completed works. RBI has a right to verify / cause verification of authenticity of the said documents whenever deemed necessary.
- A) For works executed for Government / Public Sector Companies: copies of Work Order / agreement with details of items of work, Work Completion Certificate(s) issued by the Client(s).
  - B) For works executed for Private companies: Copies of Work Order / agreement with details of items of works, Work Completion Certificate and TDS Certificate(s) issued by the Client(s).
- c. Regarding Client's certificate, for works carried out for Government / Public Sector Companies, the certificate should be signed by the concerned Executive Engineer or an officer in an equivalent or higher rank. For works carried out for Private companies, copy of TDS must be submitted for proving the credentials / contract amount and responding Officer should be of the Rank of General Manager or equivalent.

3. Application forms can be had from the office of the Regional Director, Reserve Bank of India, Estate Department, 8-9 Vipin Khand, Gomti Nagar, Lucknow on all working days (Monday to Friday) from 11/04/2022 to 09/05/2022 (10:00 hrs to 17:00 hrs) after furnishing documentary evidence for fulfilling the qualifications mentioned at Para 2 above. This advertisement is also displayed in Bank's website [www.rbi.org.in](http://www.rbi.org.in) & [www.dgciskol.gov.in](http://www.dgciskol.gov.in) (Click on the link of Indian Trade Journal) or <http://www.itj.dgciskol.gov.in/itj/common/login.xml>. The application forms can also be downloaded from these websites.

4. In case the blank application forms are downloaded from the website [www.rbi.org.in](http://www.rbi.org.in) or websites mentioned at para 3 above, the intending firms shall have to submit documentary evidence in support of their possessing required prequalification detailed at Para 2 above in a separate sealed cover superscribing 'Prequalification criteria for Application for empanelment of Architects for proposed construction of Bank's Housing Complexes at Vipul Khand, Gomti Nagar, Lucknow' addressed by name to **Dr. Balu Kenchappa**, Regional Director, Reserve Bank of India, Estate Department, Lucknow up to the last date and time of issuance of application forms i.e., **09/05/2022 up to 17:00 hrs**. In the event of their failure to do so, their application is liable to be

rejected. After scrutiny, if any of the applicants are found not to possess the required eligibility, their applications will not be opened by the Bank for further processing.

5. The application forms duly filled in the prescribed formats with all enclosures and the requisite documents in a sealed envelope / cover superscribing “**Application for empanelment of the firms of Architects for proposed construction of Bank's Housing Complexes at Vipul Khand, Gomti Nagar, Lucknow**” shall be addressed by name to Dr. Balu Kenchappa, Regional Director, Reserve Bank of India, Estate Department, 8-9 Vipin Khand, Gomti Nagar, Lucknow- 226010, so as to reach on or before **14:00 hrs. on 23/05/2022**. The same will be opened by him or by a nominated officer of the Bank in the presence of applicants or their authorized representatives who choose to be present at **15:00 hrs on 23/05/2022** or subsequent date as informed by the Bank.

6. The Design competition will be held among the enlisted Architects /firms of Architects for selection of Architect for the above project for comprehensive architectural services.

7. Bank reserves the right to accept or reject any or all the applications without assigning any reasons thereof.

8. Any further clarifications / addendum / corrigendum will be posted in Bank's website [www.rbi.org.in](http://www.rbi.org.in) only.

Regional Director

Reserve Bank of India

Estate Department,

8-9, Vipin Khand, Gomti Nagar Lucknow (U.P.) 226010

Tel: 0522-2307968, 0522-2307910

Email id: [edlucknow@rbi.org.in](mailto:edlucknow@rbi.org.in)

## Tender Notice- Press Advertisement



**Reserve Bank of India  
Estate Department  
Lucknow**

### **Notice inviting Applications for Empanelment of Architects / Firms of Architects**

Reserve Bank of India, Lucknow invites sealed applications in the prescribed format from eligible applicants to prepare panel of Architects / firms of Architects for Bank's proposed construction of housing complexes (Estimated to cost ₹110.00 crore) on its vacant plot located at Vipul Khand, Gomti Nagar, Lucknow.

For details and downloading the application forms, please visit the website at [www.rbi.org.in](http://www.rbi.org.in) & [www.dgciskol.gov.in](http://www.dgciskol.gov.in) (Click on the link of Indian Trade Journal) or <http://www.itj.dgciskol.gov.in/itj/common/login.xml>.

**The last date and time of submission of the duly filled in application form is 23/05/2022 up to 14:00 hrs.**

#### **Address for communication**

Regional Director

Reserve Bank of India

Estate Department,

8-9, Vipin Khand, Gomti Nagar Lucknow (U.P.) 226010

**Contact No:- 0522-2307968**

**Regional Director**



**Reserve Bank of India  
Estate Department  
Lucknow**

**Application for empanelment of Architects / Firms of Architects**

Issued to M /s \_\_\_\_\_

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\_\_\_\_\_

Last date and time of submission: **23/05/2022 14:00 hours**

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**Application shall be opened at 15:00 hours on 23/05/2022 in the presence of the authorized representatives of the Architects / Firms of Architects who choose to be present.**

## LETTER OF SUBMISSION

Dr. Balu Kenchappa  
Regional Director  
Reserve Bank of India,  
Estate Department  
Lucknow

Dear Sir,

**Application for empanelment of Architects / Firms of Architects** for the proposed construction of Bank' s Housing Complexes at the Bank's vacant plot of land located at Vipul Khand, Gomti Nagar, Lucknow, U.P.

I / We have read and understood the instructions and the terms and conditions contained in the application form. I / We do hereby declare that the information furnished in the application and in the supplementary sheets from page \_\_\_\_ to \_\_\_\_ is correct to the best of my / our knowledge and belief.

Signature of applicant (Authorized signatory) \_\_\_\_\_

Name of the Applicant - \_\_\_\_\_

Designation - \_\_\_\_\_

Address - \_\_\_\_\_

Place:

Date:

Seal of the **Architect / Firm of Architects**



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Estate Department  
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2. Applications are invited in the prescribed proforma only from the Architects / firms of Architects who fulfil the following eligibility criteria:

- i) Who are Registered Members of Council of Architecture, India, with valid registration.
- ii) Who have minimum 5 (five) years' experience in the field of providing architectural services (i.e. the first work order should be on or before the cut-off date as per five years criteria i.e. March 31<sup>st</sup>, 2017) and having sufficient supporting staff and infrastructural facilities as described in the application form.
- iii) Who have provided comprehensive architectural service for minimum 3 (three) similar works \* during the last 5 years ending on the last day of the month prior to the one of which applications are invited i.e. March 31<sup>st</sup>, 2022.
- iv) Who have Experience of having successfully completed similar work\* preferably for Government / Semi-Government / Government of India Undertaking / etc. during the last 5 years ending on the last day of the month prior to the one of which applications are invited i.e. March 31<sup>st</sup>, 2022 in either of the following:

- a. Three completed similar works \* each individual costing not less than the amount equal to ₹44.00 crore.

OR

- b. Two completed similar works\* each individual costing not less than the amount equal to ₹55.00 crore.

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**Note:**

- a. \* **similar work** shall mean providing comprehensive architectural services for Residential building construction projects comprising of planning, designing, periodic supervision of execution, submission of plans, and obtaining all statutory approvals, etc.
  - b. As a proof of completion of similar works, the applicant shall submit documentary evidence as a proof of experience and completed works. RBI has a right to verify / cause verification of authenticity of the said documents whenever deemed necessary.
- A) For works executed for Government / Public Sector Companies: copies of Work Order / agreement with details of items of work, Work Completion Certificate(s) issued by the Client(s).
- B) For works executed for Private companies: Copies of Work Order / agreement with details of items of works, Work Completion Certificate and TDS Certificate(s) issued by the Client(s).
- c. Regarding Client's certificate, for works carried out for Government / Public Sector Companies, the certificate should be signed by the concerned Executive Engineer or an officer in an equivalent or higher rank. For works carried out for Private companies, copy of TDS must be submitted for proving the credentials / contract amount and responding Officer should be of the Rank of General Manager or equivalent.

3. Application forms can be had from the office of the Regional Director, Reserve Bank of India, Estate Department, 8-9 Vipin Khand, Gomti Nagar, Lucknow on all working days (Monday to Friday) from 11/04/2022 to 09/05/2022 (10:00 hrs to 17:00 hrs) after furnishing documentary evidence for fulfilling the qualifications mentioned at Para 2 above. This advertisement is also displayed in Bank's website [www.rbi.org.in](http://www.rbi.org.in) & [www.dgciskol.gov.in](http://www.dgciskol.gov.in) (Click on the link of Indian Trade Journal) or <http://www.itj.dgciskol.gov.in/itj/common/login.xml>. The application forms can also be downloaded from these websites.

4. In case the blank application forms are downloaded from the website [www.rbi.org.in](http://www.rbi.org.in) or websites mentioned at para 3 above, the intending firms shall have to submit documentary evidence in support of their possessing required prequalification detailed at Para 2 above in a separate sealed cover superscribing 'Prequalification criteria for Application for empanelment of Architects for proposed construction of Bank's



Housing Complexes at Vipul Khand, Gomti Nagar, Lucknow addressed by name to **Dr. Balu Kenchappa**, Regional Director, Reserve Bank of India, Estate Department, Lucknow up to the last date and time of issuance of application forms i.e., **09/05/2022 up to 17:00 hrs.** In the event of their failure to do so, their application is liable to be rejected. After scrutiny, if any of the applicants are found not to possess the required eligibility, their applications will not be opened by the Bank for further processing.

5. The application forms duly filled in the prescribed formats with all enclosures and the requisite documents in a sealed envelope / cover superscribing “**Application for empanelment of the firms of Architects for proposed construction of Bank's Housing Complexes at Vipul Khand, Gomti Nagar, Lucknow**” shall be addressed by name to Dr. Balu Kenchappa, Regional Director, Reserve Bank of India, Estate Department, 8-9 Vipin Khand, Gomti Nagar, Lucknow- 226010, so as to reach on or before **14:00 hrs. on 23/05/2022.** The same will be opened by him or by a nominated officer of the Bank in the presence of applicants or their authorized representatives who choose to be present at **15:00 hrs on 23/05/2022** or subsequent date as informed by the Bank.

6. The Design competition will be held among the enlisted Architects /firms of Architects for selection of Architect for the above project for comprehensive architectural services.

7. Bank reserves the right to accept or reject any or all the applications without assigning any reasons thereof.

8. Any further clarifications / addendum / corrigendum will be posted in Bank's website [www.rbi.org.in](http://www.rbi.org.in) only.

Regional Director

Reserve Bank of India

Estate Department,

8-9, Vipin Khand, Gomti Nagar Lucknow (U.P.) 226010

Tel: 0522-2307968, 0522-2307910

Email id: [edlucknow@rbi.org.in](mailto:edlucknow@rbi.org.in)

## **Part I - Instructions to the Applicants and General Conditions:**

1. Intending applicants are required to submit in duplicate their full biodata giving details about their organization, experience, technical personnel in their organization, spare capacity, proven competence to handle major works, in-house computer aided design facilities etc. in the enclosed proforma.

2. The application shall be signed by the person /s on behalf of the applicant / firm / organization having necessary Authorization / Power of Attorney to do so. Each page of the application shall be signed (**copy of Power of Attorney / Memorandum of Association shall be furnished along with the application**).

3. If the space in the proforma is insufficient for furnishing full details, such information may be supplemented on separate sheet stating therein the part of the proforma and serial number. Separate sheets shall be used for each part of the application.

**4. The application forms issued by the Bank / downloaded from the website only shall be used for signature and submission to the Bank.** Forms of application shall contain copies of all the enclosures.

5. While filling up the application regarding the list of important projects completed or in hand, applicants shall include separate sheets in the prescribed format and shall only include those works which individually cost not less than that required as per eligibility criteria.

6. The applicant must have at least two qualified Graduate Architects (having minimum 5 years' experience in planning and designing of construction of buildings) on their regular establishment for not less than 5 years and also necessary Drawing Office with supporting staff for being always available for consultation / furnishing required help in getting plans, sanctions, completion certificates from the statutory / municipal authorities. They should also have computer facilities with Auto CAD package.

7. The Architect shall visit the site as and when required to inspect and render necessary advice for the on-going works. In case of appointed outstation firms, in addition to the professional fees payable to the appointed Architect, the traveling allowances (as per actual expenditure incurred) and halting allowances (without insisting on production of the related bills) are also paid to the senior partners / associates of the firm of Architects and their Junior staff / associates, whenever they visit places other than their headquarters like site of work or Central Office of the Bank for inspection of the work / for consultation at Bank's instance. The scale of halting allowance payable per diem to the senior partners / associates of the Firm of Architects and their Junior staff / associates is as per the Bank's norms.

**Note: Scale and Stages of payment, terms of agreement, etc., will be as detailed in the Request for Proposal (RFP) documents.**

8. The appointed Architect / Firm of Architect shall, with the prior approval of the Bank and within the fees as decided during the selection process / Design competition, engage the services of well qualified specialists or consultants pertaining to the following services as per Bank's requirement:-

- i) Geo-technical services
- ii) Planning and designing of Structural Systems
- iii) Planning and designing of Electrical Systems
- iv) Plumbing and Sanitary, water supply including water purification system and drainage Systems Planning and Designing etc.
- v) Planning and Designing of Horticulture development / landscaping works
- vi) Planning and Designing of Green Buildings to obtain necessary certification under IGBC / GRIHA system
- vii) Planning and Designing of Lift Systems etc.
- viii) Planning and Designing of Rainwater Harvesting Systems etc.
- ix) Planning and designing of Fire-detection and Fire-fighting Systems
- x) Planning and designing of external development works
- xi) Planning and designing of renewable (solar, wind, etc. as applicable) energy systems
- xii) Planning and designing of solar water-heating systems
- xiii) Planning and designing of Sewage Treatment plant and connecting systems
- xiv) Planning and designing of solid waste disposal system
- xv) Planning and design of Pressurised mechanical ventilation system in the basement with supply duct of exhaust blowers
- xvi) Liaising consultant / Architect, if required, for facilitating and obtaining all the necessary statutory approvals / NOCs / permissions / commencement and completion certificates from the local controlling / municipal authorities etc. complete required for accomplishment of the work.

The fees of the above-noted Specialists / Consultants appointed under this clause shall be paid by the Architects / Firm of Architects. The appointed architect / firm of Architect shall be responsible for all the work / actions and omissions of such specialists / consultants.

9. The applicant shall have registered office with necessary equipment and supporting staffs.

10. Generally the following services are to be rendered by the Architect (in brief). However, detailed scope of services to be rendered will be as per the selection / design competition document for a particular project.

- a) to obtain the detailed requirements from the Bank and prepare sketch designs, making revisions till sketch designs are finally approved by the Bank along with the soft copy of the 3D model of scheme along with physical model and making preliminary estimates of cost for Bank's approval along with the Detailed Project

Report including Design Basis Report for Structural, MEP etc. on the scheme so as to enable the Bank to take a decision on the sketch designs.

- b) to submit required drawings to the statutory authority / authorities, obtain all the NOCs and necessary statutory approval/sanction for construction.
- c) to appoint Consultants for various ancillary works such as structural, sanitary and water supply, electrical installations including lifts and other electronic systems/ installations, landscaping and gardening, firefighting systems, HVAC, Green Building Consultant etc., falling within the scope of their services as mentioned at point no.8, under intimation to Bank.
- d) to prepare architectural and working drawings, making structural calculations and preparing all structural, mechanical, sanitary, plumbing, drainage, lift and electrical drawings, specifications, detailed estimates of cost and furnish such other particulars as may be necessary for the preparation of schedule of quantities
- e) to draw up detailed technical specifications, drawings, quantity survey, Schedule of quantities & estimates with detailed rate analysis for entire scope of work and other necessary information.

The estimates of cost prepared for invitation of tenders should be based on market rates, but by considering the coefficients for material and labour as prescribed in either CPWD analysis of rates. Whenever comparable coefficients are not available in the CPWD analysis of rates, the coefficients may be taken based on past experience, site observations or as per the market enquiries, etc.

For preparation of detailed estimate, minimum three quotations for materials required/used for entire scope of work shall be obtained from the market as per the CVC guidelines.

- f) to submit Assessment Reports on tenders received for various trades along with comparative statements and ABC analysis of the rates quoted and recommendations for award of work.
- g) to prepare and supply 6 complete sets of all the drawings of all trades and further details and drawings, as are necessary for the proper execution of the work.
- h) Assume full responsibility for structural design and other specialised services including correctness of quantities and specifications provided in the tender. Architect shall also, in consultation with the Bank, check and approve shop drawings submitted by the contractor/vendors
- i) Periodically visit the site, as and when required, during execution of project and provide additional design inputs/ clarifications/ drawings, wherever required and submit a report so as to confirm that the work is progressing as per the approved drawings and specifications.

- j) Assist in obtaining necessary water supply, electric, drainage, sewerage connections etc., from Local Controlling Authority/ Authorities.
- k) Obtain revalidation of sanction for construction well within time from Local Controlling/ Statutory Authority/Authorities, whenever required.
- l) to submit the detail of quantities for steel and cement.
- m) Obtain final Building Completion Certificates and Occupation Certificate from Local Controlling/ Statutory Authority/Authorities and obtain refund of deposits, if any, made by the Bank to the Local Controlling/ Statutory Authority/Authorities.
- n) Appear on behalf of the Bank before the Local Controlling/ Statutory Authority/ Authorities in connection with the final settlement of the initial rateable value of the building/s and rendering advice in the matter to the Bank
- o) Supply on completion of the project, two copies of all "As Built Drawings" (scale 1:100) in respect of layout floor plans, sections, elevations, structural designs, services and all working details. All the above drawings and details shall also be submitted in soft copy (on CD/DVD) on latest version of drawing software.
- p) to render assistance to the Bank for settlement of initial rateable value.
- q) Any other services connected with the said works usually and normally rendered by the Architects and not referred to in above except complete supervision, administration of contract and certification of payment.

11. Applications containing false and / or incomplete information are liable for rejection. The Bank shall obtain the Confidential Reports from the clients of the applicants and inspect the works to verify the various details and the credentials.

**12. The Panel of Architects shall be valid for a period of 3 years & the Bank may extend the validity period of the panel at its discretion.**

13. Decision of the Bank regarding enlistment of the firm of Architects shall be final. The Bank is not bound to assign any reasons thereof.

14. Enlisted firms of Architects will be allowed to participate in the selection process for the proposed work as per the instructions and brief to be issued subsequently. Selection of Architects for the proposed work will be based on the evaluation criteria fixed by the Bank as per the RFP documents.

15. During the validity of panel, if the services of architect / firm of architects is not found satisfactory, Bank reserves its right to delete the name of such firm from the approved panel without assigning any reasons thereof.

16. The applicant must furnish client's & banker's reports in prescribed formats for each of eligible works separately. However, the Bank reserves its right to obtain the confidential reports from the clients of the applicant directly, if so desired. The Bank on its own may also conduct inspection of their eligible works referred by the applicant in their application.

I / We have read the various terms and conditions and the same are acceptable to me / us.

Signature and Seal of the applicant:

Name:

Full address:

Date:

**Part II - Information to Be Furnished by the Applicant**

1.	Name, composition and registered office address Details to be furnished in the prescribed Proforma (Format 1).	Submitted / Not submitted
2.	Whether individual or a partnership firm with full particulars of the other partners including their names, professional qualifications, age, experience etc. are furnished? Note. - <i>Details to be furnished in prescribed proforma</i> - <b>Format 1&amp;2</b> . Attach separate sheets, if required	Submitted / Not submitted
3.	Names, qualification and experience of all technical personnel in the firm. Details to be furnished in the prescribed Proforma ( <b>Format 2</b> ).	Submitted / Not submitted
4.	Whether registered as a member Council of Architecture? <i>State the Registration No. &amp; attach a copy of certificate.</i>	Yes /No
5.	Similar works executed during last five years by the firm together with cost of individual project. The full address of the clients for whom the works have been executed. Note: Details to be furnished in the prescribed proforma- <b>Format 3A and 3B</b> . Attach separate sheets, if required. Client reports are to be furnished as per the <b>Format 5</b> for each work.	Submitted / Not submitted
6.	Important large projects on which the firm is engaged at present and their estimated cost (stages of work viz. planning and construction). The full address of the clients for whom the works are being executed. Details to be furnished in the Prescribed proforma. ( <b>Format 4</b> ).	Submitted / Not submitted
7.	Name and address of the banker/s of Architect / firm of Architect. Banker's report as per <b>Format 6</b> is to be furnished.	Submitted / Not submitted
8.	Whether the firm is involved / has been involved at any time in any litigations / arbitrations pertaining to their professional commitments? <i>If yes, details to be furnished regarding nature of the complaint, year and outcome of the exercise.</i>	Yes /No
9.	Financial standing	Submitted / Not submitted

	Copies of the Tax Clearance certificates for GST / Income Tax, Tax assessment orders along with latest final accounts of the business of the architect duly certified by a Chartered Accountant should be enclosed in proof of their creditworthiness for the last three consecutive financial years.	
10.	List of meritorious awards, if any.	

Name & Signature:

Full address & office seal:

Place & Date:



### Composition of the Firm

1	Name of the Architect / firm of Architect: (Attach an attested photocopy of Certificate or Registration)	
2	Legal Status of the Firm: (Individual company / Partnership firm / Joint Venture firm)	
3(a)	Registered Address:	
3(b)	Telephone	
3(c)	FAX /Tele-fax	
4(a)	Contact Person	
4(b)	Designation	
4(c)	Full Postal Address	
4(d)	Email id	
4(e)	Mobile no.	
5	Number of years of experience of Architects / Firm of Architects in the field	
6	Names and titles of Directors or Partners	
7	In case the company is subsidiary, the involvement, if any, of the Parent Company in the Bank's proposed work	
8	State whether in-house expertise is available for all services / sub-systems.	
9	Was the applicant ever required to suspend the eligible works for a period of more than six months continuously after commencement? If yes, then furnish the reasons thereof.	
10	Has the applicant or any constituent partner in case of partnership firm, ever abandoned the awarded works before their completion? if so, give name of the project and reasons for abandonment.	
11	Has the applicant or any constituent partner in case of partnership firm, ever been debarred / black-listed from competing in any organization at any time? If so, give details	

12	Has the applicant or any constituent partner in case of partnership firm, ever been convicted?	
13	Whether the Applicant is involved in frequent litigations in the last five years?	

Signature of applicant

Name & Designation

Place & date

Office Seal

**(A) List of technical personnel, giving their technical qualifications, experience including that in the present firm / organization. The statement should also show the administrative staff available in the organization**

S. No.	Name	Age	Qualification	Experience
1.	2.	3.	4.	5.

Nature of works handled	Name of the projects handled with cost details	Date from which employed in the present organisation / firm	Indicate special experience if any
6.	7.	8.	9.

Signature, date and stamp of the applicant Authorized representative

Note: Mention other points, if any, to show technical and managerial competency to indicate any important point in your favour.

**(B) Infrastructure available for handling the consultancy work:**

The details in a separate sheet shall include the office set up such as carpet area of the registered office, no. of computers, in house computer aided design and planning facility like Auto CAD package. etc.

Signature, date and stamp of the applicant /  
Authorized representative

**DETAILS OF THE ELIGIBLE SIMILAR WORKS COMPLETED IN THE LAST FIVE YEARS**

1 Sr. No.	2 Name and address of the Client (Also indicate whether Government/ Semi-Government/ Government of India Undertaking or Private Body)	3 Name and location of the project	4 Scope of the Work	Details of the Officers / authorities / contract executives under whose control the work(s) was / were executed					Details of the Work							17 Whether copies of the detailed work orders indicating date of award of, value of awarded work, time given for completing the work etc. and the corresponding completion and TDS certificates indicating actual date of completion and actual value of executed similar eligible works in proof of the work experience have been attached
				5 Name	6 Postal Address	7 e-mail IDs	8 Telephone (landline and mobile) Nos.	9 Fax Nos.	10 Value of the work/ Project cost in ₹ Lac	11 Date of award/ actual commencement of the work	12 Time allowed for the completion of the work	13 Actual date of completion of the work	14 Reason for delay if any	15 Whether liquidity damages/ Penalties, if any, imposed?	16 Litigation/ Arbitration if any with details	

**Note:**

- (a) The applicants are required to provide the Documentary Proof in respect of the information furnished above.
- (b) As a proof of completion of similar works, the firms shall submit documentary evidence in support of the qualification criteria viz., copies of Detailed Work Order indicating items of work, Work Completion Certificate(s) issued by the Client(s) for works executed for Government / Public sector companies and copies of Detailed Work Order indicating items of work, Work Completion Certificate and TDS Certificate(s) issued by the Client(s) for works executed for Private companies. RBI has a right to verify / cause verification of authenticity of the said documents whenever felt necessary.
- (c) Regarding Client's certificate, for works carried out for Government / Public sector companies, the certificate should be signed by the concerned Executive Engineer or an officer in an equivalent or higher rank. For works carried out for Private companies, Copy of TDS must be submitted for proving the credentials / contract amount. Client certificate shall be as per Format 5. The Certificates should be submitted in a sealed cover addressed to **Dr. Balu Kenchappa**, Regional Director, Reserve Bank of India, Estate Department. Lucknow for each of the Prequalification work(s).

Signature,

Date and stamp of the Applicant

**DETAILS OF THE CLIENTS FOR WHOM ELIGIBLE WORKS HAVE BEEN EXECUTED / COMPLETE DURING  
THE LAST 5 YEARS**

Sr. No.	Name & address of the client/ firm (also indicate whether Government/ Semi-Government/ Government of India undertaking or private body)	Name	Postal address	Email Ids	Mobile nos.	Fax nos.	Telephone (landline) nos.

Signature of the applicant

Name & Designation

Date & Place

Office Seal

**List of similar important projects on hand/ being executed by the firm/ Applicant**

<b>Sr. No.</b>	<b>Name of the project and location</b>	<b>Nature of work involved in the contract (e.g., residential, offices, etc.)</b>	<b>Name of the owner, also indicate whether Government / Semi Government / Government of India Undertaking or private body, with address.</b>	<b>Project Cost in Lakhs</b>	<b>Completion period (Stipulated Time/ Actual Time)</b>	<b>Present stage of work, with reasons if the work is getting delayed</b>	<b>Any other relevant information</b>
1.	2.	3.	4.	5.	6.	8.	9.

Signature of the applicant

Name &amp; Designation

Date &amp; Place

Office seal

<b>Printed Letter Head of the Client of the Applicant Architect</b>
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Ref No.: \_\_\_\_\_

Date: \_\_\_\_\_

**“confidential”**

Dr. Balu Kenchappa  
Regional Director  
Reserve Bank of India,  
Estate Department  
8-9, Vipin Khand, Gomti Nagar  
Lucknow (U.P.) – 226010

Tel: 0522-2307968, 05222307959

Email id: [edlucknow@rbi.org.in](mailto:edlucknow@rbi.org.in)

Sir,

**Empanelment of Architects / Firms of Architects for Planning and Designing etc. of Reserve Bank’s proposed construction of Housing Complexes at Vipul Khand, Gomti Nagar, Lucknow, U.P.**

**Client’s Certificate regarding performance of the Architect**

We confirm M/s. \_\_\_\_\_ (Address)

\_\_\_\_\_

\_\_\_\_\_ have carried out the following work/s for us.

2. Other particulars are given below for your perusal and record.

S.No.	Particulars	Comments
1	Name of work with brief particulars	
2	Agreement No. and date	
3	Agreement amount / percentage scale of fees paid to the Architect in terms of % of the Estimated / Completion cost of the project	
4	Date of commencement of work	



5	Stipulated date of completion	
6	Actual date of completion	
7	Details of compensation levied for delay (indicate amount) if any	
8	Gross amount of the work completed and professional fees paid for	
9	Name, address, phone no., Fax no. and e-mail address of the client's Officer under whom work's executed of the authority under whom works executed	
10	Whether the Architect/ Firm of Architect employed qualified Professional Architect/ Engineer/ Overseer for technical supervision of the execution of construction	
11	Performance Report (Please indicate grading)	
	i) quality of services rendered	Outstanding /very good / good / satisfactory / poor
	ii) Amount of work paid on reduced rates, if any	
12	Did the contractor go for arbitration?	
	ii) if yes, total amount of claim	
	iii) Total amount awarded	
13	<b>Comments of the Client on the capabilities of the Architects / Firms of Architect (please indicate grading: Outstanding/ very good / good / satisfactory / poor)</b>	
	a) Technical proficiency	Outstanding /very good / good / satisfactory / poor
	b) Financial soundness	Outstanding /very good / good / satisfactory / poor
	c) Adequate infrastructure facilities for rendering Architectural services	Outstanding /very good / good / satisfactory / poor
	d) Mobilization of Architect/ Consultants/ Manpower	Outstanding /very good / good / satisfactory / poor
	e) General behavior	Outstanding /very good / good / satisfactory / poor
14	Any other information which the Client considers will help RBI in making a better decision	

Signature of the Reporting officer\*

Office seal

**Note:**

\*\* All columns should be filled in properly.

\*\* Responding Officer should be of rank of Executive Engineer in respect of a Government/ Semi- Government organization or a PSU.

\*\* Responding Officer should be of rank of General Manager or equivalent in respect of Private Organizations. A copy of each of the various TDS certificates issued by the Client to the Architect against payments made to them shall invariably be enclosed.

\*\* The Client's certificate should be submitted in a sealed cover addressed to **Dr. Balu Kenchappa**, Reserve Bank of India, 8-9, Vipin Khand, Gomti Nagar, Lucknow- 226010.

**Printed Letter Head of the Bank of the Applicant Architect\***

Ref No.: \_\_\_\_\_

Date: \_\_\_\_\_

**“confidential”**

Dr. Balu Kenchappa

Regional Director

Tel: 0522-2307968, 0522-2307959

Reserve Bank of India

Estate Department

Email id :- [edlucknow@rbi.org.in](mailto:edlucknow@rbi.org.in)

8-9, Vipin Khand, Gomti Nagar

Lucknow (U.P.) – 226010

Sir,

**Empanelment of Architect for Planning Designing etc. of Reserve Bank’s proposed Housing complexes at vipul khand, Gomti nagar, Lucknow**

**Banker’s Certificate**

We confirm M/s ..... (Address)

.....  
.....  
.....

..... are banking with us. They may be considered financially sound for entrusting with any contract work of above type that may cost up to ₹101 Crore (Rupees one hundred and one crore only)

2. Other particulars are given below for your perusal and record:

S.N.	Particular	Comments of the Client
1	Composition of the firm (Whether partnership/proprietorship/public ltd.)	
2	Name of the proprietor/Partners/Directors of the firm	
3	Turnover of the firm for the last 3 years (year-wise)	In ₹
	(a) 2019-20	
	(b) 2020-21	
	(c) 2021-22	
4	Credit facility/overdraft facility enjoyed by them	Yes/No/upto ₹
5	Dealings	
6	The period from which the firm has been banking with the bank	Last.... Years or from... (date).
7	Any Other remarks	

(Signature)

Authorized Signatory for the Bank

Seal of the Bank

**Note:**

1. Bankers' certificate should be submitted in a sealed cover addressed to Dr. Balu Kenchappa, Regional Director, Reserve Bank of India, Estate Department, 8-9 Vipin Khand, Gomtinagar, Lucknow-226010.

2. In case of partnership firm, certificate to include names of all partners as recorded with the Bank.