



भारतीय रिज़र्व बैंक /Reserve Bank of India

संपदा विभाग/Estate Department

रेल हेड कॉम्प्लेक्स जम्मू /Rail Head Complex Jammu- 180012

[www.rbi.org.in](http://www.rbi.org.in)

**Empanelment of Contractors for Civil, Electrical and Other Works and  
Empanelment of Architect at Jammu**

The Reserve Bank of India, Jammu intends to prepare a panel of suppliers, contractors and architects for a period of 3 years for undertaking various Civil, Electrical, Architect consultancy and other works at its office and residential buildings costing up to Rs. 50 Lakh. The details of eligibility criteria and the application form are available on the corporate website of the Bank at [www.rbi.org.in](http://www.rbi.org.in). Application forms can be downloaded from the website and filled up application form along with the documentary proof of eligibility for the empanelment shall be submitted in a sealed cover. Contractors already empaneled shall submit fresh applications.

Duly completed applications in sealed cover super-scribing “Empanelment of Contractors for trade (specify).....& category (specify).....” should be submitted to “the Regional Director, Estate Department, Reserve Bank of India, Rail Head Complex, Jammu – 180012” on or before 4.00 pm on **July 01, 2022**. The Bank reserves the right to reject any or all the applications without assigning any reason thereof.

Regional Director  
RBI, Jammu

**RESERVE BANK OF INDIA**  
**JAMMU**

**Application for Empanelment of Contractors/ Suppliers**

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## Form of Application

Regional Director  
Estate Department,  
Reserve Bank of India,  
Rail Head Complex  
Jammu – 180012

Dear Sir/Madam,

Having read and understood the Empanelment Notice, General Instructions to the applicants appended to the application proforma and all other relevant information, I/we hereby apply for enlistment in the Bank as contractor/ Supplier in the following trade(s)/ sub-trade(s) and category (ies):

<b>Application submitted for empanelment in</b>	
<b>Trade(s) and Sub-trade(s)</b>	<b>Category(ies)</b>

- ii) I/ we have provided my/ our banker's details, the Banker's, and client confidential report in the prescribed proforma.
- iii) I/We have read the instructions appended to the proforma and I/We understand that if any false information is detected later, any future contract made between ourselves and the Reserve Bank of India, Jammu on the basis of information given by me/us will be treated as invalid by the Reserve Bank of India.
- iv) I/We agree that all the information furnished is correct to the best of my Knowledge and the decision of the RBI in selection of the contractors will be final and binding on us.
- v) I/We further agree that I/We have no objection if enquires are made about the works listed by me/us in the accompanying sheets or any other inquiry on the information furnished herewith in the accompanying sheets.

Signature and Seal :

Name of the Firm:

Address:

Place:

Date:



Reserve Bank of India  
Estate Department, Jammu  
[www.rbi.org.in](http://www.rbi.org.in)

## **PART A**

### **Guidelines for Notice Inviting Application for Empanelment of Contractors/**

#### **Suppliers**

The Reserve Bank of India, Jammu intends to prepare a panel of reputed contractors/Suppliers for undertaking, execution, Maintenance and repair works of the Bank's properties situated at Jammu for a tenure of three years. These works are estimated to cost up to Rs 50 lakh at any one instance in the respective trades.

<b>S. No.</b>	<b>Works</b>
1*	<b>General/ Sundry repairs and repainting works</b>
2*	<b>Miscellaneous civil, carpentry, plumbing, sanitary, replacement of glass panes, glass partition, Steel / Aluminium fabrication, interior works, cleaning works etc.</b>
3	Waterproofing of terraces, sunken areas, etc.
4	Supply and repairs of furniture
5	Maintenance and development of Horticulture/Gardening works
6	Anti-termite, Pest and Rodent control treatment works
7	Disposal of unserviceable articles, scrap and waste materials
8*	<b>Supply and maintenance of fire-fighting installation and fire extinguishers etc.</b>
9*	<b>Supply, installation and maintenance of Electrical installations including panels, wiring, fittings/fixtures, HT/LT cables etc.</b>
10*	<b>Supply, installation and maintenance of water pumps including submersible pumps, motors, DG sets, Diesel engines, lead acid batteries etc.</b>
11	Supply, installations and maintenance of lifts.
12	Supply, installation and maintenance of UPS, SMF batteries.
13*	<b>Supply, installation and maintenance of AC plant, pumps, Air Conditioners, water coolers, Domestic and industrial water purifiers, refrigerators etc.</b>
14*	<b>Supply, installation and maintenance of various electrical, electronics, refrigerators, electromechanical equipment including Access Control, PA system, Security fire alarm system, maintenance of kitchen equipment etc.</b>
15*	<b>Supply, installation and maintenance of telephone wiring &amp; EPABX* system, Fax machine and other equipment.</b>
16	Supply, installations and maintenance of electrical gadgets like Geysers, water purifiers, fans and other equipment.
17	Supply, installation and repair of work stations
18	Supply, installation and repair of compactors for record room
19	General repair and relaying for road carpeting
20#	<b>Architect for consultancy</b>

**Trades with \* :-** For enlistment pertaining to such trades, the firm should be able to deploy, as and when desired by the Bank, at least two diploma/ degree qualified civil or electrical engineer/ technician, as applicable to the trade applied, or should have demonstrated satisfactory service to reputed PSU/ defence/ All Indian Financial institutions.

**#-** Applicants pertaining to trade 20 i.e architects have to fill Part B of the document.

**1) Past Experience:** Should have minimum 5 years of experience of executing similar works (during last 5 years ending last day of month previous to the one in which applications are invited).

**2)** Applicant should furnish their Client list showing the details of work carried out by them during the last 5 years.

**3)** The list shall include details such as Name of the Client, Value of work executed, Date of Start and Finish of the work, Reasons of delay, if any etc. The Applicant should submit documentary evidence in support of minimum experience of 5 years (**Copy of work orders, Completion certificates to be enclosed**) along with said Client's certificate as per [annexure vi](#), from at least one of their clients for whom they have carried out Eligible works in terms of prequalification's criteria described in the notice inviting application in a sealed cover of the client.

**4) Minimum value of each completed work (qualifying):** Experience of having successfully completed similar works during last 5 years ending May 31, 2022 should have minimum value as per the following table:

Category	Amount of work for category	Minimum value of each completed work during last 5 years (in Rupees)		
		For 3 works	For 2 works	For 1 works
I	Up to Rs.2 lakh	Rs.80,000	Rs.1,00,000	Rs.1,60,000
II	Up to Rs.5 lakh	Rs.2,00,000	Rs.2,50,000	4,00,000
III	Up to Rs.10 lakh	Rs.4,00,000	Rs.5,00,000	8,00,000
IV	Up to Rs.25 lakh	Rs.10,00,000	Rs.12,50,000	20,00,000
V	Up to Rs.50 lakh	Rs.20,00,000	Rs.25,00,000	40,00,000

**5) Minimum Yearly Turnover during the last three financial years ending 31st March, duly certified by a Chartered Accountant and Income Tax Clearance certificate / Assessment orders.**

Category	Yearly turnover during the last 3 financial years (year ending 31 <sup>st</sup> March) (in Rupees)
I	2 Lakh
II	5 Lakh
III	10 Lakh
IV	25 Lakh
V	50 Lakh

Note:-In case the firm is unable to timely obtain audited final accounts for the year 2021-22, audited final accounts for year 2018-19 may be attached.

**6) Solvency Certificate issued by Banker as per [Annexure V](#)**

Category	Solvency certificate, specifically for the purpose of empanelment, issued by the applicant's banker for an amount of
I	Rs 2 Lakh
II	Rs 5 Lakh
III	Rs 10 Lakh
IV	Rs 25 Lakh
V	Rs 50 Lakh

**7)** Full-fledged service setup should be available for electrical, electromechanical, technology related trades, either at Jammu or at nearby city/place where from required quality after sales services can be regularly provided.

**8)** Applicants must have valid licenses for related trades as applicable.

## General Instructions

- 1) Applicants are required to indicate on the top of application form, the trade and category in which they desire empanelment as per list enclosed.
- 2) Intending applicants are required to furnish details about their Organization, technical experience, competence and evidence of their financial standing as per the enclosed proforma ([Annexure-I](#)) which will be kept confidential.
- 3) The applicant should have valid GST registration Number with certificate of Registration. In case the applicant has filed for registration, which is under process, then the application for empanelment may be accepted but applicant should be considered for empanelment only after the submission of documentary proof of actual registration.
- 4) Format of Client's Certificate as per [Annexure-vi](#) and Banker's certificate as per [Annexure-v](#) is attached along with blank application form. The applicant has to submit the said Client's certificate from at least one of their clients for whom they have carried out Eligible works in terms of pre-qualifications criteria described in the notice inviting application in a sealed cover of the client. Client's certificate issued by a Government / Semi-Government organisation or a PSU should be signed by an official of the rank of Executive Engineer or equivalent. Client's report issued by private organisation shall also accompany TDS Certificate(s) issued by the Client(s) for proving the credentials/contract amount. Application received without the specified certificate in the specified format shall be rejected and the Bank shall have the right to independently verify the submitted certificates. Aforementioned certificate must be submitted along with their application in sealed cover addressed to The Regional Director, Reserve Bank of India, Estate Department, Jammu.
- 5) The application form shall be signed by a person on behalf of the Organization, who is duly authorized to do so. Each page of application shall be properly signed. If the application is signed by a person under power of attorney, required document giving the person the power of attorney shall be attached along with the application.
- 6) If the space in the application form is insufficient for furnishing full details such information may be supplemented on a separate sheet of paper duly signed. Satisfactory completion certificates for works done for different employers should be furnished along with the application along with other supporting documents.
- 7) While deciding upon the selection of the Contractors, emphasis will be given on the ability, experience performance, value of works executed and competence to do good quality work in accordance with the specifications and within the time schedule.
- 8) Decision of the Bank in regard to selection of contractors will be final and binding. The Bank is not bound to assign any reason therefor.
- 9) Applications containing false or inadequate information are liable for rejection.

10) Applicant who are debarred or whose performance are found poor during last 3 years by the any government institute/PSU/Semi Government organisation will not be eligible to apply Or if they had applied for empanelment their application will be rejected.

11) Contractors applying for category III, IV & V (i.e. works above 5 lakhs) have to obtain digital certificates from M/s MSTC Ltd. immediately after empanelment and also get acquainted with the systems and procedures of e-tendering in consultation with M/s MSTC Ltd.

12) The performance of all the enlisted contractors shall be reviewed by the Bank once a year and their name shall be removed from the approved list of contractors in the event of occurrence of any one or more of the failure on their part as detailed below:

a) Fails to respond to the call notice inviting tenders/quotations consecutively on three occasions in a period of one year or fails to execute contracts awarded.

b) Is proved to be responsible for defects in two contracts awarded.

c) Persistently violates any important conditions of the contract like maintaining time schedule and business dealing, etc.

d) Fails to abide by the condition of registration/empanelment or is found to have given false particulars at the time of registration/empanelment.

e) Is declared or is in the process of being declared bankrupt/ insolvent, wound up, dissolved or petitioned.

f) Persistently violates labour regulation and rules.

13)The applicants who have carried out any work for any office of the RBI shall provide the details of those works(if such works are more than 5, details of at least five works starting from the highest contract amount shall be furnished) in the specified format. The Bank shall verify the performance of the applicant on those contracts.

**I/we have read and understood all the above instructions and shall comply to the instructions.**

**Place:**

**Date:**

**Sign:**

**Name:**

**Seal of the applicant**





**RESERVE BANK OF INDIA**

**ESTATE DEPARTMENT JAMMU**

**ANNEXURE-I**

**BASIC INFORMATION**

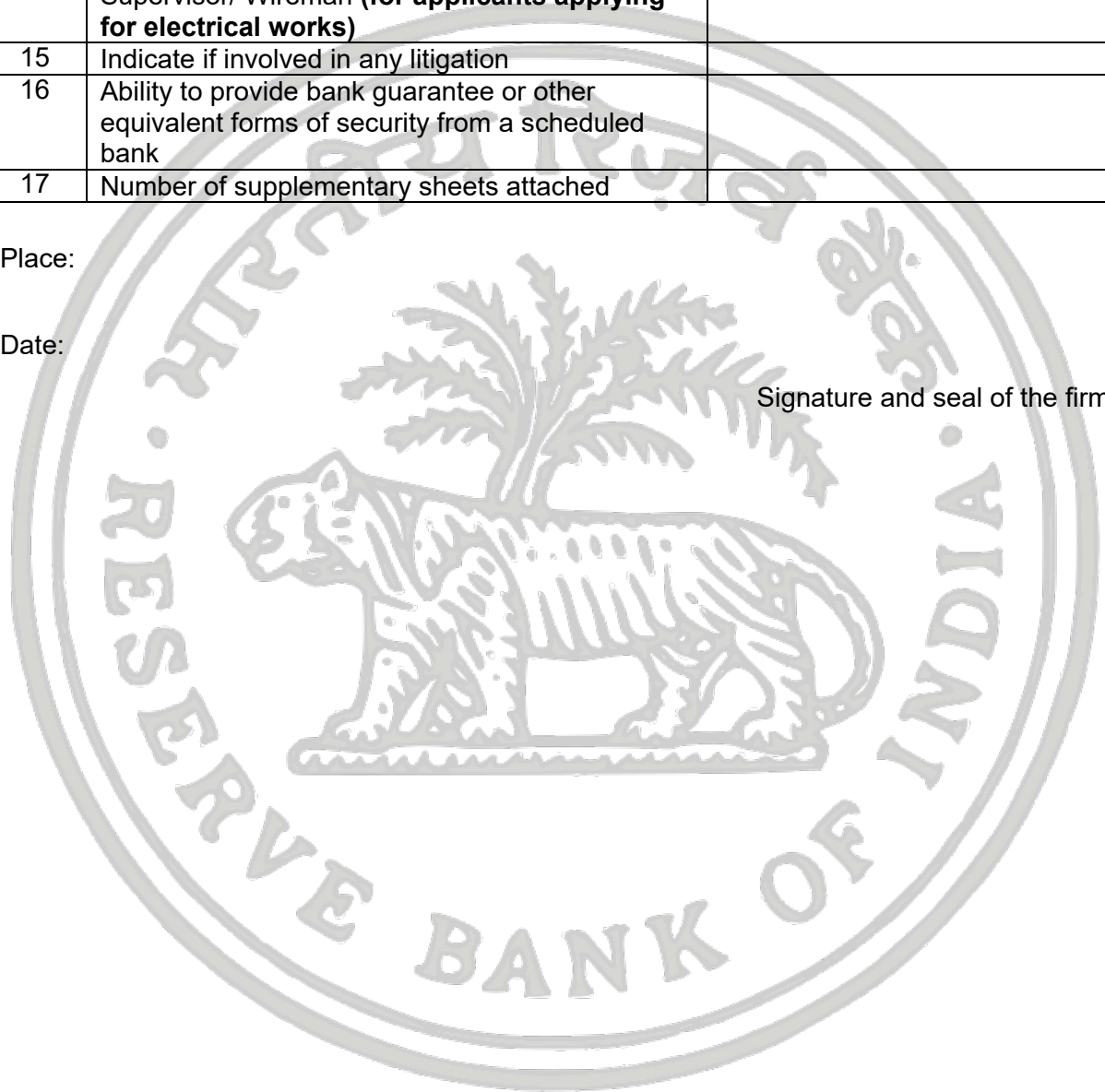
<b>S.No.</b>	<b>Description</b>	
1	Name & Address of the Organization / Applicant	
2	Type of Organization (Whether proprietorship/Pvt. Limited/Limited or Body Corporate etc.) Please enclosed related document	
3	Name of the Proprietor/Partners/Directors of the organization	
4	Registration (firm, company etc.)/ Registration Authority, dated Number etc./ MSMED Registration Certificate (if registered under MSMED ACT, 2006)/ESIC Registration/EPFO Registration etc. (Please enclose related documents)	
5	Experience in the respective field of work (Please enclose related documents)	
6	Whether financially sound to undertake works costing up to Rs 2.00 lakh/Rs 5.00 lakh/ Rs10.00 lakh/Rs 25.00 lakh/ Rs 50.00 lakh (tick the appropriate cost) if so, enclosed Banker's Certificate (compulsory) and Income Tax Assessment Order/ Other IT documents	1. Rs 2 Lakh 2. Rs 5 Lakh 3. Rs 10 Lakh 4. Rs 25 Lakh 5. Rs 50 Lakh
7	Name, address, telephone, fax no. of the Bank/Bankers	
8	Yearly turnover of the firm/contractor for the last three years Year 2019-20 2020-21 2021-22 (please, enclose copies of the audited final accounts duly certified by CA in support thereof) Note:-In case the firm is unable to timely obtain audited final accounts for the year 2021-22, audited final accounts for year 2018-19 may be attached.	
9	PAN (Copy of same should be enclosed)	
10	Certificate of Registration & GSTIN	

11	Copy of Licenses as applicable for the trades applied for like pest control, electrical related etc. trades.	
12	a) Registered Office, address, e-mail id, fax and telephone no.	
12	b) Office address through which the work will be Handled	
13	Whether working with any of the Government/Semi-Government undertaking as approved contractors and if so, Furnish details	
14	Details of skilled, unskilled, qualified licensed Supervisor/ Wireman <b>(for applicants applying for electrical works)</b>	
15	Indicate if involved in any litigation	
16	Ability to provide bank guarantee or other equivalent forms of security from a scheduled bank	
17	Number of supplementary sheets attached	

Place:

Date:

Signature and seal of the firm



**RESERVE BANK OF INDIA ESTATE DEPARTMENT JAMMU**

**ANNEXURE-II**

**TRADES AND CATEGORY OF EMPANELMENT OF CONTRACTORS**

S.No.	Name of the Trade	Up to Rs 2 Lakh	Up to Rs 5 Lakh	Up to Rs 10 Lakh	Up to Rs 25 Lakh	Up to Rs 50 Lakh
	Category	I	II	III	IV	V
1	General/ Sundry repairs and repainting works					
2	Miscellaneous civil, carpentry, plumbing, sanitary, replacement of glass panes, glass partition, Steel / Aluminium fabrication, interior works, cleaning works etc.					
3	Waterproofing of terraces, sunken areas, etc.					
4	Supply and repairs of furniture					
5	Maintenance and development of Horticulture/Gardening works					
6	Anti-termite, Pest and Rodent control treatment works					
7	Disposal of unserviceable articles, scrap and waste materials					
8	Supply and maintenance of fire-fighting installation and					

S.No.	Name of the Trade	Up to Rs 2 Lakh	Up to Rs 5 Lakh	Up to Rs 10 Lakh	Up to Rs 25 Lakh	Up to Rs 50 Lakh
		I	II	III	IV	V
	fire extinguishers etc.					
9	Supply, installation and maintenance of Electrical installations including panels, wiring, fittings/fixtures, HT/LT cables etc.					
10	Supply, installation and maintenance of water pumps including submersible pumps, motors, DG sets, Diesel engines, lead acid batteries etc					
11	Supply, installations and maintenance of lifts.					
12	Supply, installation and maintenance of UPS, SMF batteries					
13	Supply, installation and maintenance of AC plant, pumps, Air Conditioners, water coolers, Domestic and industrial water purifiers, refrigerators etc.					
14	Supply, installation and maintenance of various electrical, electronics, refrigerators,					

S.No.	Name of the Trade	Up to Rs 2 Lakh	Up to Rs 5 Lakh	Up to Rs 10 Lakh	Up to Rs 25 Lakh	Up to Rs 50 Lakh
	Category	I	II	III	IV	V
	electromechanical equipment including Access Control, PA system, Security fire alarm system, maintenance of kitchen equipment etc.					
15	Supply, installation and maintenance of telephone wiring & EPABX system, Fax machine and other equipment.					
16	Supply, installations and maintenance of electrical gadgets like Geysers, water purifiers, fans and other equipment.					
17	Supply, installation and repair of work stations					
18	Supply, installation and repair of compactors for record room					
19	General repair and relaying for road carpeting					
20	Architect for consultancy	X	X	X		

Note: Contractors may select (tick mark) one or more categories for which they apply for empanelment

Date:

Place:

Signature of the Contractor/Firm with seal

### **ANNEXURE- III**

#### **Empanelment of Contractors for supply/execution of work costing up to Rs.2**

#### **Lakh, Rs.5 lakh, Rs.10 lakh, Rs.25 lakh and Rs.50 lakh**

List of similar works executed by organization during the last 5 years (including works on hand at present) (as per eligibility)

<b>S.No.</b>	<b>Name of the work &amp; location</b>	<b>Nature &amp; Description of work</b>	<b>Name &amp; address of the owner for whom work was carried out (Details of contact person with phone number shall be furnished).</b>	<b>Value of the work in Rupees.</b>	<b>Whether work completed in time. If not reason for the delay.</b>	<b>Date of start and completion-proof for satisfactory completion of the work should be attached (signed by the competent person)</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>

Note: a) Attach copy of relevant valid license (if applicable) and professional qualification (if applicable) from competent authority for undertaking such technical works which require so (viz. HT/LT equipment/DG sets and minor electrical work, repair and maintenance of fire fighting equipment, pest control treatment, repair and maintenance of telephone lines, water proofing etc.)  
b) Documentary evidence of having carried out said works (Such as work order, completion certificate etc.) should be submitted.  
c) If the space in the application form is insufficient for furnishing full details, such information may be supplemented on a separate sheet of paper duly signed stating therein the part of the statement and serial number

Signature of the contractor/firm with

Name and address

**ANNEXURE- IV**

**Supplementary Information, if any regarding Technical Personnel in your  
empanelment and Experience.**

Name	Qualification	Experience	Name of Work Handled	Number of years employed in your organization/firm	Remarks

Signature of the contractor/firm with  
Name and address

**Annexure V**

**FORM OF BANKERS' SOLVENCY CERTIFICATE**

Regional Director  
Reserve Bank of India  
Rail Head complex  
Jammu - 180012

This is to certify that to the best of our knowledge and information M/s. /Shri.....  
having marginally noted address, a customer of our bank are/is respectable and can be treated as  
good for any engagement up to a limit of Rs. ....(Rupees  
.....). This certificate is issued without any guarantee or  
responsibility on the Bank or any of the officers.

(Signature)

For the Bank

Note:

1. Bankers' certificates should be on letter head of the Bank, sealed in cover addressed to The Regional Director, Reserve Bank of India, Estate Department, Jammu.
2. In case of partnership firm, certificate to include names of all partners as recorded with the Bank.



## ANNEXURE- VI

### CLIENT's CERTIFICATE REG. PERFORMANCE OF CONTRACTOR

(To be issued by the client on its letterhead)

Name & Address of the Client:-

Details of Works executed by Shri /M/s

1	Name of the work with brief particulars	
2	Agreement No. And Date	
3	Agreement Amount	
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 paid	
9	Name and address of the authority under whom work was executed	
10	Whether the contractor employed qualified Engineer / Overseer during execution of the work	
11	i. Quality of work (indicate grading)	Outstanding/ Very Good/ Good/Satisfactory/Poor
	ii. Amount of work paid on reduced rates, if any	
12	i. Did the contractor go for arbitration	
	ii. If yes, total amount of claim	
	iii. Total amount awarded	
13	Comments on the capabilities of the contractor	

	a. Technical proficiency	Outstanding/Very Good/ Good/Satisfactory/Poor
	b. Financial soundness	Outstanding/Very Good/ Good/Satisfactory/Poor
	c. Mobilisation of adequate T & P	Outstanding/Very Good/ Good/Satisfactory/Poor
	d. Mobilisation of manpower	Outstanding/Very Good/ Good/Satisfactory/Poor
	e. General behavior	Outstanding/Very Good/ Good/Satisfactory/Poor

Signature of the Reporting Officer\* with Office seal

\* Regarding performance report/clients 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 Certificate(s) issued by the Client(s) has to be submitted for proving the credentials/contract amount.

(i) All columns should be filled in properly

(ii) The Client Certificates should be submitted in a sealed cover addressed to the Reserve Bank of India, Jammu

**Check list for documents submitted or not submitted**

1. Formal letter requesting empanelment on official letterhead of the applicant  
..... (Submitted / Not Submitted)
2. Duly filled in & signed Application Form. .... (Submitted / Not Submitted)
3. Trade License / Certificate of incorporate / partnership deed  
..... (Submitted / Not Submitted).
4. Copy of PAN Card & other related Income Tax documents.  
..... (Submitted / Not Submitted)
5. Copy of GST Registration Certificate ..... (Submitted / Not Submitted)
6. Copy of MSMED Registration Certificate, if any. ....  
(Submitted / Not Submitted)
7. Copy of P.F. Registration. .... (Submitted / Not Submitted)
8. Copy of ESIC Registration..... (Submitted / Not Submitted)
9. Copies of the Audited Final Account for last 3 years  
..... (Submitted / Not Submitted)
10. Client's Certificate from one client in sealed official cover of the client.  
..... (Submitted / Not Submitted)
12. Banker's certificate in sealed official cover of the bank.  
..... (Submitted / Not Submitted)
13. Completion certificates, if any ..... (Submitted / Not Submitted)
14. Other relevant certificates ..... (Submitted / Not Submitted)  
(I) .....  
(II).....  
(If submitted please mention the name of the certificates above)

आवेदक का हस्ताक्षर/ Signature of the applicant

## **PART B**

### **EMPANELMENT OF ARCHITECTS**

Reserve Bank of India, Jammu invites sealed applications for Empanelment architects having their establishment at Jammu & Kashmir for their empanelment for the period of 3 years for planning, designing, supervising the execution etc. of various works estimated to cost up to Rs.25 Lakhs and cost Rs. 25 lakh to Rs.50 lakh. The Pre-qualification criteria for enlistment of Architect is detailed below:

#### **Pre-qualification Criteria:**

<b>S.no</b>	<b>Criteria</b>	<b>For works costing upto ₹ 25 lakhs</b>	<b>For works costing upto ₹ 50 lakhs</b>
1	Experience	Minimum 5 (five) years in the field of architectural/interior designing works (during last 5 years ending May 31, 2022)	Minimum 5 (five) years in the field of architectural/interior designing works (during last 5 years ending May 31, 2022)
2	Number of Minimum works of similar nature executed	Minimum 3 (three) works of architectural/interior designing of similar nature during last 5 (five) years ending May 31, 2022.	Minimum 3 (three) works of architectural/interior designing of similar nature during last 5 (five) years ending May 31, 2022.
3	Minimum cost of each completed eligible work	One work of architectural/interior designing of similar nature individually costing not less than Rs.20 Lakh or two works of architectural/interior designing of similar nature individually costing not less than Rs.12.5 Lakh or three works of architectural/interior designing of similar nature individually costing not less than Rs.10 Lakh.	One work of architectural/interior designing of similar nature individually costing not less than Rs.40 Lakh or two works of architectural/interior designing of similar nature individually costing not less than Rs.25 Lakh or three works of architectural/interior designing of similar nature individually costing not less than Rs.20 Lakh.
4	Membership	Should be a member of the Council of Architecture, India with valid registration	Should be a member of the Council of Architecture, India with valid registration

## **APPLICATION FORM FOR EMPANELEMENT OF ARCHITECTS**

Regional Director  
Reserve Bank of India  
Estate Department  
Rail Head Complex  
Jammu - 180012

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 pages \_\_\_\_\_ to \_\_\_\_\_ is correct to the best of my/our knowledge and belief.

<b>Application submitted for empanelment in</b>	<b>Category (upto 25 lakhs or upto 50 lakhs)</b>

Signature: :

Name & Designation :

Address :

E-mail :

Phone/Mobile No. :

Place :

Date :

Seal of the applicant



**Reserve Bank of India**  
**Estate Department**  
**Jammu**

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

**Instructions to the Applicants and General Conditions:**

Intending applicants are required to submit in duplicate their full bio-data 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. As the time is the essence of the contract, the ability and competence of the applications to render required service within the specified time frame will be a major factor while deciding the selection of the Architects for preparation of a panel of Architects.

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

4. The applicants shall be required to furnish written information about the names and addresses of their bankers and clients. Full details like names, postal addresses, e-mail IDs, telephone (landline and mobile) nos., fax nos., etc., of the executives who can be contacted at the office of their bankers and clients shall be furnished. The client-wise names of work(s), year(s) of execution of work(s), scale of fees paid and the actual amount of the paid professional fees, completion time stipulated in the contract and actual time taken to complete the work, name(s) and full contact details of the officers/ authorities / departments under whose control the work(s) was/were completed shall be submitted along with the completed application. The firms interested for empanelment shall also have to produce documentary evidence in respect of their experience, copies of the detailed work orders indicating date of award, time given for completing the work, etc., and the corresponding completion certificates indicating actual date of completion and actual amount of professional fees paid for carrying out similar works, etc.

5. 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.

6. Format of Client's Certificate as per [Annexure-vi](#) and Banker's certificate as per [Annexure-v](#) is attached along with blank application form. The applicant has to submit the said Client's certificate from at least one of their clients for whom they have carried out Eligible works in terms of pre-qualifications criteria described in the notice inviting application in a sealed cover of the client. Client's certificate issued by a Government / Semi-Government organisation or a PSU should be signed by an official of the rank of Executive Engineer or equivalent. Client's report issued by private organisation shall also accompany TDS Certificate(s) issued by the Client(s) for proving the credentials/contract amount. Application received without the specified certificate in the specified format shall be rejected and the Bank shall have the right to independently verify the submitted certificates. Aforementioned certificate must be submitted along with their

application in sealed cover addressed to The Regional Director, Reserve Bank of India, Estate Department, Jammu.

7. While filling up the application with regard to the list of important projects completed or on hand, the applicants shall include separate sheet in the prescribed format.

8. The applicant must have at least two qualified graduate architects (having minimum of 5 years' experience in planning, designing and construction of buildings / office interiors / renovation of building works on their regular establishment and necessary drawing office with supporting staff for being always available for construction / furnishing required help in getting plans, sanctions, completion certificates from the local municipal authorities. They should also have computer facilities with AutoCAD package and other relevant software for design.

9- 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 services.

(i) Structural

(ii) Electrical

(iii) Sanitary, drainage and water supply

(iv) Air conditioning (in case of office interiors and renovation work only)

The fees of these Specialists/Consultants appointed under this clause shall be paid by the Architects, who shall also be responsible for all the work, action, omissions of such specialists/consultants.

10. Services to be rendered by the Architects.

(a) to take instructions from the Bank and prepare sketch designs making revisions till sketch designs are finally approved by the Bank and making preliminary estimates of cost

(b) to submit required drawing to the Local Authority and obtain approval

(c) to nominate and instruct consultants

(d) to prepare architectural working drawings, structural drawings, including design and all other drawings for various trades

(e) to scrutinize applications for empanelment of contractors, forward recommendations to the Bank

for making a panel of contractors

(f) to draw detailed specifications, estimates, rate analysis, etc. for various trades

(g) to submit Assessment Reports on tenders received for various trades along with comparative statements and recommendations for award of work

(h) to prepare and supply 3 sets of all drawings for execution

(i) to visit the site periodically when the work is in progress

(j) to submit in detail, quantities of steel and cement

(k) to obtain Occupation Certificate from Local Municipal Authority

(l) to submit Completion Drawings

(m) to render assistance to the Bank for settlement of initial ratable value

(n) any other services in connection with the said works and normally rendered by the Architects and not referred to in above

Note - If the scope of work includes supervision, then the Architect shall post a full time Resident Engineer and the entire responsibility for the quality of work, payment of bills, timely completion of the project rests with the Architect.

11. Applications containing false and/or incomplete information are liable for rejection.

12. Decision of the Bank in regard to preparation of various panel of the architects shall be final. The Bank is not bound to assign any reasons therefor.

13. The panel of architects once prepared, shall be valid for a period of 3 years and the Bank is free to extend this time limit at Bank's discretion.

14. The Architect for any particular work shall be selected from the respective panel at the discretion of the Bank and such selected architects are required to execute agreements as per Bank's format and as per the fee as decided during the selection of architect.

15. Names of the firms of architects shall be removed from the approved panel in the event of occurrence of any one or more of the failures on their part as detailed below:

(a) Fails to respond to the call notice inviting quotes for chargeable scale of fees or fails to take part in the design competition consecutively on two occasions in a period of two years.

(b) Fails to perform as per the requirements of any awarded contract. Persistently violates any of the important conditions of the contract like maintaining time schedule and business dealings, etc.

(c) Fails to abide by the condition of registration/ empanelment or is found to have given false particulars at the time of registration/ empanelment.

(d) Is declared or is in the process of being declared bankrupt/ insolvent, wound up, dissolved or partitioned.



**Information to Be Furnished by the Applicant**

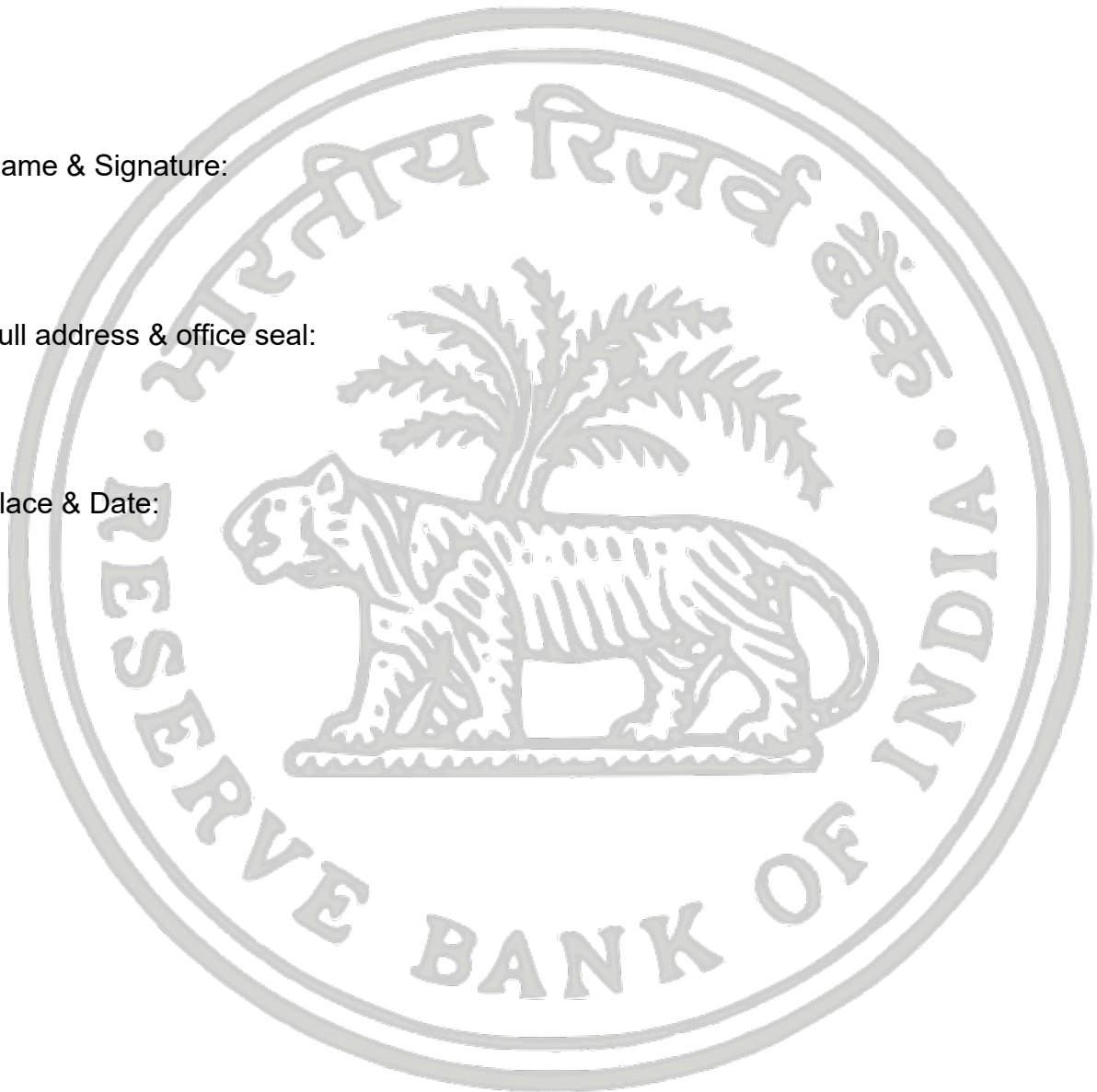
1.	Name, composition and registered office address Details to be furnished in the prescribed Proforma ( <a href="#">ANNEXURE- VII</a> ).	Submitted / Not submitted
2.	Whether individual or a partnership firm with full particulars of the other partners including their names, professional qualifications, age, experience etc. are furnished? Note. - <i>Details to be furnished in prescribed proforma</i> - <a href="#">ANNEXURE- VII</a> & <a href="#">ANNEXURE- VIII</a> . 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 ( <a href="#">ANNEXURE- VIII</a> ).	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- <a href="#">ANNEXURE-IX</a> & <a href="#">ANNEXURE- X</a> . Attach separate sheets, if required. Client reports are to be furnished as per the ANNEXURE-	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. ( <a href="#">ANNEXURE- XI</a> ).	Submitted / Not submitted
7.	Name and address of the banker/s of Architect / firm of Architect. Banker's report as per <a href="#">Annexure V</a> 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:



**ANNEXURE- VII**

**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

**ANNEXURE- VIII**

**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.

**(A) 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

**ANNEXURE- IX**

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

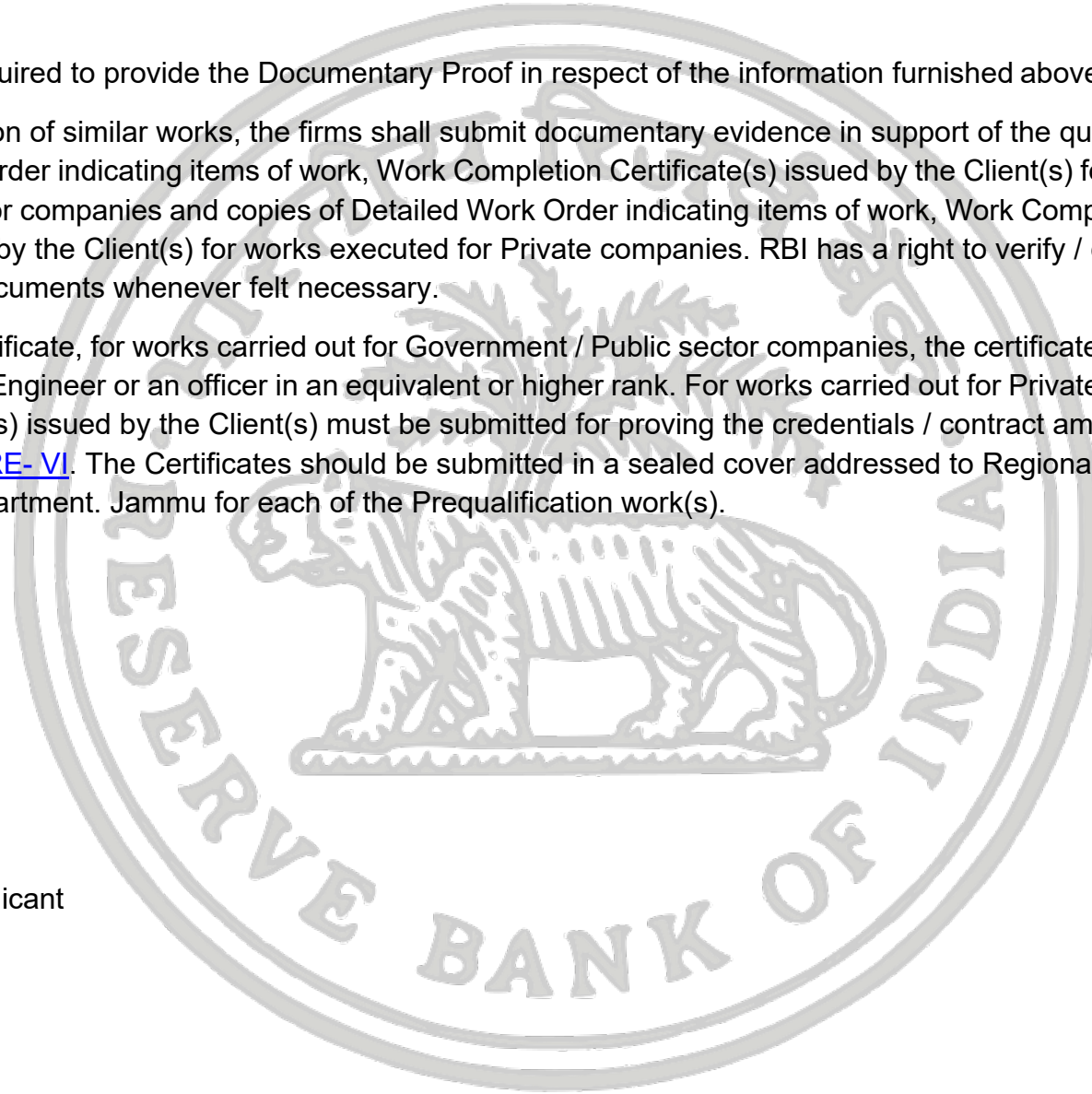
1	2	3	4	Details of the Officers / authorities / contract executives under whose control the work(s) was / were executed					Details of the Work							17	
				5	6	7	8	9	10	11	12	13	14	15	16		

**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 and TDS Certificate(s) issued by the Client(s) must be submitted for proving the credentials / contract amount. Client certificate shall be as per [ANNEXURE- VI](#). The Certificates should be submitted in a sealed cover addressed to Regional Director, Reserve Bank of India, Estate Department. Jammu for each of the Prequalification work(s).

Signature,

Date and stamp of the Applicant



**ANNEXURE- X**

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

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

Signature of the applicant Name &  
Designation  
Date & Place

Office Seal



**ANNEXURE- XI**

**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 & Designation Date &

Place

Office seal