



Indian Overseas Bank Vellore

EMPANELMENT DOCUMENT FOR Consultants, Contractors and Vendors

This document consists of the following:

- a. Notice Inviting Applications for Empanelment of Consultants, Contractors and Vendors.
- b. Empanelment Rules and Instructions to the Intending Applicants.
- c. Scope, Eligibility Criteria and Related Details.
- d. Application Format for Empanelment.

LAST DATE FOR SUBMISSION OF FILLED IN FORMS } : 31.07.2026
WITH PROOF DOCUMENTS



NOTICE FOR EMPANELMENT OF CONSULTANTS, CONTRACTORS AND VENDORS

The General Administration Department of Indian Overseas Bank, Vellore, is managing Bank's estate at Vellore.

The intention of this notice of empanelment is to maintain separate panel of Architects / Consultants / Contractors / Vendors with Bank's Vellore Office for various trades of work in the Vellore Office Estate.

The panel will also be used for various trades of work being carried out by Bank's Regional Offices at Vellore.

Consultants / Contractors / Vendors who wish to carryout work in and around Vellore need only respond. The details of various trades of works are as under;

I. Consultants:

1. Architectural Consultants
2. Civil Engineering Consultants

II. Contractors:

1. Interior Furnishing Contractors
2. Civil Engineering Contractors
3. Petty Contractors
4. Record Shifting & arrangement Contractors

III.Vendors / Suppliers:

1. Compactors
2. Readymade Furniture Vendors (Office)
3. Curtains & Carpets

The categories of contractors depending on the financial capabilities, further sub-divisions etc., along with their code numbers are detailed elsewhere in this document. The eligible and interested Architects, Consultants, Contractors and Vendors may collect the **“Document for Empanelment”** from the Office/ website of Bank namely www.iob.in and a document fee as detailed below by way of Demand Draft favouring Indian overseas Bank **payable at Vellore** may be submitted along with the duly filled in document.



S N	Collection of documents from	Application fee amount Rs. (by means)
1	IOB, Vellore Regional Office	Rs. 500/-
2	IOB Website www.iob.in /Tenders column	–

All consultants, contractors and supplier/vendors in the existing panel should also apply again for fresh empanelment.

The document submitted without the prescribed fee will be liable for rejection. The duly completed document in the prescribed format with all supporting documents shall be sealed in a cover and super-scribed as “Application for EMPANELMENT of (Category/Class name) - 2026” and **shall be submitted to the INDIAN OVERSEAS BANK, General Administration Department, Vellore, on or before 31.07.2026**

The eligibility criteria of applications shall be evaluated as on cutoff date (i.e., 31.03.2026)

The Bank reserves the right to accept or reject any or all the applications without assigning any reasons thereof and their decision of selection will be final.

Date: 09.07.2026

Chief Regional Manager



EMPANELMENT RULES AND INSTRUCTIONS TO THE INTENDING APPLICANTS

1. **Applicability:**

Empanelment / Enlistment of contractors is done so as to have a ready list of suitable and competent contractors for General Administration Department, Indian Overseas Bank works so that the time required for verification of credentials of the contractors, at the time of invitation of tenders for individual works, is minimized. GAD, IOB enlists contractors who intend to carry out works for **GAD, IOB Vellore**. At the same time only those contractors who remain active and perform well will be permitted to submit tenders. Inclusion of a contractor in the appropriate category does not entitle the contractor to submit the tenders. Contractors are liable to be removed from approved list, if found to be inactive and or whose performance in quality and time is not up to the expectations of the Bank or does any malpractice.

Generally, the routine works of the Bank are awarded/procurements are made by calling competitive tenders/quotations from the empaneled contractors/vendors and in case of emergent works/ works of small magnitude, the Bank may opt to award the work/procure supply from any of the empaneled agencies, depending on the exigencies of the work on nomination basis and also has the right for open tendering process for any particular work depending on the nature & magnitude of the work, as per Bank's policies / guidelines stipulated by Central Vigilance Commission.

Any Indian Individual, Sole Proprietorship Firm, Partnership Firm, LLP, Public Limited company, or a Private Limited Company may apply for enlistment as a contractor in GAD, IOB under these rules provided the eligibility criteria and other conditions are satisfied. The enlisted contractors have to abide by all the rules made herein and as amended from time to time, during the currency of their enlistment.

No Engineer or any other official employed in Engineering or Administrative duties in the Bank is allowed to work in the Bank either as a contractor or as employee of a contractor, for a period of two years from the date of retirement from the service of the Bank, unless he / she has obtained prior permission of the Bank to do so. Even after enlistment, if either the contractor or any of his employees is found to be a person who had not obtained the prior permission of the Bank, the name of the contractor shall be removed from the list of enlisted contractors.

A contractor is not permitted to have enlistment in more than one name / address.



2. Scope of Empanelment:

The enlistment in GAD, IOB will entitle the contractor to be considered for issue of tender documents subject to other conditions that may be stipulated in the Notice Inviting Tenders (N I T). However, it shall not confer any right on the contractor either to be necessarily issued with the tender documents or for award of work.

3. The details of the applicants and their experience shall be submitted in the Bank's prescribed "**Application Format**" only. Wherever required and if the space provided is not sufficient, particulars can be furnished as Annexures but such details shall be clearly mentioned in the respective columns of the Application Format. Applicant shall enclose latest copies of brochures and technical documentation giving additional information about the applicant. Each page of the document shall be duly signed by the Applicant or their authorized representative along with their company seal.
4. **The Consultants/Contractors/vendors, who intend to apply for more than one category / class / group, have to apply for each category / class / group using separate application forms along with separate Demand Draft and submit in independent covers super scribing in the envelope the category of work applied for. If any applicant had selected multiple options for empanelment in single application, only the first option will be considered by Bank for empanelment.**
5. No costs incurred by the applicant in applying, in providing necessary clarifications or attending discussions, conferences or site visits will be reimbursed by the Bank.
6. **Documentary proof with respect to the prequalification criteria shall be furnished along with the completed application form. In this regard, copies of the work orders and completion certificates and or such other documents shall be submitted. Incomplete applications or applications without proper proofs for establishing their credentials will be liable for rejection and no correspondence will be entertained in this regard.**
7. **The authorized person of the firm/ company shall sign in all the pages of the application with seal of the company/ firm.**
8. The empanelment will be made for a specific category depending on the credentials submitted and acceptable to Bank, as on **cutoff date**.
9. For consideration of experience, works should have been executed in same name & style of the firm in which empanelment is sought.
10. Contractors existing in the panel are also required to participate in fresh process as existing panels will be treated as cancelled once the fresh panel is formed.
11. The empanelment shall be based on compliance of application to the stipulated evaluation / eligibility criteria mentioned against each class / category.

If found necessary, Bank may also consider inspecting the works undertaken by the applicants, for which necessary co-ordination shall be made by them. Based on



the details furnished in acceptable format, inspection of works (if any) and **eligibility criteria as on cutoff date**, the applicants will be empaneled.

Decision of the Bank regarding selection / rejection for empanelment will be final and binding and no further correspondence will be entertained. The empaneled contractors will only be informed by post.

12. The contractor if shortlisted will have to comply with Labour Laws/ Bye laws as prevalent or amended from time to time.
13. If, information and details furnished by applicants are found to be false at any time in future or any information withheld, which comes to the notice of the Bank at a later date, the empanelment of such applicant will be cancelled immediately.
14. Applicants whose near relatives are working in the General Administration Department, Central Office will not be considered for empanelment, till such time their relatives work in the Department.
15. Applications received after the due date and time are liable to be rejected.
16. **The Applicants having their office in the geographical jurisdiction of Vellore and nearby regions will be preferred. The empanelment shall be valid for a period of three years from the date of intimation letter to the shortlisted consultants / contractors.**
17. The present empanelment is mainly for works for value upto the limits mentioned in respective categories. In case of any high value works, Bank may undertake the works by project specific pre-qualification exercise.

Applicant Obligations:

1. The applicant should intimate change of address to the Bank. Failure to do so may result in removal of his name from the empaneled list.
2. The registration with various authorities like license if required, Council of Architecture, GST, etc shall be possessed during the empanelment period.
3. The applicant should not indulge in unethical practices.
4. The applicant should execute the works awarded to him strictly as per the terms and conditions of the contract and specifications.
5. The applicant should co-ordinate with Bank Officials/Architects / Consultants/ Contractors, if any, for smooth completion of the works.
6. Any Change in Constitution of firm without prior approval will render the applicant to be removed from the panel. In case of conversion of a firm into two or more firms, fresh empanelment is essential.

Disciplinary Actions:

The panel contractor / consultant should abide by all rules and regulations, terms and conditions of the contract. He should execute the works satisfactorily, on time and with good quality. The Bank will have the right to demote a contractor / consultant to a lower category, suspend business with him for any period, debar him / remove his



name from the approved list of contractors / consultants, after issue of a show cause notice, as the case may be. Decision of the Bank will be final and binding.

Removal from the Empanelment list:

The name of the contractor / consultant may be removed from the approved list of contractors / consultants, by the Bank if he:

1. fails to execute a contract or has executed it unsatisfactorily on more than one occasion: or
2. persistently violates any important conditions of contract: or
3. furnishes false particulars at the time of empanelment: or
4. indulges in any type of forgery or falsification of records: or
5. defaults in tax dues like Income Tax, GST etc.

Revision of above rules of Empanelment:

General Manager (General Administration Department), Indian Overseas Bank, Central Office may modify, add, delete and / or change any of the above rules and the same shall be binding on all the empaneled Contractors / Consultants.

Indian Overseas Bank reserves its right to reject any / or all the applications without assigning any reasons whatsoever.

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SCOPE, ELIGIBILITY CRITERIA AND RELATED DETAILS

CONSULTANTS

The professionals experienced in planning, designing, preparation of detailed specifications for works & tender documents, supervision of works wherever required, assisting the Bank in techno-commercial aspect preferably with exposure to IBA, Government & Central Vigilance Commission Guidelines.

General Eligibility:

The consultant should satisfy the following minimum eligibility criteria:

- i) Possess a minimum experience of five years in the relevant professional field, prior to cut off date.
- ii) The consultant should have provided consultancy services for similar works of project cost limit as given below;

One project costing **80%** of the class limit
or
Two projects each costing **60%** of the class limit
during the last three years prior to **cutoff date**.

- iii) The consultant should produce PAN & GST registration numbers and details of registration / affiliation with technical bodies etc.
- iv) Reasonable presence for any professional work in Vellore and nearby region, now or in the last three years.

Sl No	CATEGORY	VALUE OF THE WORKS UPTO WHICH THE CONSULTANT CAN PARTICIPATE (AMOUNT – RUPEES IN LAKHS)		
		CLASS-C	CLASS-B	CLASS-A
I. 1	Architect	10	25	50
2	Civil Engineering Consultant	10	25	50



1. Architect:

Scope:

Architects' services include planning, designing, supervising & execution of Civil Engineering works, interior furnishing works, other infrastructure creation works for the offices/residences of the Bank, providing the specifications of the materials, assisting the Bank in finalizing the contractor, conduct site meetings, check measurements, quality & quantity checks, scrutiny & certification of bills including supervision of the works.

The panel architect's services will also be availed for planning, designing and execution of new construction / development projects involving the approval for the same from the local Authorities.

Eligibility:

- Graduate/ Post graduate degree in Architecture with minimum 5 years of experience in the respective field as on cutoff date.
- The Architect must have registered with the Council of Architecture and should have experience in planning, designing and supervising Civil Engineering, Interior works for the Banks / Financial Institutions / large Corporates / Multinational Companies.
- In case of partnership firm, all the partners must be Architects registered with COA. In case of LLP or a Pvt. Ltd. Company, NOC (No Objection Certificate) from the Council of Architecture is a must and should be enclosed.

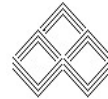
2. Civil Engineering Consultant:

Scope:

Civil Engineering Consultants' services shall be used for planning, designing, supervising & execution of all Civil Engineering works including estimation, tendering, assisting the Bank in finalizing the contractor, conduct site meetings, check measurements, quality & quantity checks, scrutiny & certification of bills etc.

The scope of Civil Engineering Consultants also include assessment of repairs, renovation (in some cases involving structural evaluation) and recommending correct rectification works, periodical evaluation of buildings for structural conditions, if necessary by undertaking necessary NDT studies and submitting technical assessment reports suggesting remedial measures, preparation of tender papers and assisting the Bank in undertaking repair works with or without site supervision.

The consultant's services will also be utilized for plumbing & sanitary services including liaison with local bodies like Corporation of Chennai, CMWSSB and such other statutory authorities.



Eligibility:

- a. Graduate / Post Graduate in Civil Engineering with minimum 5 years of experience in planning, designing and supervision of buildings, sanitary & plumbing services and other allied works as on cutoff date. Should have experience in planning, designing and supervision of Civil Engineering Constructions / repair/ renovation works including water proofing works of buildings.





CONTRACTORS / VENDORS

Empanelment of Contractors is sought for the following categories of works under various cost limits. The various Categories & Cost limits are furnished below;

Repairs / renovation and routine upkeep, including liaisoning works with CMWSSB etc. up to Rs. 10.0 lacs

SN	CATEGORY	VALUE OF THE WORKS UPTO WHICH THE CONTRACTOR CAN PARTICIPATE (AMOUNT - RUPEES IN LAKHS)			
		CLASS-D	CLASS-C	CLASS-B	CLASS-A
II 1	Civil Engineering Works including plumbing / sanitary, waterproofing and landscaping	5	10	25	50
2	Interior Furnishing Works	5	10	25	50
3	Petty Contractors	Contractors for doing petty works like chair repair, furniture repair, lock repair, blinds servicing, boards etc.			
4	Records Shifting & Arrangement Contractors	Contractors for providing Records Management at Bank’s premises including arrangements, shifting etc.			
III.	VENDORS/SUPPLIERS				
1	Compactor Vendors	Vendors for providing Compactor Storage units and servicing.			
3	Ready Made Office Furniture Vendors	Vendors for providing readymade furniture for official purpose. Desks, Modular systems, Chairs, Sofas, Storage cabinets, Coffee tables etc.			
4	Curtain , carpets vendors	Vendors for supplying curtains, carpets, blinds , artificial plants etc.			



General Eligibility:

The applicant should have the following minimum eligibility criteria:

- a. The applicant should have undertaken works in **Government Departments / Public Sector Undertakings / Central Autonomous Bodies / State Autonomous Bodies / Financial Institutions and any other reputed organization during last 3 years prior to cutoff date:**

One project costing **80%** of the class upper limit
or
Two projects - each costing **50%** of the class upper limit
or
Three projects - each costing **40%** of the class upper limit

- b. The applicant should have Income Tax registration number. The applicant should have registered with statutory authorities for GST etc, as applicable to them in terms of extant laws. Applicant should submit copy of the income tax PAN, GST certificate with valid registration number.
- c. The applicant shall have the average annual financial turnover of at least 50% the value of the class limit in the respective category during last 3 years prior to cutoff date.
- d. The Vendors should be original manufacturers, having wide dealer & service network in the geographical jurisdiction of **Vellore** & Nearby regions or dealers approved by OEM, as the case may be. They should be established in this field for minimum of 5 years. Necessary proof shall be enclosed.
- e. All prospective AMC contractors, his / her employees or agents, shall be verified by our Security Department or Police Department, when they become successful in a tender.



1. Civil Engineering Works:

The scope of work of Civil Contractors broadly is to undertake new constructions, redevelopment of existing properties, periodical repairs & renovations, painting, plumbing & sanitary, demolition works, structural steel fabrication, woodwork (doors and windows only) waterproofing works, toilet works etc. and other allied works for the residences and offices of the Bank.

The scope of work of waterproofing Contractors broadly is to undertake complete waterproofing works in existing properties, related civil repairs waterproofing works, toilet works etc. and other allied works for the residences and offices of the Bank.

Except for Class-D, the contractors for other classes should have well-established office with adequate engineering staff.

The scope of work of Gardening/Landscaping include planning, designing, supervising & execution of landscaping works viz. hard & soft landscape in both interior & exterior areas, development of new gardens, re-development of existing gardens and related civil works etc.

Except for Class-D, the contractors for other classes should have well-established office with adequate Graduate / Post graduate Degree / Diploma in Agriculture / Horticulture with work experience in Horticulture/Agriculture

For Class-A, Class-B and Class-C contractors, the applicant / firm / company shall be registered with Service Tax, VAT etc., as per extant laws. Please note that **compliance** to ESI / EPF regulations would be compulsory, while executing work for Bank.

The prospective contractors shall have to comply with General Eligibility Criteria 'a', 'b' & 'c' (Page-12)

2. Interior Furnishing Works:

The scope of work of Contractors for Interior Furnishing Works broadly is to undertake original interior furnishing works, alterations and renovations involving erection of partitions, cabins, workstations, false ceiling, flooring, counters, paneling, storage units, furniture, blinds etc.

For Class-A, Class-B and Class-C contractors, the applicant / firm / company shall be registered with GST etc., as per extant laws. Please note that **compliance** to ESI / EPF regulations would be compulsory, while executing work for Bank.

Class-A, Class-B and Class-C contractors who will be required to undertake comprehensive works covering civil, interior and electrical works shall submit necessary documentary evidence for carrying out electrical works, at the tender stage.

The prospective contractors shall have to comply with General Eligibility Criteria 'a', 'b' & 'c' (Page-12)



3. Petty Contract Works:

Contractors carrying petty works like, lock repair, door closer repair, floor spring repair, furniture repair, minor carpentry works, name board acrylic, brass boards & similar works vertical/venetian blinds service, dry cleaning of curtains, blinds etc.

The prospective contractors shall have to submit valid PAN number, past experience in carrying out similar nature of works.

4. Record/Furniture Shifting and Arrangement Contractors:

The panel of Record/Furniture Shifting and Arrangement Contractors will be used for arrangement of records, shifting of records to Bank's record rooms etc. The contractors will also be used for shifting of furniture etc. from Bank's Quarters / godown etc.

The prospective contractors shall have to submit valid PAN number, past experience in carrying out similar nature of works.

III. 1. Compactor Vendors:

The panel of compactor vendors will be used for providing compactors at Bank's Office premises.

The companies/agencies authorized franchisees having well established manufacturing & service facilities in the field of compactors and who have executed such works satisfactorily at PSBs, PSUs preferably are eligible to apply.

The prospective contractors shall have to comply with General Eligibility Criteria 'b' & 'd' (Page-12)

2. Readymade Furniture Vendors:

The panel of Readymade Furniture Vendors will be used for providing readymade furniture like tables, chairs, cots, sofa, storage units, dining sets, crockery units, display units etc. at Bank's office premises.

The Companies/ Agencies/ authorised franchisees, having well established manufacturing & marketing facilities in the field of readymade office furniture items like computer chairs, executive chairs, conference chairs, tables, almirahs, side racks, revolving chairs of various varieties, storage units, file racks, fire resistant cabinets etc. and who have supplied / executed such readymade furniture items are eligible to apply.

The prospective contractors shall have to comply with General Eligibility Criteria 'b' & 'd' (Page-12)



3.Curtains & Carpets

Vendors for supplying curtains, carpets, blinds for Bank's residential & Office purposes.

The prospective contractors shall have to comply with General Eligibility Criteria 'b' & 'd' (Page-12)

NOTE:

Considering the products profiles, manufacturing facilities, business turn over, the eligible agencies will be empaneled. The applicants are requested to furnish the full details of the company's product profile, client list details of major projects executed with documentary proof.

All class of contractors must be registered for Income Tax. The contractors, otherwise eligible but not registered for Income Tax, will not be considered for empanelment. Prospective contractors to note that all payments will be made electronically as per Government guidelines.

All contractors and all consultants must be registered with GST authorities. The contractors, otherwise eligible but not registered for GST, will not be considered for empanelment. Petty Contractors may be considered without GST Registration.





APPLICATION FORMAT

APPLICATION FOR EMPANELMENT OF:

(Please tick appropriate box)

- ☐ **CONSULTANTS**
☐ **CONTRACTORS**
☐ **VENDORS**

1	CATEGORY (Please tick appropriate box - Any ONE)	CONSULTANTS: ☐ Architect / Landscape Architecture ☐ Civil / Structural Engineering Consultant CONTRACTORS: ☐ Interior Furnishing Works ☐ Civil Engineering Works ☐ Petty Contractors ☐ Records Shifting & Arrangements VENDORS: ☐ Compactor Vendor ☐ Readymade Furniture Vendor ☐ Curtains & Carpets										
2	CLASS (if any) (Please tick appropriate box - Any ONE)	<table border="0"> <tr> <td>A</td> <td>B</td> <td>C</td> <td>D</td> <td>NA</td> </tr> <tr> <td>☐</td> <td>☐</td> <td>☐</td> <td>☐</td> <td>☐</td> </tr> </table>	A	B	C	D	NA	☐	☐	☐	☐	☐
A	B	C	D	NA								
☐	☐	☐	☐	☐								
3	Name of the Applicant / Firm / Company											
4	Registered Address: Address for Communication:											



5	<u>Contact Information</u> Office Phone Number: Residence Phone Number: Mobile Number: Fax: E-Mail:	
6	Status of the Firm: (Please tick appropriate box)	☐ Company ☐ LLP ☐ Partnership ☐ Proprietary Firm ☐ Individual ☐ Self Help Group (attach proof)
7	Name of the Proprietor / Partners / Directors with professional qualifications (if any): Category: - MSME/MSE/Udyog Aadhar - General or SC/ST or OBC (reqd. as per Ministry norms)	
8	Year of Establishment:	
9	<u>Registration Details</u> Companies/ Firm Registration Number & Date: Income Tax PAN, TIN: GST No.: Technical Affiliation Details: (Council of Architecture)	



	Others, if any:	(attach proof)
10	Income Tax Turnover of the Company / firm (Please attach copy of audited balance sheet and profit & loss account / IT Returns for three years)	2022-23 :Rs. 2023-24 :Rs. 2024-25 :Rs.
11	Registration with Government Organisations / PSUs / PSBs viz., CPWD, MES, Banks etc. Furnish Names, Category, Registration Details etc.	1. 2. 3. 4.
12	Field of activities (Mention based on preference)	
13	Key Personnel Details (Enclose Proforma 1)	YES ☐ NO ☐
14	Details of works done in last 3 years. Please mention only those works which qualifies for the applied category / class. Please attach proof in support. (FILLED UP PROFORMA 2A, 2B & 2C SHALL BE ENCLOSED. If only one work satisfies the eligibility	1. 2.



	criteria, only one form say, PROFORMA 2A shall be enclosed.) Proof not mandatory for those applying for Class D and Petty Contractors panel.	3. PORFORMA 2A,2B, 2C Enclosed: YES ☐ NO ☐
15	Details of three responsible clients/ persons to whom the major works carried out by the applicant with address and telephone number who will be in a position to certify about the quality as well as past performance of your organization	1. 2. 3.
16	Whether Exemption from NSIC/Udyog Aadhaar etc. If not Details of Application Fee	Yes ☐ No ☐ DD No & date: Issuing Bank / Branch:



DECLARATION

1. All the information furnished by me / us here above is correct to the best of my knowledge and belief.
2. I / we have no objection if enquiries are made about the work listed by me / us in the accompanying sheets / Annexures.
3. I / We agree that the decision of Indian Overseas Bank in selection of contractors will be final and binding to me / us.
4. I / We have read the instructions and I / we understand that if any false information is detected at a later date the empanelment shall be cancelled at the discretion of the Bank.
5. In case of Architects, I/We accept the Bank's payment terms as detailed in Annexure I and to execute the work as per guidelines stipulated in the construction manual of Indian Bank's Association including main functions of Architects covering civil, electrical, sanitary, plumbing, air-conditioning, lift etc. given in Annexure II.

Place :
Date :

SIGNATURE OF THE APPLICANT
NAME & DESIGNATION
SEAL OF ORGANISATION



PROFORMA - I

<i>Sl No</i>	<i>Name</i>	<i>Qualifications</i>	<i>Experience</i>	<i>Particulars of Work Done</i>	<i>Employed in Your Firm Since</i>	<i>Any Other</i>
1						



PROFORMA – 2A:

WORK EXPERIENCE- 1 **(Qualifying for Empanelment)**

Work experience should be accompanied by the copy of its award letter, work completion certificate and performance certificate.

Bank Reserves the right to verify the details furnished by the Applicant, with the Organization which awarded the contract, if it desires.

1	Details of the Organization which awarded the Contract Work.	
a	Name of the Organization for which works were done:	
b	Address of the Organization:	
c	Name of Contact Person(s) of that Orgn:	
d	Contact Number(s) of the In charge:	
2	Name of Contract and location of Work:	
3	Period of Contract:	
4	Nature of Contract Work in Brief:	



5	Actual Value of the Contract Work:	
6	Stipulated Time for Completion:	
7	Actual Time for Completion:	
8	Whether Work Left Incomplete or Terminated?	☐ YES ☐ NO (If YES, please furnish details / reasons below)
9	Enclosed copy of a) Work order b) Completion certificate c) Performance certificate	☐ YES ☐ NO ☐ YES ☐ NO ☐ YES ☐ NO

SIGNATURE OF APPLICANT WITH SEAL

**PROFORMA - 2B:**

WORK EXPERIENCE- 2
(Qualifying for Empanelment)

Work experience should be accompanied by the copy of its award letter, work completion certificate and performance certificate.

Bank Reserves the right to verify the details furnished by the Applicant, with the Organization which awarded the contract, if it desires.

1	Details of the Organisation Which Awarded the Contract Work.	
a	Name of the Organisation for which works were done:	
b	Address of the Organisation:	
c	Name of Contact Person(s) of that Orgn:	
d	Contact Number(s) of the In charge:	
2	Name of Contract and location of Work:	
3	Period of Contract:	
4	Nature of Contract Work in Brief:	



5	Actual Value of the Contract Work:							
6	Stipulated Time for Completion:							
7	Actual Time for Completion:							
8	Whether Work Left Incomplete or Terminated?	☐ NO ☐ YES (If YES, please furnish details / reasons below)						
9	Enclosed copy of a) Work order b) Completion certificate c) Performance certificate	<table border="0"> <tr> <td>☐ YES</td> <td>☐ NO</td> </tr> <tr> <td>☐ YES</td> <td>☐ NO</td> </tr> <tr> <td>☐ YES</td> <td>☐ NO</td> </tr> </table>	☐ YES	☐ NO	☐ YES	☐ NO	☐ YES	☐ NO
☐ YES	☐ NO							
☐ YES	☐ NO							
☐ YES	☐ NO							

SIGNATURE OF APPLICANT WITH SEAL



PROFORMA – 2C:

WORK EXPERIENCE- 3 **(Qualifying for Empanelment)**

Work experience should be accompanied by the copy of its award letter, work completion certificate and performance certificate.

Bank Reserves the right to verify the details furnished by the Applicant, with the Organization which awarded the contract, if it desires.

1	Details of the Organisation Which Awarded the Contract Work.	
a	Name of the Organisation for which works were done:	
b	Address of the Organisation:	
c	Name of Contact Person(s) of that Orgn:	
d	Contact Number(s) of the In charge:	
2	Name of Contract and location of Work:	
3	Period of Contract:	
4	Nature of Contract Work in Brief:	



5	Actual Value of the Contract Work:							
6	Stipulated Time for Completion:							
7	Actual Time for Completion:							
8	Whether Work Left Incomplete or Terminated ?	☐ NO ☐ YES (If YES, please furnish details / reasons below)						
9	Enclosed copy of a) Work order b) Completion certificate c) Performance certificate	<table> <tr> <td>☐ YES</td> <td>☐ NO</td> </tr> <tr> <td>☐ YES</td> <td>☐ NO</td> </tr> <tr> <td>☐ YES</td> <td>☐ NO</td> </tr> </table>	☐ YES	☐ NO	☐ YES	☐ NO	☐ YES	☐ NO
☐ YES	☐ NO							
☐ YES	☐ NO							
☐ YES	☐ NO							

SIGNATURE OF APPLICANT WITH SEAL

**Checklist** (To be filled by Applicants)

- | | |
|---|--------|
| 1. Have you mentioned the category for which you have applied in the application form? | Yes/No |
| 2. Have you signed in all the sheets? | Yes/No |
| 3. Whether copy of PAN/GST Registration copy is enclosed? | Yes/No |
| 4. Whether requisite application fee by cash/DD is paid? | Yes/No |
| 5. Whether enclosed valid Electrical License in case of Electrical Contractor / valid registration with Council of Architecture in case of Architects / registration with Institution of Engineers for Engineering Consultants? | Yes/No |
| 6. Whether enclosed proof for year of establishment? | Yes/No |
| 7. Whether proof for average annual financial turnover enclosed? | Yes/No |
| 8. Whether Proforma - 1 and Proforma - 2A,2B & 2C filled up? | Yes/No |
| 9. Whether documentary proofs as for having satisfactorily undertaken the works (as detailed in Proforma -2) are enclosed? | Yes/No |

If yes, number of certificates enclosed:

Name of the Applicant / Firm / Company :

Category / Classes Applied For :

For Office Use Only:

- | | |
|---|--------|
| 1. Whether the applicant satisfies relevant work experience for the specific category? | Yes/No |
| 2. Whether the applicant possesses PAN / GST / Council of Architecture / License Certificate if any, as applicable? | Yes/No |
| 3. Whether the applicant satisfies the minimum financial turnover? | Yes/No |
| 4. Whether the applicant has enclosed all necessary certificates? | Yes/No |
| 5. Whether the application is accepted / rejected? | |

ACCEPTED / REJECTED

□□□□□



Annexure I

PROFESSIONAL FEES - TERMS OF PAYMENT

For Architects with Supervision responsibilities:

1.	On Bank's approval of sketch design and preliminary estimates	10%
2.	On completion of sufficient drawings and particulars for applications to be made to Town Planning/Local Statutory Authorities for approval and processing the same to the satisfaction of Bank.	15%
3.	On Bank's approval of detailed architectural working drawings and structural drawings (sufficient for preparing detailed estimates of cost) along with detailed estimates and market rate analysis including techno-commercial specifications as per IBA guidelines.	35%
4.	Preparation of tender documents to be issued to short listed contractors and advising on tenders received including recommendation of successful tenderer with final cost of work to the Bank and on approval of the same.	60%
5.	For making periodic visits for inspection and quality surveillance, preparing other details and drawings as may be required during execution along with variation control, and certification of all contractor's bills for Bank's payment.	90%
6.	Issue of completion certificate and indicating the beginning and end of defect liability of period of contracts.	Balance payment to cover 100% of fee calculated on cost of actual work done.

NOTE:

- The fees as stated herein above is in line with Bank Guidelines / IBA Guidelines.
- The fees as stated herein above will also be applicable to services.
- The fees as stated herein above will be adjusted on the basis of the latest available estimated cost or if tenders have been received then on the lowest bonafide tendered cost. For stage (5) progressive payment will be made on the cost of works done
- The final instalment of fees shall be adjusted on the basis of actual cost of works, subject to the stipulation and ceiling as agreed.



ANNEXURE II

DUTIES AND RESPONSIBILITIES OF ARCHITECTS

- Taking the employer's instructions, visiting the sites, preparing sketch designs which shall be in accordance with local governing codes/standards, regulations, etc.(including carrying out necessary revisions till the sketch designs are finally approved by the employer), making approximate estimate of cost by the cubic measurements, square meter or otherwise and preparing reports on the scheme so as to enable the employer to take a decision on the sketch designs.
- Submitting a proper PERTCHART/Bar Chart incorporating all the activities required for the completion of the project well in time i.e., preparation of working drawings, structural drawings, detailed drawings, calling tender etc. The programme should also include various stages of services to be done by the Consultants in co-ordination with the Architect
- Submitting required drawings to the Municipality and other local authorities and obtaining their approval.
- Preparing architectural working drawings, structural calculations and structural drawings, layout drawings for water supply and drainage, electrical installations, telephone installations, Air conditioning, Fire Fighting etc., detailed estimates, Market rate
- Analysis for same and all such other particulars as may be necessary for preparation of bill of quantities
- Preparing pre-qualification documents.
- Preparing detailed tender documents for various trades viz., general builders work and specialist services such as water supply and sanitary installation, electrical installation, etc., complete with articles of agreement, special conditions, conditions of contract, specification, bill of quantities, including detailed analysis of rates based on market rates, time and progress charts, etc., covering 100% activity at site.
- Preparing tender notices for issue by Bank or inviting tenders from pre-qualified/shortlisted parties on behalf of Bank, as the case may be for all trades and submitting assessment reports thereon, together with recommendations specifying abnormally high and low rated items. Preparing contract documents for all traders and getting them executed by the concerned contractors.
- The assessment report shall be based on proper analysis of rates with constants from an approved Standard Hand Book and market rates of materials and labour for major items of works costing about 90% of the estimated cost of the work.
- All commercial conditions shall be evaluated in financial terms instead of merely saying whether a condition may be accepted or not.
- When conditions are not susceptible of evaluation, the alternative procedure of calling all the tenderers for negotiation and asking them to submit a final bid based



- on the terms and conditions acceptable to the Bank may be adopted
- Preparing for the use of the employer, the contractor and site staff, 4 copies of contract documents for all trades including all drawings as are necessary for proper execution of the works.
 - Assuming full responsibility for supervision and proper execution of all works by General and specialist Contractors who are engaged from time to time, including control over quantities during the execution to restrict variation, if any to the minimum.
 - Arranging for periodical site meetings between Bank, Architects and connected Contractors, recording the proceedings and forwarding copies to Central Office and Site Office.
 - No deviations or substitutions should be authorised by the Architect without working out the financial implication, if any, to the contractor and obtaining approval of the Bank. However, where time does not permit and where it is expedient, the Architect may take decisions on behalf of the Bank, the total cost of the item/deviation should not exceed Rs.10000/-. This deviation shall be got subsequently ratified from the Bank duly justifying his action at the earliest.
 - Working out the theoretical requirement and actual consumption of cement and Steel and any other material specified for each bill.
 - Assist the employer in appointing a full time/temporary site Engineer for supervision of construction of a particular project and guiding the Site Engineer as required.
 - Checking measurements of works at site. Checking contractor's bills, issuing periodical certificates for payments, and passing and certifying accounts, so as to enable the employer to make payments to the contractors and adjustments of all accounts between the contractors and the employer. Architects shall assume full responsibility for all measurements certified by them. It shall be made mandatory on the part of the Architect to check the measurements of various items to the extent of at least 25% of each item of work claimed in each running bill.

Architect's / Consultant's certification of Contractor's Bills shall be as per the specimen format given below;

Certified that the various items of work claimed in this-----running bill/final bill by the contractors -----have been completed to the extent claimed and appropriate rates and that the items are in accordance with and fully conforming to the standard/prescribed specifications and drawings. We further certify that we have checked the measurements to the extent of ----- percent but not less than 25% of each item claimed bill. Hence, the bill is recommended for payment of Rs.--
-----.

Date:-----

(Signature of the Architect)



The Architects shall endorse the above certification in the relevant measurement Books also.

- Submitting a detailed account of Steel, Cement and any material that the employer may specify and certifying the quantities utilized in the works.
- Obtaining final building completion certificate and securing permission of Municipality and such other authority for occupation of the building and assisting in obtaining refund of deposit, if any, made by the employer to the Municipality or any such other authority.
- Appearing on behalf of the employer before the Municipal Assessor or such other authorities in connection with the settlement of the rentable value of the building and tendering advice in the matter to the employer.
- On completion of the project, prepare “as made” completion drawings of architectural, structural, water supply and drainage works, and electrical and other services along with a brief report on the project and relevant structural design calculations and submitting 4 copies of the same for the records of the employer.
- Further, the Architect shall verify and confirm that identification for the records marks are made on all service installations/cables/wiring etc. for easy identifications to carry out maintenance jobs.
- The Architects shall be wholly responsible for the successful completion of the project in all respects consistent with safety and structural stability from the inception up to the handing over for occupation to the employer.
- The Architect shall assist the Bank in all arbitration proceedings between the contractors and the Bank and also defend the Bank in such proceedings.
- The Architect shall furnish one complete set of structural designs, calculations and structural drawings for the Bank’s record.
- Architect shall assist Bank in complying with the requirements of State/Central Government authorities.
- Any other services connected with the works usually and normally rendered by the Architects, but not referred to herein above.

