

पंजाब एण्ड सिंध बैंक
(भारत सरकार का उपक्रम)
आंचलिक कार्यालय लखनऊ :
सद्गुरु टावर, सेक्टर ई, जानकीपुरम,
निकट इंजीनियरिंग कॉलेज चौराहा :
लखनऊ 226024 :
ई मेल : zo.lucknow@psb.co.in

ਪੰਜਾਬ ਅਤੇ ਸਿੰਧ ਬੈਂਕ



ਪੀ.ਐਸ.ਬੀ.

PUNJAB & SIND BANK
(A Government Of India Undertaking)
ZONAL OFFICE : LUCKNOW
Sadguru Tower, Sector E, Jankipuram,
Near Engineering College Chauraha,
Lucknow-226024
E-mail: zo.lucknow@psb.co.in

आंचलिक कार्यालय 2024-25

दिनांक -15.11.2024

EMPANELMENT DOCUMENT FOR EMPANELMENT OF CONSULTANT/ ARCHITECTS/ ARCHITECTURAL FIRM

This document consists of the following:

- (A) Notice inviting applications for Empanelment of Consultant /Architects/Architectural Firms.
- (B) General Rules and instructions to the intending applicants.
- (C) Scope, Eligibility Criteria and Related Details
- (D) Application form for Empanelment.

Last date of submission of filled in forms is -07.12. 2024

Cut off date (Experience) – 31.03.2024

Completed empanelment document shall be submitted upto the last date given in advertisement, during office hours to the office of:-

**THE ZONAL MANAGER
PUNJAB & SIND BANK
ZONAL OFFICE**

1st Floor, Sadguru Tower, Sector E, Jankipuram,
Near Engineering College Chauraha,
Lucknow (UP)-226024

PHONE: 0522-4527746 , 91405 12179

Empanelment of architects/architectural firm/consultant-Lucknow zone



(A) NOTICE FOR EMPANELMENT OF CONSULTANT/ARCHITECTS/ARCHITECTURAL FIRMS

Bank wishes to Empanel Architect/Architectural Firm under its Lucknow Zone for carrying architectural services to branches/ offices under the Zone. The eligible and interested Architects may download the form from Bank's website www.punjabandsindbank.com. The eligibility criteria shall be evaluated as on 31.03.2024. Bank reserves the rights to accept or reject any application without assigning any reasons thereof and their decision of selection will be final. Last date for submission of applications will be 07.12.2024. Preference will be given to applicants already empanelled with other Nationalised Banks.

The applicant should ensure that the application is hand delivered or by post/courier at the given address within prescribed date and time as mentioned in the advertisement. Application form for empanelment shall be submitted in sealed envelope super scribing 'Application for Empanelment architect/ Architectural Firm for Lucknow zone'.

(B) GENERAL RULES OF EMPANELMENT

- 1) Any Individual, Sole Proprietorship Firm, Partnership firm, Public Limited Company or a Private Limited Company may apply for empanelment as an Architect / Architectural Firm under these rules provided the eligibility criteria and other conditions are satisfied. The empanelled Architects must abide by all the rules made herein.
- 2) Lucknow Zone of Punjab and Sind Bank is catering to 94 branches , one currency chest , one CenMARG and one Zonal Office located in various districts of Uttar Pradesh only .

(C) EMPANELMENT PROCEDURE

- 1) Incomplete applications and applications without prescribed documents are liable to be rejected.
- 2) All pages of the document to be duly signed and sealed by the applicant.
- 3) Bank will have the right to independently verify the details furnished by the Architect/Architectural Firm and to get the works completed by the architect, inspected and / or obtain such other reports as may be considered necessary. For this purpose Bank may constitute necessary inspection team(s).
- 4) Bank may constitute necessary advisory committee(s) to go into the details furnished by the architect, reports of the inspection teams and advise the suitability of architects for registration.
- 5) If Bank finds an Architect/ Architectural Firm suitable for empanelment, it shall issue the empanelment order and list of successful applicants will be enlisted on the Bank's website..



- 6) Bank reserves the right to limit the number of architects to be empanelled and the decision of the Bank shall be final and binding.
- 7) Bank may opt for selection of an Architect through a limited design competition in case applications received are more than five (05).

(D) SCOPE OF EMPANELMENT (DUTIES AND FUNCTIONS OF ARCHITECTS)

The General Scope of work of Architects involves rendering Architectural Services for renovation of Branches/Offices/Residences, furnishing & interior decoration, civil work and rehabilitation of the buildings, electrical, air-conditioning, fire safety works etc and similar works.

The empanelment in PSB will entitle the Architect/Architectural Firm to take up any of the following works during the period of empanelment:

- 1) The Architect shall render the following services in connection with Bank's Interior furnishing/Renovation:-
 - i. Taking the employer's instructions, studying the requirements, visiting the site, preparing sketch designs which shall be in accordance with local governing codes/standards, regulations etc. and also in line with the guidelines of Bank's Uniform Furnishing Pattern (including carrying out necessary revisions till the sketch designs are finally approved by the employer), preparing cost estimates for Interior Decoration/furnishing work based on the prevailing market rates substantiated by rate analysis for major/unusual items. (Proposals for Interior Decoration/furnishing work shall be simple but elegant, consistent with functional and aesthetic requirements and shall avoid lavish and ostentatious expenditure), discussing with the employer for finalization of estimates and preparing report on the scheme to enable the employer to take a final decision on the sketch designs and estimates.
 - ii. Submitting a proper program chart incorporating all the activities required for the completion of the proposal work well in time i.e. preparation of detailed working drawings, structural drawings, calling tenders etc. The program should also include various stages of services to be done by the Architects in co-ordination with the Bank.
 - iii. Preparing detailed layout drawings for furniture, cabins, electrical installations, telephone installations, fire detection system installation, security systems, etc. and preparing detailed estimates and all such other particulars as may be necessary for preparation of bill of quantities.
 - iv. Preparing pre-qualification documents.
 - v. Preparing detailed tender documents for various trades and specialist services, etc. complete with articles of agreement, special conditions, of contract, specifications, bill of quantities including detailed analysis of rates based on market rates, time and progress charts etc.

Handwritten signatures and initials.



- vi. Inviting tenders for all trades and submitting assessment reports thereon, together with recommendations specifying abnormally high and low rated items. Preparing contract documents for all trades and getting them executed by the concerned contractors.
- vii. Assuming full responsibility for supervision and proper execution of all work by general and specialist contractors who are engaged from time to time including control over quantities and during the execution to restrict variation, if any, to the minimum.
- viii. Checking measurements of work 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. Architect shall assume full responsibility for all measurements certified by them.
- ix. The Architect shall be wholly and solely responsible for the successful completion of the work in all aspects consistent with safety and structural stability from the inception upto the handing over for occupation to the employer. Architect shall also be responsible for those defects/matters which may come at a later stage, if Bank suffers any pecuniary loss/damage due to negligence/ over sightedness of the architect, Bank will have full right to recover the lost amount from the architect.
- x. The Architect shall assist the Bank in all arbitration proceedings between the contractors and the employer and also defend the employer in such proceedings.

2) ELIGIBILITY CRITERIA:

The architect should satisfy the minimum eligibility criteria before they can be considered for empanelment.

- i. The Architects/consultants should have Graduate/Post Graduate Diploma/Degree in Architecture/Respective Branch of engineering either from India or abroad and have done considerable amount of work as a practicing Architect for a minimum period of 3 years.
- ii. The Architects/consultants should be a member of (i) Council of Architecture or (ii) Indian Institute of Architecture or (iii) Institute of Engineers or (iv) any other professional institute. For civil and furnishing works the Architect/Architectural Firm should be registered with Council of Architecture.
- iii. If the firm is a partnership firm or limited company then at least one partner/director shall be registered with Council of Architecture.
- iv. The criteria for experience shall be the completion of requisite number of works of prescribed nature and magnitude executed on independent contract basis or as an Architect/Architectural Firm during the last 5 years. (Annexure 1)
- v. The works should have been executed in same name and style in which the empanelment is sought. The balance sheet may also be submitted along with the application.



- vi. Should have successfully completed consultancy for Interior Furnishing of Bank branch of the following magnitude in the past 5 years ending current 31.03.2024.
- Three works completed each costing not less than Rs. 15 Lacs*
- or*
- Two works completed each costing not less than Rs. 18 Lacs*
- or*
- One work completed of not less than Rs.24 Lacs*
- vii. The financial soundness shall be judged based on the average annual business turnover (**in terms of consultancy fees received**) in the last 3 years. Should have had average annual business turnover of not less than Rs. 9 Lacs (in terms of consultancy fees received) in the last 3 years ending 31.03.2024.
- viii. The Architect/Architectural Firm should have in-house MEP Consultant(s) and for the Principal Architect/ Architectural Firm does not have in-house MEP Consultants; he/she may associate eligible MEP Consultant(s) and intimate the name(s) to Bank.(Annexure 2)
- ix. The Architect/Architectural firm must have a registered office (**preferably**) or local office at Lucknow . Address proof for the same should be provided with the application form.
- 3) **PAYMENT TERMS:** The payments shall be made to the Architect as per IBA guidelines.
- 4) **PENALTY: Under** any circumstance, if it is established that due to the fault of the Empanelled Architect, the Bank has to pay any extra amount due to cost overrun of the project, over measurements/faulty description of items or any other lapse on the part of the Architect, necessary recovery may be effected from the Architect fees.
- 5) **DISCIPLINARY ACTIONS:** The Architect/Architectural Firm shall have to abide by all the rules of empanelment and also by the terms and conditions of the agreement/MOU. He shall have to execute the works as per contract on time and with good quality. PSB shall have the right to suspend business with him for any period, debar or remove the name from the approved list of architects indefinitely or for a period as decided by Bank after issue of a show cause notice. Decision of Bank shall be final and binding on the architect.
- 6) **VALIDITY OF EMPANELMENT:** The empanelment will be valid for a period of three years from the date of empanelment. However, the empanelment may be revalidated, in accordance with the rules in this regard. Each revalidation shall be for a period of one year from the date of expiry of previous empanelment / revalidation. The empanelment shall be open for review by the Bank and liable to termination, suspension or any other such action at any time, if considered necessary, by the Bank after issue of due notices to the architect(s).

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- 7) **REVISION OF ABOVE RULES OF EMPANELMENT:** Bank may modify, add delete and / or change any of the above rules and the same shall be binding on all the empanelled Architects/Architectural Firms. Bank reserves its right to reject any / or all the applications without assigning any reasons whatsoever.

ZONAL MANAGER

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ऑचलिक कार्यालय १2024-25

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APPLICATION FORMAT FOR EMPANELMENT OF ARCHITECTS
STATE PREFERENCE: TAMILNADU/KERALA/KARNATAKA

| SNo | Details | Particulars |
|-----|---|--|
| 1 | Name of the application / Firm / Company | |
| 2 | (Either of the two offices MUST be in Lucknow) Registered Address: Address for communication : | |
| 3. | Contact Information Office Phone Number Residence Phone Number Mobile Number | |
| 4. | E-mail | |
| 5. | Status of the Firm | Company /Partnership /Proprietary firm/ Individual (Attach Proof) |
| 6. | Name of the Proprietor / Partners/ Director with professional Qualification (Please attach documents) | |
| 7. | Year of Establishment | |
| 8. | Registration Details Companies / Firm Registration No. & Date PAN GST Registration No Others, If any | |
| 9. | Income tax turnover of the company / firm (Please attach a copy of audited Balance Sheet and Profit & Loss Account / IT returns For three years) | 2021 – 22 -Rs. 2022– 23 -Rs. 2023 - 24 -Rs. |

Handwritten signatures and marks.

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| | | |
|-----|---|--|
| 10 | Empanelment with Government organizations / PSUs/ Public Sector Bank viz CPED, MES etc (Furnish Names, category, Registration details etc.) | |
| 11. | Field of activities (Mention based on Preference) | |
| 12. | Key Personnel details / Manpower & logistical support of the Firm. (Enclose separate sheet, if required) (Annexure 1) | |
| 13. | Details of works done in last 5 years. Please mention only those works which qualifies for Interior Furnishing work especially Bank branches (Annexure 2) | |
| 14. | Details of the works done for the Bank in last 5 years (Enclose separate sheet if necessary) other than Interior Furnishing | |
| 15. | Specify the maximum Value of work done in the FY 2023-24 (Enclose details of work in hand Annexure 3) | |
| 16. | Details of three responsible clients / persons 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 the past performance of your organization. | |

DECLARATION

1. All the information furnished by me / us here above is correct to the best of my knowledge /belief.
2. I / We have no objection if enquiries are made about the work listed by me / us in the Attached sheet / annexures
3. I / we have agreed that the decision of Punjab & Sind Bank in selection of Architect will be final and binding to me / us
4. I / We have read the instruction / 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.

SIGNATURE OF THE APPLICANT
NAME & DESIGNATION
SEAL OF THE ORGANISATION

DATE:
PLACE:

Handwritten signature and initials

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ANNEXURE-I

LIST OF KEY PERSONAL PERMANENTLY EMPLOYED

(Separate sheet can also be enclosed if required)

| SNNo. Name | Designation | Qualification | Experience | Years with the Firm | Any other information |
|------------|-------------|---------------|------------|---------------------|-----------------------|
| | | | | | |
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| | | | | | |
| | | | | | |

Place:

Date:

Signature of the Applicant

ਪੰਜਾਬ ਐਂਡ ਸਿੰਧ ਬੈਂਕ
(ਭਾਰਤ ਸਰਕਾਰ ਦਾ ਉਪਕਰਮ)
ਅੰਚਲਿਕ ਕਾਰਜਾਲਿਯ ਲਾਭਦਾਇਕ:
ਸਦਗੁਰੂ ਟਾਵਰ, ਸੈਕਟਰ ੬, ਜਨਕਪੁਰਮ,
ਨਿਕਟ ਈਜੀਨੀਅਰਿੰਗ ਕਾਲਜ ਚੌਰਾਹਾ:
ਲੁਠਕਨਾ: 226024
ਈ ਮੇਲ : zo.lucknow@psb.co.in

ੴ ਸ੍ਰੀ ਵਾਗਿਗੁਰੂ ਸ੍ਰੀ ਸ੍ਰੀ ਟਰਸਟਿ



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ਅੰਚਲਿਕ ਕਾਰਜਾਲਿਯ 2024-25

ਦਿਨਾਕ -15.11.2024

ANNEXURE-2

PARTICULARS IN RESPECT OF WORK EXECUTED

Name of the Applicant:

List of Important Works Executed by the Agency during the Last Five Years (Separate sheet can also be enclosed if required)

| Sr. No | Name of the work/project executed with address | Short description of work executed | Name and address of owner | Value of work executed | Stipulated time of completion | Date of commencement | Date of completion | If the work was delayed beyond stipulated date of completion, give reasons for the delay | Whether work was left incomplete or contract was terminated from either side, Give Details | Any other relevant information |
|--------|--|------------------------------------|---------------------------|------------------------|-------------------------------|----------------------|--------------------|--|--|--------------------------------|
| | | | | | | | | | | |
| | | | | | | | | | | |

Note:-Copies of the Agreement/MoU/Completion Certificate to be enclosed

Place:

Date:

Signature of the Applicant

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आंचलिक कार्यालय 12024-5

दिनांक -15.11.2024

ANNEXURE-3

PARTICULARS IN RESPECT OF WORK IN HAND

(Separate sheet can also be enclosed if required)

List of Important Works in Hand/ in Progress

| S. No | Name of the work/project executed with address | Short description of work executed | Name and address of owner | Value of work executed | Stipulated time of completion | Status Of Work | If the work was delayed beyond stipulated date of completion, give reasons for the delay | Any other relevant information |
|-------|--|------------------------------------|---------------------------|------------------------|-------------------------------|----------------|--|--------------------------------|
| | | | | | | | | |
| | | | | | | | | |

Note:-Copies of the Agreement/MoU to be enclosed

Place:

Date:

Signature of the Applicant