

ਪੰਜਾਬ ਏਂਡ ਸਿੰਧ ਬੈਂਕ
(ਭਾਰਤ ਸਰਕਾਰ ਕਾ ਉਪਕਰਮ)
ਅਧਿਕਾਰਕ ਕਾਰਜਾਲਯ
ਹਾਲ ਬਾਜ਼ਾਰ, ਅਮ੍ਰਿਤਸਰ-143001
ਦੂਰਭਾਸ਼ : 0183-5057500
ਈ-ਮੇਲ: zo.amritsar@psb.co.in

ੴ ਸ੍ਰੀ ਵਾਗਿਗੁਰੂ ਜੀ ਕੀ ਫ਼ਤਹਿ



PUNJAB & SIND BANK
(A Government Of India Undertaking)
Zonal Office
Hall Bazaar, Amritsar-143001
Phone: 0183-5057500
E-mail: zo.amritsar@psb.co.in

Ref: ZO/ASR/GA/2022-23

DATED: 21/11/2022

**EMPANELMENT DOCUMENT FOR EMPANELMENT OF
ARCHITECTS/ARCHITECTURAL FIRM**

This document consists of the following:

- (A) Notice inviting applications for Empanelment of 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 - 12 DEC 2022

APPLICATION FEE OF Rs.3000/- (NON REFUNDABLE)

Cut off date (Experience) – 31.03.2022.

ZONAL MANAGER
Punjab & Sind Bank,
Zonal Office, Hall Bazaar,
AMRITSAR
Ph. 0183 - 5057500

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**NOTICE FOR EMPANELMENT OF
ARCHITECTS/ARCHITECTURAL FIRMS**

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 have to abide by all the rules made herein. The eligible and interested Architects may download the form from the website. The eligibility criteria of applicants shall be evaluated as on cut-off date (i.e. 31.03.2022). The bank reserves the right to accept any or all the applications without assigning any reasons there of and their decision of selection will be final.



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:

- (A) The Architect shall render the following services in connection with Bank's Interior furnishing/Renovation:-
- (a) 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.
 - (b) 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.
 - (c) 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.
 - (d) Preparing pre-qualification documents.
 - (e) 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.
 - (f) 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.
 - (g) 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.



- (h) 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.
- (i) 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.
- (j) The Architect shall assist the Bank in all arbitration proceedings between the contractors and the employer and also defend the employer in such proceedings.

B) 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. 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.

C) PAYMENT TERMS:

The payments shall be made to the Architect as per IBA guidelines.



D) PENALTY

Under any circumstance, 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 frp, the Architect fees.

E) 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.

F) 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).

G) 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



(A) **APPLICATION FORMAT FOR EMPANELMENT OF ARCHITECTS**

Sr. No	Details	Particulars
1	Name of the application / Firm / Company	
2	Registered Address: Address for communication	
3.	Contact Information Office Phone Number Residence Phone Number Mobile Number	
4.	Fax:	

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	E-mail	
5.	Status of the Firm	Company partnership Proprietary firm Individual (Attach Proof)
6.	Name of the Proprietor / Partners/ Director with professional Qualification (If any)	
7.	Year of Establishment	
Sr.No	Details	Particulars
8.	Registration Details Companies / Firm Registration No. & Date	

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	Sales Tax Registration No, income Tax PAN, TIN: VAT/GST No. Service Tax 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)	2019 – 20 -Rs. 2020 – 21 -Rs. 2021 - 22 -Rs.
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)	
13.	Details of works done in last 5 years. Please mention only those works which	

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	qualifies for Interior Furnishing work	
14.	Details of the works done for the Bank in last 5 years (Enclose separate sheet if necessary)	
15.	Specify the maximum Value of work done in a year	
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.	
17.	Details of Application Fee	DD No. Date: Issuing Bank / Branch

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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 agree 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.

DATE:

**SIGNATURE OF THE APPLICANT
NAME & DESIGNATION**

PLACE:

SEAL OF THE ORGANISATION