



Corporation Bank

(A Premier Public Sector Bank)

Zonal Office Ludhiana

SCO – 16, Sec – 32A, Chandigarh Road,
Ludhiana – 141010

EMPANELEMNT OF ARCHITECTS/ CONSULTING CIVIL

ENGINEERS FOR CORPORATION BANK,

ZONAL OFFICE LUDHIANA ,

APPLICATION DOCUMENT

Date of Issue of Application	From 17/12/2015 to 02/01/2016 upto 12.00 Noon
Last Date for submission of Application	Before 3.00 p.m. on 02/01/2016
Date of opening of Application	At 4.00 p.m. on 04/01/2016
Application Cost (Non-refundable)	Rs.500.00 by DD payable to Corporation Bank at Ludhiana

CORPORATION BANK, PREMISES DIVISION, LUDHIANA

1. NAME AND ADDRESS
OF THE PERSON
RECEIVING THE APPLICATION :

2. DATE OF ISSUE :

3. SIGNATURE WITH SEAL
OF THE PERSON
ISSUING THE APPLICATION :

Date:

From,

To,

The Assistant General Manager,
Corporation Bank Zonal Office Ludhiana
SCO – 16, Sec – 32A, Chandigarh Road,
Ludhiana – 141010

Dear Sir,

Sub: -- Empanelment of Architects/ Consulting Civil Engineers in your Bank

I / we have read and understood the press notice/notice in the Corporation Bank's website including Instructions and other conditions given in the application form. I am/ we are hereby submitting my/ our application for empanelment as Architect/ Consulting Civil Engineers in your Bank. I / we do hereby declare that the information furnished in the Proforma application and supplementary sheets is correct to the best of my/ our knowledge and belief. I / we have signed on the bottom of all the pages submitted by me/ us.

Thanking You,

Yours faithfully,

Signature of the applicant(s):

Name:

Designation

Place:



CORPORATION BANK
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**APPLICATIONS FOR EMPANELMENT OF
ARCHITECT / CONSULTING CIVIL ENGINEERS.**

Sl No	Description	To be filled by the Applicant
1	Name of the Person/Organization/Firm	
2	Complete Postal Address (Enclose Address proof)	
	Telephone numbers (landline)	
	Fax numbers	
	Mobile numbers	
	e-mail address	
	Address of Branches (if any)	
3	Professional and Academic Qualifications (enclose copies of Certificates) <i>The Applicant should have minimum graduation in Architecture, Civil Engineering with 5 years and above experience in designing Bank, residential and commercial related civil/ interior works.</i>	

4	Year of Establishment and Experience (Enclose necessary proof- minimum 5 years experience)	
5	Status of the Firm i) company ii) Partnership iii) Proprietorship	
6	Name of Directors/Partners/Proprietor	i) ii) iii)
7	Give the names of persons responsible for signing documents such as Contract Agreement, Correspondence etc.	
8	Whether registered with the Registrar of Companies/Registrar of Firms. If yes, mention Registration number and date. (Enclose copy of registration Certificate)	Yes/No
9	Whether an assesses of Income Tax. If yes, mention permanent account number. (Enclose copies of PAN Certificate and Income Tax Clearance Certificate>Returns)	Yes/No
10	Whether registered with Central Excise Department for payment of Service Tax. If yes, give registration Number and date. (Enclose copy of Registration Certificate)	

	If not mention the reason for the same.	
11	Give consolidated annual financial business turnovers of the firm for the immediate last three years (year wise) in lakh rupees. (Enclose copies of audited Balance Sheets and Profit & Loss Accounts)	2012-13 2013-14 2014-15
12	If you are registered in the panel of other organizations/Banks, Financial Institutions, PWD etc., furnish their names, category and date of registration. (Enclose necessary proof)	i) ii) iii)
13	Whether you/staff member registered with Indian institute of Architects, Council Of Architects, Institutions of Engineers, or any others If yes, furnish details. (Enclose copies of related certificates).	
14	Whether willing to offer you're services for all Branches/Offices coming under Ludhiana Zone If No, then specify the geographical area/districts.	
15	Whether Architecture/Consulting Engineer is your mainstream profession/Business or a side-business. If it is a sideline business, attach No Objection Certificate from the mainline employer.	
16	Are you conversant with the Guidelines, Directions, Observations and regulations of Central Vigilance Commission regarding Bank furnishing/renovation Works?	
17	Are you conversant with the guidelines of the Indian Banks' Association regarding Furnishing works?	

18	Are you conversant with the local building Byelaws, rules and regulations?	
19	Furnish name, designation and address with telephone of three responsible persons who will be in a position to certify about the quality as well as the past performance of your firm.	1. 2. 3.
20	Do you have any relative who is working in Corporation Bank? If yes, furnish name, designation and name of the branch/Office in which presently working.	
21	Furnish the Professional charges expected by the applicant (Mention your charges as a percentage of actual cost of works. Please keep in mind the duties listed in the Annexure). : (Please note that quoting of professional charges is NOT the criteria for Empanelment and Bank may ultimately decide the said charges as per the scales prevailing in the Bank.	Up to Rs.1.0 lakhs
		Above Rs.1.0 Lakh
24	Furnish the professional charges expected by the applicant for the services in assisting the Bank to purchase Bought-out items such as Sofa, Chairs Table and other furniture Fittings etc. Mention your charges as percentage of actual cost of Equipments/goods.	

ENCLOSURE 1: DETAILED DESCRIPTION AND VALUE OF WORKS DONE FOR OTHERS.

Details of work done for clients other than Corporation Bank in the descending order of the Value of Work. (Enclose copies of supporting documents)						
Sl NO	Name of Client	Nature of work	Value of work	Professional charges received	Duration of completion	Date of completion
1						
2						
3						
4						
5						
6						

Signature of the Applicant with seal

ENCLOSURE 2: DETAILED DESCRIPTION AND VALUE OF WORKS DONE FOR CORPORATION BANK

Details of work done for Corporation Bank in the descending order of value of Work. (Enclose copies of supporting documents)						
Sl NO	Name of Client	Nature of work	Value of Work	Professional Charges received	Duration of completion	Date of completion
1						
2						
3						
4						
5						
6						
7						

Signature of the Applicant with seal

ENCLOSURE 3: DETAILED DESCRIPTIONS OF PERSONS EMPLOYED

Details of key technical persons employed by you					
Sl No	Name of Person	Designation	Qualification	Total experience	Experience with your firm
1					
2					
3					
4					

Signature of the Applicant with seal

DECLARATION

1. The above particulars furnished by me/us are true and correct.
2. The duties/functions expected to be performed by me/us as per are clearly understood by me/us.
3. I/We agree to execute necessary agreement for any work entrusted/to be entrusted to me/us at the appropriate time and I/we also agree to bear all expenses towards executing the agreement.
4. I have enclosed certified Xerox copies of all required documents sought for in the application.
5. I/We understand that Bank reserves the right to accept, negotiate, reject my/our application without assigning any reasons, whatsoever, and the decision of the Bank shall be final and binding on me/us.
6. I / We would like to state that, in the event it is established that I / We are involved in unfair practices including false/distorted reports, which ultimately lead to distressed assets to Bank, my / our empanelment in the Bank will be terminated. In addition to the removal from the panel of your Bank you may approach concerned professional body with complaint of misconduct against me / us.

Place:

Date:

Signature(s)

DUTIES / FUNCTIONS OF EMPANELLED ARCHITECTS / CONSULTING CIVIL ENGINEERS

The Architect shall render the following services in connection with the empanelment.

1. The architects / consultants are to provide design and specifications for Construction of strong room and supervise construction thereof.
2. To take joint measurement of carpet area of the Bank's premises.
3. To co-ordinate the activities of various suppliers of assets like generator, phone, EPABX, security alarm, rolling shutter, collapsible gate, etc.
4. To visit sites on instruction of Head Office (HO). Prepare sketch design which should be in accordance with local governing codes/standards, regulations etc. (including carrying out necessary revisions till the design are finally approved by the competent authority)
5. To prepare estimate of cost along with measurements of work.
6. To submit a proper Pert Chart incorporating all the activities required for the completion of the project well in time i.e. preparation of working drawing, structural drawings, detailed drawings, calling of tenders etc. The program should also include various stages of services to be provided by other consultants prepared in consultations with those and the Premises Division, HO.
7. To prepare estimate for interior decoration work based on the prevailing market rates substantiated by the rate analysis for major/unusual items.

8. To submit required drawings to the municipality and other local authorities and obtaining their approval/sanction/commencement certificate/conversion certificate for site/building plan approvals/completion certificate etc.
9. To prepare pre-qualification documents for empanelling of contractors and examining the details of responses received from the prospective contractors and help HO to select suitable contractors for empanelment.
10. To participate in opening of tenders, to prepare comparative study of tenders received after analysis of rates and submit assessment report there on together with recommendations specifying abnormally high and low rated items, participate in the negotiations with the contractor whose rates are accepted by the HO/Branch and submit recommendation on the basis of tenders received from the contractors after negotiation of rates with tenders received from the contractors after negotiation of rates with enterers to enable the competent authority to take a decision.
11. The architect should prepare landscape drawings. The architects should furnish one complete set of structural designs, calculations and structural drawings for the Bank's record.
12. To visit the site of construction/repairs/renovations/furnishing at least once in 10 days or more frequently, to supervise work in progress at the branch by site visits and proper execution of all works by general and specialists contractors who are engaged from time to time, including control over quantities during the execution to restrict variation, if any, to the minimum and to issue instructions/guidelines to the engaged contractor and his site staff till his next visit.
13. To appear on behalf of the Branch /HO (BE&SSD) before municipal assessor or such other authorities in connection with the settlement of ratable value of the building for municipal tax purpose and tendering advice in the matter to the Branch /HO (Premises Division).
14. The architect is shall be wholly responsible for the successful completion of the project in all respects consistent with tenders accepted, work order, drawings, designs, approved sketches, safety and structural stability from the inception up to the handing over for occupation to the employer.

15. He should also consider all aspects of environmental protections and where necessary he should obtain necessary permission from controlling authorities of environmental pollution of respective areas.
16. The architect should not, at any stage, accept any change of specifications of materials being used in the project from the contractor or on his own change the specification, design structure of the project under whatever circumstances without written sanction/approval from the competent authority of the bank. All extra items of such variations/additions/alterations should be tendered if the contractor all ready who is already working on the project is not willing to undertake the work.
17. To prepare and submit a confidential report on the project and the contractor's work including delinquencies by contractor.
18. To assist the Bank in all arbitration proceeding between the contractor and the Bank and also defend the Bank in such proceedings.
19. To supervise all cases of repair/renovation/addition/painting etc. of all existing own or leased buildings of branches /HO, when referred to them by the bank for estimates, drawings, tenders, etc. as outlined above and ensure complete supervision of the work till the end of the projects.
20. To assist the Bank in all Vigilance proceedings of Central Vigilance Commission if any.

Signature of the Applicant with seal

TERMS AND CONDITIONS

1. After empanelment any change in the Address has to be informed to the Bank in time.
2. This empanelment will be normally for a period of 3 years. However Bank reserves its right to update the panel at any time it deems fit.
3. Bank will have the right to negotiate with the applicants regarding their professional charges even though they have mentioned the expected percentage in the application.
4. The selected Consultant will have to coordinate with different Agencies for the smooth execution of the work. They have to also comply with the directions that will be given by our Security and Information Technology Divisions.

GUIDELINES FOR FILLING THE APPLICATION

1. Application can be downloaded from the Bank's website **<http://www.corpbank.com>** Those who are downloading from the Website have to enclose a Demand Draft for Rs.500/- drawn in favor of Corporation Bank and payable at Mangalore.
2. Application can also be obtained from the Head Office on payment of Rs.500/- by means of Demand Draft in favor of Corporation Bank and payable at Mangalore.
3. Completed application along with all required supporting documents have to be enclosed in Envelope and superscripted as "Application for empanelment of Architect/Consulting engineers for Circle Office" and has to reach/submit the Head Office on or before
4. Applicants should not make any change/alteration to any of the clause of the Application. It will make the applicant disqualified.
5. Bank will not be responsible for any loss of application either in transit or otherwise and for non-receipt of the same in time. Hence applicants are advised to ensure that the completed application reach us in time.

Place:

Date:

Signature(s)