

APPLICATION FOR PROJECT ARCHITECTS / CONSULTANTS

Name of the Applicant: M/s.

Opening date of Application : 23.10.2021

Last date of submission: 30/10/2021

Central Bank Of India  
Zonal Office, Kolkata

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## Application for Project Architect / consultants

- 1.0 Central Bank of India Zonal Office, Kolkata is coming up with major civil/ repair / rehabilitation work.
- 2.0 Applications are invited for empanelment of experienced, reputed and competent architect / consulting firms in the following categories :-

### **Structural Civil/Repairs/Rehabilitation work at Central Bank of India own Zonal Office Building located at 33-NS Road, Kolkata-01**

- b) Projects/work costing up to Rs.1.00 Cr and above
- 3.0 Architect / consultant shall apply for in prescribed format. which can be down loaded from the web site.

### **The criteria for selection of Architects shall be as per IBA Guidelines as under:-**

- The Architects/consultants, who are already working with the Bank to be considered.
  - Persons who have Graduate/Post Graduate Diploma in Architecture /respective branch of engineering either from India or abroad and/or have done considerable extent of work as architect for a period of more than five years to be considered.
  - Members of Council of Architecture & AIIA/Institution of Engineers for consultancy or any other professional institutes.
  - Members of Council of Architecture or any other professional institute.
  - As minimum criteria for empanelment, consultants/architects should have successfully executed at least one work of similar nature of comparable magnitude/value in the past five years.
- 3.1 The architects/ consultants should have PAN & GST Tax nos.
  - 3.2 The firm must executed work for foreign / private / public sector banks or public / private sector organization
  - 4.0 The Bank reserves the rights to accept or reject any application.
  - 5.0 Completed eligibility document shall be submitted up to the last date given in advertisement, during office hours to the office Asst General Manager, **Central Bank of India, Zonal Office at 6<sup>th</sup> floor on /before 30.10.2021**

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To,

**Asst General Manager,  
Central Bank of India,  
Zonal Office, 6<sup>th</sup> floor**

Ref: **Application for Project architect / consultant.**

Dear Sir,

I / we have read and understood the instructions and the Terms & Conditions mentioned in the application form. I / we do hereby declare that the information furnished in the application and the supplementary sheets are correct to the best of my knowledge and belief.

Signature of applicant with seal

Name:

Address:

Place

Date:



**List of Documents to be enclosed with application form.**

1. Status of the Firm / Registration certificate / Memorandum of association
2. I. Tax. Clearance certificate.
3. Profarma-I
4. Profarma-II
5. Proforma-III
6. Photograph (CD) of major work executed.
7. Letters of owners / organizations informed in Proforma I having completed the projects satisfactorily.
8. 5 years balance sheet.
9. Copy of power of attorney (wherever applicable)
10. **Applicant should bid Financial bid in terms of percentage of Project cost in a separate sealed envelope.**
11. Process of application involves as Two bid tender as One close envelope for technical bid, another sealed envelope for financial bid as mentioned is point no. 10. Both envelope in to be placed in one closed envelope ant to be submitted to Asst General Manager ( 6<sup>th</sup> floor,Zonal Office, Central Bank Of India, 33 NS Road, Kolkata- 700001 ).

PROFORMA -1  
PARTICULARS IN RESPECT OF WORK EXECUTED

Sr.No	Name of the work/ project executed with address	Short description of work executed	Name and address of owner	Area and value of building / work executed	Stipulated time and date of completion	Actual time and date of completion	Any other relevant information
1							
2							
3							

Signature of the Applicant

PROFORMA-2  
LIST OF KEY PERSONAL PERMANENTLY EMPLOYED

Sr. No.	Name	Designation	Qualification	Experience	Years with the Firm	Any other information

Signature of the Applicant

PROFORMA -3  
PARTICULARS IN RESPECT OF WORK IN HAND

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	Status Of Work	Any other relevant information
1							
2							
3							
4							
5							
6							
7							

Signature of the Applicant



## SCOPE PF WORK:

- ✓ Preparation of Estimate as and when required during Ongoing Work till the completion of the work.
- ✓ Preparation of Tender as per Bank's Requirement.
- ✓ Tendering Process as per CVC Guidelines.
- ✓ Preparation of Comparative Sheet after Opening of Tenders after checking calculations. Submission of the same with due Certificate.
- ✓ Monitoring and Supervision of Work.
- ✓ Regular Site Visits.
- ✓ Maintaining Site Visit Register.
- ✓ Ensuring of rectifications of any Shortcomings.
- ✓ Meetings as and when required.
- ✓ Ensuring the Branch, Make of all materials to be used as per Tender.
- ✓ Inspection/ Verification of the work.
- ✓ Verifications of Bills of the Contractor.
- ✓ Issuing Verification Certificate time to time.
- ✓ Ensuring of Testing of Civil Construction Material Time to Time.
- ✓ Ensuring completion of whole work within stipulated period of time with quality and specification as per Bank's norms, Terms and Condition and Tender clause.