



MAHARASHTRA GRAMIN BANK

(A Scheduled Bank established by Govt. of India.)
Sponsor Bank : Bank of Maharashtra

RFP NO GAD012023-24



**MAHARASHTRA GRAMIN BANK
HEAD OFFICE: WALUJ MAHANAGAR,
AURANGABAD (M.S.)**

**APPLICATIONS FOR EMPANELMENT OF
ARCHITECTS**

LAST DATE FOR SUBMISSION OF APPLICATIONS: 10.05.2023 (5.00 p.m.)

**AT
HEAD OFFICE: PLOT NO 42, GROWTH CENTER, NAGAR- IV, CIDCO WALUJ
MAHANAGAR, GOLWADI, AURANGABAD - 431010**

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EMPANELMENT OF ARCHITECTS

Maharashtra Gramin Bank, a leading Regional Rural Bank in Maharashtra State, having its Head Office at "Plot No.42, Gut No.33(Part), Village Golwadi, Growth Centre, Waluj, Mahanagar 4, CIDCO, Aurangabad -431010" with network of 421 Branches spread over 17 Districts of Maharashtra State including entire Marathwada and Khandesh Regions, Nasik, Pune, Ahmednagar, Thane, Raigad and Palghar Districts along with 7 Regional Offices at Aurangabad, Beed, Latur, Nanded, Nashik, Parbhani and Thane is in process of preparing panel of Architects.

Applications are invited for preparing the panels of Architects. The Empanelment will be for the period of 03 years i.e. up to 31.03.2026.

Interested Architects may apply for empanelment process. Formats of application forms, Eligibility Criteria, terms and Conditions for submission of applications and other information may be collected from any one of the 7 Regional Offices listed above or can be downloaded from the Bank's website **www: mahagramin.in**

Last date of submission of applications is **10.05.2023 (up to 5.00 P.M.)**. Applications shall be submitted only to Head Office, Aurangabad.

Already empaneled parties shall also apply a fresh. Bank reserves right to accept or reject any or all applications without assigning any reason thereof.

Date: 12.04.2023

Place: Aurangabad

Sd/-

General Manager (C)
Head Office: Aurangabad

Applicants must have sound financial status, with adequate experience in the respective line of business.

The minimum year wise average sale for the last three years shall be as under:

Sr. No.	Service Provider	Average minimum works done per year for last three years
1	Architects	Rs.5.00 lakhs/year

Establishments with less than the minimum sales and experience need not apply. Applications with inadequate experience are liable for rejection. Architects who are currently on the Bank's panel shall also have to apply for fresh empanelment. Details about terms and conditions, formats for applications are also available on our website: [www:mahagramin.in](http://www.mahagramin.in)

1. Last date for collecting forms from our Regional Offices (contact details available on website): **10.05.2023 till 5.00 p.m.**
2. Last date for submission of completely filled in forms to GAD, Head Office, CIDCO, Aurangabad: **on or before 10.05.2023 till 5.00 p.m.**

Applications received after the last date and time of submission are liable for rejection. The Bank reserves the right to accept/reject any or all the applications without assigning any reason thereof. Empanelment does not confer any right on any of the Contractor/Professional to receive invitation to bid for works at a later date.

Date: 12.04.2023

Sd/-
General Manager (C)
Head Office: Aurangabad

TERMS & CONDITIONS FOR EMPANELMENT

1. Sealed applications in prescribed form are invited up to 10.05.2023 till 5.00 p.m. for empanelment of Architects. Incomplete applications will be rejected without further reference.
2. Empanelment list will be prepared for the period of 3 years i.e. up to 31.03.2026
3. **ELIGIBILITY:**
 - 3.1 **Architects:** The Architect/firm shall be registered with the Council of Architectures. Minimum experience of 05 years with any nationalized Bank is necessary with average Rs.5.00 lakh income per year for the last 03 years from the Consultancy charges.
 - 3.2 Firms having 5 years and above experience of actual work done in Banking sector having turn over above Rs. 10.00 Crore may also apply.
 - 3.3 The Architect/firm should have their operational office/offices in the Bank's working any of the 17 districts.
 - 3.4 Architects/Firms disqualified earlier by any Bank are not eligible to apply.
4. The Bank reserves the right to empanel any Architect and to cancel the empanelment of any Architect at any time, without giving any notice and any reason.
5. Submission of the application does not confer any right on any applicant for empanelment.
6. The decision of the Bank on all the matter connected with or incidental to empanelment shall be final and binding on all and shall not be called in question on any ground.
7. Bank reserves right to call for any information and record and inspect the premises of any applicant before as well as during empanelment.
8. The application can be downloaded from the website **www: mahagramin.in** of the Bank
9. Information called for against each item should be furnished in full.
10. Latest Income tax assessment orders/Sales tax assessment certificates, balance Sheets, P/L A/cs about the performance of the firm for last 3 years should be forwarded along with applications.
11. Details of experience in the respective field should be enclosed.
12. Details of such Contracts undertaken in the past, present status of such contracts along with the copies of award of contract, duration of contract certificate of appreciation if any, and reasons if the contracts are discontinued shall be furnished.
13. The contractor has to give the undertaking that he will obtain all the relevant and necessary licenses/permissions required for the supply /services.
14. Details of registration as per shop and establishment act shall be furnished.
15. Details with Municipal Corporation to run the shop shall be furnished.
16. Details of registration with Tax authorities (including LBT) shall be furnished.
17. List of Empaneled Architects will be prepared and conveyed to the concerned in due course. No separate correspondence will be entertained in this regard
18. **The Firm shall have the GST registration, without which the application will not be considered**
19. **Shop act license or required documents as applicable to various service providers/vendors shall be submitted with the application**

COVERING LETTER (To be given on letter head of the firm)

To,
The Chief General Manager,
Maharashtra Gramin Bank,
Head Office, Plot No.42, Gut No.33(Part),
Village Golwadi, Growth Centre, Waluj Mahanagar-4,
CIDCO, **AURANGABAD- 431 010**

Sub: Empanelment of Architects

Ref: Empanelment notice published in daily Newspaper on date: 15.04.2023

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In response to the above Notice, I /We hereby submit my/our application in the required format along with ANNEXURE-I to ANNEXURE VI and declaration.

I/We have adhered to the requirements prescribed by the Bank. I /We have carefully gone through the guidelines/terms and conditions and prescribed format carefully and I /We accept the same without any alterations/modifications.

I /We am/are also aware that the Bank reserves the right to accept or reject any or all applications without assigning any reason/s thereof and decision taken by the Bank in this regard will be binding on me/us.

Yours faithfully,

Signature with Seal of the Architect

Date:

Application format for Empanelment of Architect with Maharashtra Gramin Bank, Head Office, Aurangabad

APPLICATION FORMAT FOR ARCHITECTS:

1	Name of the Firm/Organization			
	Registered Office			
	Address			
	Telephone No.			
	Fax No.			
	E-mail ID (to be furnished Compulsory)			
2	Year of Establishment			
3	Status of the Firm (whether Company/Partnership Firm/Proprietary)			
4	Name and qualifications* of Directors/Partners/Proprietor	Name	Designation & Qualification	Mobile No.
	* Minimum qualifications-B Arch (1 st class)			
5	Whether registered with:			
	a) Registrar of companies/Registrar of firms. If so mention number & date (Also enclose copy of Registration/Article and Memorandum of Association)			
	b) Indian Association of Architects/Council of Architects? (give Registration No. and attach copy herewith)			
	c) Whether empaneled with MGB/Bank of Maharashtra/Other PSBs etc. Furnish their names, class and date of registration (attach copy of registration if any)			
6	Name of Bankers (if any)	Name of Bank: Name of Branch: Phone No: Contact person's phone No:		
7	Satisfactory evidence: (To indicate financial capacity)	Year	Turnover Rs. In lakhs	Profit (Amt in lakhs)
		31.03.2021		
		31.03.2022		
		31.03.2023		
		Certified copies of last 3 years balance sheet, Profit & loss A/C, IT returns be submitted		
8	Registration with Tax Authorities			

	i) GST No.(Compulsory)	
	ii) Income Tax (PAN) No.	
	iii) EPF Reg. No (if applicable)	
	iii) ESI Reg. No. (if applicable)	
	iv) TIN/VAT No.	
	v) WCT reg. No. (if applicable)	
9	No. of years of experience in the field. Mention fields of activities (Minimum experience 5 Years)	
10	Whether ISO Certified? Furnish details	
11	Detailed description and value of works done and works on hand in last 5 years from MGB/Bank of Maharashtra and other Nationalized Banks (as per Annexure I & II attached)	
12	List of important/major works on hand from MGB/Bank of Maharashtra and other Banks (as per Annexure III & IV attached)	
13	Whether any Civil suit/Litigation arisen in the projects executed during last 10 years/being executed now. If yes, please furnish details	
14	Key personnel employed (as per Annexure V)	
15	Infrastructure of the firm viz. office space, office equipments(as per Annexure VI attached herewith)	
16	Whether related to any staff member of Maharashtra Gramin Bank. If yes, please mention details	
17	Please submit reference with address and contact numbers of two persons for whom you have executed similar works of importance, who may be directly contacted by the Bank about the ability, competence or capability	
18	List of clients; Names, Address & Contact nos.	
19	Any other information	

Note: Where copies are required to be furnished, these should be certified copies preferably by the concerned agencies or Govt. Officer.

In case the applicant intends to give further /more information, please attach separate sheet/s

Signature and Seal of the Applicant

Requirements:

Architects should be practicing in their respective fields with more than 5 years' experience
Architects on panel of especially MGB/Bank of Maharashtra and others PSBs are preferred. Architect should have successfully completed projects worth Rs. 50.00 lakhs and more till date and documentary evidence in support of this must be submitted.

ANNEXURE – I

PARTICULARS OF WORK EXECUTED FOR MGB/BANK OF MAHARASHTRA AND OTHER PUBLIC SECTOR BANKS AS CLIENT

Sr. No.	Name of Work/Project executed with name & address of the client Bank	Short description of work	Name & Address of Owner/Consultant	Value of work executed	Stipulated time of completion	Actual time of completion	Copy of work order & completion certificate from the Bank
1	2	3	4	5	6	7	8

Signature of Applicant

Note: The list is to be substantiated with the documentary evidence such as work order and completion certificates in absence of which the application is liable to be rejected. Other works should be mentioned on separate sheet/s

ANNEXURE – II

PARTICULARS OF WORK EXECUTED FOR OTHER CLIENTS (GOVT. OFFICES)

Sr. No.	Name of Work/Project executed with name & address of the client	Short description of work	Name & Address of Owner/Consultant	Value of work executed	Stipulated time of completion	Actual time of completion	Copy of work order & completion certificate from the Client
1	2	3	4	5	6	7	8

Signature of Applicant

Note: The list is to be substantiated with the documentary evidence such as work order and completion certificates in absence of which the application is liable to be rejected. Other works should be mentioned on separate sheet/s

ANNEXURE – III

PARTICULARS OF WORKS ON HAND FROM MGB/BANK OF MAHARASHTRA AND OTHER PUBLIC SECTOR BANKS AS CLIENT

Sr. No.	Name of Work/Project executed with name & address of the client Bank	Short description of work	Name & Address of Owner/Consultant	Value of work executed	Stipulated time of completion	Actual time of completion	Copy of work order from the Bank
1	2	3	4	5	6	7	8

Signature of Applicant

Note: The list is to be substantiated with the documentary evidence such as work order and completion certificates in absence of which the application is liable to be rejected. Other works should be mentioned on separate sheet/s

ANNEXURE – IV

PARTICULARS OF WORKS ON HAND FROM OTHER CLIENTS (GOVT. OFFICES)

Sr. No.	Name of Work/Project executed with name & address of the client	Short description of work	Name & Address of Owner/Consultant	Value of work executed	Stipulated time of completion	Actual time of completion	Copy of work order from the Client
1	2	3	4	5	6	7	8

Signature of Applicant

Note: The list is to be substantiated with the documentary evidence such as work order and completion certificates in absence of which the application is liable to be rejected. Other works should be mentioned on separate sheet/s

ANNEXURE- V
KEY PERSONS PERMANENTLY EMPLOYED

Sr. No.	Name	designation	Qualifications	Experience	Years with the firm	Name of Project handled	Indicate special expertise if any	Any other information

Signature of the Applicant

Note: Information has to be filled up specifically in this format only. Please do not write as per attached sheet/s as per brochure

ANNEXURE – VI

DETAILS OF INFRASTRUCTURE IN OFFICE

Sr. No.	Items	Numbers	Details
1	Address of the Office		
2	Office premises, area etc. in sq. ft. (own/Leased)		
3	Fax/M/C		
4	Telephone		
5	Other Instruments		
	Plant & Machinery		
6	Software used for planning, estimating, execution, supervision etc.		
7	Reference Books used for estimates/rate analysis etc.		
8	Subscription to magazines, journals, institutes of technical nature		
9	Any other information		
10	Investment in total set up		
11	Manpower (Purpose wise separately)		

Signature of the Applicant

Note: Information has to be filled up specifically in this format. Please do not write as per attached sheet/s as per procedure

LIST OF DOCUMENTS TO BE ENCLOSED:

1. Registration of the firm under shop Act
2. Registration with Council of Architect (for Architects)
3. Proprietorship Proof /Partnership firm: Deed of partnership
4. Educational/Professional qualification Certificate
5. Experience certificate especially in Banking
6. Address proof of firm /Contractor
7. Article of Association (In case of Pvt. Ltd. Co.)
8. Memorandum of Association (In case of Pvt. Ltd. Co.)
9. Certificate of Incorporation (in case of Pvt. Ltd Co.)
10. Aadhar Card of the Contractor
11. Income Tax return copies for last three years

Other Supportive documents to be submitted:

-
- A. GST Registration copy
 - B. PAN Card copy of Owner/Firm
 - C. LBT registration copy
 - D. Service Tax Certificate copy

DECLARATION

I/We hereby declare as under:

1. I/We have read the instructions appended to the proforma and I/We understand that if any false information is detected at a later date any future contract made between me/ourselves and the Bank, on the basis of the information given by me/us can be treated as invalid by the Bank and I/We will be solely responsible for the consequences.
2. I/We agree that the decision of Maharashtra Gramin Bank in selection of Architects will be final and binding to me/us
3. All the information furnished by me/us hereunder is correct to the best of my/our knowledge and belief.
4. I/We agree that I/We have no objection if enquiries are made with my/our clients for whom I/We have worked & details of these work executed are listed by me/us in the accompanying sheets.
5. I/We agree that I/We have not applied in the name of sister concern for the subject empanelment process.

Place: _____

Date: _____

**Signature/s of applicant/s
With Seal of firm**