

प्रथमा बैंक  
मुख्य कार्यालय  
रामगंगा विहार, फेज-2  
मुरादाबाद-244001 (उ०प्र०)



Prathama Bank  
Head Office  
Ram Ganga Vihar Phase-II  
MORADABAD-244001(U.P.)

**PREMISES & MAINTENANCE DEPARTMENT**

**APPLICATION FOR SELECTION OF ARCHITECTS**

Issued to \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Last date for submission:

Application in duplicate  
to be addressed to:

The General Manager, Prathama Bank,  
Premises & Maintenance Deptt.,  
Head Office, Ram Ganga Vihar Phase –II  
Moradabad-244001 (U.P.)

Type of services proposed to be offered \_\_\_\_\_

I/We have read and understood the instructions and the terms and conditions contained in the advertisement appeared in \_\_\_\_\_ dt. \_\_\_\_\_ and in the application form. I/We do hereby declare that the information furnished in the application and in the supplementary sheets from pages \_\_\_\_\_ to \_\_\_\_\_ are correct to the best of my/our knowledge and belief.

Signature \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Address \_\_\_\_\_

Place:

Date:

Seal of Applicant

-----  
**PREMISES & MAINTENANCE DEPARTMENT**  
-----

:: 2 ::

**Part I- Instructions to the applicants**

1. Intending applicants are required to submit in duplicate their full bio-data giving details about their organization, experience, technical personnel in their organization, proven competence to handle major works, in-house computer aided design facilities, etc., in the enclosed Proforma.
2. As the time is the essence of a contract, the ability and competence of the applicants to render required service within the specified time frame, will be a major factor while deciding the selection of the Architects for preparation of a panel of Architects.
3. The application shall be signed by the person/s on behalf of the organization having necessary Authorisation/Power of Attorney to do so. Each page of the application shall be signed (Copy of Power of Attorney/Memorandum of Association shall be furnished along with the application).
4. If the space in the proforma is insufficient for furnishing full details, such information may be supplemented on separate sheet stating therein the part of the proforma and serial number. Separate sheets shall be used for each part of the application.
5. Both the forms of application (original and duplicate copy) shall contain copies of all the enclosures separately.
6. While filling up the application with regard to the list of important projects completed or on hand, the applicants shall only include latest jobs handled.
7. The applicant must have at least one qualified Graduate Architects (having minimum 5 years' experience in planning and designing and construction of buildings & authorized by municipal authority ) or their regular establishment for not less than 5 years and necessary Drawing Office with supporting staff for being always available for consultation/furnishing required help in getting plans, sanctions, Completion Certificates from the Local Municipal authorities.
8. The applicant shall, with the prior approval of the Bank and within the fees to be agreed to engage the services of well qualified Specialists or Consultants pertaining to the following services:  
Structural
  - i) Sanitary, drainage and water supply

The fees of these Specialists/Consultants appointed under this clause shall be paid by the Architect, who shall also be responsible for all the work, action, and omissions of such Specialists/Consultants.

9. The applicant shall have registered office with not less than 100 Sq.Mts, carpet area with necessary equipment and supporting staff at senior and middle level and independent telephone facility at their office and residence.

**10. Services to be rendered by the Architect:**

- a) to take instructions from the Bank and prepare sketch designs, making revisions till sketch designs are finally approved by the Bank and making preliminary estimates of cost.
- b) to submit required drawing to the Local Authority and obtain approval.
- c) to nominate and instruct consultants.

(Contd....3)

-----  
**PREMISES & MAINTENANCE DEPARTMENT**  
-----

:: 3 ::

- d) to prepare architectural working drawings, structural drawings, including design and all other drawings for various trades.
  - e) to scrutinize applications for empanelment of Contractors, forward recommendations to the Bank for making a panel of contractors.
  - f) to draw detailed specifications, estimates, draft tender for various trades.
  - g) to submit Assessment Reports on tenders received for various trades along with comparative statements and recommendations for award of work.
  - h) to prepare and supply 6 sets of all drawings for execution.
  - i) to visit site as and when required by the Bank
  - j) to submit in detail quantities of steel and cement.
  - k) to obtain Occupation Certificate from the Local Municipal Authority.
  - l) to submit Completion Drawings
  - m) to render assistance to the Bank for settlement of initial ratable value
  - n) any other services connected with the said work usually and normally rendered by the Architects and not referred to in above except supervision, administration of contract and certification of payment.
11. Applications containing false and/or incomplete information are liable for rejection.
  12. Decision of the Bank in regard to selection of the architect shall be final. The Bank is not bound to assign any reasons therefore.
  13. The selected architect shall be required to execute an agreement with the Bank in the prescribed proforma as and when directs to do so by the Bank.

(Contd....4)

**PREMISES & MAINTENANCE DEPARTMENT**

:: 4 ::

**Part II- Information to be furnished by the Applicant**

1. Name and registered office Address:
2. Whether individual or a partnership firm with full particulars of the other partners including their names, professional qualifications, age, experience etc.  
a) Name and qualifications and experience of the principals of the organization.  
b) Name, qualification and experience of all technical personnel in the firm.
3. Whether Registered as a member of Institution of Architects or Indian Council of Architects? Give details.
4. Details of experience as practicing Architects. Name and qualifications and experience of other Consultants associated with the Architects.
5. Important large projects executed during last 5 Years by the firm together with approximate cost of individual project. The full address of the clients for whom the works have been executed.
6. Important large projects on which the firm is engaged at present and their estimated cost (stages of work viz., Planning and Construction) The full address of the clients shall be indicated against each project.
7. Important large projects, if any, completed by the partners prior to joining the firm (these projects shall not be included under 5 and 6 above, but shall be shown separately).
8. Name and address of the bank/s of Architects
9. Turnover of the firm during last 5 years (year-wise).
10. Whether the Bank's standardized scale of fees are acceptable or not? If not the fees acceptable may be

Attach a separate sheet

Details to be furnished in the Prescribed proforma (Statement I)

Details to be furnished in the prescribed proforma (Statement II)

Details to be furnished in the prescribed proforma (Statement III)

Attach a separate sheet

Signature of the applicant with full address & Office seal

(Contd....5

प्रथमा बैंक  
मुख्य कार्यालय  
रामगंगा विहार, फेज-2  
मुरादाबाद-244001 (उ०प्र०)



Prathama Bank  
Head Office  
Ram Ganga Vihar Phase-II  
MORADABAD-244001(U.P.)

**PREMISES & MAINTENANCE DEPARTMENT**

:: 5 ::  
**STATEMENT – I**

**List of technical personnel giving their technical qualifications, experience, including that in the present organization.**

Sl. No	Name	Age	Qualification	Consultancy experience	Name of works handled	Name of the projects handled	Date from which employed in the present organisation	Indicate special experience, if any
1	2	3	4	5	6	7	8	9

Mention other points, if any, to show technical and managerial competency to indicate any important point in your favour.

Signature of the Applicant

(Contd....6)

**PREMISES & MAINTENANCE DEPARTMENT**

:: 6 ::

**STATEMENT – II**

List of Important projects executed by the organization during last five years.

Sl. No	Name of the Project and location	Name of the work involved in the contract (e.g. residential, office, etc)	Name of the owner, also indicate whether Govt./Semi Govt./Govt. of India Undertaking or Pvt. body with full address	Project cost in lakhs of Rs.	Completion Period		Any other relevant information
					Stipulated	Actual	
1	2	3	4	5	6	7	8

Signature of the Applicant

(Contd....7)

**PREMISES & MAINTENANCE DEPARTMENT**

:: 7 ::

**STATEMENT – III**

List of important projects ON HAND being executed by the organization

Sl. No	Name of the Project and location	Nature of work involved in the contract (e.g. residential, office etc)	Name of owner Also indicate whether Govt./Semi-Govt./Govt. of India Undertaking or Pvt. body with full address	Project cost in lakhs of Rs.	Completion Period		Present stage of work with reasons if the work is getting delayed	Any other relevant information.
					Stipulated	Expected		
1	2	3	4	5	6	7	8	9

Signature of the Applicant