

Annexure-I



PREMISES DEPARTMENT JAIPUR / ZONAL OFFICE JAIPUR ZONE,
STAR HOUSE, B-4, SECTOR-2, JAWAHAR NAGAR, JAIPUR
TELE- 0141-2658048).

EMPANELMENT OF ARCHITECTS/CONSULTANTS/CONTRACTORS

Detailed notification inviting applications for empanelment of Architects/Consultants/Contractors is available in Bank's website www.bankofindia.com . Last Date of receipt of Sealed tenders / application is 26th May 2025 up to 5.00 PM. Any corrigendum in the subject matter will be published in the same website only.

DEPUTY ZONAL MANAGER JAIPUR ZONE

Annexure-II

WEBSITE NOTIFICATION NOTICE INVITING APPLICATIONS FOR EMPANELMENT OF ARCHITECTS/ CONTRACTORS/ CONSULTANTS

1. Bank of India Jaipur Zone intends to form fresh panels of Architects/ Contractors/ Consultants in different categories for carrying out various types of construction, repairing and interior furnishing, and electrical, air-Conditioning work for the Bank in Jaipur Zone
2. The various categories of panels will be as detailed here under:-

Sr. No.	Category	Job Value
1.	Architects for Civil Construction/ Interior Furnishing / Renovation/ Repair	Up to Rs.20 lac Above Rs.20 lac and up to Rs.100 lac
2.	Structural Consultant	Any value
3.	Electrical Consultant	Any value up to Rs. 50 lacs
4.	Civil Contractors	Up to Rs.10 lac above Rs.10 lac and up to Rs.25 lac
5.	Interior Furnishing Contractors	Up to Rs.10 lac above Rs.10 lac and up to Rs.25 lac
6.	Electrical Contractors	Up to Rs. 5 lac above Rs.5 lac and up to Rs.10 lac above Rs.10 lac and up to Rs.25 lac
7.	Air Conditioning Contractors	Up to Rs. 5 lac above Rs.5 lac and up to Rs.10 lac above Rs.10 lac and up to Rs.25 lac

3. Empanelment criteria for selection of Architects/Consultants/Contractors are as under:-

A. Architects for Civil Construction/ Interior Furnishing / Renovation/ Repair job up to Rs.20 lac

- The Firm must have minimum 5 years' experience as on 31-03-2025.
- The firm shall have at least one or more Architects with them as partner/Employee, who are registered with the Council of Architecture or any other Professional institute and have done considerable extent of work as Architect for a period of more than three years
- The Firm must have own established office, adequate technical set-up in Rajasthan.
- The Firm must have experience of having successfully completed similar work

- i. Job of Rs 16 lac or
- ii. Jobs of 10 lac or
- iii. 3 jobs of 8 lac

- The Firm/individual must have worked for Government / Public Sector Undertakings / Banks and shall not have any discouraging / adverse reports against their past performance.

B. Architects for Civil Construction/ Interior Furnishing/ Renovation/ Repair job : above Rs.20 lac and upto Rs.100 lac

- The Firm must have minimum 5 years' experience as on 31-03-2025.
- The firm shall have at least one or more Architects with them as partner/Employee, who are registered with the Council of Architecture or any other professional institute and have done considerable extent of work as Architect for a period of more than three years.
- The Firm must have own established office, adequate technical set-up in Rajasthan.
- The Firm must have experience of having successfully completed similar work
 - i. 1 job of Rs 80 lac or
 - ii. 2 jobs of Rs. 50 lac or
 - iii. 3 jobs of Rs. 40 lac
- The Firm/individual must have worked for Government / Public Sector Undertakings / Banks and shall not have any discouraging / adverse reports against their past performance.

C. Structural Consultant:

- The Firm/individuals must have minimum 5 years' experience as on 31-03-2025 one of the partner / employee must be a structural Engineer.
- The Firm must have own established office, adequate technical set-up in Rajasthan.
- The Firm/individual must have worked for Government / Public Sector Undertakings / Banks and shall not have any discouraging / adverse reports against their past performance.

D. Electrical Consultant:

- The Firm must have minimum 5 years' experience as on 31-03-2025. One of the partner / employee must be electrical engineer.
- The Firm must have own established office, adequate technical set-up in Rajasthan.
- The Firm must have experience of having successfully rendered consultancy services for Electrical works of
 - i. 1 job of Rs 40 lac or
 - ii. 2 jobs of 25 lac or
 - iii. 3 jobs of 20 lac
- The Firm/individual must have worked for Government / Public Sector Undertakings / Banks and shall not have any discouraging / adverse reports against their past performance.

E. Civil Contractors:

- The Firm must have minimum 5 years' experience as on 31-03-2025 in executing Construction/ repairs / minor addition/ alteration to commercial / residential/Institutional buildings.
- The Firm must have own established office / adequate technical set up in Rajasthan.
- The average financial turnover during last 3 years ended on 31-03-2024 shall be at least
 - i. For panels up to Rs.10 lac – Rs.3 lac p.a.
 - ii. For panels above Rs.10 lac and up to Rs.25 lac – Rs.8 lac p.a.
- The Firm must have experience of having successfully completed projects of maintenance / repairs of premises of commercial / institutional / residential buildings costing as mentioned hereunder during last 5 years

For panels upto Rs. 10 lac –

- i. 6 jobs of Rs. 1.5 Lacs (in a single year) or
- ii. 3 jobs of Rs. 4 lac each or
- iii. 2 jobs of Rs.5 lac each or
- iv. 1 job of Rs.8 lac.

For panels above Rs.10 lac and upto Rs.25 lac-

- i. 3 jobs of Rs.10 lac each or
 - ii. 2 jobs of Rs.12.5 lac each or
 - iii. 1 job of Rs.20 lac.
- The Firm must have worked for Government / Public Sector Undertakings / Banks and shall not have any discouraging / adverse report against their past performance.

F. Interior Furnishing Contractors:

- The Firm must have minimum 5 years' experience as on 31-03-2025 in executing interior furnishing of premises of commercial / residential/Institutional buildings.
- The Firm must have own established office / adequate technical set up in Rajasthan.
- The average financial turnover during last 3 years ended on 31-03-2024 shall be at least
 - i. For panel up to Rs. 10 lac – Rs.3 lac p.a
 - ii. For panel above Rs.10 lac and up to Rs.25 lac – Rs.8 lac p.a
- The Firm must have experience of having successfully completed projects of interior furnishing of official premises of commercial / institutional buildings costing as mentioned hereunder during last 5 years

For panels upto Rs. 10 lac –

- i. 6 jobs of Rs. 1.5 Lacs (in a single year) or
- ii. 3 jobs of Rs. 4 lac each or
- iii. 2 jobs of Rs.5 lac each or
- iv. 1 job of Rs.8 lac.

For panels above Rs.10 lac and upto Rs.25 lac

- i. 3 jobs of Rs.10 lac each or
 - ii. 2 jobs of Rs.12.5 lac each or
 - iii. 1 job of Rs.20 lac.
- The Firm must have worked for Government / Public Sector Undertakings / Banks and shall not have any discouraging / adverse report against their past performance.

G. Electrical Contractors:

- The Firm must have minimum 5 years' experience as on 31-03-2025 in electrical work of commercial / institutional / residential buildings.
- The average financial turnover during the last 3 years ended on 31-03-2024 shall be at least
 - i. For panels upto Rs.5 lac – Rs.1.5 lac p.a.
 - ii. For panels above Rs. 5 lac and upto Rs.10 lac – Rs.3 lac p.a.
 - iii. For panel above Rs.10 lac and upto Rs.25 lac – Rs.8 lac p.a
- The Firm must have experience of having successfully completed electrical work of commercial / institutional / residential building of Public Sector Undertakings / Government Undertaking etc. having minimum costing as mentioned hereunder :-

For panels upto Rs.5 lac –

- i. 3 jobs of Rs.1.5 lac each or
- ii. 2 jobs of Rs.2.5 lac each or
- iii. 1 job of Rs.4.0 lac.

For panels above Rs. 5 lac and upto Rs.10 lac

- i. 3 jobs of Rs. 4 lac each or
- ii. 2 jobs of Rs.5 lac each or
- iii. 1 job of Rs.8 lac.

For panels above Rs.10 lac and upto Rs.25 lac

- i. 3 jobs of Rs.10 lac each or
- ii. 2 jobs of Rs.12.5 lac each or
- iii. 1 job of Rs.20 lac.

- The Firm must have worked for Government / Public Sector Undertakings / Banks and shall not have any discouraging / adverse reports against their past performance.
- The firm or one of the employee must have valid electrical license issued by appropriate authority.

H. Air Conditioning Contractors:

- The Firm must have minimum 5 years' experience as on 31-03-2025 in electrical work of commercial / institutional / residential buildings.
- The average financial turnover during the last 3 years ended on 31-03-2024 shall be at least –

For panels upto Rs.5 lac – Rs.1.5 lac p.a.

For panels above Rs. 5 lac and upto Rs.10 lac – Rs.3 lac p.a.

For panel above Rs.10 lac and upto Rs.25 lac – Rs.8 lac p.a

- The Firm must have experience of having successfully completed electrical work of commercial / institutional / residential building of Public Sector Undertakings / Government Undertaking etc. having minimum costing as mentioned hereunder :-

For panels upto Rs.5 lac –

- 3 jobs of Rs.2.0 lac each or
- 2 jobs of Rs.2.5 lac each or
- 1 job of Rs.4.0 lac.

For panels above Rs. 5 lac and upto Rs.10 lac

- 3 jobs of Rs. 4 lac each or
- 2 jobs of Rs.5 lac each or
- 1 job of Rs.8 lac.

For panels above Rs.10 lac and upto Rs.25 lac

- 3 jobs of Rs.10 lac each or
- 2 jobs of Rs.12.5 lac each or
- 1 job of Rs.20 lac.

- The Firm must have worked for Government / Public Sector Undertakings / Banks and shall not have any discouraging / adverse reports against their past performance.

- The intending firm should submit documentary evidence for the turnover for last 3 years and experience claimed, failing which, the relevant information will not be considered. The Certificate of Chartered Accountant to be attached in the following format:--

Year	Turnover (Rs)

Blank prescribed pre-qualification/ empanelment forms will be available during office hours up to 26th May 2025 from 10.00 A.M to 5.00 P.M. from the office of The Zonal Manager, Premises Department, Bank of India, Zonal Office, Star House, B-4, Sector-2, Jawahar Nagar, Jaipur on payment of Rs.1000/- by Pay Order / Demand Draft in favor of Bank of India.

- J.** The interested firms may also download prescribed pre-qualification forms from our website. However, they have to enclose a Pay Order / Demand Draft for Rs.1000/- in favor of Bank of India while submitting the application form duly filled in, in all respects, failing which, their applications will be liable for rejection.
- K.** The pre-qualification forms duly filled in, in all respects, and signed should be submitted on or before 5.00 p.m. on 26th May 2025. Sealed Tenders are to be addressed to The Zonal Manager, Premises Department, Jaipur Zone. Tender fee Rs.1000/- in the form of Demand Draft in favor of Bank of India and must be enclosed with the pre-qualification/empanelment documents should be sent on above address.
- L.** Bank of India reserves the right to consider select or reject any or all the applications without assigning any reason whatsoever.

FORM OF APPLICATION

FOR

**EMPANELMENT OF ARCHITECTS/
CONTRACTORS/CONSULTANTS**

FOR

VARIOUS CATEGORIES OF JOB

Name of the firm

Address

.....

.....

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Phone Numbers –

Mobile No:-

Fax No:-

Contact persons:

Contact Telephone Nos. :

To:

The Zonal Manager

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.....
.....
.....

Dear Sir,

**Sub: EMPANELMENT OF ARCHITECTS/ CONSULTANTS/
CONTRACTORS FOR JAIPUR ZONE**

I/We have read and understood the press notice for pre-qualifications and instructions to the Applicants. I/We do hereby declare that the information furnished in the proforma from pages ____to____ and in the supplementary sheets is correct to the best of my/our knowledge and belief.

Encl: Supplementary sheets Nos.:

Yours faithfully,

Signature of the applicant:

Name:

Designation:

Address:

//Seal//

INSTRUCTIONS TO APPLICANTS

1. Intending Applicants are required to submit their applications with full particulars, giving details about their organisation, experience, technical personnel in their organisation, competence and adequate evidence of their financial standing, etc. in the enclosed form, which will be kept confidential. The cover containing the application should be **superscribed “ Application for empanelment of under Category.....”**.
2. While deciding upon the selection of contractors, emphasis will be given on the ability and competence of applicants to do good quality works within the specified time schedule and in close co-ordination with other agencies.
3. Application without requisite fee is liable to rejected.
4. Decision of the Bank in regard to Enlistment of contractors will be final. The Bank is not bound to assign any reason thereof.
5. **Each page of the application shall be signed by the Applicant.** The application shall be signed by person/persons on behalf of the organization having necessary authorization/Power of Attorney to do so.
6. If the space in this form is insufficient for furnishing full details, such information may be continued on separate sheets of paper, stating therein the part of the form and serial number. Separate sheets shall be used for each part.
7. Applications containing false and / or inadequate information are liable for rejection.
8. **The firms must have worked for Govt./Public Sector undertakings/ Banks.**
9. The firms shall not have any discouraging/adverse report against their past performance.
10. Clarifications, if any required, may be obtained from Bank of India, 2nd floor, Corporate Services Department, Jaipur (Tel:- 0141-2658048).
11. The firm must have their office in Rajasthan.
12. The firm is required to submit-(1) Copy of PAN (2)Copy of trade licenses (3) Copy of IT returns for last three years (4) Copy of service tax Registration (5) Copy of certificate from labour Deptt. For contractual labour, if applicable.
13. Those who are selected on panel are supposed to keep their bank account with our bank at the choice/convenience of their branches. This required for our administrative convenience.
14. Applicants are required to give two current references from whom bank can seek credentials of the firm for the satisfaction of the bank.

Signature of the applicant

Address:

Part – 1 : Basic Information

1.	Name of the Applicant and address of the Registered office.	
2.	Year of establishment (Enclose documentary evidence)	
3.	Type of the organization (Whether sole proprietorship, Partnership, Private td. or Co-operative body etc.)	
4.	Name of the proprietor/Partners/Directors of Applicant with address and phone Numbers.	
	(a)	
	(b)	
	(c)	
	(d)	
5.	Details of registration – Whether Partnership firm, Company, etc. Name of Registering Authority, Date and Registration number.	
6.	Whether the firm has worked for the Government/Semi-Government/Municipal Authorities or any other Public Organisation Banks etc. if so, give details	
7.	No. of years of experience in the relevant field.(Enclose certificate) :	
8.	Address of office through which the work of the Bank will be handled	
9.	Yearly turnover of the Organization during last Three years. (year wise) – As certified by the Chartered Accountant (C.A's certificate has to be enclosed).	Rs. For 2021-22 Rs. For 2022-23 Rs. For 2023-24
11	Enclose performance certificates from clients during last 5 years.	

Signature of the applicant

Part 2 : Work capability and previous experience.

a) List of important WORKS executed by the organisation during last 5 years.

(Supporting documentary proofs such as copies of work order, satisfactory completion certificate of the work from clients etc. to be enclosed failing which the application will be liable for rejection)

Sr. No.	Name of the Project and location	Name & full postal address of the owner & Consultant. Also indicate whether Govt. or Private body with full postal address.	Contract Amount (Rs.) & date of award of work	Completion Period in months		Any other relevant information
				Stipulated	Actual	
1.	2.	3.	4.	5.	6.	8.

Signature of Applicant

NOTES:

- Information has to be filled up specifically in this format. Please do not write remark "As indicated in Brochure / as enclosed" unless unavoidable.
- Information shall be limited to the Applicant. If any relevant data concerning the Group of Companies to which the Applicant belong is desired to be given, the same shall be given separately in a supplementary sheet

Work capability and experience

List of important works IN HAND costing Rs.

And above:

**(Supporting documentary proofs such as copies of work order ect.
To be enclosed failing which the application will be liable for rejection)**

Sr. No.	Name of the Project and location	Name & full postal address of the owner & Consultant. Also indicate whether Govt. or Private body with full postal address.	Contract Amount (Rs.) & date of award of work	Completion Period in months		Whether work is running satisfactorily. What is the stage of work.	Any other relevant information
				Stipulated	Expected to be completed		
1.	2.	3.	4.	5.	6.		8.

Signature of Applicant

NOTES:

- Information has to be filled up specifically in this format. Please do not write remark "As indicated in Brochure / as enclosed' unless unavoidable.
- Information shall be limited to the Applicant. If any relevant data concerning the Group of Companies to which the Applicant belong is desired to be given, the same shall be given separately in a supplementary