

Regional Office, Jaunpur South
2nd Floor, Anuradha Complex, Near TB hospital, Jaunpur 222002

PREQUALIFICATION NOTICE
FOR EMEPANELEMNET OF
ARCHITECT/CONSULTATNT

Union Bank of India, a leading Nationalized Bank, intends to empanel **Architects / Consulting Engineers** for a period of 3 years for the works of repairs and rehabilitation of the building including civil repairs, interior decoration, electrical, air-conditioning, fire suppression and detection system and structural engineering and designing works for its Branches / Offices in **Jaunpur South** Region. Interested individuals / companies may obtain the application forms on payment of Rs.500.00 (non-refundable) by way of Pay Order / Demand Draft favoring Union Bank of India, payable at **Jaunpur**, during working hours from 29.10.2026 to 19.11.2026 from:

Chief Manager (Operation)
Regional Office, Jaunpur South
Second Floor, Anuradha complex,
Near TB hospital, Jaunpur- 222002,

The application forms are also available during aforesaid period on Bank's website at www.unionbankofindia.bank.in and www.eprocure.gov.in. However, the application forms downloaded from the websites shall be accompanied Pay Order / Demand Draft amounting to Rs.500/- (non-refundable) favoring Union Bank of India, payable at **Jaunpur**.

The last date for submission of the completed forms is 19-11-2026 at 15.00 hours.

Tender start date	: 29.10.2026
Tender document Fee (nonrefundable)	: Rs.500/- by DD/PO and drawn in favour of Union Bank of India payable at Jaunpur.
Last date & Time for submission of tender	: 19.11.2026 at 15:00 hours
Date & Timing of opening of Bid	: 19.11.2026 at 16:00 hours at RO, Jaunpur South

Email operations.rojaunpursouth@unionbankofindia.bank.in

The tender must be dropped in a tender box kept at Regional Office, Jaunpur South. **Delivery of the tender through courier/ post shall be avoided and any disputes arising thereof shall not be entertained.**

Union Bank of India reserves the right for rejecting any or all applications received without assigning any reasons whatsoever.

Regional Head

Regional Office, Jaunpur South

2nd Floor, Anuradha Complex, Near TB hospital, Jaunpur 222002

EMPANELMENT OF ARCHITECTS / CONSULTING ENGINEERS

General information for the Architects / Consulting Engineers who wish to include their name in the Bank's panel for renovation of Branches / Offices / Residences, furnishing & interior decoration, civil work and rehabilitation of the buildings, electrical, air-conditioning, fire safety works, etc. are requested to read following instructions before filling in the forms.

1. The Architects/Consultant, who is already empaneled with the Banks / PSU and Others Govt. Departments, shall be considering for empanelment.
2. The firm shall have minimum 3 years' experience in the same field. Working experience of individual/proprietor as an employee with another firm shall not be considered.
3. Member of Indian Institute/ Council of Architect/ Institution of Engineers or and another professional institute.
4. The Architects/Consultant shall have PAN no and Service tax/GST no.
5. As minimum criteria for empanelment, Consultants/Architects should have successfully executed at least one work during past seven years of similar nature of comparable magnitude/value of the category for which empanelment is sought.
6. As minimum criteria for empanelment, the consultant/architect should have received average professional fees during last three years equivalent to the professional fee expected for the works to be calculated @ 2% of value of work. This should be applicable for the works up to the value of Rs. 10 crore or less. Whereas, if the value of work is above Rs. 10.00 crore, then the average professional fee during last 3 years shall be 60% of the professional fee expected for the work to be calculated @ 2% of value of work. For example, for a value of work of Rs. 35.00 lacs, the professional fee @2% will be Rs.70, 000/-. It means the selected architect should have received on an average Rs.70, 000/- professional fees for the last three years. Further, for a work of Rs.1300 lacs, the professional fees @2% will be Rs.26.00 lacs, which means that the selected architect for the work should have received on an average of Rs.15.60 lacs (60% of Rs.26.00 lacs) professional fees for last 3 years.
7. Architectural / Consulting firms, intending for empanelment in Union Bank of India are requested to furnish the details as per enclosed format for consideration.

8. Information furnished to Bank will be kept as strictly confidential.
9. Decision of the Union Bank of India regarding selection / rejection for empanelment will be final and binding and no further correspondence will be entertained. Architects / Consultants empaneled will be informed by post.
10. Information and details furnished by empaneled firm / party if found to be false at any time in future or any information withheld, come to the notice of the Bank on later date, the empanelment will be cancelled immediately.
11. The Performa or part thereof shall be signed by any one or more persons on behalf of the firm holding the power of attorney to do so.
12. Cost of the application form is Rs.500.00 (non-refundable) to be paid by way of Pay Order / Demand Draft favoring "Union Bank of India", payable at Jaunpur. Exemption of tender fees/EMD to MSME/NSIC registered firms/agencies will be allowed on submission of self-attested copy of valid registration as on date of tender. Application form is not transferable.
13. Empanelment of firms will be valid only for 3 years, if selected.
14. Where copies are required to be furnished, these should be certified copies.
15. Bank shall ask confidential feedback from the clients as per list given by the bidder. More the number of positive feedbacks received from clients; it shall be considered that the vendor has given good services and the same weightage will be given in short listing of bidders. If poor or unsatisfactory or no feedback is received for any vendor from reference site details the bid shall not be considered for empanelment. No complaint in this regard will be entertained under any circumstances.
16. Firm should have their registered/head/Branch office in Jaunpur or nearby district at of Jaunpur, preferably Varanasi, Azamgarh, Ghazipur, Chandauli, Mau, Prayagraj & Lucknow.
17. On non-compliance of any of terms & conditions mentioned in this pre-qualification notice, the application for empanelment may be rejected.

BIO - DATA OF ARCHITECTURAL / CONSULTING FIRM

1. Name of the firm :

1 a) Address (Head Office) :

Telephone No. :

Office :

Residence :

Mobile :

Fax :

E-Mail :

1 b) Address (Branch Office) :

Telephone No. :

Office :

Residence :

Mobile :

Fax :

E-Mail :

2 a) Whether proprietary/partnership/:
Pvt. Ltd. / Public Ltd. (certificate
of registration / partnership deed
to be enclosed as Annexure-I).

b) Name of the Proprietor, :
Partners, Directors

I)

II)

III)

c) Year of establishment :

3. Registration with Tax Authorities :

i) Income-tax (PAN) No. :

ii) Service tax no. :

iii) EPF Regn. No. :

(copies of certificates of registration with relevant authorities to be enclosed as
Annexure-II-A, II-B, II-C etc)

4. Names of the Bankers with address & telephone Numbers:

I)

II)

5. Whether registered with Council of Architecture, if so, please mention the number.
(copy of certificate to be enclosed as Annexure-III)
6. Enclose copies of audited balance- :
Sheet and Profit & Loss A/C. for
the last 3 years as Annexure IV-A, IV-B and IV-C)
7. Certificate of Registration with Govt. / Public Sector / Banks (certificate of Registration to be enclosed as Annexure V)

Name of the organization	Year since empaneled

8. Give details if at present involved in litigation in similar type of contracts

Sr. No.	Name of Project	Name of Employer	Nature of work	Work order dated	Date of completion of work	Value Rs.

9. Details of civil suit, if any, that arose :
during execution of contract in the
past 10 years.
10. Specify maximum value of single :
value project executed during the
last three years.
11. Name & relation, if any, with the staff:
member of Union Bank of India.

12. Details of work executed during the last 3 years:

Type of work	Work executed for (name of the Institution / Body)	Nature of work (in brief)	Location	Value Rs.	Duration of work with dt Commence completion		If work left incomplete or terminated (give reasons)

Note: Copies of work orders / appointment letters along with xerox copies of relevant TDS certificate, satisfactory completion certificate obtained from the client to be enclosed as Annexure-VI. Please note without the copies of certificates, your application is liable to be rejected.

13. Details of work on hand (photocopies of performance certificate, work orders issued by valued clients, preferably Banks, Govt., Semi-Govt. Bodies should be enclosed as Annexure-VII).

Type of work	Work executed for (name of the Institution / Body)	Nature of work (in brief)	Location	Value Rs.	Duration of work, stipulated time	Present stage of work

14. LIST OF NAME/S OF PROPRIETOR / PARTNERS & EMPLOYEES

Name	Qualifications	Experience	Particulars of work done	Employed in your firm since	Value of work done

15. Turnover in last 3 years:

Sr. No.	Year	Turnover (Rs.in lacs)	Income-tax paid	Service Tax paid
1				
2				
3				
4				
5				

Copies of income-tax returns / assessment orders for each year to be enclosed as Annexure-VIII A, B, C, D & E)

16. GROUP FOR WHICH REGISTRATION IS SOUGHT OUT OF THE FOLLOWING CATEGORIES

Name of the activity	Please mention category A / B
Interior decoration including renovation / furnishing / Civil / electrical / air-conditioning / fire safety works on turnkey basis: A) For the works upto Rs.40.00 lacs B) For the work up to Rs.15.00 lacs	

Note: When there is turnkey job, consulting firm selected will take care of entire work.

17. PRE-QUALIFICATION CRITERIA:

Sr. No.	Criteria	Weightage	Self rating marks
1	<p>Should have executed one similar works 80% of value of proposed work / empanelment during last 3 years of minimum value as under:</p> <p>For Category A, minimum value of works executed shall be Rs.32.00 lacs and above.</p> <p>For Category B, minimum value of works executed shall be Rs.12.00 lacs and above.</p>	60	
2	<p>Should have received average professional fee (2% of value of work / empanelment) during the last three financial years above:</p> <p>For Category A Rs.0.80 lacs For Category B Rs.0.30 lacs</p>	25	
3	<p>Should have adequate in-house infrastructure of Architects / Engineers.</p> <p><u>For Category A</u></p> <p>Architects : 02 Nos. - 5 marks Civil Engineers : 02 Nos. - 5 marks Electrical / Mechanical Engineers : 02 Nos. - 5 marks</p> <p><u>For Category B</u></p> <p>Architects : 01 No. - 5 marks Civil Engineers : 01 No. - 5 marks Electrical / Mechanical Engineers : 01 No. - 5 marks</p>	15	
T O T A L		100	

NOTE: Criteria mentioned above is just minimum requirement. The Bank at its discretion may upgrade the criteria. No complaint on this account will be entertained. Agencies scoring 80 marks & above will only be considered for pre-qualification. Agencies themselves have to fill in self-rating marks column in the above table.

18. Detail of the work confirming to eligibility as per criteria- detail must be furnished in the column along with enclosing Xerox copies of documents/credentials to prove the claim failing which application will be rejected out rightly.

Name of the Client	Details of the work	Work order no.	Satisfactory complication certificates	Value of work

19. LIST OF ENCLOSURES:

ANNEXURE NO.	PARTICULARS	TICK IF ENCLOSED
I	Certificate of registration of Company / partnership deed.	
IIA, IIB, IIC	Certificates of registration with Income Tax, Service Tax, EPF authorities.	
III	Certificate of registration with the Council of Architecture.	
IVA, IVB, IVC	Audited Balance Sheet & Profit & Loss A/c. Statement for the last three years.	
V	Certificates of Registration with Govt. / Public Sector / Banks.	
VI	Copies of work orders / appointment letters along with xerox copies of relevant TDS certificate, satisfactory completion certificate mentioning value of work.	
VII	Copies of performance certificate, work orders issued by valued clients, preferably Banks, Govt., Semi-Govt. Bodies.	
VIIIA, VIIIB, VIIIC, VIID, VIIIE	Copies of income-tax returns / assessment orders for previous 05 years.	

Note: In absence of any of the above enclosures, your application is likely to be rejected

DECLARATION

1. I / We have read the instructions appended to the Performa and I / We understand that if any false information is detected at a later date, any future contract made between ourselves and Union Bank of India, 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 Union Bank of India in selection of contractors will be final and binding to me / us.
3. All the information furnished by me hereunder is correct to the best of my knowledge and belief.
4. I / We agree that I / we have no objection if enquiries are made about the work 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
NAME & DESIGNATION
SEAL OF ORGANISATION

CONFIDENTIAL REPORT

1. NAME OF FIRM & ADDRESS:
2. DETAILS OF WORK DONE BY THE FIRM:
3. VALUE OF CONTRACT EXECUTED:
4. QUALITY OF SERVICE RENDERED:
5. QUALITY OF AFTER SALES SERVICE:
6. COMPETENCE TO HANDLE WORKS:
7. INTEGRITY AND RELIABILITY OF THE FIRM:
8. DEALING IN EXECUTION OF WORK:
9. WHETHER TIME SCHEDULE IS ADHERED TO:
10. GENERAL ATTITUDE OF THE FIRM :
11. ANY OTHER INFORMATION WHICH YOU
CONSIDER WILL HELP US IN TAKING OUR
DECISION :

PLACE:

SIGNATURE WITH OFFICE SEAL

DATE

CREDIT REPORT FROM BANK

1.	NAME	
2.	ADDRESS	
3.	CONSTITUTION	
4.	NAME OF DIRECTORS / PARTNERS	
5.	NATURE OF ACCOUNT	
6.	BANKING SINCE	
7.	BUSINESS / CO. / ESTABLISHED / INCORPORATED ON	
8.	NATURE OF BUSINESS & LOCATION	
9.	OTHER ALLIED ACTIVITIES (if known to Bank)	
10.	IF LTD. CO.	AUTH. CAPITAL: PAID UP CAPITAL:
11.	NET MEANS OF THE FIRM / PROPRIETOR / COMPANY	
12.	NAME & ADDRESSES OF ASSOCIATE CONCERNS OF THE FIRM	
13.	EXPERIENCE AS TO THEIR DEALINGS (brief write-up)	

PLACE:

SIGNATURE WITH OFFICE SEAL

DATE