

EMPANELMENT OF CONTRACTORS AND ARCHITECTS

- A.** Union Bank of India, a leading Nationalized Bank, intends to empanel Architects & Contractors for a period of 3 years for the works of furnishing (including civil work new as well as repair/renovation of existing premises, structural rehabilitation of building, sanitary and plumbing, waterproofing etc.), electrical and air-conditioning work for its Branches / Offices falling under jurisdiction of Ghazipur West Region. Interested Proprietor /Partnership firm / companies may obtain the application forms during working hours from 26.05.2026 to 15.06.2026 from:

The Chief Manager (Operations),
Union Bank of India,
Regional Office Ghazipur West
Shubhra Motel Complex,
Mahua Bagh, Ghazipur West, UP- 233001

- B.** General information for the contractors/Architects who wish to Include their name in the Bank's panel to carry out Civil work, Furniture / Furnishing, Electrical and Air-conditioning.
- C.** Intending contractors/Architects are requested to furnish details about their firm, technical experience, competence and evidence of their financial standing as per enclosed Proforma for considering their names for empanelment.
- D.** Selection of Architects and contractors will be based on the ability and competence required for good quality jobs to be performed by them.
- E.** If the space provided in the proforma is insufficient for giving full details, the same may be given on a separate sheet of paper.
- F.** Information furnished to Bank will be kept as strictly confidential.
- G.** Decision of the Union Bank of India regarding selection of Architects and contractors for empanelment will be final and binding and no further correspondence will be entertained. Vendors empanelled will be informed by post/email.
- H.** Intending contractors are requested to read carefully before filling the particulars in the proforma.
- I.** Incomplete applications will not be considered.
- J.** Information / details furnished by selected party, if found to be false at any time in future or any information affecting empanelment is willingly / unwillingly withheld, if come to the notice of the Bank at any point of time, the party's empanelment can be cancelled immediately.

- K.** Where copies are required to be furnished, these should be certified copies.
- L.** Cost of the application form is Rs.500.00 which is not refundable, to be submitted along with Technical bids by way of Pay Order / Demand Draft favouring Union Bank of India payable at Ghazipur.
- M.** Application form is not transferable.
- N.** Empanelment of the firm will be valid only for 3 years, if selected.
- O.** The application forms are also available during aforesaid period on Bank's website at www.unionbankofindia.co.in & Govt. Portal www.eprocure.gov.in.
- P.** The last date for submission of the completed forms along with documents mentioned in application form is 15.06.2026 at 16.00 hours.
- Q.** Union Bank of India reserves the right for rejecting any or all applications received without assigning any reasons whatsoever.

Regional Head

Request for Proposal (RFP)

Empanelment of Architects and Contractors for
Furnishing, Electrical and Air conditioning work
For branches/offices/ATMs under
Regional office- Ghazipur West, Union Bank of India

Reference No:- ROGHZW/OPS:2026-27/ dated 21.05.2026

Tender Originating office: -

Union Bank of India,
Regional Office, Ghazipur West
Shubhra Motel Complex, Mahua Bagh
Ghazipur West, UP- 233001
Phone No. 0548-2222017

Disclaimer

This document is meant for the specific use by the Company / person/s interested to participate in the current empanelment process and in its entirety is subject to Copyright Laws. The information is provided to prospective bidders who intend to participate in tendering as per the terms and conditions mentioned in this tender document and any other terms and conditions related to such information. Bids are invited for empanelment under Ghazipur West Region for empanelment of Architects and contractors under category interior decoration/furnishing, electrical, air-conditioning category for works to be carried out through limited tendering in branches/offices/ATMs of the bank situated in Ghazipur District of Ghazipur West Region. This tender is neither an agreement, nor invitation to perform work of any kind to any party. No contractual obligation whatsoever shall arise from the RFP process until a formal contract is signed and executed by duly authorized officers of the bank with the selected Bidder. The purpose of this tender is to provide requirement of the Bank to all interested parties for submitting their tender. While Bank has taken due care in the preparation of the information contained herein, it does not claim that the information is exhaustive. Respondents to this tender are required to make their own inquiries and they should not rely solely on the information contained in the blank tender documents / forms. The Bank is not responsible if no due diligence is performed by the Respondents. Union Bank of India reserves the right to alter, amend, update or supplement the information reflected in this document or to change the process or procedure to be applied. No reimbursement of cost of any type or on any account will be paid to persons or entities submitting their tenders. The Bank reserves the right to reject any or all tender applications without assigning any reasons whatsoever. The decision of the Bank shall be final, conclusive and binding on all the parties. Union Bank of India reserves the right to alter, amend, update or supplement the information reflected in this document or to change the process or procedure to be applied. This notice is not a recommendation, offer or invitation to enter a contract, agreement or any other arrangement, in respect of the services. The provision of the services is subject to observance of selection process and appropriate documentation being agreed between the Bank and any successful Bidder as identified by the Bank, after completion of the selection process as detailed in this document. No contractual obligation whatsoever shall arise from this process unless and until a formal contract is signed and executed by duly authorized officers of Union Bank of India with the selected Bidder.

1. REQUEST FOR PROPOSAL:

- 1.1 Empanelment of Contractors and Architects for Branches, ATMs and offices of Union bank of India under Ghazipur West Region under following categories.
- 1.2 Furnishing work (including civil work new as well as repair/renovation of existing premises, structural rehabilitation of building, sanitary and plumbing, waterproofing etc.)
- 1.3 Electrical work including repairs, Earthing, ATM grouting etc.
- 1.4 Air conditioning (installation, servicing and Annual Maintenance contract)
- 1.5 Architects.
- 1.6 Union Bank of India, Ghazipur West Regional office invites sealed application forms (Technical bids) from reputed vendors having not less than 3 years of experience of the work in respective category. The empanelment will be carried out for respective works to be carried out on as and when required basis in all Branches, ATMs and offices of Union Bank of India under Regional office Ghazipur West. The bidders should fulfil all mandatory conditions/requirements mentioned in this tender document.
- 1.7 Please note: - Ghazipur West Region consists of branches, ATMs and Admin offices of Union Bank of India spread over District Ghazipur.
- 1.8 Separate Application forms along with prescribed tender fee is to be submitted by the vendor for empanelment under each category. If the vendor submits more than one application in single bid or does not submit tender fee for each category, the bid will be summarily rejected. e.g. vendor applying for Electrical and Furnishing work has to submit two different applications in two separate envelopes with separate tender fee. The contractor should clearly mention the name of work for which empanelment is sought, on the envelope itself.
- 1.9 RFP Forms can be downloaded from bank's website www.unionbankofindia.co.in, eprocure.gov.in or can be collected from Regional office Ghazipur West on any working day during office hours and can be submitted along with the Technical bid and Tender cost of Rs 500/- per work/per bid (Non-Refundable) by way of Demand Draft/ Pay Order favouring Union Bank of India payable at Ghazipur West.

[A] Important Points: -

RFP Reference Number	ROGHZW/OPS/2026-27/
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Date of commencement of issue of RFP	26.05.2026
Pre-Bid Meeting	05.06.2026 at 16:00 Hrs All prospective bidders may avail this opportunity to interact with the tender committee and seek necessary clarifications with regards to this RFP. No representations would be entertained at any later stage from bidders due to misinterpretation/misunderstanding of clauses and decision of the tender committee would be binding on all the bidders.
Last date for submission of RFP	15.06.2026 up to 1600 Hrs
Opening of Bid	15.06.2026 at 1700 Hrs (tenders will be opened in presence of contracting agencies)
Tender Fee	Rs.500/- in the form of Bank Draft/Banker's cheque in favour Union Bank of India, payable at Ghazipur
Availability of RFP document	RFP will be available on our Bank website www.unionbankofindia.co.in and eprocure.gov.in between 26.05.2026 to 15.06.2026. The RFP may be downloaded from 'Tenders' section or can be collected physically from Regional office Ghazipur West.
Last date of submission of any query / reporting any error	All queries for discussion in Pre-bid meeting to be submitted on or before 1600 Hrs, 05.06.2026 vide email only.
Venue for Pre bid meeting/ submission/ opening of bids	Union Bank of India, Regional office- Ghazipur West, Shubhra Motel Complex, Mahua Bagh Ghazipur West, UP- 233001
Contact person	Mr. Manoj Kumar, Chief Manager (Operations) Email:- pnd.roghazipurwest@unionbankofindia.bank.in

Further Addendum/Corrigendum/Minutes of Prebid meeting shall be issued on Bank's website only and no newspaper publication will be released. All interested vendors to monitor the bank website for any addendum/amendments related to this Request for Proposal. Bidder has to refer the same before final submission of the Tender.

The Bank reserves the right to reject any / all applications without assigning any reason whatsoever

In case of any unexpected interruption due to events beyond control of the procurement committee, the process interrupted will be continued on the subsequent working day at the scheduled time

All terms & conditions and format of documents/Annexure mentioned in this RFP are final and not open to any modification

Bidders are advised to read all terms and conditions carefully before submitting the proposal

The Bidders /their representatives may be present at the time of opening of the Technical Bid Offers. No separate intimation will be sent in this regard to the suppliers for deputing their representatives. The Technical Bid offers will be opened at the time and date stipulated above irrespective of the number of bidders or their representatives present

[B] Important Definitions: - Following terms are used in the document interchangeably to mean:

1. Bank, BANK means "Union bank of India".
2. RO means Regional Office
3. RFP means this "Request for Proposal Documents"
4. Recipient, Respondent, Bidder, Vendor, means "Respondent to the RFP Document".
5. Tender means RFP response documents prepared by the Bidder and submitted to Union Bank of India, Regional Office Ghazipur West
6. Client, Client means organization for which the contractor has completed any work.

2. TENDER NOTICE

- 2.1. **Scope of work:** Union bank of India invites sealed applications for Empanelment of Architects and contractors for Furnishing work including civil work (New construction and repairs), structural rehabilitation of building, sanitary and plumbing, waterproofing, Electrical work including repairs, Architects, Air conditioning (installation, servicing and Annual Maintenance Contract {AMC}). The bids will be assessed on prequalification criteria and other terms and conditions mentioned in this document. Qualified bidders will be empanelled under Ghazipur West region for 3 years duration and will be used for carrying out different works in

branches/ATMs/Offices under Ghazipur West region. The requirement of work will be assessed by the bank and bank may appoint Architect to undertake the project/work. The selected vendor has to work under the assigned Architect to complete the assigned task/work.

2.2. Sealed Applications are invited by

Regional Head,

Regional Office, Ghazipur West

Shubhra Motel Complex,

Mahua Bagh, Ghazipur West- 233001

2.3 The contractors shall be empanelled for Ghazipur West Region for duration of 3 years from the date of completion of process and will be informed through empanelment letter from the bank. The contract period can be extended maximum for 1-year duration by the bank after completion of 3 years period subject to requirement of bank only.

2.4 The Empanelled vendors will be participating in close tendering/submit quotations for works as and when required by the bank. Close tenders will be asked from vendors through publication of Tenders on Bank's website or by asking quotations for which the decision of Bank will be final. In case the empanelled vendors do not participate in 3 successive tender processes, their empanelment with the bank may be summarily rejected.

2.5 Merely participating in Empanelment process or getting empanelled under Ghazipur West Region does not qualify the vendor to claim work. All rights in this regard will be on the discretion of the bank.

2.6 The Firms are required to complete the form of application as per format given in this document and sign each page of application before submission. Supporting documents in respect of all points mentioned in application form should be submitted in technical bid. The completed set is to be enclosed in a sealed envelope addressed to:

Chief Manager (Operations)

Regional Office, Ghazipur West

Shubhra Motel Complex,

Mahua Bagh, Ghazipur West- 233001

The Tenders will be received up to 04.00 PM on 15.06.2026.

2.7 The Tender is to be submitted in a sealed Envelopes super scribing with 'Application for Empanelment of Contractor for Furnishing or Electrical or Architects or Air conditioning (strike out whichever is not applicable) for branches/ ATMs/ Offices under Ghazipur West Region'.

- 2.8 Tender document should contain complete application form with all the relevant information (Bio-data, General conditions, warranty clause, detailed terms & conditions, feedback forms and copy of work orders in support of experience, duly signed on each page along with cost of the Tender Document). No information regarding price is to be given in Technical bid.
- 2.9 **Tenders without Pay Order/ Demand Draft shall be summarily rejected.** In case of bidders are registered with NSIC, they are eligible for waiver of Tender document cost, However, they need to provide valid NSIC Certificate clearly mentioning that they are registered with NSIC under single point registration scheme. For claiming relaxation under NSIC category, bidders have to produce original NSIC registration certificate at the time of opening of Technical bids.
- 2.10 No Tender will be received after the expiry of the time & date notified for receiving tenders, under any circumstances whatsoever.
- 2.11 **The Tender will be opened at 05:00 PM on 15.06.2026 at above address in the presence of authorized representative of contracting agency. No separate intimation/ correspondence will be sent in this regard**
- 2.12 The Tender shall remain valid for acceptance for a period of 180 days from the notified last date of Tender submission.
- 2.13 The Bank reserves the right to accept / reject the lower or any or all tender received without assigning any reasons thereof.
- 2.14 Bank reserves all the right to shortlist the vendors based on their feedback from Clients of bidder, quality, quantity, period in business, infrastructure, supervision, locations, business, after sales etc. The Bank reserves the right to empanel/shortlist top rated/scoring one or more vendors at Banks' discretion. At any point of time if the services of the vendor are found unsatisfactory, Bank reserves all rights to de-empanel the contractor. No request in this regard will be entertained under any circumstances.
- 2.15 All Tenders in which any of the prescribed conditions are not fulfilled or incomplete in any respect are liable to be rejected.
- 2.16 This Tender Notice shall form part of the contract documents.
- 2.17 Ghazipur West region comprises of only one District (Ghazipur) and branches/ATMs are widely dispersed. The requirements mentioned above pertain to the entire region and not only to the particular centre where Regional Office is located.
- 2.18 Selection of contractors will be based on the ability and competence required for good quality jobs to be performed by them.

- 2.19 If the space provided in the Performa is insufficient for giving full details, the same may be given on a separate sheet of paper. All columns must mandatorily be filled by the agency seeking empanelment.
- 2.20 Decision of the Union Bank of India regarding selection of contractors for empanelment will be final and binding and no further correspondence will be entertained. Contractors empanelled will be informed by post/email.
- 2.21 Intending contractors are requested to read carefully before filling the particulars in the Performa.
- 2.22 Information / details furnished by selected party, if found to be false at any time in future or any information affecting empanelment is willingly / unwillingly withheld, if come to the notice of the Bank at any point of time, the bidder's empanelment can be cancelled immediately
- 2.23 Where copies are required to be furnished, these should be self-certified copies.
- 2.24 Application form is non-transferable.
- 2.25 Bank at its own discretion may award AMC of selected equipment's (air-conditioning etc) to empanelled vendors by asking sealed quotations.

3 ELIGIBILITY CRITERIA FOR SHORT-LISTING: -

For Empanelment of contractors following criteria shall be applied. For this purpose, Applicants shall submit proof of documents along with the Tender. Vendors not submitting proof documents and/or not conforming to any of these parameters will not qualify for empanelment.

GENERAL CRITERIA& DOCUMENTS TO BE SUBMITTED

- 3.1 Contractor applying for empanelment should be either registered companies or registered partnership firms or Registered Proprietorship firm. (Proof to be attached).
- 3.2 Firm should be in the business (for the work applied for) for not less than 3 years. Working experience of individual/ proprietor as an employee with other firm shall not be considered valid for counting of total work experience. Working experience will be counted in the particular work for which empanelment is sought. Working experience in another work will not be considered valid for counting of total work experience. Work experience will be calculated on the basis of registration certificate submitted as per para 3.1 and copy of work orders.

- 3.3 Firm should be empanelled and providing services to at least two PSU banks/Government organizations/PSUs for at least 3 years. Empanelment letter & Work order for the concerned work (for which empanelment is sought) should be submitted along with Tender document for verification of the same. If empanelment letter is not available for a particular organization, 2 work orders (for work order more than 2 lacs each) for each year for 3 consecutive years from same organization will be considered as the firm was empanelled with that organization.
- 3.4 Bank does not compromise on quality of products and expect good quality product and material to be used by the contractor. If any adverse feedback is received by bank, Bank reserves all rights to de-empanel the vendor from Empanelled list of Ghazipur West Region. All products supplied to bank should be supplied under warranty clause and the contractor will be liable for any defects arising in Warranty period at own cost.
- 3.5 Bank will seek confidential feedback from clients of vendor and thus bidders are required to furnish complete details of clients as per Annexure 3. Poor feedback/rating by clients will be considered as unsatisfactory and the bidders will not be considered for empanelment.
- 3.6 Firms should have Income Tax PAN, TIN No, GST certificate. (Attested copies of PAN card, TIN No, GST certificate and latest Income tax return to be submitted)
- 3.7 Firms should have Registration under Shops & Establishments Act under Uttar Pradesh. (self-Attested copy of certificate to be submitted)
- 3.8 The bidder should have at least one of its operational registered office in Uttar Pradesh State. Preference will be given to the Firms who have at least one of its working offices in Ghazipur West Region. (Submit valid proof of office address (telephone bill/registered rent agreement/ownership document on the name of firm only).
- 3.9 Firms shall not be owned or controlled by any director or officer/employee of the bank or their relatives having the same meaning as assigned under section 6 of the Companies Act 1956. (A certificate denying the ownership of Agency/Firm/Manufacturer/Dealer by any director or officer/employee of the bank or their relatives having the same meaning as assigned under section 6 of the Companies Act 1956 issued by the CEO or Director of the Firm to be submitted along with the tender)
- 3.10 Firms should submit an undertaking (on their letter head) that they have not been blacklisted by any of the Govt. Authority or PSUs/PSBs duly signed by authorized signatory with company seal. If at any later stage it comes to the notice of Bank that the firm is blacklisted by any of the Govt. Authority or PSUs/PSBs, the contract with the firm will be terminated.

- 3.11 Firms should have registration number for payment of Goods and service tax (GST) and their GST return should have been filed till last quarter (copy of GST return of past one year to be enclosed). Firms having invalid GST number or cancelled GST number, or inactive GST number will be rejected. (copy of GST registration is to be submitted)
- 3.12 Firm should have made net operating profit for past three years (attach audited Balance sheet of last 3 years Financial years). In case the firm is not under audit then they should submit ITRs along with computation sheets certified by CA & Proof of Payment of tax(Copy of Chalan etc.)
- 3.13 For empanelment of Architects minimum experience required is 3 years in execution of similar kind of works in PSU Banks/Government offices/PSUs.
- 3.14 The Architects should be member of Institute of Architects/Council of Architects/Institution of Engineers or any other professional institute (submit proof).
- 3.15 In partnership architect firms, all the partners should be qualified Architects only (submit proof).
- 3.16 Years means financial year unless stated otherwise.
- 3.17 Bids/RFP which are not in sealed covers will not be accepted.
- 3.18 Bank will obtain confidential Feedback from at least 4 reference sites as quoted by bidder in annexure 3. Out of four reference site details, the bidders should quote at least 2 reference sites of PSU banks/Govt organisations from Ghazipur West region or nearby area. Bank will obtain a Quantitative confidential feedback from the clients and may disqualify bidders, if unsatisfactory feedback is received from any client. If no feedback is received within 15 Working days and even after reminder, it will be presumed that the work of bidder is unsatisfactory and the application of concerned bidder for empanelment shall be summarily rejected. Thus, bidder is required to submit at least four reference site details as per Annexure 3 of the tender document.
- 3.19 Bidders with unsatisfactory feedback from reference sites or documents/ facts not found in order on verification as per stipulated criteria or Labour Acts/Rules applicable will not be considered for empanelment

3.20 CRITERIA FOR PREQUALIFICATION:

- 3.20.1 Bidders will self-assess themselves as per Para 18 B of Annexure 1 (for contractors) and as per Para 17 of Annexure 2 (for Architects) of this document. Supporting documents in respect for each point of Pre-qualification table should be submitted along with Tender document.

3.20.2 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.

3.20.3 Bidders scoring more than 75% marks in Confidential Feedback will only be considered for evaluation of prequalification marks (Para 18B of Annexure 1 (for contractors) and as per Para 17 OF Annexure 2 (for Architects) of this document.)

3.20.4 SOLVENCY CERTIFICATE: - The Firm applying for Furnishing, Electrical and Air conditioning tenders should enclose Solvency Certificate of the net worth of firm. The solvency Certificate should not be older than six months from the date of submission of the tender. If Solvency

3.20.5 certificate is not submitted, marks for solvency certificate as assigned in Prequalification criteria will be awarded zero.

4. **The bid shall contain no erasers or over writing except as necessary to correct errors made by the bidder, in which case such corrections shall be authorized by the person or persons signing the bid. Complete bid along with all the required proofs should be handed over in sealed cover, as mentioned to: -**

Chief Manager (Operations

Regional Office, Ghazipur West

Shubhra Motel Complex, Mahua Bagh

Ghazipur West, UP- 233001

5. EVALUATION CRITERIA

5.1 The Technical offer (TO) should be complete in all respects and contain all information asked for in this document.

5.2 Firm shall submit letter of undertaking/declaration on company letter head as per Annexure 4 of this document.

5.3 Firm shall submit detailed bio data of the firm as per Annexure 1 and Annexure 2 (as applicable) of this document.

5.4 Firm shall submit detailed self-assessed prequalification criteria as per Para 18 B of Annexure 1 (for contractors) and as per Para 17 of Annexure 2 (for Architects) of this document and as mentioned in para 3.20. All documents in support of the prequalification criteria should be submitted along with the tender document. If the firm fails to submit any document in

support of any Prequalification criteria, least marks in that particular criteria will be considered for evaluation.

5.5 The Technical bid must be submitted in an organized, numbered (on each page) and structured manner (spiral binding will be appreciated). Each page should be signed and stamped by the authorized official. No brochures/leaflets etc. should be submitted in loose form.

5.6 Bank reserves the right to reject an offer under any of the following circumstances:

5.7 Document/RFP cost Rs 500/- per category is not submitted.

5.8 Offer is incomplete and/or not accompanied by all stipulated documents (with attestation wherever required)

5.9 Offer is not in conformity with the terms and conditions stipulated in this document.

5.10 Specifications stipulated in RFP are not met with. However, deviations resulting in higher/superior configuration will be accepted.

5.11 Or if found that the information provided in the offer is bogus/False.

5.12 Declarations as per Annexure 4 is not submitted.

5.13 Declaration that the Firm is not blacklisted by any Govt. Authority or PSUs/PSBs duly signed by authorized signatory with company seal as per Annexure 5 is not submitted.

5.14 Poor rating by empanelling agencies (Clients of bidder) even if one client gives poor rating the bidder may be not considered.

5.15 If the firm scores less than 80 marks in weighted average

5.16 Unsatisfactory feedback is received from any Client.

5.17 Self-Attested Photocopies of relevant documents/certificates as proof in support of various information submitted in aforesaid annexure and other claims made by the vendor. If the number of vendors qualifying the eligibility criteria of bank as per this document is less than 5, bank reserves all rights to relax the eligibility conditions.

6. EVALUATION PROCESS

Offers (Tenders) will be evaluated in the following stages:

6.1 Stage I

Opening of bids by Tender opening committee as per date mentioned in this document in front of Bidders/Representatives of bidders.

6.2 Stage II

Incomplete Offers, i.e., offers not accompanied with Tender cost shall be rejected.

6.3 Stage III

Confidential feedback will be obtained by bank from clients of bidders as per details submitted by bidder on annexure 3. Bank reserves all rights to obtain feedback from other clients of bidder. If unsatisfactory feedback is received for any bidder, the bid shall be summarily rejected.

6.4 Stage IV

Bids will be evaluated against the stipulated minimum eligibility criteria based purely on valid proof documents submitted by the PSAs. Offers not complying with the eligibility criteria will be rejected.

6.5 Stage V

Short-listing of firms based on proof of documents submitted, site visits by the Bank's officials and satisfactory feedback from reference sites.

6.6 Stage VI

Issue of Empanelment letters to all successful firms up to this stage.

7. TERMINATION FOR INSOLVENCY:

The Bank may at any time terminate the empanelment by giving written notice to the Bidder, if the Bidder becomes bankrupt or otherwise insolvent. In this event, termination will be without any compensation to the Bidder

8. GOVERNING LAW AND DISPUTES:

8.1. The provisions of this tender shall always be subject to government notifications, any rules/ guidelines that may be in force from time to time.

8.2. All disputes or differences whatsoever arising between the parties out of or in relation to the construction, meaning and operation or effect of these tender documents or breach thereof shall be settled amicably. However, if the parties are not able to solve them amicably, the same shall be referred to the sole arbitrator mutually agreed by the parties. The arbitration shall be conducted in accordance with the provisions of the Arbitration and Conciliations Act, 1996 (26 of 1996) or any statutory modifications or re-enactment thereof and the rules made there under and for the time being in force shall apply to the arbitration proceedings under this clause. The award of the arbitrator shall be final and binding on the parties. The fees, if any, of the arbitrator shall, if required to be paid before the award is made and published, be

paid half and half by each of the parties. The cost of the reference and of the award (including the fees, if any, of the arbitrator) shall be in the discretion of the arbitrator who may direct to any by whom and in what manner, such costs or any part thereof shall be paid and fix or settle the amount of costs to be so paid.

- 8.3. During the arbitration proceedings the vendor shall continue to work under the contract unless otherwise directed in writing by the bank or unless the matter is such that the work cannot possibly be continued until the decision of the arbitrator is obtained.
- 8.4. The venue of the arbitration shall be Ghazipur only.

9. FOR FURTHER CLARIFICATIONS, IF ANY, YOU MAY CONTACT AT FOLLOWING ADDRESS:

Chief Manager (Operations)
Union Bank of India,
Regional Office, Ghazipur West
Shubhra Motel Complex,
Mahua Bagh, Ghazipur West- 233001
Phone No. 0548-2222017, 7706973900

Regional Head

Annexure 1

BIO - DATA OF CONTRACTOR

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 (their personal KYC PAN, :
Aadhar etc)
- I)
- II)
- c) Year of establishment :
3. Registration with Tax Authorities :
- i) Income-tax (PAN) No. :
- ii) Goods and Service Tax Number:
- iii) EPF Regn. No. :
- iv) ESI Regn. No. :
- v) TIN / VAT No. :
- vi) Any other registration number:

(Copies of certificates of registration with relevant authorities to be enclosed as Annexure-II-A, II-B, II-C, II-D & II-E)

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

I)

II)

5. Solvency Certificate enclosed : Enclosed / not enclosed

Note: The solvency certificate should be addressed to Union Bank of India and not older than six months from the date of advertisement.

6. Furnish copies of audited balance-Sheet and Profit & Loss A/C. for the last 3 years as Annexure-IV-A, IV-B & IV-C. : Enclosed / not enclosed

7. Registration with Govt. / Public Sector / Banks (certificates of Registration to be enclosed)

Name of the Organization	Year since empanelled

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 year:

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

Note: Copies of work orders along with Xerox copies of relevant TDS certificate, satisfactory completion certificate obtained from the client shall be enclosed. 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).

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 5 years:

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

Copies of income-tax returns / assessment orders for each year to be enclosed)

16. List of Equipments / machinery owned:

Sr. No.	Name of equipment	Year of manufacture	Quantity available

17. Group for which registration is sought out of the following categories

Sr. No.	Name of the activity	Work for which empanelment is sought
1	Interior Furnishing including Civil work (Civil repairs including new work, Structural rehabilitation of building, Sanitary & plumbing, Waterproofing). <u>Category A</u> - Up to Rs.40 lacs <u>Category B</u> - Up to Rs.15 lacs	
2	Electrical work including repairs. <u>Category A</u> - Up to Rs.30 lacs <u>Category B</u> - Up to Rs.15 lacs	
3	Air-conditioning - Installation, servicing and maintenance.	

NOTE: For works at Sr. Nos. 1 and 2, category shall be mentioned; whereas for works at Sr. Nos. 3 empanelment will be done without category.

18(A). Details of the work confirming to eligibility as per criteria - details 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 Client	Details of work	Work Order No.	Satisfactory completion certificate	Value of Work

18(B). Pre-Qualification Criteria

Sr. No.	Criteria	Weightages	Self-Rating Marks
1	For works at Sr. Nos. 1 & 2	60	
	Should have executed one similar work (in PSU banks/Govt organizations/PSUs) of 80% of the value indicated for the category for which registration is sought during last 3 years OR - Should have executed two similar works (in PSU banks/Govt organizations/PSUs) of 50% of the value indicated for the category for which registration is sought during last 3 years OR - Should have executed three similar works (in PSU banks/Govt organizations/PSUs) of 40% of the value indicated for the category for which registration is sought during last 3 years - For Air conditioning work three similar works of Rs.5.00 lacs each		
2	Average turnover for the last three years shall be 30% of the upper ceiling mentioned / estimated cost of the work. <u>For Work at Sr. No. 1</u> - <u>Category A</u> Rs.12.00 lacs - <u>Category B</u> Rs.4.50 lacs <u>For Work at Sr. No. 2</u> - <u>Category A</u> Rs.9.00 lacs - <u>Category B</u> Rs.4.50 lacs For works at Sr. nos. 3 Rs.1.50 lacs.	20	
3.	Should have registration with Income -tax/ GST/ VAT/TIN/ Service Tax Authorities.	10	

4.	Should have submitted solvency certificate of 30% of the upper ceiling mentioned (Solvency certificate shall not be older than six months from date of submission of tender) <u>For Work at Sr. No. 1</u> -Category A : Rs.12.00 lacs -Category B : Rs.4.50 lacs <u>For Work at Sr. No. 2</u> - Category A : Rs.9.00 lacs - Category B : Rs.4.50 lacs	10	
	For works at Sr. nos. 3 to 4 of Table no 17 Rs.1.50 lacs.		
5	Experience with Govt. /Bank Organization	10	
TOTAL		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. Contractors themselves have to fill in self-rating marks column in the above table. The same will be verified with supporting documents attached in technical bid. The marks will be awarded as per self-attested copies of supporting documents found in Technical bid. Contractors scoring 80 marks & above will only be considered for empanelment. Please check example mentioned below.

19. List Of Enclosures:

Annexure No.	Particulars	Tick if enclosed
I	Certificate of registration of Company / partnership deed.	
IIA, IIB, IIC, IID, IIE	Certificates of registration with Income Tax, Goods and service tax, EPF, ESI and VAT / TIN authorities.	
III	Solvency Certificate.	
IVA, IVB, IVC	Audited Balance Sheet & Profit & Loss A/c. Statement for last three years.	
V	Certificates of Registration with Govt. / Public Sector / Banks.	

VI	Copies of work orders 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. 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.

Union Bank of India

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. Architectural / Consulting firms, intending for empanelment in Union Bank of India are requested to furnish the details as per enclosed format for consideration.
2. If the space provided in the Performa is insufficient for giving full details, separate sheet of paper may be used.
3. Information furnished to Bank will be kept as strictly confidential.
4. 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 empanelled will be informed by post.
5. Information and details furnished by empanelled 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.
6. 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.
7. Cost of the application form is Rs. 500.00 (non-refundable) to be paid by way of Pay Order / Demand Draft favouring "Union Bank of India", payable at Ghazipur. Application form is not transferable.
8. Empanelment of firms will be valid only for 3 years, if selected.
9. Where copies are required to be furnished, these should be certified copies.
10. For empanelment of Architects minimum experience required is 3 years in execution of similar kind of works in PSU Banks/Government offices.
11. The Architects should be member of Institute of Architects/Council of Architects/Institution of Engineers or any other professional institute (submit proof).
12. In partnership architect firms, all the partners should be qualified Architects only (submit proof).

BIO - DATA OF ARCHITECTURAL 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).

- b) Name of the Proprietor, Partners,
 Directors (their personal KYC PAN, :
 Aadhar etc)
 I)
 II)

- c) Year of establishment :

3. Registration with Tax Authorities :

- i) Income-tax (PAN) No. :
- ii) Goods and Service Tax Number :
- iii) EPF Regn. No. :
- iv) ESI Regn. No. :
- v) TIN / VAT No. :
- vi) Any other registration number :

(Copies of certificates of registration with relevant authorities to be enclosed)

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)

6. Enclose copies of audited balance
Sheet and Profit & Loss A/C. for the last 3 years) :

7. Certificate of Registration with Govt. / Public Sector / Banks (certificate of Registration to be enclosed)

Name of the organization	Year since empanelled

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 dated 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. 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).

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 5 years:

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

Copies of income-tax returns / assessment orders for each year to be enclosed)

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: Category A : For the works up to Rs.40.00 lacs Category 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	Should have executed one similar work in PSU bank/Govt Organisation/PSUs valuing 80% of the value of proposed work during last 3 years of minimum value as under: - <u>For Category A</u>, minimum value of works executed shall be Rs.32.00 lacs and above. <u>For Category B</u>, minimum value of works executed shall be Rs.12.00 lacs and above.	60	
2	Should have received average professional fee (2% of value of work / empanelment value) during the last three financial years above: <u>For Category A</u>: Rs.0.80 lacs <u>For Category B</u>: Rs.0.30 lacs	25	
3	Should have adequate in-house infrastructure of Architects / Engineers. <u>For Category A</u> Architects : 02 Nos. - 5 marks Civil Engineers : 02 Nos. - 5 marks Electrical / Mechanical Engineers : 02 Nos. - 5 marks <u>For Category B</u> Architects : 01 No. - 5 marks Civil Engineers: 01 No. - 5 marks Electrical / Mechanical Engineers: 01 No. - 5 marks Enclose copy of degree/Certificate and appointment letter, duly accepted by staff. Concerned staff should be working with Architect for more than 6 months' time from the date of empanelment Notice. The same will be verified during site/office visit.	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. Contractors themselves have to fill in self-rating marks column in the above table. The same will be verified with supporting documents attached in technical bid. The marks will be awarded as per self-attested copies of supporting documents found in Technical bid. Agencies scoring 80 marks & above will only be considered for pre-qualification.

Details of the work confirming to eligibility as per criteria - details must be furnished in the column along with enclosing xerox copies of documents/credentials to prove the claim failing which application will be rejected outrightly.

Name of the Client	Details of the work	Work Order No.	Satisfactory completion certificate	Value of work

18. 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, GST, EPF, ESI and VAT / TIN 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. Bodies.	
VIIIA, VIIIB, VIIC, 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

**DETAILS OF PREQUALIFYING WORKS/ WORK CARRIED OUT IN LAST 3 YEAR FOR OBTAINING
CONFIDENTIAL FEEDBACK.**

(SUBMIT ATLEAST 4 REFERENCE SITE DETAILS, IF REQUIRED ADD ADDITIONAL PAGES)

(Filling all details is mandatory without which application will be summarily rejected)

1.	Name & address for whom the work is executed	
2.	Details of work done by the firm	1. Civil works = Rs. 2. Furnishing works = Rs. 3. Electrical = Rs. 4. Air conditioning: Rs.
3.	Photographs of work completed (please enclose copy)	
4.	Value of contract executed	
5.	Brief description of the work	
6.	Period during which the contract is executed	
7.	Work order reference (please enclose copy of the work order)	
8.	Completion certificate reference (please enclose copy of the completion of work)	
9.	Delay in execution of work	
10.	Whether time schedule is adhered to	

11.	Any other information which you consider will help us in taking our decision.	
12.	Contact details of competent authority of client: - The reporting official should not be below the rank of Chief Manager/Chief Engineer/Departmental In charge. Ensure submission of complete details as confidential feedback will be obtained from official email id. Email id from general domain like gmail, Hotmail, yahoo.com etc will not be considered.	Name Designation Mobile No Email: -

Note: -

1. Please mention all asked data as mentioned above including contact details. Email id should be from bank's/firm's domain only. Emails from gmail, rediffmail and other similar domains will not be accepted under any circumstances.
2. Confidential feedback from the clients will be undertaken by the bank from mentioned email id only.
3. Reference site details of 4-5 vendors should be given in above format for which additional sheet may be used. In case positive feedback from at least two reference sites is not received within 20 days of our communication, the feedback will be considered unsatisfactory.
4. 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.
5. If poor or unsatisfactory feedback is received for any vendor from reference site details or from any other sources, the bid shall not be considered for empanelment. No complaint in this regard will be entertained under any circumstances.
6. Reference of only those clients will be considered, where the bidder has completed work of atleast 40 % of qualifying work.

LETTER OF UNDERTAKING ON COMPANY LETTER HEAD

D E C L A R A T I O N

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 :

AUTHORISED SIGNATORY with Seal

Date :

Name:

Designation:

Mobile No:

Email Id:

LETTER OF UNDERTAKING ON COMPANY LETTER HEAD

DECLARATION

LETTER OF UNDERTAKING REGARDING BLACKLISTING AND SEC 6 OF COMPANIES ACT 1956

1. I,, Proprietor/Partner/Director of Firm M/S, on behalf of my firm undertakes that our company had never been black listed by any of the Govt. Authority or PSUs/PSBs. I also undertake that, if at any later stage it comes to the notice of Bank that the firm is blacklisted by any of the Govt. Authority or PSUs/PSBs, the contract with the firm will be terminated. I also undertake and give my written consent that in such case bank is free to take any legal action, as deemed fit against the firm/me.
2. I also undertake that our Firm does not/shall not be owned or controlled by any director or officer/employee of the bank or their relatives having the same meaning as assigned under section 6 of the Companies Act 1956.

Place :

AUTHORISED SIGNATORY with Seal

Date :

Name:

Designation:

Mobile No:

Email Id: