



Punjab & Sind Bank
(A Govt. of India Undertaking)

**REGIONAL OFFICE: PUNJAB & SIND BANK, 1ND FLOOR, PLOT NUMBER 151, SECTOR 44,
GURUGRAM.**

**TENDER NOTICE INVITING APPLICATIONS FOR EMPANELMENT OF
CONSULTANT/ARCHITECT/ARCHITECTURAL FIRM FOR BRANCHES AND OFFICES FALLING
UNDER GURUGRAM REGION, HARYANA**

Tender No. PSB/RO/GA/EMP/01/2026-27

Dated 01.06.2026

Bank invites applications for Empanelment of Consultant/Architect/Architectural Firm for its Branches and Offices under Gurugram Region.

**Last date of receipt of Tender Bids is 22.06.2026. For details, visit our website :
<https://punjabandsind.bank.in>**

REGIONAL MANAGER

PUNJAB & SIND BANK
GURUGRAM REGIONAL OFFICE

APPLICATION FOR EMPANELMENT OF CONSULTANT/ARCHITECT/ARCHITECTURAL FIRM
APPLICATION REFERENCE NO.: - PSB/RO/GA/EMP/01/2026-27
LAST DATE OF SUBMISSION: 22.06.2026 by 17.00 Hrs
GURUGRAM REGION

Bank invites offers for empanelment of Consultant/Architect/Architectural Firm for Architectural Services for Renovation/ Furnishing, Electrical, Air-Conditioning, Data Cabling Works etc. and similar of offices & Branches situated in Haryana state under Regional Office Gurugram.

Interested applicants may obtain the prescribed Tender application format from Punjab & Sind Bank's Regional Office First Floor at Plot No. 151, Sector 44, Gurugram - 122003 from 01.06.2026 (between 10.00 AM to 5 PM from Monday to Friday and on 1st, 3rd and 5th Saturday) upto 22.06.2026 or may download the same from Bank's website <https://punjabandsind.bank.in>

The duly filled in offer complete in all respect in sealed covers super scribing **"Offer for Empanelment of Consultant/Architect/ Architectural Firm"** on top and name, address & contact number of offerer at bottom left corner should be addressed to:

The Regional Manager
Punjab & Sind Bank
Plot No. 151, Sector-44
Regional Office Gurugram

The Sealed cover shall be kept in main envelope

The last date of submission of completed Tender document/form in sealed cover is 22.06.2026 upto 5.00 PM. The offer shall be dropped in the box kept for this purpose at the premises of Punjab & Sind Bank's Regional Office First Floor at Plot No. 151, Sector 44, Gurugram - 122003 on or before 22.06.2026 upto 5.00 PM.

The bid or offer shall be opened on next working day i.e.23.06.2026 at 3 PM.

The bank reserves the right to cancel any or all tenders and stop the process at any point of time without assigning any reason or notice whatsoever.

Regional Manager

Disclaimer

- The information contained in this RFP document or any information provided subsequently to Bidder(s) whether verbally or in documentary form by or on behalf of the Bank, is provided to the Bidder(s) on the terms and conditions set out in this RFP document and all other terms and conditions subject to which such information is provided.
- This RFP is neither an agreement nor an offer and is only an invitation by Bank to the interested parties for submission of bids. The purpose of this RFP is to provide the Bidder(s) with information to assist the formulation of their proposals. This RFP does not claim to contain all the information each bidder may require. Each Bidder should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this RFP and obtain independent advice, wherever necessary. Bank makes no representation or warranty and shall incur no liability under any statute, rules or regulations as to the accuracy, reliability or completeness of this RFP.
- Bank reserves the right of discretion to the change, modify, add or alters any or all of the provisions of this RFP and/or the bidding process at any stage of the process of bidding/ RFP, without assigning any reasons whatsoever. Such change will be published on the Bank's Website (<https://punjabandsind.bank.in>) and it will become part and parcel of RFP.
- Bank reserves the right to reject any or all the RFPs received in response to this RFP document at any stage without assigning any reason whatsoever and without being liable for any loss/injury that Bidder might suffer due to such reason. The decision of Bank shall be final, conclusive and binding on all the parties directly or indirectly connected with the bidding process.
- Information provided in this RFP is on a wide range of matters, some of which may depend upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. Bank does not own any responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein. Further, Bank also does not accept liability of any nature whether resulting from negligence or otherwise howsoever caused arising from reliance of any Bidder upon the statements contained in this RFP.

1. EMPANELMENT OF CONSULTANT/ARCHITECT/ARCHITECTURAL FIRM

Punjab & Sind Bank, Regional Office, Gurugram is in the process of Empanelling Consultant/ Architect / Architectural Firm for Architectural Services for renovation / furnishing etc. and similar projects of Branches/offices (Located in Haryana State) under Regional Office, Gurugram under three classes namely:-

- 1) **Class A - For Value of works above 25 Lakhs**
- 2) **Class B — For Value of works between ₹10 Lakhs to ₹25 Lakhs**
- 3) **Class C — For Value of works below Rs.10 Lakhs**

2. APPLICABILITY

Any Individual, Sole Proprietorship Firm, Partnership Firm, Public Limited company or a Private Limited Company may apply for empanelment as an Consultant/Architect/ Architectural Firm under these rules provided the eligibility criteria and other conditions are satisfied. The empanelled consultant/architects have to abide by all the rules made herein

3. Scope of Empanelment (Duties and Functions of Consultant/ Architects):

The general scope of work of Consultant/Architects involves rendering Architectural Services for renovation of Branches / Offices, furnishing & interior decoration, civil work and rehabilitation of the buildings, electrical, air-conditioning, fire safety works, etc. and similar works.

The empanelment in PSB will entitle the Consultant/Architect/ Architectural Firm to take up any of the following works during the period of empanelment.

A) The Consultant/Architect shall render the following services in connection with Bank's Interior Furnishing/Renovation works:-

- 1) Taking the employer's instructions, studying the requirements, visiting the site, preparing sketch (designs which shall be in accordance with local governing codes / standards, regulations, etc and also in line with the Guidelines of Bank's Uniform Furnishing Pattern (including carrying out necessary revisions till the sketch designs are finally approved by the employer), preparing item wise cost estimates for Interior Decoration/furnishing work based on the prevailing market rates substantiated by rate analysis for major/unusual items. (Proposals for Interior Decoration/furnishing work shall be simple but elegant, consistent with functional and aesthetic requirements and shall avoid lavish and ostentatious expenditure), discussing with the employer for finalization of estimates and preparing report on the scheme to enable the employer to take a final decision on the sketch designs and estimates.
- 2) **Submitting a proper programme chart** incorporating all the activities required for the completion of the proposed work well in time i.e. preparation of detailed working drawings, structural drawings, calling tenders, etc. The programme should also include various stages of services to be done by the Consultant/Architects in co-ordination with the Bank.
- 3) **Preparing detailed layout and working drawings** for furniture, cabins, electrical installations, telephone installations, fire detection system installation, security systems, plumbing and fittings etc. and preparing detailed estimates and all such other particulars as may be necessary for preparation of bill of quantities.
- 4) Preparing pre-qualification documents.
- 5) Preparing detailed tender documents for various trades and specialist services, etc. complete with articles of agreement, special conditions, conditions of contract,

specifications, bill of quantities including detailed analysis of rates based on market rates, time and progress charts, etc.

- 6) Inviting tenders for all trades and submitting assessment reports thereon, together with recommendations specifying abnormally high and low rated items. Preparing contract documents for all trades and getting them executed by the concerned contractors. (All commercial conditions shall be evaluated in financial terms instead of merely saying whether a condition may be accepted or not. When conditions are not susceptible to the Employer may be adopted.)
- 7) Preparing such further details and drawings as are necessary for proper execution of the work.
- 8) **Submitting the required drawings to the Municipal Corporation and/or any other statutory authority and obtaining its approval, if required as per instruction of competent authority.**
- 9) **Assuming full responsibility for supervision and proper execution of all work by general and specialist contractors** who are engaged from time to time including control over quantities and during the execution to restrict variation, if any, to the minimum.
- 10) Checking measurements of work regularly and duly recording it in measurement book. Checking Contractor's bills, issuing periodical certificates for payments, and passing and certifying accounts, so as to enable the employer to make payments to the Contractors and adjustments of all accounts between the Contractors and the employer. Consultant/Architect shall assume full responsibility for all measurements certified by them. A recommended certification performa for the purpose is given below:-

Certified that the various items of work claimed in thisrunning bill/ final bill by the Contractors have been completed to the extent claimed and at appropriate rates and that the items are in accordance with and fully confirming to the standard / prescribed specifications and hence the bill is recommended for payment of Rs.....

(Rupees.....)

Date:

Signature of Consultant/Architect

- 11) The Consultant/Architect shall be **wholly and solely responsible for the successful completion of the work in all respects consistent with safety and structural stability from the inception upto the handing over for occupation to the employer.** Consultant/Architect shall also be responsible for those defects/matters which may come at a later stage, if Bank suffers any pecuniary loss/damage due to negligence/ over sightness of the consultant/architect, Bank will have full right to recover the lost amount from the consultant/architect.
- 12) Submitting **3 copies of signed as built layout along with project completion certificate.**
- 13) The Consultant/Architect shall assist the Bank in all arbitration proceedings between the contractors and the employer and also defend the Employer in such proceedings.

4. ELIGIBILITY CRITERIA

The Consultant/architect should satisfy the minimum eligibility criteria before they can be considered for empanelment and they have their registered office in **GURUGRAM** Only.

- i. The Consultant/Architects should have Graduate/Post Graduate Diploma/Degree in Architecture/Respective Branch of engineering either from India or abroad and have done considerable amount of work as a practicing Architect for a minimum period of 3 years.
- ii. The Consultant/Architects should be a member of (i) Council of Architecture or (ii) Indian Institute of Architecture or (iii) Institute of Engineers or (iv) Any other professional institute. For civil and furnishing works the Consultant/Architect/Architectural Firm should be registered with Council of Architecture.
- iii. If the firm is a partnership firm or limited company then at least one partner/director shall be registered with Council of Architecture.
- iv. The criteria for experience shall be the completion of requisite number of works of prescribed nature and magnitude executed on independent contract basis or as an Architect/Architectural Firm during the last 5 years (cut of date is 31.03.2026). The works should have been executed in same name and style in which the empanelment is sought. The balance sheet may also be submitted alongwith the application.

The experience criteria for the work for consultant/architecture, should have successfully completed consultancy for Commercial/Bank buildings of the following magnitude in the past 5 years ending current March-2026.

- a) Three works completed each costing not less than 50% of respective Category work
or
 - b) Two works completed each costing not less than 60% of respective Category work
or
 - c) One work completed not less than 80% of respective Category work.
- v. The financial soundness shall be judged on the basis of the average annual business turnover of not less than 30% (in terms of consultancy fees received) in the last 3 years ending current March.
 - vi. The criteria for empanelment shall be as applicable on date of empanelment.
 - vii. The Consultant/ Architect/ Architectural Firm should have in-house MEP Consultant(s) and for the principal Consultant/Architect/Architectural Firm does not have in-house MEP Consultants, he/she may associate eligible MEP Consultant(s) and intimate the name(s) to Bank.
 - viii. The applicant shall submit the following documents/documentary proof along with the application:-
 - a. Applicants Profile as per Annexure I.
 - b. Declaration by the Firm / Company of having not been declared by Central Governments / State Govt./ Public Sectors to be ineligible to participate for corrupt, fraudulent or any other unethical business practice and Blacklisted by Government body/established institutions.
 - c. Details of Staff.

- d. Satisfactory Completion certificate.
- e. Audited/Self attested Profit and Loss Account and Balance sheet for the last 3 Financial Years ending on 2023-2024, 2024-2025 and 2025-26.
- f. All pages of bid document must be signed and stamped.
- g. Tender Offer as per the prescribed format.
- h. I.T.R for the financial year ending on 2023-2024, 2024-2025 and 2025-26 with computation sheet.
- i. Other information - Any other relevant information, which is necessary to be furnished, must be provided.
- j. Applicant should submit copy of the Income Tax PAN, GST Certificate with valid registration number.
- k. The applicant / firm / company shall be registered with ESI, EPF etc., as per extant labour laws, if applicable

5. ENGAGEMENT OF EMPANELLED CONSULTANT/ARCHITECT FOR SPECIFIC WORK

Quotes/Percentage of fees for specific work (for particular state) should be obtained from the Empanelled Consultant/ Architects (for the particular state) and the work should be awarded to the lowest quoted Consultant/ Architect subject to the maximum fees ceiling as defined in Payment terms.

6. Empanelment Class & Payment Terms:-

- a) The maximum fee payable to Consultant/ Architect should not generally exceed 5% of the total cost.

Category and value	Recommended fees (with supervision)
CLASS A- For value of works above Rs. 25 lakhs upto 100 lakhs	3.5%
CLASS B- For value of works between Rs. 10 lakhs to Rs. 25 lakhs.	3.5% to 5%
CLASS C- For value of works below Rs. 10 lakhs.	4% to 5% (subject to a minimum of Rs 15000/-)

- b) The payments shall be made as per the IBA guidelines. The stages for payment to be followed:
 - i) The bank shall pay to the Consultant/Architects their basic fee @.....% plus tax of the actual cost of the work/ accepted tender cost, whichever is less subject to the ceiling as mentioned above.
 - ii) Issue of completion certificate and as built drawings & checking/ certification of final bill of works - 95% of total fee less if already paid on different stages.
 - iii) After the end of defect Liability Period of contract – 100% of total fee less already paid.
 - iv) After approval of detailed drawings and specification as required (sufficient for preparing detailed estimates of cost) if Bank has decided not to float the tender then consultant/architect payment will be made 40% of total fee.
 - v) In case of any contention the decision of bank for payment shall be final.

7. PENALTY:

Under any circumstance, it is established that due to the fault of the Empanelled Architect, the Bank has to pay any extra amount due to cost overrun of the project, over measurements/faulty description of items or any other lapse on the part of the Architect, necessary recovery may be effected from the Consultant/Architect fees.

8. Disciplinary Actions:

The Consultant/Architect/Architectural Firm shall have to abide by all the rules of empanelment and also by the terms and conditions of the agreement/MOU. He shall have to execute the works as per contract on time and with good quality. Bank shall have the right to suspend business with him for any period, debar or remove the name from the approved list of architects indefinitely or for a period as decided by Bank after issue of a show cause notice. Decision of Bank shall be final and binding on the Consultant/Architect.

9. Validity of Empanelment

The empanelment will be valid **for a period of three years** from the date of empanelment. However, the empanelment may be revalidated, in accordance with the rules in this regard. Each revalidation shall be for a period of one year from the date of expiry of previous empanelment/revalidation. The empanelment shall be open for review by the Bank and liable to termination, suspension or any other such action at any time, if considered necessary, by the Bank after issue of due notices to the Consultant/Architect(s).

REVISION OF ABOVE RULES OF EMPANELMENT:

Bank may modify, add, delete and / or change any of the above rules and the same shall be binding on all the empanelled Consultant/Architects/Architectural Firms. Bank reserves its right to accept/reject any / or all the applications without assigning any reasons whatsoever.

Annexure-I

Information to be furnished by the Applicants:-

1	Name of the Applicant/Firm/ Organization		
2.	Registered Address	Postal address	
		Telephone nos	
		Mobile nos.	
		E-mail address	
3.	Address for Communication	Postal address	
		Telephone nos	
		Mobile nos.	
		E-mail address	
4.	Year of establishment (enclose documentary proof)		
5.	Status of the firm (Enclose copy)	<ul style="list-style-type: none"> ➤ Company ➤ Partnership ➤ Proprietor Firm ➤ Individual (Attach proof)	
6.	Name of Proprietor/ Partners/ Directors of the Organization/Firm with Qualification.	i)	
		ii)	
7.	Registration Details Companies/Firm Registration Number & date GST No. Income Tax Number: PAN Number: TIN Number:		
8.	Name and address of Bankers. Enclose Solvency Certificate		
9.	Important major projects on which the firm was engaged in the last 5 years and their estimated cost, stage of work viz. planning and construction, the full address of clients shall be indicated against each project		
10	Specify the maximum value of work done in a year	Year	Value of Work
		2023-24	
		2024-25	
		2025-26	
11.	Important major projects on which the firm is engaged at present and their estimated cost, stage of work viz. planning and construction, the full address of clients shall be indicated against each project.		
12.	Whether an assessor of income tax, if so, mention Permanent Account Number furnish Copies of Income Tax Clearance Certificate.		
13.	Furnish copies of audited Balance Sheet and Profit & loss account (audited) for the last three years (FY 2023-2024, 2024-2025 and 2025-26.		
14.	If you are registered in panel of other Organization / Statutory bodies such as CPWD PWD, MES, Banks, etc, furnish their name, Category and date of registration.	i)	
		ii)	
		iii)	

	(Furnish Proof)	iv)
15.	Details of three responsible clients/ persons to whom the major works carried out by the application with address and telephone number who will be in a position to certify about the quality as well as past performance of your organization?	1. 2.
16.	Furnish copies of Satisfactory Completion Certificate only from PSU Clients (Minimum 3 Nos). (The completion of the projects considered for this satisfactory completion should not be later than 1 year from the date of the application).	

Signature of applicant with seal

**The Regional Manager
Punjab & Sind Bank
Regional Office
Plot No. 151, Sector-44, Gurugram-122003**

Dear Sir,

Ref: Application for empanelment as consultant/architect/architectural firm

I / we have read and understood the instructions and the Terms & Conditions mentioned in the application form. I / we do hereby declare that the information furnished in the application and the supplementary sheets are correct to the best of my knowledge and belief.

I / we authorize Bank to approach our Employers, Clients, Corporation, and Organization etc. to verify the facts submitted by me/us.

Signature of applicant with seal.

Name:

Designation:

Address:

Place

Date:

PERFORMA –2
PARTICULARS IN RESPECT OF WORK EXECUTED

Name of the Bidder:-

List of Important Works Executed by the Agency during the Last Five Year (Separate sheet can also be enclosed if required).

Sr. No.	Name of the work/ project executed with address	Short description of work executed	Name and address of owner	Value of work executed	Whether work was left incomplete or contract was terminated from either side, Give Details	Any other relevant information
1						
2						
3						
4						

Note:- Copies of the Agreement/MoU/Completion Certificate to be enclosed

Place:
Date:

Signature of the Applicant

PERFORMA- 3

PARTICULARS IN RESPECT OF WORK IN HAND

List of Important Works in Hand/ in Progress:-

Sr. No.	Name of the work/ project executed with address	Short description of work executed	Name and address of owner	Value of work executed	Any other relevant information
1					
2					
3					
4					

Note:- Copies of the Agreement/MoU to be enclosed

Place:

Date:

Signature of the Applicant

PERFORMA –4

LIST OF KEY PERSONAL PERMANENTLY EMPLOYED

Sr. No.	Name	Designation	Qualification	Experience	Years with the Firm	Any other information

Place:

Date :

Signature of the Applicant

