

(भारत सरकार का उपक्रम)  
गुरदासपुर औचल  
ऑपोजिट पुडा कॉलोनी  
बटाला रोड, गुरदासपुर- 143521  
दूरभाष : 01874-500379  
ई मेल: [zo.gurdaspur@psb.co.in](mailto:zo.gurdaspur@psb.co.in)



(A Government Of India Undertaking)  
**Gurdaspur Zone**  
Opposite PUDA Colony  
Batala Road, Gurdaspur- 143521  
Phone: 01874-500379  
E-mail: [zo.gurdaspur@psb.co.in](mailto:zo.gurdaspur@psb.co.in)

### Notice inviting applications for empanelment of consultant/architect/architectural firm under Gurdaspur Zone

Bank invites applications for empanelment of consultant/architect/architectural firm under Gurdaspur Zone. The performance of consultant/architect/architectural firm shall be reviewed on annual basis and empanelment will be valid for a period of three years from date of empanelment.

Interested consultant/architect/architectural firm may obtain the prescribed application format from Punjab & Sind Bank, Zonal Office Gurdaspur, Opposite PUDA Colony, Batala Road, Gurdaspur, Punjab-143521 or may download the same from Bank's website <https://punjabandsind.bank.in/>

Note: The Consultant/Architect/Architectural firm should have a registered office either in District Gurdaspur or Pathankot or Hoshiarpur or Jalandhar or Ludhiana or Amritsar in State of Punjab or Jammu & Kashmir for which the application is filed. Address proof for the same should be provided with the application form.

The duly filed application forms in all respect in separate covers marked and name, address & contact number of applicant at bottom left corner should be addressed to:-

**Zonal Manager**  
**Punjab & Sind Bank**  
**Zonal Office Gurdaspur**  
**Opposite PUDA Colony**  
**Batala Road, Gurdaspur, Punjab-143521**

The last date of submission of completed form in sealed covers is 22.09.2025 upto 5.00 PM. The offer shall be submitted to Punjab & Sind Bank, Zonal Office Gurdaspur, Opposite PUDA Colony, Batala Road, Gurdaspur, Punjab-143521. The Bids or offers shall be opened on next working day at 3 PM i.e. on 23.09.2025 at Zonal Office, Gurdaspur.

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.

Zonal Manager





**Notice Inviting Application for Empanelment of Consultant/Architect/Architectural Firm under Gurdaspur Zone**

**Tender Reference No: - PSB/ZOGSP/GA/Tender/04/2025-26**

**Last Date & Time for submission of application: 22.09.2025  
up to 5:00 pm**

**Punjab & Sind Bank  
Zonal Office Gurdaspur  
Opposite PUDA Colony  
Batala Road, Gurdaspur, Punjab-143521**

## **Empanelment of Architect/ Architectural Firm**

Punjab & Sind Bank, Zonal Office, Gurdaspur is in the process of empanelling Architects for renovation of Branches / Offices / Residences, furnishing & interior decoration, civil work and rehabilitation of the buildings, electrical, air-conditioning, fire safety works, etc and similar projects in the across branches in the state of Punjab (District:- Gurdaspur & Pathankot), Jammu & Kashmir.

### **Terms and Conditions for Empanelment**

#### **A) Applicability**

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

#### **B) Scope of Empanelment**

The general scope of work of Consultant/Architects involves rendering Architectural Service for renovation of Branches / Offices / Residences, 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 Architect/ Architectural Firm to take up any of the following works during the period of empanelment

- a) The 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 Architects in co-ordination with the Bank.
  3. Preparing detailed layout drawings for furniture, cabins, electrical installations, telephone installations, fire detection system installation, security systems, 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 evaluation, the alternative procedure of calling all the tenderers for negotiation and asking them to submit a final bid based on the terms and conditions acceptable 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 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 at site. 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. 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 this ..... running 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 / oversightness 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.

### **C) Empanelment Procedure**

The Consultant/Architect/Architectural Firm have to submit the prescribed application, complete with all documents to Bank. Consultant/Architect/Architectural Firm shall apply for empanelment in prescribed format, which can be downloaded from the website.

- Incomplete applications and application without prescribed documents are liable to be rejected.
- Bank will have the right to independently verify the details furnished by the Consultant/Architect/Architectural Firm and to get the works completed by the architect, inspected and / or obtain such other reports as may be considered necessary. For this purpose Bank may constitute necessary inspection team(s).
- Bank may constitute necessary advisory committee(s) to go into the details furnished by the architect, reports of the inspection teams and advise the suitability of architects for registration.
- If Bank finds a Consultant/Architect/Architectural Firm suitable for empanelment, it shall issue the empanelment order and list of successful applicants will be enlisted on the Bank's website.
- Bank reserves the right to limit the number of architects to be empanelled and the decision of the Bank shall be final and binding.
- Bank may opt for selection of an Architect through a limited design competition.

### **D) Eligibility Criteria**

The Consultant/Architects should satisfy the minimum eligibility criteria before they can be considered for empanelment.

1. 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.
2. The architects / consultants should be 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 Architect/ Architectural Firm should be registered with Council of Architecture.
3. If the firm is a partnership firm or limited company then at least one partner / director shall be registered with Council of Architecture.
4. 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. The works should have been executed in same name and style in which the empanelment is sought.

**Example:-** If a particular work for Rs.10.00 Lakhs is to undertaken, the experience criteria should be as follows :-

Should have successfully completed consultancy for Commercial/Residential/Bank buildings of the following magnitude in the past 5 years ending current March.

Three works completed each costing not less than Rs.5.00 Lakhs (50%)

or

Two works completed each costing not less than Rs.6.00 Lakhs (60%)

or

One work completed of not less than Rs.8.00 Lakhs (80%)

1. The financial soundness shall be judged on the basis of the average annual business turnover (in terms of consultancy fees received) in the last 3 years.

**Example:-** If a particular work for Rs.10.00 Lakh is to undertaken, the experience criteria should be as follows :-

Should have had average annual business turnover of not less than Rs.3.00 Lakhs (30%) (in terms of consultancy fees received) in the last 3 years ending current March.

Also the Balance sheet for the last 3 years ending current March should be obtained.

2. The criteria for empanelment shall be as applicable on date of empanelment.
3. Further, the Consultant/Architect/Architectural Firm should have in-house MEP Consultant(s) and for the Principal Architect/ Architectural Firm does not have in-house MEP Consultants; he/she may associate eligible MEP Consultant(s) and intimate the name(s) to PSB.

**Note:** The Consultant/Architect/Architectural firm should have a registered office either in District Gurdaspur or Pathankot or Hoshiarpur or Jalandhar or Ludhiana or Amritsar in State of Punjab or Jammu & Kashmir for which the application is filed. Address proof for the same should be provided with the application form.

#### **E. Change in Constitution of Firm**

The empanelled Consultant/Architect/ Architectural Firm/ firm shall not modify the existing partnership or enter into any fresh partnership without the prior approval of the Bank. Such proposal, if any shall be submitted in advance giving full details of the intended changes and drafts documents like partnership deed, articles of association etc as applicable. Any change in the status of the Architect/ Architectural Firm without prior approval, will render the Architect/ Architectural Firm to be removed from the approved list of architects.

If a firm is converted in to two or more firms by any action of its partners, the new firm(s) or any separated partner(s) in his / her / their individual / joint capacity shall have to apply for the empanelment afresh on the basis of work experience gained as a separate entity. The experience of the firm in which he / she / they were partners will not be considered.

If the number of original partners of a firm reduces to less than half due to any reason, the empanelment of the firm shall be withdrawn. Original partners means constituents at the time of empanelment and those who have remained as constituent(s) for more than 5 years.

#### **F. Change of Address**

While applying for empanelment the Consultant/Architect/ Architectural Firm should mention address of his registered office as well as Head office, if different. All documents viz. Banker's certificate etc should bear one of the addresses; otherwise the same shall not be accepted.

The Consultant/Architect/ Architectural Firm shall intimate the change, if any, in any of the addresses mentioned in the original documents, in advance or within one month of such change along with acknowledgement of noting down of such change in address from the Bank, Income Tax authorities, Sales Tax authorities etc. Failure to do so may result in removal from the approved list of architects.

#### **G. 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. PSB shall have the right to suspend business with him for any period, debar or remove the name from the approved list of Consultant/architects indefinitely or for a period as decided by PSB after issue of a show cause notice. Decision of PSB shall be final and binding on the architect.

#### **H. Engagement of Empanelled Architect for Specific Work**

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

##### **(1) Payment terms:**

(i) The fee structure is as under:-

<b>Category and Value</b>	<b>Recommended fees (with Supervision)</b>
Class A – Above Rs.25.00 Lakhs upto Rs.100.00 Lakhs	3.5%
Class B – Above Rs.10.00 Lakhs up to Rs.30.00 Lakhs	3.5% to 5%
Class C – Upto Rs.10.00 Lakhs	4% to 5% ( Subject to a minimum of Rs.15,000/-)

The maximum fee payable to Consultant/Architect/Architectural firm should not generally exceed 5% of the total cost.

(ii) The payments shall be made as per the IBA guidelines. The stages for payment to be followed are as follows :-

The Bank shall pay to the Consultants/Architects their basic fee @ \_\_\_\_ % plus GST of the actual cost of the work/accepted tender cost, whichever is less subject to the ceiling as mentioned above in the following manner/stages for the completion of various duties/functions mentioned above:-

- On the approval of sketch designs and preliminary estimates-10% of total fee.
- On completion of required drawings and particulars for application to be made to Local Authorities for approval of Architectural, Structural and services modification or augmentation and processing the same, if required - 20% of total fees less already paid.

- c) On approval of detailed architectural, working drawings and structural drawings and specification as required (sufficient for preparing detailed estimates of cost) – 40% of total fee less already paid.
- d) On approval of detailed estimated, preparations of tender documents, tender process and recommendations on tenders received – 55% of total fee less already paid.
- e) On award of job – 65% of total fee less already paid.
- f) For making periodic visits for inspection and quality surveillance, preparing other details and drawings as may be required during execution along with variation control (to be paid progressively with execution of work) and checking/certification of running bills - 90% of total fee less already paid.
- g) Issue of completion certificate and as built drawings & checking/certification of final bill of works -95% of total fee less already paid.
- h) After the end of Defect Liability Period of contracts-100% of total fee less already paid.

**I. Penalty-** Under any circumstance, it is established that due to the fault of the Empanelled Consultant/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 Consultant/Architect, necessary recovery may be effected from the Architect/fees.

**J. 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.

**K. Validity Of Empanelment** - The empanelment will be valid for a period of three years from the date of empanelment i.e. w.e.f. 01.11.2025. 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).

- I. The applicant should enclose demand draft (non-refundable) for Rs.1,000/- in favor of Punjab & Sind Bank and payable at Gurdaspur.
- II. Consultant/Architect/ Architectural Firm/ consultants shall also authorize the Bank to approach his Employers, Clients, Corporations, Organization, etc to verify Architect/ Architectural Firm/ consultant's general reputation / competence.
- III. The Bank reserves the rights to accept or reject any application.

#### **L. Termination Of Agreement**

- (a) The agreement herein may be terminated at any time by the Bank by giving advance notice of one month. Even after the termination of their employment, the Architects shall remain liable and shall be responsible for the certification / approval of any bills submitted by the contractors at any time in respect of the work executed before the termination of the Architects appointment and consequences thereof on account of any excess / wrong payment, if any, certified / recommended by the Consultants/Architects for payments to the contractors, are liable for the payment of damages.
- (b) If the Consultants/Architects close their business or the company, partnership firm stands dissolved due to provisions, if any, in partnership agreement of the firm in the event of death of one or more partners die or become incapacitated from acting as such Consultants/Architects, then the Agreement shall stand terminated, subject to the clause 3(a) herein above.
- (c) If the Consultants/Architects fail to adhere to the time schedule stipulated in the schedule or the extended time which may be granted by the Bank in his sole discretion then the agreement shall stand terminated. In case there is any change in the constitution of the company / firm of the Consultants/Architects for any reason whatsoever, the Bank shall be entitled to terminate this agreement without giving notice and entrust the work to some other Consultants/Architects.
- (d) In case of termination under sub-clause (a), (b) or (c) above, the Consultants/Architects shall not be entitled to fees or compensation except the fees payable to them for the work actually done and as per the provisions in this agreement. In such cases the decision of the Bank as to what is the work actually done

and what is the amount of the fees due to the Consultants/Architects on the basis of actual work and as per the provision in this agreement shall be final and binding on the Consultants/Architects.

- (e) In case of the termination under sub clauses (a), (b) or (c) above, the Bank shall be entitled to use of all or any drawings, estimates or other documents prepared by the Consultants/Architects, after a reasonable payment for the services of the Consultants/Architects for preparation of the same in full as provided herein.

**M. Transfer Of Interests**

- i.) The Consultants/Architects shall not assign, sublet or transfer their interest to any third parties in this agreement, without the prior written consent of the Bank.
- ii.) Whether the firm is partnership firm or a company, no change in the constitution of such partnership or no change in the constitution of Board of Directors of the company shall be made without the prior approval of Punjab & Sind Bank.

**N. Visit To The Site**

In addition to the stationed qualified Resident Architect /Engineer and one or two of his assistants as the Consultants/Architects may consider necessary to support him, the Consultants/Architects as stipulated by the Bank or their representatives shall visit the site at least once in a week and more frequently if so required and their consultants shall visit the site periodically and as frequently as works require and inspect and supervise the construction to ensure and satisfy themselves that the works are being executed as designed and planned by them and approved by the Bank and general quality of the work and finishes etc. are good.



**Guidelines for submission of application form for empanelment of Consultant/architect/ architectural firm**

1. Application form for empanelment shall be submitted in sealed envelope super scribing 'Application for Empanelment as Consultant/Architect/ Architectural Firm.
2. The application shall be submitted strictly in the format as mentioned along with the supporting documents.
3. The application shall be signed by the person/s on behalf of the organization having necessary Authority/ Power of Attorney to do so. Each page of the application shall be signed and copy of Power of Attorney / Memorandum of association (Wherever applicable) shall be furnished along with application.
4. If the space in Performa is insufficient for furnishing full details, such information may be supplemented on separate sheet stating therein the part of Performa and serial number. Separate sheets may be used for each part of application. While filling up the application with regard to list of important projects completed or on hand the applicant shall only include major works handled by the firm.
5. The ability and competence of the applicant to render required services within the specified time frame will be a major factor while deciding the empanelment of Consultant/Architect/ Architectural Firm.
6. The Consultant/Architect/Architectural firm must have an experience of 5 years in the field and shall have executed projects of similar nature (as mentioned in the scope and as per Table -1).
7. The applicant should ensure that the application is hand delivered at the given address within prescribed date and time as mentioned in the advertisement. The application shall not be accepted by post / courier.
8. Application containing false and / or incomplete information is liable for rejection.
9. The applicant should enclosed draft (non-refundable) for Rs.1,000/- payable to Punjab & Sind Bank, Gurdaspur.
10. The bank reserves right to accept or reject any or all the application.
11. Last date and time to accept the application is the last date given in advertisement, during office hours.

**Note: Agreement will be executed between the Bank and shortlisted bidder in requisite performa of Bank.**

## **Forwarding letter**

**To  
The Zonal Manager  
Punjab & Sind Bank  
Zonal Office Gurdaspur  
Opposite PUDA Colony  
Batala Road, Gurdaspur, Punjab-143521**

**Ref: Application for empanelment as Consultant/Architect/Architectural Firm.**

**Dear Sir,**

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 organization etc. to verify the facts submitted by us.

Signature of the applicant with seal

Name:

Designation Address:

Place:

Date:

**Information to be furnished by the applicants**

Sr.	Details		Particulars
1	Name of the applicant/ Firm/Organization		
2	Address	Postal address	
		Telephone No.	
		E-mail address	
3.	Year of establishment		
4.	Status of the firm (Enclose copy)		
6.	Name of the Proprietor / Partners/ Director with professional Qualification (If any)		
7.	Whether registered as a member of the Indian Institute of Architect/ Architectural Firm/ Engineers /Council of Architect. If so, mention number and date. (Enclose copy)		
8.	Name and address of Bankers		
9.	Name of projects of value not less than that mentioned in the Table-1 of the required category (as mentioned in the scope) executed during last five years by the firm. (Details to be furnished in Performa 1)		
10	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		
11.	Whether an assessor of income tax, if so, mention permanent account number furnish copies of Income Tax Clearance Certificate.		
12.	Furnish copies of audited Balance Sheet and Profit & loss account (audited) for the last three years.		
13.	Details of works done in last 5 years. Please mention only those works which qualifies for Interior Furnishing work		
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.		
17.	Details of Application Fee		DD No. Date: Issuing Bank / Branch

**TABLE – 1: Eligibility Criteria**

Eligibility Criteria	Financial Soundness (Average Annual Turnover)	In-House Consultants
<p>1. 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.</p> <p>2. The architects / consultants should be 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 Architect/ Architectural Firm should be registered with Council of Architecture.</p> <p>3. If the firm is a partnership firm or limited company then at least one partner / director shall be registered with Council of Architecture.</p> <p>4. 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. The works should have been executed in same name and style in which the empanelment is sought.</p> <p>5. The Consultant/Architect/Architectural firm should have a registered office either in District Gurdaspur or Pathankot or Hoshiarpur or Jalandhar or Ludhiana or Amritsar in State of Punjab or Jammu &amp; Kashmir for which the application is filed.</p> <p><b>For Class A:-</b> Three works completed each costing not less than Rs.50.00 Lakhs</p> <p align="center">Or</p> <p>Two works completed each costing not less than Rs.60.00 Lakhs</p> <p align="center">or</p> <p>One work completed of not less than Rs.80.00 Lakhs</p> <p><b>For Class B:-</b> Three works completed each costing not less than Rs.12.50 Lakhs</p> <p align="center">Or</p> <p>Two works completed each costing not less than Rs.15.00 Lakhs</p> <p align="center">or</p> <p>One work completed of not less than Rs.20.00 Lakhs</p> <p><b>For Class C:-</b> Three works completed each costing not less than Rs.5.00 Lakhs</p> <p align="center">Or</p> <p>Two works completed each costing not less than Rs.6.00 Lakhs</p> <p align="center">or</p> <p>One work completed of not less than Rs.8.00 Lakhs</p>	<p>Should have had average annual business turnover of not less than Rs.10 (Ten) Lakhs (in terms of consultancy fees received) in the last 3 years ending current March.</p> <p>Details of financial information should be listed in form A of this document.</p> <p>Balance sheet for the last 3 years ending current March should be enclosed.</p>	<p>If the Principal 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</p> <p>However, this is subject to approval of the Bank.</p>

**Form-A**

**Financial Information**

1. Gross Annual Business Turnover (In terms of consultancy fees received) for the past five years ending current March.

<b>Year</b>	<b>Consultancy fees received (Rs. In Lakhs)</b>

2. Details of Income tax returns:-

a.) Permanent Account No:

b.) Detail of latest Income tax return:

Signature of Chartered Accountant

Name:

Seal:

Signature of Applicant

Name:

Seal:

### **List of Documents to be enclosed with application form**

- a.) Status of the Firm / Registration Certificate / Memorandum of Association
- b.) Certificate of Registration of the owner / partner / director with Council of Architecture, Indian Institute of Architects, Institute of Engineers or other similar organization.
- c.) I.T.R. ( Latest copy)
- d.) Performa-I (On Firm's letter head)
- e.) Performa-II (On Firm's letter head)
- f.) Performa-III (On Firm's letter head)
- g.) Photographs of major work executed.
- h.) Letters / certificates for the clients of the projects informed in the form.
- i.) Three years balance sheet (latest).
- j.) Copy of power of attorney (wherever applicable)
- k.) Pay order / demand draft of Rs.1,000.00 in favour of Punjab & Sind Bank payable at Gurdaspur in which the application is submitted.

## Performa I

### Particulars in respect of work executed

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

S	Name of the work/ project executed with address	Short description of work executed	Name & address of owner	Value of work executed	Stipulated time of completion	Date of commencement	Date of completion	If the work was delayed beyond stipulated date of completion, give reasons for the delay	Whether work was left incomplete or contract was terminated from either side	Any other relevant information

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

Place:-

Date:-

Signature of the Applicant

## Performa II

### List of Key Personal Permanently Employed

S.	Name	Designation	Qualification	Experience	Years with the firm	Any other information

Place:-

Date:-

Signature of the Applicant



### Performa III

#### Particulars In Respect Of Work in Hand

List of Important Works in Hand/ in Progress

S.	Name of the work/ project executed with address	Short description of work executed	Name and addresses of owner	Value of work executed	Stipulated time of completion	Status Of Work	If the work was delayed beyond stipulated date of completion , give reasons for the delay	Any other relevant information

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

Place:-

Date:-

Signature of the Applicant

**Category for which the application is being applied**

<b>Category and Value</b>	<b>Mark the Category for which the application is being applied</b>
Class A – Above Rs.25.00 Lakhs upto Rs.100.00 Lakhs	
Class B – Above Rs.10.00 Lakhs upto Rs.25.00 Lakhs	
Class C – Upto Rs.10.00 Lakhs	

Place:-

Date:-

Signature of the Applicant