

**EXPRESSION OF INTEREST**

**For**

**EMPANELMENT OF ARCHITECTS AND INTERIOR DESIGNERS**

The Himachal Pradesh State Cooperative Bank Limited (HPSCB), a Scheduled Bank with a network of 240 branches/extension counters, invites Expression of interest (EOI) for empanelment of individuals/firms/companies providing services of Architect and Interior Designer for undertaking Bank's designing, civil works and face-lifting of branches and controlling offices having adequate experience of working with large business houses in the field of civil works and face- lifting.

Interested applicants should apply with detailed profile/supporting documents latest by 11/12/2023 till 5:00 PM. The application should be submitted in the sealed envelope to the General Manager, The H.P. State Cooperative Bank Ltd. Head Office, The Mall Shimla -171001, marking it at the top as "Confidential: EOI for Bank's civil work and face-lifting of branches and controlling offices". The Bank reserves the right to decide and allocate the work to any firm/company/agency based on its experience and capability for allocation of work. All necessary details including general terms and conditions and formats are available on Bank's website [www.hpscb.com](http://www.hpscb.com).

Dated:

General Manager

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**EXPRESSION OF INTEREST**

**For**

**EMPANELMENT OF ARCHITECT AND INTERIOR DESIGNER**

**Tender Reference Number:** EOI/EPS/Misc/398/1/2023-24      **Dated:**

The Himachal Pradesh State Cooperative Bank Limited (HPSCB), a Scheduled Bank with a network of 240 branches/extension counters, invites Expression of interest (EOI) for empanelment of Architect and Interior Designer from reputed Individual/Companies/Firms having adequate experience of working with large business houses in the field of Constructions activities and face-lifting of Bank's branches and controlling offices.

The interested Individuals/companies/agencies/firms may submit their "Expression of Interest" (EOI) along with brief profile, C.A. certificate in support of turn over for last three years, experience of minimum five years as firm/company/individual, client list of corporate and government departments (currently working / associated), sample of design creative's on print, and other supporting details addressed to **General Manager**, The H.P. State Cooperative Bank Ltd. Head Office, The Mall Shimla-171001 and must be submitted in the Bank's ESTATE AND PROCUREMENT SECTION on or before the due date and time i.e. **11/12/2023 till 5:00 PM** along with EOI Tender fee and signed covering letter. On outer cover of envelope please mention **"Confidential: EOI for empanelment of Architects and Designers."**

The EOI's will be opened on **12/12/2023 at 03:30 PM** in the Head office of HP State Cooperative Bank Ltd. at The Mall Shimla-171001 by the constituted Committee in the presence of bidders or their authorized representatives whosoever present at that time for further evaluation. The EOI should be submitted in accordance with the instructions mentioned in the EOI document.

The short listed Agencies who qualify the EOI criteria will be invited to make technical presentations for which they will be intimated separately after evaluation of the EOI's and thereafter will be invited for Tender (RFP).

## 1. INTRODUCTION.

The Himachal Pradesh State Cooperative Bank Limited (HPSCB) is an Apex Cooperative Bank of Himachal Pradesh. The HPSCB is one of the fast growing Banks in India having 240 branches/extension counters spread across six districts of the State viz., Bilaspur, Chamba, Mandi, Kinnour, Shimla, Sirmour.

The Himachal Pradesh State Cooperative Bank Limited (HPSCB) proposes to empanel professional individuals/firms/companies providing services of Architect/ Interior Designers and Interior Designer for undertaking Bank's civil work, interior designing and face-lifting of various branches and controlling offices in six Districts of H.P.

## 2. SCOPE OF WORK.

### 2.1 The scope of work for Architect firms

- (i) To prepare master plans/site plans, concept plans and designs, 3D diagrams, detailed Architect/ Interior Designer drawings, construction plans of civil construction, electrical, plumbing, sanitary works, and sewerage system and understanding the Bank's requirement to prepare plans accordingly for providing the best facilities to the employees and the customer.
- (ii) Architect/ Interior Designer need to have initial inspection of site and prepare layout of the premises with detailed measurements and marking location of windows, location planned for Dg-set, Outdoor units of air conditioners, location points of earth pits, Toilets location, Septic Tank and Water sump Tank etc. and details of boundary / space available around the premises and Car parking spaces, existing internal and external walls, verandah, Present entrance and details of access steps, location of existing rolling shutters, Pillars and beams with dimensions, beam layout and existing details of finishes also to be marked.
- (iii) A 3D video with sufficient details and project model shall be prepared by the consultant.
- (iv) Periodic inspection and evaluation of construction work till completion of the project. No extra payment should be claimed for such site visit expenses.
- (v) The exact Carpet Area should also be indicated in the layout.

## 2.2 The scope of work for interior designers

- (i) Preparation of concept plans, detailed drawings, material specifications, construction plans and drawings for counter cabins, fire detection, fire protection, fire hydrant/sprinkler, security system etc. (if required), service drawings, 3D diagrams, details like selecting material, furniture's, wall designs, colour schemes, visitors utility space accessories and more fall within the scope of designer for various types of upcoming interior design projects under HP STATE COOPERATIVE BANK.
- (ii) Preparation of Interior lay-out drawings, designs taking into account the specific requirements of the bank and to submit two / three options for approval of Bank. In the case of Leased premises the Landlord's scope of works are carried out by landlord for whom the modifications of the existing site layout and proposed civil works details on the basis of approved layout, with specifications and detailed working drawings are to be prepared and handed over to landlord in person in presence of their Technical personnel for execution. To provide the required number of copies of drawings and details to Landlords / their engineer & Soft copies in Auto- CAD to bank.
- (iii) A 3D video with sufficient details and project model shall be prepared by the consultant.
- (iv) Periodic inspection and evaluation of construction work till completion of the project. No extra payment should be claimed for such site visit expenses.
- (v) Consultants have to attend the review meeting at authority office/site and when called for. No extra payment should be claimed for the same.

## 2.3. Preparation of Electrical Designs & respective Bills of Quantities (BOQ):

Preparation of lay-out drawings, designs and working drawing with details of finishing work, preparation of Schedule of probable items of work for IF, Electrical works. Preparation of Electrical Designs as per standard formats of Bank with load calculation details, Schematic Layout Diagrams for submission to EB authorities etc. A/c designs Heat load calculation. To provide the required number of copies of drawings & Soft copies in Auto- CAD for the purpose of tendering and working drawings for execution of the project. Preparation of BOQs for these works

### 3. EOI DOCUMENT.

The EOI Document is being issued to the interested Individual/Company/Firm to have a better understanding regarding the **“providing services for empanelment of Architects and Designers for undertaking bank’s civil works, designing and face lifting”** in its various branches/ controlling offices. The interested Individuals/Firm/Company may be single entity or a group of entities (the “consortium”), coming together to fulfil the requirements of the Bank. The presentation (along with designs/3D designs of various projects preferably pertaining to the financial institutions) will need to be presented before the committee constituted by the Bank. Thereafter the detailed RFP will be issued to the shortlisted applicants for financial quote.

**Note:- The time and venue for technical presentation of the qualified applicants shall be notified to the respective applicants by mail.**

### 4.ELIGIBILITY CRITERIA, INSTRUCTIONS AND TERMS CONDITIONS TO THE BIDDERS

#### 4.1 ELIGIBILITY CRITERIA:-

- The Architect/Interior Designer should have valid Registration / License, as an Architect/ Interior Designer under the Architect/ Interior Designers Act, 1972 with the Council of Architect/ Interior Designers (COA).
- The Architect/Interior Designer must have Registered Office (s) in north zone preferably in Himachal Pradesh, Haryana, Punjab, Chandigarh & Delhi. Proof of office address must be enclosed with application.
- The Architect/Interior Designer should have sound financial position reflected in their annual turnover during the last three previous financial years ending March 31, 2023 (Copies of audited statements to be enclosed as proof for the same).
- The Architect/Interior Designer should have designed and completed successfully similar works during last five (5) years ending March 31, 2023 which should be either of the following:
  - 1) Three similar completed works (at least one of them should be in Central Govt./Central Autonomous Bodies/ Central Public Sector Undertaking/ Financial Institutions/Banks) each costing not less than ₹ 25.00 Lakhs

**Or**

2) Two similar completed works costing not less than ₹ 30.00 Lakhs

**Or**

3) One similar completed work costing not less than ₹ 50.00 lakhs

The information submitted must be supported with the copies of Work Order as well as Satisfactory Completion Certificate from the concerned deptt.

Similar work means "Interior Civil works, Interior Fit outs, Soft furnishing works, Net working & Internal Electrical Works, Air Conditioning works etc."

- For participation in EOI, the Individuals/Agency/Company/Firm has to submit non-refundable EOI Tender Fee of Rs.2000/- (Rs. Two Thousand only) in the shape of Demand Draft on any Scheduled/Nationalized bank in favour of General Manager, The HP State Cooperative Bank Ltd; payable at Shimla.
- The EOI's without tender fee and received after due date & time will not be entertained and rejected straightaway.
- The Individual/Company/Firm must be registered with Commercial Tax Department, having valid TIN/PAN.

#### **4.2 INSTRUCTIONS TO THE BIDDERS:-**

The EOI's are invited by the HP State Cooperative Bank Ltd. from the interested Individuals/Agencies/Companies/Firms having professional creative / technical capabilities.

The EOI along with signed covering letter and EOI Tender fee draft (non-refundable) must be submitted in Head office of HP State Cooperative Bank Ltd. addressed to: The General Manager, The H.P. State Co-operative Bank, EPS H.O., The Mall Shimla-171001. The outer covers of envelope with address and contact details of Agency/Company/Firm should clearly mention **"EOI for providing services of Architect/ Interior Designers and Interior Designers.**

The HP State Cooperative Bank will not be responsible for any delay in submission of EOI proposals due to any reason. For this, Individuals/Agency/Company/Firms are requested to submit the complete EOI along with the requisite documents on or before the due date and time, so as to avoid issues like postal/courier delay or any other unforeseen problems.

- The EOI shall remain valid for a period of One year from the date of opening of EOI proposals.
- Each page of the application shall be signed by a person having necessary authority to do so.
- If the space in the Performa is insufficient for furnishing full details, such information may be given in separate sheets.
- Applicants are required to furnish information against each item of the application. In case certain item is not applicable, please write NA. Application containing incorrect and or inadequate information is liable to be rejected.
- Any information furnished by the applicant is found to be incorrect at a later stage; the Architect/ Interior Designer is liable to be debarred from taking up any future work in the Bank. The Bank reserves the right to verify the particulars furnished by the applicant independently.
- The Individual/Company/Firm will remain responsible for all costs and expenses incurred by them, their staff, and their advisors or by any third party acting under their instructions in connection with this EOI. This will be regardless of whether such costs arise as a result of any direct or indirect amendments made to the EOI.
- The Agency/Company/Firm should not be blacklisted by any Government Department (s)/Govt. Organization, as on the closing date of this EOI. Self declaration in this regard should be submitted with EOI on their letter head.
- All the received EOI's of the Individual/Company/Firm will be evaluated to assess their eligibility on the basis of documents submitted and as per the parameter and criteria mentioned in EOI document. The agencies which do not fulfill the qualifying criteria will be rejected.
- The Bank also reserves the right to reject any application without assigning any reason and to restrict the list to any number deemed suitable by it, if too many applications are received satisfying the basic pre-qualification criteria. Bank also has the right to reject all the applications and go in for re-advertisement without assigning any reason thereof.

#### 4.3 TERMS & CONDITIONS:-

- The professional Individuals/Company/Firm who qualify the EOI criteria will be called for technical presentation and on the basis of technical presentation the agencies will be invited for tender (RFP).
- Initially, the empanelment shall be for a period of Five years and empanelment period may be further extended on yearly basis (not more than two years) based on the performance.
- The Individual/agency/company/Firm should be registered and have valid GST number, PAN number.
- The Individuals/Agency/Company/Firm finally empanelled by The Himachal Pradesh State Cooperative Bank Limited shall have to deposit empanelment security amount (refundable) of **Rs. 1,00,000/- (Rs. One Lakh only)** in the shape of Demand Draft of any Scheduled/Nationalized bank in favour of The General Manager, The HP State Cooperative Bank Ltd. payable at Shimla within 15 days from the date of issuance of letter of empanelment and the Bank will not pay any interest on the amount submitted as refundable security.
- The security deposit submitted by the empanelled agencies shall be refunded/returned Six (6) months after the expiry of empanelment subject to satisfactory performance during empanelment.
- The Himachal Pradesh State Cooperative Bank will not make any advance payment to the empanelled agency for the assigned work. The payment will be released only after completion of the assigned work and on receiving the required report / documents as per details mentioned in respective work order by the Bank.
- The works are proposed in different districts in the State, where Branches / Offices, located in Rural / Semi- urban / Urban and only those Architect/ Interior Designers who are capable of providing Architect/ Interior Designer services in any part of the various states including remote areas at the agreed rates only need to submit their application.
- An Architect/ Interior Designer once awarded with a project will be considered for awarding further projects, based on their performance and adherence to the time schedule and scope as mentioned in this document.
- The Architect/ Interior Designer should have valid Registration/License. They should have good infrastructure facility with adequate technically qualified personnel, Experience in project management and proven track record of using latest Project Management Techniques, Auto-CAD and advanced Computer Application facilities, experience of working with

reputed Public Sector/ Private sector banks in the area, Knowledge of local laws with statutory authorities, etc

- The Himachal Pradesh State Cooperative Bank will intimate the empanelled Individual/Agency/Company/Firm through email from time to time for providing services of Architect/ Interior Designers and Interior Designer for undertaking bank's civil work and face-lifting of Himachal Pradesh State Cooperative Bank's branches and controlling offices".
- The Himachal Pradesh State Cooperative Bank reserves the right to terminate the services of the empanelled Agency/Company/Firm at any time/stage without assigning any reasons whatsoever.
- The Himachal Pradesh State Cooperative Bank can remove the Individual/firm/company from the list of empanelled agencies, in case, the agency:
  - ❖ Exceeds time line fixed by the bank.
  - ❖ Fails to execute the awarded work or fails to execute the work satisfactorily.
  - ❖ Is declared bankrupt or insolvent.
  - ❖ Is blacklisted by the Govt. of India, Govt. of H.P., Public Sector Undertakings, Boards and Corporation etc.
- The security amount of the Individual/agency/firm/company will be forfeited, in case, if the Agency/Company/Firm is unable to execute any assigned work mentioned in the work order given by the Bank.
- If any mistake done by the company in executing the assigned work, the agency has to rectify the same without any extra cost to Bank.
- In the event, if any dispute arises, shall be referred to arbitration under The Himachal Pradesh State Cooperative Bank Societies Act-1968 to Registrar Cooperative Societies HP and his decision will be binding on both the parties.
- The agency/Individual/company/firm shall take B-class nominal membership of the bank under The Himachal Pradesh State Cooperative Bank Societies Act-1968.
- The Managing Director, H.P. State Co-operative Bank reserves the right in its sole and absolute discretion to change or modify the terms & conditions.
 

**Note:** The decision of the Managing Director, The Himachal Pradesh State Cooperative Bank Limited (HPSCB) regarding acceptance or otherwise of the proposals shall be final and shall not be called upon to question under any circumstances.

## 5. EVALUATION OF BIDS.

EOI will be evaluated by the Bank Committee to shortlist at least three (3) to six (6) best agency/Company/Firm/Individuals who will be invited for Tender (RFP). The Bank reserves the right to shortlist applicants even if there are less than three (3) applicants. It may, in its discretion, invite all eligible applicants to submit fresh applications here under.

## 6. EVALUATION PARAMETERS

The applicant's competence and capability at EOI stage is proposed to be established by the following parameters **(Please refer Appendix – D)**

## 7. APPLICATION PROCESS

The EOI document shall be available on website [www.hpsc.com](http://www.hpsc.com) and may be downloaded by interested applicants. Applicants are invited to submit their application in accordance with the terms specified in this document.

## 8. COST OF APPLICATION

The applicant shall bear all costs associated with the preparation and submission of its application.

## 9. CLARIFICATIONS

For any clarification on the EOI/Tender Document, the agencies/companies/Firms may send e-mail at: [sps@hpsc.com](mailto:sps@hpsc.com) prior to the time and date of submission of this EOI and on landline No 0177-2656306.

## 10. SUBMISSION OF APPLICATIONS

Application must be submitted to the following address through registered post, courier or in person on or before the date mentioned in this document. The application received after due date and time shall be treated as late applications. It must be super scribed as **"Confidential: EOI for providing services of Architects and Designers for undertaking bank's civil works, designing and face lifting.**

The General Manager  
The HP State Cooperative Bank Ltd.  
Head Office, The Mall, Shimla-171001

### **11. APPLICATION DUE DATE**

The application shall be submitted through courier or registered post or in person on or before application due date. The authority may, in its sole discretion, extend the application due date and time by issuing an addendum uniformly for all applicants.

### **12. LATE APPLICATIONS**

Application received after application due date and time shall be considered late application and will be returned unopened.

### **13. RIGHT TO ACCEPT OR REJECT ANY OR ALL APPLICATIONS**

Notwithstanding anything contained in this EOI, the authority reserves the right to accept or reject any or all applications and to annul the application process at any time without any liability or any obligation for such acceptance, rejection or annulment, and without assigning any reason thereof.

### **14. CONFIDENTIALITY**

Information relating to the examination, clarification, evaluation and recommendation for the shortlisted applicants shall not be disclosed to any person who is not officially concerned with the process or is not a retained professional advisor advising the authority in relation to or matters arising out of, or concerning the application process. The authority will treat all information, submitted as the part of application, in confidence and will require all those who have access to such material to treat the same in confidence.

### **15. BID OPENING PROCESS (TWO STAGES) AND BID FEES**

Two stages process of bidding will be followed. The response to the present EOI will be submitted in two parts, only short listed bidder based on technical bids will be called for financial bids.

Stage1: Technical bids: (Part-I) in separate envelope

Stage2: Financial Bid: (Part-II) -do-

The Bidder will have to submit the Technical Bid and Commercial bid separately in red lakh-sealed envelopes (wax Seal) duly super-scribing short listed bidders based on Technical bid will be called for

Demonstration and only recommended bidders based on demonstration will be called for Financial Bidder.

The bid processing fee is not refundable. The cost of EOI document should be in the form of Demand Draft from any Nationalized/Scheduled Bank in favour of The General Manager, The HP State Cooperative Bank Ltd. The Mall, Shimla, payable at Shimla.

## **16. JURISDICTION**

In the event of any dispute arising to be instituted by any of the party (ies), the matter shall be referred to the Registrar Co-operative Societies (HP) Shimla for arbitration and their decision shall be final and binding on both the parties.

**Appendix - A**

**EXPRESSION OF INTEREST (EOI)  
FOR  
Empanelment of Architect and Interior Designers**

Letter comprising the application (on applicant's letter head)

Dated:

The General Manager  
The HP State Cooperative Bank Ltd.  
HO, The Mall, Shimla -171001

**Subject:- Empanelment of Architect and Interior Designers.**

With reference to your EOI Document dated \_\_\_\_\_ I/We having examined the EOI Documents and understood their contents, hereby submit my/our application for the aforesaid project.

1. All information provided in the application and in the appendices is true and correct.
2. I/We shall make available to the authority any additional information which Bank may found fit appropriate and submit to supplement or authenticate the application.
3. I/We acknowledge the right of the authority to reject our application without assigning any reason or otherwise and hereby waive our challenge the same on any account whatsoever.
4. I/We certify that in the last three years, I/We have neither failed to perform on any concession, as evidenced by imposition of a penalty by an arbitral or Judicial authority or a Judicial pronouncement or Arbitration award, nor been expelled from any project or concession by any public authority nor have had any concession terminated by any public authority for breach on our part.
5. I/We understand that you may cancel the application process at anytime and that you are neither bound to accept any application that you may

receive nor to invite the applicants to apply for the project, without incurring any liability to the applicants.

6. I/We further certify that no investigation by a regulatory authority is pending either against us or against our CEO or any of our Directors/Managers/Employees.
7. I/We certify that in regard to matters other than security and integrity of the Country, we have not been convicted by a Court of Law or indicted or adverse orders passed by a regulatory authority which could cast a doubt on our ability to undertake the project or which relates to a grave offence that outrages the moral sense of the community.
8. I/We further certify that in regard to matters relating to security and integrity of the Country, we have not been charge sheeted by any agency of the Government or convicted by a Court of Law for any offence committed by us or by any of our associates.

In witness thereof, I/We submit this application under and in accordance with the terms of the EOI document.

Yours faithfully

(Signature of the Authorized Signatory)

Date:

Place:

(Name and Designation of the Authorized Signatory)

Name and Seal of Applicant

**Appendix - B****On the letter pad of Chartered Accountant**

This is to certify that total turnover in the case of M/S/Suppliers

\_\_\_\_\_ having PAN \_\_\_\_\_ is as

under:

Financial year	Amount in Rupees (figure)	Amount in Rs. ( words)
2020-21		
2021-22		
2022-23		

Average = Total /3.

It is further certified that the above mentioned amounts have been derived from the books of accounts presented before us for the above mentioned periods. (Copy of audited balance sheets for the above mentioned years enclosed)

**Chartered Accountant.**

**Appendix – C****Basic information of Individual/Company/Firm:**

1.	Name of the Company / Firm	
	Address	
	Telephone / Fax no	
	Name of Contact person	
	Mobile No: of Contact person	
	E-mail ID	
2	Type of Organization (Proprietorships/ Partnership / Ltd. Co. etc.) (Copy of relevant document to be enclosed)	
3	Date of incorporation / commencement of business	
4	Experience as Prime Architect/ Interior Designer (In Years) (Copy of certificates in Proof of Qualifications to be submitted)	
5	Details of Banks / Financial Institutions / Central Govt./Central Autonomous Bodies/ Central Public Sector Undertaking for which your firm is empanelled	
6	PAN No.	
7	Goods & Service Tax Registration No	
8	Name of your Bankers with full Address	
9	Details of A/c Maintained with the Bank	

I / we hereby declare that the information furnished above is true and correct. In case the above information is found incorrect at any stage the Bank may take appropriate action as warranted.

Name and sign of the authorized person of the firms.

Place,

Date,

**Appendix – D****Criteria of Evaluation for Empanelment of Company/Firm****Total marks : 50**

<b>Sr.No</b>	<b>PARAMETER</b>	<b>DOCUMENTARY PROOF</b>	<b>MAXIMUM SCORE</b>
1	Experience/existence of agency / company: Minimum required experience / existence in years =05 years. Existence/Experience of 05 years      02 marks Above 5 years to 7 years                    04 marks Above 7 years to 10 years                   06 marks Above 10 years to 15 years                 08 marks Above 15 years to 20 years                 10 marks Above 20 years                                 15 marks	Attach proof of Company / Agency's/Firm existence / date of Incorporation.	15 marks
2	Display Creative samples	Attach sample in customized size/pdfs.	10 marks
3	Overall approach and methodology (ease of execution)	Write-up of not more than 500 words.	05 marks
4	Number of Clients having value more than Rs. 20.00 lakh from a single client/Bank/Financial Institutions/PSUs.  (a) 5 to 10 clients                    – 5 marks (b) 10 to 20 clients                 - 10 marks (c) More than 20 clients – 20 marks		20 marks

**Appendix – E**

**Major Furnishing Works executed (Copies of the completion certificate to be enclosed) :**

**A. List of important works executed by the Agency during last Five years as indicated in Terms and conditions of empanelment. (Separate Sheet can also be enclosed if required)**

Sr n o	Name of the Employer / Owner & Location. Also indicate whether Govt. or Semi Govt., or Private body with full Postal Address and contact nos	Nature of work involved in the contract , Residential, Commercial premises, Banks, Hotels etc	Name of Contract or s and their contact number	Work Order date & Contract Amou nt (Rs.)	Date of Completion		If the work was delayed beyond stipulated date of completion, give reason for the delay	Whether work was left incomple te or contract was terminate d from either side? Give Details	Any other relevant informati on
					Stipula ted Date of comple tion	Actual date of complet ion			
<b>1</b>									
<b>2</b>									
<b>3</b>									
<b>4</b>									
<b>5</b>									

\_\_\_\_\_  
**Signature of Applicant**

**B. List of important works in hand / in progress as indicated in Terms and conditions of empanelment.**

Sr no	Name of the Employer / Owner & Location	Nature of work involved in the contract, Residential, Commercial premises, Banks, Hotels etc.	Name of Contractors and their contact number	Work Order date & Contract Amount (Rs.)	Stipulated Date of Completion	If the work was delayed beyond stipulated date of completion, give reason for the delay	Present stage of work	Whether work was left incomplete or contract was terminated from either side? Give Details	Any other relevant information
1									
2									
3									
4									
5									

\_\_\_\_\_  
**Signature of Applicant**

**C. List of Technical personnel in your establishment giving details about their technical qualification and experience**

Sr no	Name	Age	Qualifications	Project Experience	Nature of works handled	Name of the project Handled	Date from which employed in your Organization	Indicate special experience in Advance Management Techniques like CPM / PERT and the projects in which such techniques were employed
1								
2								
3								
4								
5								

\_\_\_\_\_

**Signature of Applicant**

**Appendix – F**

**Power of Attorney for signing of application**

Know all men by these presents, we \_\_\_\_\_ (Name of the firm/applicant and address of the registered office) do hereby irrevocably constitute, nominate, appoint and authorize Mr/Ms (Name, \_\_\_\_\_ son/daughter/wife of \_\_\_\_\_ and presently residing at \_\_\_\_\_ who is presently employed with us and holding the position of \_\_\_\_\_ as our true and lawful attorney (hereinafter referred to as (Attorney) to do in our name and on our behalf, all such acts, deeds and things as a necessary or required in connection with or incidental to submission of our application **For Providing services of Architect/ Interior Designers and Interior Designer for undertaking bank’s civil work and face-lifting of Himachal Pradesh State Cooperative Bank’s branches and controlling offices.”** by HPSCB including but not limited to signing and submission of all applications and other documents and writing, participate in pre application and other confluences and providing information/responses to the authority, representing us in all matters before the authority, signing and execution of all concession including the agreement and undertaking consequent to acceptance of our applications, and generally dealing with the authority in all matters in connection with or relating to or arising out of our application for the said project and or upon award thereof to us and or till the entering into the agreement with the authority.

AND we hereby agree to rectify and confirm and do hereby ratify and confirm all acts, deeds and things done or caused to be done by our said attorney pursuant to and in exercise of the powers conferred by this power of attorney and all acts, deeds and things done by our said attorney in exercise of the power hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHERE OF WE,....., THE ABOVE NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS .....

Date

For \_\_\_\_\_

(Signature, Name, Designation and address)

Witnesses: 1.2.

(Notarised) Accepted ..... (Signature) (Name, Title and Address of the Attorney)

**CHECK LIST FOR SUBMISSION OF EOI:**

For empanelment of Firm/Company, if the requisite documents are not attached, as mentioned in EOI document, the EOI proposal of that agency (ies) / company (ies) shall be summarily rejected. Documents must be attached in sequence.

<b>Sr. No.</b>	<b>PARTICULARS</b>	<b>DOCUMENTS</b>
1	EOI proposal copy duly signed on all pages.  Name of Agency / Company with brief profile and proper correspondence address, phone, email etc. and proof of registered office.	Attached: Yes/No  Page number of attached document should be mentioned. The covering letter should be signed.
2	EOI Tender fee draft of Rs. 2000/- (non-refundable) (Required to be submitted with the EOI in the Bank on or before the due date & time).	Attached: Yes/No
3	Financial Turn Over	Copy of C.A. Certificate only in support of Turn Over.(Attached: Yes/No)
4	Experience / existence of company / agency.  Date of Establishment, Status of Company etc.	(Please attach proof in EOI: (Yes/No)
5	Details about organizational set up (Manpower including Directors / Partners): i.e. Creative Production /designing, (Number of professionals / Persons with name, designation along with CV)	Attach details on company/Agency  letter head : Attached: (Yes/No)
6	PAN Number and GST Number of Company/Agency/Firm	Copy Attached  (Yes/No)
7	Certificate by the Agency / Company on their letter head to be submitted stating that the agency /company has not been black listed barred by any Central Govt. / State Govt. / PSU etc.	Attached: (Yes/No)
8	Certificate by the Agency / Company on their letter head stating that they have	Attached: (Yes/No)

	read and understand all the term and conditions mentioned in the EOI tender document.	
9	Copy of Registration issued by competent authority of Firm/Agency/Company/ndividual	Attached: (Yes/No)
10	Copies of last three year balance Sheet of Individual/Firm/Agency/Company	Attached: (Yes/No)

