

Notice for Empanelment of:

- i. Architects for the Exterior Renovation of the office premises located at 54 Wellesley Road, Shivaji Nagar, Pune 411005.
- ii. Structural Consultants to undertake the study of vibrations in the office building located at 54, Wellesley Road, Shivaji Nagar, Pune 411005.
- iii. Project Management Consultant for renovation of NABARD Officers' Quarters, 9A, Boat Club Road, Narangi Baug Lane, Pune 411001 and NABARD Staff quarters, 459, Salisbury Park, Pune 411037.
- iv. Architects for the merger of 06 flats into 03 flats with suitable changes at Boat Club Officers' Quarters, 9A Boat Club Road, Narangi Baug Lane, Pune 411001.



NABARD, Maharashtra Regional Office

54, Wellesley Road, Shivaji Nagar, Pune 411005

I	Ref. No.	NB.MRO.DPSP/3621/Empanelment/2020-21
II	Date of release of application	12 th September 2020
III	Time and Last Date for Submission of application	9 th October 2020 upto 2.00 PM

Empanelment Notice

1. National Bank for Agriculture and Rural Development (NABARD), Maharashtra Regional Office, Pune invites applications for following trades:
 - i. Empanelment of Architects for the exterior renovation of the office premises located at 54 Wellesley Road, Shivaji Nagar, Pune 411005.
 - ii. Empanelment of Structural Consultants to undertake the study of vibrations in the office building located at 54, Wellesley Road, Shivaji Nagar, Pune 411005.
 - iii. Empanelment of Project Management Consultant for renovation of NABARD Officers' Quarters, 9A, Boat Club Road, Narangi Baug Lane, Pune 411001 and NABARD Staff quarters, 459, Salisbury Park, Pune 411037.
 - iv. Empanelment of Architects for the merger of 06 flats into 03 flats with suitable changes at Boat Club Officers' Quarters, 9A Boat Club Road, Narangi Baug Lane, Pune 411001.
2. Applicants can apply for all or any of the above trades subject to satisfying the eligibility criteria for the particular trade mentioned elsewhere in the notice. Trade in which empanelment is desired, is to be indicated on top of the envelope in which application is submitted.
3. Applicants need to apply in this prescribed format which can be downloaded from our website www.nabard.org from **12th September 2020 onwards**. Application forms duly filled in and enclosed in a sealed cover superscribed "Notice for Empanelment of Architects/Structural Consultants/Project Management Consultants" shall be addressed and sent to Chief General Manager, NABARD, Maharashtra Regional Office, 54 Wellesley Road, Shivaji Nagar, Pune 411005. The last date for submitting duly filled in applications is **9th October 2020 by 2.00 pm**. Applicant will be responsible to ensure that the application reaches at the above address on or before the due date and in time. Applications received after due date & time and which are incomplete in any respect, are liable to be rejected without any notice.
4. All pages of this application and attached documents must be sealed and signed at the time of submission.
5. Only those applicants fulfilling the eligibility criteria will be considered for empanelment. NABARD reserves the right to reject any or all the applications without assigning any reason thereof.
6. No further tender notice will be published in the press for the work referred above and issue of tender forms will be restricted only amongst the selected applicants.
7. For any query, you may please contact Shri Swardeep Singh, Assistant Manager at 020-25500110 or 9872829830.

Sd/-

(A. M. Kemkar)
Assistant General Manager



Proforma of Application for Empanelment

Name of the applicant: M/s _____

To,
Chief General Manager
National Bank for Agriculture & Rural Development
Maharashtra Regional Office
54, Wellesley Road, Shivaji Nagar
PUNE – 411 005

With reference to the empanelment notice Ref.No. NB.MRO.DPSP/3621/Empanelment/2020-21 dated 12th September 2020, I/We have read and understood the instructions, eligibility criteria and the terms and conditions contained in this application form. I/We do hereby declare that the information furnished in the application and in the supplementary sheets from pages _____ to _____ is correct to the best of my/our knowledge and belief.

I/we are desirous of applying for trades:

Trade	Please tick (✓) the trade for which applicant satisfy the eligibility criteria and wishes to apply.
i. Empanelment of Architects for the exterior renovation of the office premises located at 54 Wellesley Road, Shivaji Nagar, Pune 411005.	
ii. Empanelment of Structural Consultants to undertake the study of vibrations in the office building located at 54 Wellesley Road, Shivaji Nagar, Pune 411005.	
iii. Empanelment of Project Management Consultants for renovation of NABARD Officers' Quarters, 9A, Boat Club Road, Narangi Baug Lane, Pune 411001 and NABARD Staff quarters, 459, Salisbury Park, Pune 411037.	
iv. Empanelment of Architects for the merger of 06 flats into 03 flats with suitable changes at Boat Club Officers' Quarters, 9A Boat Club Road, Narangi Baug Lane, Pune 411001.	

Yours faithfully

Signature: _____

Email ID: _____

Name: _____

Contact no: _____

Designation: _____

Place: _____

Registered address of
the applicant firm: _____

Date: _____

Instructions to the applicants for furnishing information as a part of empanelment application.

1. NABARD is preparing a panel of:
 - i. Architects for exterior renovation of the office premises located at 54 Wellesley Road, Shivaji Nagar, Pune 411005.
 - ii. Structural Consultants for undertaking the study of vibrations felt in the office building located at 54 Wellesley Road, Shivaji Nagar, Pune 411005.
 - iii. Project Management Consultant for renovation of NABARD Officers' Quarters, 9A, Boat Club Road, Narangi Baug Lane, Pune 411001 and NABARD Staff quarters, 459, Salisbury Park, Pune 411037.
 - iv. Architects for merger of 06 flats into 03 flats with suitable changes at Boat Club Officers' Quarters, 9A Boat Club Road, Narangi Baug Lane, Pune 411001.Four separate panels will be prepared for the above four trades based on the eligibility criteria set for the specific trade. Applicant can apply for all or any of the above trades.
2. Intending applicants are required to submit their full bio-data giving details about their organization, experience, technical personnel in their organization, spare capacity, competence and adequate evidence of their financial standing, etc. in the enclosed statements which will be kept confidential.
3. While deciding upon the selection of Architect/Structural Consultant/Project Management Consultant, emphasis will be given on the ability and competence of applicants to do good quality works within the specified time schedule and in close co-ordination with other agencies.
4. Empanelment will remain valid for period of 02 years from the date of finalization of Panel.
5. Decision of the NABARD in regard to selection of empaneled Architects/Structural Consultants/ Project Management Consultant for issue of tender forms will be final. NABARD is not bound to assign any reason thereof.
6. Each page of the application shall be signed and sealed. The application shall be signed by person/persons on behalf of the organization having necessary authorization/Power of Attorney to do so.
7. If the space in the proforma is insufficient for furnishing full details, the information shall be

supplemented on separate sheets of paper stating therein the part of the statement and serial number. Separate sheets shall be used for each part.

8. Any letter or document accompanying the pre-tender qualification form shall be submitted in duplicate.
9. Applications containing false and/or inadequate information are liable for rejection.
10. While filling up the application with regard to the list of important projects completed or on hand, the applicants shall only include those works which meets the eligibility criteria.
11. The applicant shall submit performance/completion certificates from persons/ entities/ institutions for whom they have worked in the past.
12. NABARD reserves the right to verify the genuineness and to ensure conformity with the details given in the application.

Scope of work and eligibility criteria

<u>Trade</u>	<u>Estimated Cost of work</u>	<u>Brief Scope of Work</u>	<u>Eligibility Criteria</u>
i. Exterior Renovation of the office premises located at 54, Wellesley Road, Shivaji Nagar, Pune 411005.	Rs.350 lakhs	<p>1. Work mainly involves:</p> <ol style="list-style-type: none"> a. Renovating the exterior/façade to enhance the elegance of the building. b. Relaying the open passage/parking floor. c. Redesigning the boundary wall. d. Landscaping of the compound area etc. <p>2. The Consultant/Architect shall render the following services in connection with and in regard to the above works ;</p> <ol style="list-style-type: none"> a. Study of building requirements with respect to the above specified works and any specific additional provisions that need to be made. b. Prepare sketch designs, drawings, and models, of the scheme and prepare approximate estimates of cost. c. Assist the Employer in the empanelment of Contractors and undertaking the tendering process for selection of contractor. d. Assume full responsibility of the supervision, quality control and proper execution of the said works by the contractor till completion. e. Liaise with Local Bodies, Government, Quasi-Government and other concerned authorities as may be necessary in connection with the said work and get approvals etc. as and when needed, for the satisfactory execution of the project. f. Any other services connected with the said works. 	<ol style="list-style-type: none"> 1. Should be member of Indian Institutions of Architects and Indian Council of Architecture. 2. Should have atleast two qualified Graduate Architects (having adequate experience in planning, designing, construction & renovation of buildings) on their regular establishment for not less than 5 years. (Provide details in PART III) 3. Should have, during the last 07 years, experience in the field of providing services as Architect/Consultant for renovation of buildings and should have successfully completed: <ol style="list-style-type: none"> i. Three similar works whose value is not less than Rs. 140 Lakhs each or ii. Two similar works whose value is not less than 175 Lakhs each or iii. One similar work whose value is not less than Rs. 280 Lakhs. 4. Should submit audited balance sheets /P&L account for the last 3 financial years. 5. Ensure to enclose all the documents as has been asked in this notice. <p>Work/Purchase orders and Completion certificates in respect of completed works issued by the clients should be enclosed and need to be produced before NABARD, whenever called for verification purposes.</p>
ii. Undertaking the study of vibrations felt in the office building located at 54, Wellesley Road, Shivaji Nagar, Pune 411005.	Not applicable	<p>Work mainly involves the following:</p> <ol style="list-style-type: none"> 1. Experimental and numerical study of vibrations felt in the office building. 2. Finding out the source of vibrations in the building. 3. Vibration testing of building using scientific techniques/experiments and numerical investigation of the test results. 4. Studying the effects of vibrations on the strength and life of the building. 5. Remedial measures to be taken to reduce/eliminate the vibrations in the building. 	<ol style="list-style-type: none"> 1. Should be member of Indian Associations/Societies of Structural Engineers. 2. Should have atleast two qualified structural engineer (having experience of atleast 15 year as structural engineer) on their regular establishment for not less than 5 years. (Provide details in PART III). 3. Should have the experience of undertaking studies related to structural analysis of the building. 4. Should have experience of providing consultancy for retrofitting of the building. 5. Should have undertaken structural audit of atleast three government buildings.

<p>iii. Renovation of NABARD Officers' Quarters, 9A, Boat Club Road, Narangi Baug Lane, Pune 411001 and NABARD Staff quarters, 459, Salisbury Park, Pune 411037</p>	<p>Rs.19.80 Crores</p>	<p>1. Work mainly involves:</p> <ol style="list-style-type: none"> Interior renovation of flats. Exterior renovation of building. Relaying the open passage/parking floor. <p>2. Project Management Consultant shall render the following services in connection with and in regard to the above works:</p> <ol style="list-style-type: none"> Study of building requirements with respect to the above specified works and any specific additional provisions that need to be made. Prepare sketch designs, drawings, and models, of the scheme and prepare approximate estimates of cost. Assist the Employer in the empanelment of Contractors and undertaking the tendering process for selection of contractor. Assume full responsibility of the supervision, measurement, testing and quality control, bill certification and project scheduling, monitoring and control of time and cost till completion. Liaise with Local Bodies, Government, Quasi-Government and other concerned authorities as may be necessary in connection with the said work and get approvals etc. as when needed, for the satisfactory execution of the project. Any other services connected with the said works. 	<p>1. Should have, during the last 07 years, experience in the field of providing services as Project Management Consultants for renovation of buildings and should have successfully completed:</p> <ol style="list-style-type: none"> Three similar works whose value is not less than Rs. 7.92 crores each or Two similar works whose value is not less than 9.9 crores each or One similar work whose value is not less than Rs.15,84 crores. <p>Work/Purchase orders and Completion certificates in respect of completed works issued by the clients should be enclosed and need to be produced before NABARD, whenever called for verification purposes.</p> <p>2. Should submit audited balance sheets /P&L account for the last 3 financial years.</p> <p>3. Ensure to enclose all the documents as has been asked in this notice.</p> <p>4. Should have their office in Pune.</p> <p>5. Should have atleast two qualified Graduate Architects (having adequate experience in planning, designing, construction & renovation of buildings) on their regular establishment for not less than 5 years. (Provide details in PART III)</p>
<p>iv. Merger of flats at Boat Club Officers' Quarters, 9A Boat Club Road, Narangi Baug Lane, Pune 411001.</p>	<p>Rs.120 Lakhs</p>	<p>1. Work mainly involves the merger of 06 flats to form 03 flats and renovating the same.</p> <p>2. The Consultant/Architect shall render the following services in connection with and in regard to the above works ;</p> <ol style="list-style-type: none"> Study of existing flats and building and finding out the feasibility of merger of flats. Redesigning the merged flats as per our requirement. Prepare sketch designs, drawings, layout plans and models, of the scheme and prepare approximate estimates of cost. Liaise with government/Quasi-Government and other concerned authorities for approval of the revised layout plans, NOCs etc. and get the permission to undertake the said work. Assist the Employer in the empanelment of Contractors and undertaking the tendering process for selection of contractor. Assume full responsibility of the supervision, quality control and proper 	<p>1. Should be member of Indian Institutions of Architects and Indian Council of Architecture.</p> <p>2. Should be licensed architect registered with Pune Municipal Corporation (PMC).</p> <p>3. Should have experience of working with PMC in obtaining various types of approvals related to additions/alterations in the existing buildings etc.</p> <p>4. Should have atleast one qualified Graduate Architect (having adequate experience in planning, designing, construction & renovation of buildings) on their regular establishment for not less than 5 years. (Provide details in PART III)</p> <p>5. Should have, during the last 07 years, experience in the field of providing services as Architect/Consultant for renovation of buildings and should have successfully completed:</p> <ol style="list-style-type: none"> Three similar works whose value is not less than Rs.48 Lakhs each or Two similar works whose value is not less than Rs.60 Lakhs each or

		<p>execution of the said works by the contractor till completion.</p> <p>f. Any other services connected with the said works.</p>	<p>c. One similar work whose value is not less than Rs.96 Lakhs.</p> <p>Work/Purchase orders and Completion certificates in respect of completed works issued by the clients should be enclosed and need to be produced before NABARD, whenever called for verification purposes.</p> <p>6. Should submit audited balance sheets/P&L account for the last 3 financial years.</p> <p>7. Ensure to enclose all the documents as has been asked in this notice.</p>
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Note:

- 1. The scope of work mentioned above is illustrative and exhaustive scope of work will be issued while calling tenders from the empaneled Architects/Structural Consultants/ Project Management Consultants.**
- 2. Any false and/or inadequate information can result in rejection of the tender.**

Part I - Basic Information

Sr. No.	Particulars	Details
1	Name of the Applicant/Organization and address of their registered office	
2	Type of the Organization (whether Sole Proprietorship/ Partnership/Private Limited/ Limited or Cooperative Body etc.)	
3	Name of the Proprietor/Partners/Directors of the Organization/Firm.	(a) (b) (c)
4	Details of Registration (Whether Partnership firm, Company, etc.) - Registering Authority, Date, Registration No., etc. mentioning the business/ activity of the firm (Copy of registration to be enclosed)	
5	Experience in the field for which applicant is intending to apply (Years). (give separate for each trade).	
6	Technical personnel available in the organization (Details to be furnished in Part III)	

7	Address of office through which the proposed work of NABARD will be handled and the name and designation of the Officer-in-Charge	
8	Balance sheet and profit & loss statement for the previous three years, duly certified by a practising Chartered Accountant in support of Average Annual Turnover OR Banker's Solvency Certificate in proof of having adequate financial standing.	
9	Yearly turnover of the company during last 3 years (Year-wise)	
10	Whether any Civil Suit/Litigation arisen in the contracts executed during the last 5 years/being executed. If yes, please furnish the name of the project, employer, nature of work, contract value, work order and date and brief details of litigation	
11	Whether the firm has been blacklisted by any government organization.	
12	Have you in the past carried out any works for NABARD? If yes, give details.	
13	Permanent Account No. (PAN) of the firm. Copy to be enclosed.	
14	GST Registration No. (Copy of GST Registration to be enclosed)	
15	Bank Account No. and IFSC Code (Copy of cancelled cheque to be enclosed)	



Part II

a) Completed Works as per the eligibility criteria.

List of important works done in last seven years.

Sr. No.	Name & Location of work	Cost of work	Name of owner	Full address	Name of the contact person from owner's side for whom work was executed	Contact no. of the contact person of the owner (Mandatory)	Email id of the contact person (Mandatory)	Completion period		Whether the work was left incomplete (reasons if any for delay in completion of work) or contract was terminated from either side (give full details)	Any other relevant information
								Stipulated	Actual		
1	2	3	4	5	6	7	8	9	10	11	12

Note:- The supporting documents like experience certificate, completion certificate shall be enclosed mandatorily.



b) Ongoing Projects

List of important works on hand.

Sr. No.	Name of work	Location of work	Name of owner	Full address	Name of the contact person from owner's side for whome work was executed	Phone no. of the contact person (Mandatory)	Email id of the contact person (Mandatory)	Completion period		Whether the work was left incomplete (reasons if any for delay in completion of work) or contract was terminated from either side (give full details)	Any other relevant information
								Stipulated	Actual		
1	2	3	4	5	6	7	8	9	10	11	12



Part III

Technical Personnel and Experience

Sr. No.	Name	Age	Qualification	Experience handling similar works	Nature of works handled in your organization	Name of the project	Date from which employed	Any other remarks
1	2	3	4	5	6	7	8	9



Checklist of Submission of Application for Empanelment

Sr. No.	Particulars	Submitted (Yes/No)
1.	Application form duly filled in and enclosed in a sealed cover superscribed “Notice for Empanelment of Architects/Structural Consultants” shall be addressed and sent to Chief General Manager, NABARD, Maharashtra Regional Office, 54 Wellesley Road, Shivaji Nagar, Pune 411 005	
2.	Trade in which empanelment is desired is indicated on top of the envelope.	
3.	All pages from 1 to 13 of this application along with supporting documents have been duly signed and stamped by the authorized signatory.	
4.	Basic Information duly furnished in PART I along with supporting documents.	
5.	Copies of Work experience/work orders/completion certificates in support of completed works as mentioned in Part II.	
6.	Copies of balance sheet/profit & loss statements for the previous three years, duly certified by a practicing Chartered Accountant, in support of Average Annual Turnover.	
7.	Copy of Permanent Account Number (PAN) of the Proprietor/ Partnership Firm/ Private Limited Company/ Limited Company or Cooperative Body attached.	
8.	Copy of details of Registrations, if any, under Companies Act/ Cooperative Societies Act etc.	
9.	Copy of GST Certificate.	
10.	Bank details furnished in PART I	
11.	Copy of cancelled cheque enclosed.	
12.	Technical details of the personnel employed in PART III.	
13.	Registration certificate/License/ Membership in respect of the following(whichever is applicable as per eligibility criteria):	
	1. Indian Institutions of Architects and Indian Council of Architecture.	
	2. Indian Associations/Societies of structural Engineers.	
	3. Licensed architect registered with Pune Municipal Corporation (PMC).	