



**RESERVE BANK OF INDIA  
ESTATE DEPARTMENT  
AHMEDABAD**

**Application for Empanelment of Architects for various works in  
Bank's Office and Residential Premises at Ahmedabad**

Issued to M/s.

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Category Applied for: \_\_\_\_\_

Last date of submission of PQ Criteria Documents: **December 09, 2025 up to 12.30 hrs**

Application to be addressed to:

The Regional Director  
Reserve Bank of India  
Estate Department  
Ahmedabad

## **Application Form**

The Regional Director  
Reserve Bank of India  
Estate Department  
Ahmedabad

Sir,

- I. I/We have read and understood the notice and instructions appended to the application proforma and I/We understand that if any false information is detected at a later date, any future contract made between ourselves and the Reserve Bank of India, Ahmedabad on the basis of the information given by me/us will be treated as invalid by the Reserve Bank of India.
- II. I/we agree that the decision of the Reserve Bank of India in selection of the Architect will be final and binding on me/us.
- III. All the information furnished are correct to the best of my/our knowledge and belief.
- IV. I / we also agree that I/we have no objection if enquiries are made about the works listed by me/us in the accompanying sheets or any other inquiry on the information furnished herewith in the accompanying sheets.

Signature along with seal of the firm:

Name & Designation:

Address:

Place and Date:

## **Empanelment of Architects for various works in Bank's Office and Residential Premises at Ahmedabad**

### **General Instructions, Terms and Conditions**

Reserve Bank of India, Ahmedabad intends to prepare a panel of Architects preferably **based in Gujarat or Previously worked with Reserve Bank of India** for rendering architectural services for various maintenance and renovation works in its Main Office Building and Residential Premises at Ahmedabad. The panel will remain in force for **THREE** years from the date in which it come to exist.

2. Interested firms fulfilling the **pre-qualification** criteria as below can apply for any of the below indicated **categories or both categories**:

Category-I	For works costing up to ₹50 lakh.
Category-II	For works costing above ₹50 lakh and up to ₹100 lakh.
Category-III	For works costing above ₹100 lakh and up to ₹150 lakh.

3. Pre-qualification criteria for empanelment of architects (**Category-I**) is detailed below:

(1)	Duration of past experience	Minimum five (5) years in the field of architectural/interior designing works (i.e. the first work order should be on or before the cut-off date as per five years criteria i.e. October 31, 2020) during last 5 years ending October 2025. Applicant should furnish their Client list showing the details of work carried out by them during the last 5 years ( <a href="#">Annex-IV</a> ) The list shall include details such as Name of the Client, Value of work executed, Date of Start and Finish of the work, Reasons of delay, if any etc. The Applicant should submit documentary evidence in support of minimum experience of 5 years (i.e., the applicant should have undertaken works right from October 31, 2020)
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		<p><b><u>Documents to be submitted:</u></b></p> <p>(a) Copy of certificate of registration / incorporation.</p> <p>(b) Copy of work orders issued for works undertaken from October 31, 2020, to October 31, 2025 and its completion certificates along with the copies of TDS Certificates (Form 16A / Form 26AS etc.) during this period.</p>
(2)	Number of minimum works of similar nature executed	Minimum 3 (three) works of architectural/interior designing of similar nature (Office and Residential Premises) during last five (5) years.
(3)	Minimum cost of each completed eligible work (qualifying works)	<p><b>One work</b> of architectural/interior designing of similar nature individually costing <b>not less than Rs 40 lakh.</b> (or)</p> <p><b>Two works</b> of architectural/interior designing of similar nature individually costing <b>not less than Rs 25 lakh.</b> (or)</p> <p><b>Three works</b> of architectural/interior designing of similar nature individually costing <b>not less than Rs 20 lakh.</b> <b><u>Documents to be submitted:</u></b></p> <p>a) Copy of work order(s) of qualifying work(s)</p> <p>b) Copy of TDS certificate(s) (Form 16A / Form 26AS etc.) during the payment period of qualifying work(s)</p> <p>c) Client Certificate (s) issued by the Clients as per the format enclosed for the qualifying work(s)</p>
(4)	Membership	<p>Should be member of the council of Architecture, India with valid registration.</p> <p><b><u>Documents to be submitted:</u></b> copy of membership.</p>

**b. Pre-qualification criteria for empanelment of architects (Category-II) is detailed below:**

(1)	Duration of past experience	Minimum five (5) years in the field of architectural/interior designing works (i.e., the first work order should be on or before the cut-off date as per five years criteria i.e., October 31, 2020) during last 5 years ending October 2025. Applicant should furnish their Client list showing the details of work carried out by them during the last 5 years ( <a href="#">Annex-IV</a> ). The list shall include details such as Name of the Client, Value of work executed, Date of Start and Finish of the work, Reasons of delay, if any etc. The Applicant should submit documentary evidence in support of minimum experience of 5 years (i.e. the applicant should have undertaken works right from October 31, 2020)
		<b><u>Documents required:</u></b> a) Copy of certificate of registration / incorporation. b) Copy of work orders issued for works undertaken from October 31, 2020, to October 31, 2025, and its completion certificates along with the copies of TDS Certificates (Form 16A / Form 26AS etc.) during this period.
(2)	Number of minimum works of similar nature executed	Minimum 3 (three) works of architectural/interior designing of similar nature during last five (5) years.

(3)	Minimum cost of each completed eligible work	<p><b>One work</b> of architectural/interior designing of similar nature individually costing <b>not less than Rs 80 lakh.</b> (or)</p> <p><b>Two works</b> of architectural/interior designing of similar nature individually costing <b>not less than Rs 50 lakh.</b> (or)</p> <p><b>Three works</b> of architectural/interior designing of similar nature individually costing <b>not less than Rs 40 lakh.</b></p> <p><b><u>Documents to be submitted:</u></b></p> <p>a) Copy of work order(s) of qualifying work(s)</p> <p>b) Copy of TDS certificate(s) (Form 16A / Form 26AS etc.) during the payment period of qualifying work(s)</p> <p>c) Client Certificate (s) issued by the Clients as per the format enclosed for the qualifying work(s)</p>
(4)	Membership	<p>Should be member of the council of Architecture, India with valid registration.</p> <p><b><u>Documents to be submitted:</u></b> copy of membership.</p>

**c. Pre-qualification criteria for empanelment of architects (Category-III) is detailed below:**

(1)	Duration of past experience	Minimum five (5) years in the field of architectural/interior designing works (i.e., the first work order should be on or before the cut-off date as per five years criteria i.e., October 31, 2020) during last 5 years ending October 2025. Applicant should furnish their Client list showing the details of work carried out by them during the last 5 years ( <a href="#">Annex-IV</a> ). The list shall include details such as Name of the Client, Value of work executed, Date of Start and Finish of the work, Reasons of delay, if any etc. The Applicant should submit documentary evidence in support of minimum experience of 5 years (i.e. the applicant should have undertaken works right from October 31, 2025)
		<b><u>Documents required:</u></b> a) Copy of certificate of registration / incorporation. b) Copy of work orders issued for works undertaken from October 31, 2020 to October 31, 2025 and its completion certificates along with the copies of TDS Certificates (Form 16A / Form 26AS etc.) during this period.
(2)	Number of minimum works of similar nature executed	Minimum 3 (three) works of architectural/interior designing of similar nature during last five (5) years.

(3)	Minimum cost of each completed eligible work	<p><b>One work</b> of architectural/interior designing of similar nature individually costing <b>not less than Rs 120 lakh.</b> (or)</p> <p><b>Two works</b> of architectural/interior designing of similar nature individually costing <b>not less than Rs 75 lakh.</b> (or)</p> <p><b>Three works</b> of architectural/interior designing of similar nature individually costing <b>not less than Rs 60 lakh.</b></p> <p><b><u>Documents to be submitted:</u></b></p> <p>d) Copy of work order(s) of qualifying work(s)</p> <p>e) Copy of TDS certificate(s) (Form 16A / Form 26AS etc.) during the payment period of qualifying work(s)</p> <p>f) Client Certificate (s) issued by the Clients as per the format enclosed for the qualifying work(s)</p>
(4)	Membership	<p>Should be member of the council of Architecture, India with valid registration.</p> <p><b><u>Documents to be submitted:</u></b> copy of membership.</p>

4. The Bank may at its discretion can use architectural services for works like, preparation of Architect Brief, submission of schematic design, design development for better understanding of any redevelopment/renovation work proposal, liasoning with local administration, if required, and consultancy services required for any work etc. from category-I, Category-II and Category-III empanelled architects.

5. The application forms can be downloaded from [https://www.rbi.org.in/Scripts/BS\\_ViewTenders.aspx](https://www.rbi.org.in/Scripts/BS_ViewTenders.aspx). Also, firms may collect the application form from the office Reserve Bank of India, Estate Department, Main Office Building, Income Tax Circle, Ahmedabad- 380014, on any working day from 12:30 PM on November 12, 2025, till 12:30 PM on December 09, 2025.

6. Interested applicants may apply for empanelment for single category or all three categories. The applicants are mandatorily required to superscribe **“Empanelment of**



**architects 2025-2028**" on the sealed cover containing the application and requisite documents to the Office of Regional Director, Reserve Bank of India, Estate Department, Main Office Building, Income Tax Circle, Ahmedabad- 380014 on or before 12:30 PM on December 09, 2025. **The Empanelment applications without sealed cover and superscription shall be summarily rejected without assigning any reason.**

7. During scrutiny, if any of the applicant is found not to possess the required prequalification or to have submitted false/ incorrect information, his/her application will be liable for rejection. Applications of only those applicants who fulfil the specified Pre-Qualification Criteria and submit the required documents shall be processed further.

8. Regarding client's certificate, for works carried out for Govt./Public Sector companies, the certificate should be signed by the concerned Executive Engineer or an officer in an equivalent or higher rank. For works carried out for private companies, copy of TDS certificates has to be submitted along with the client certificate for proving the credentials/contract amount. The Bank reserves the right to independently verify the client's reports.

9. The panel shall remain valid for a period of 3 years (2025-2028) subject to periodical review of performance as specified. Successful firms shall be intimated once the empanelment process is completed duly indicating period of validity.

10. The Bank reserves the right to reject any or all the applications without assigning any reason thereof.

11. The application form shall be signed by a person on behalf of the organization who is duly authorized to do so.

12. Names of the firms of architects shall be removed from approved panel in the event of occurrence of any one or more of the failures on their part as detailed below:

- Fails to respond to the call notice inviting quotes for chargeable scale of fees or fails to take part in design competition (if any) consecutively on three occasions.
- Fails to perform as per the requirements of any awarded work/contract and persistently violates any of the important conditions of the contract/work like maintaining time schedule and business dealings, etc.

- Fails to abide by the condition of registration/empanelment or is found to have given false particulars at the time of registration/empanelment.
- Is declared or is in process of being declared bankrupt/insolvent, wound up, dissolved or partitioned.

13. Clarifications, if any required, may be obtained from the Manager / Asst. Manager, Reserve Bank of India, Estate Department, Income Tax Circle, Ahmedabad- 380014.

Balram B. Panchal, Asst. Mgr.

[balrampanchal@rbi.org.in](mailto:balrampanchal@rbi.org.in)

079-27548426

Lavkesh Meena, Manager

[lavkeshmeena@rbi.org.in](mailto:lavkeshmeena@rbi.org.in)

079-27548424

14. If the space is insufficient for furnishing full details required, such information may be supplemented on a separate sheet of paper, duly signed and sealed.

15. As the time is the essence of a contract, the ability, availability and competence of the applicants to render required service within the specified time frame, will be a major factor while deciding the selection of the Architects for preparation of a panel of Architects.

16. The application shall be signed by the person/s on behalf of the organization having necessary Authorization/ Power of Attorney to do so. Each page of the application shall be signed (copy of Power of Attorney/ Memorandum of Association shall be furnished along with the application).

17. If the space in the proforma is insufficient for furnishing full details, such information may be supplemented on separate sheet stating therein the part of the proforma and serial number. Separate sheets shall be used for each part of the application. While filing up the application with regard to the list of works completed or on hand, applicants shall include separate sheet in the prescribed format.

18. The applicant must have at least one qualified Graduate Architects (having minimum 3 years' experience) in planning and designing/interior/renovation etc and necessary drawing office with supporting staff for being always available for consultation/furnishing required help in getting plans, sanctions, and completion certificates from the local municipal authorities. They should also have computer facilities with AutoCAD package.

19. A format of Client's Certificate is attached along with blank application form ([Annex I](#)). The applicant has to submit the said Clients certificate from at least two of their clients for whom they have carried out eligible works in terms of pre-qualification criteria described in the notice inviting application in a sealed cover. Applications received without the specified certificates in the prescribed format shall be rejected and the Bank shall have the right to independently verify the submitted certificates. Aforementioned certificate must be submitted along with their application in sealed cover addressed to The Regional Director, Reserve Bank of India, Estate Department, Income Tax Circle, Ahmedabad- 380014.

20. The applicant shall have registered office with not less than 50 sq. mt. carpet area with necessary equipment and supporting staff at senior and middle level and independent telephone and e-mail facility at their office.

21. Services to be rendered by the Architect -

- o to take instructions from the Bank and prepare sketch designs, making revisions till sketch designs are finally approved by the Bank and making preliminary estimates of cost.
- o to submit 3D modelling of the works, if found necessary by the Bank.
- o to submit required drawing to the Local Authority and obtain approval, if required
- o to nominate and instruct consultants, as and when necessary
- o to prepare interior/renovation/architectural working drawings, structural drawings including design and all other drawings for various trades
- o to draw detailed specifications, estimates, draft tender for various trades
- o to prepare and supply 6 sets of all drawings (Minimum on A2 Page) for execution
- o to visit site and supervise the work as and when required by the Bank
- o to submit Completion drawings, if required
- o any other services connected with the said works usually and normally rendered by the Architects and not referred to in above.

22. Applications containing false and/or incomplete information are liable for rejection. Decision of the Bank in regard to selection of the panel of Architects shall be final. The Bank is not bound to assign any reasons thereof.

23. The Architect shall be selected from the panel for different works. While selecting, preference will be given for local Architects. Such selected architects shall be required to execute an agreement with the Bank in the prescribed proforma as and when directed to do so by the Bank. The Bank reserves its right to appoint any Architect from outside the panel in case of requirement.

24. The empanelment shall be valid for a period of three years. Shortlisted firms shall receive a separate intimation in this regard from the Bank.

25. If considered necessary, Bank shall depute team of Officers for inspection of few works of the firms proposed to be empanelled.

I/We have read and understood all the above instructions and shall comply with the instructions.

Place:

Signature:

Date:

Name:

Seal of the applicant

**Information to be furnished by the Applicant**

1	Name and registered office address, phone numbers & email ID	
2	Whether individual or a partnership firm with full particulars of the other partners including their names, professional qualifications, age, experience etc.  Note: Attach a separate sheet	
3	Names, qualification and experience of all technical personnel in the firm	Details to be furnished in the prescribed proforma ( <a href="#">Annex III</a> ).
4	Yearly turnover of the organization for the last 3 years (Financial year)  2023 – 2024  2022 – 2023  2021 – 2022  Audited balance sheet duly certified by a Chartered accountant shall be submitted along with the copies of income tax clearance certificate /Income tax assessment orders for the above mentioned periods	
5	Whether registered as a member of Institution of Architects or Indian Council of Architects? If so, state and attach a copy of the certificate	
6	Details of experience as practicing Architects	

7	Important large projects executed during last 5 years by the firm together with approximate cost of individual project. The full address of the clients for whom the works have been executed along with phone number.	Details to be furnished in the prescribed proforma – ( <a href="#">Annex IV</a> ).
8	Works on which the firm is engaged at present (Ongoing Works) and their estimated cost (stages of work viz. Planning and Construction). The full address of the clients shall be indicated against each project.	Details to be furnished in the prescribed proforma ( <a href="#">Annex V</a> ).
9	Name and full address of the banker/s of Architect. with phone number and Email ID of contact person	Details to be furnished in the prescribed proforma ( <a href="#">Annex II</a> ).
10	Category for which firm is willing to apply	
11	The scale of chargeable professional fees	

Place:

Date:

Signature of the applicant  
with full address & Office Seal

**ANNEX I**

**CLIENTS CERTIFICATE REGARDING PERFORMANCE OF ARCHITECT**

**NAME & ADDRESS OF THE CLIENT:**

**DETAILS OF WORKS EXECUTED BY SHRI/ M/S**

1	Name of the project and location	
2	Name of work involved in the contract (e.g. residential, offices etc.)	
3	Year of execution	
4	Scale of fees paid	
5	Actual amount of the paid professional fees	
6	Completion time stipulated in the contract	
7	Actual time taken to complete the work	
8	Name and full contact details of the officer/authorities/department under whose control the works were completed.	
9	Comments on the capabilities of the architects	

	a) Technical Proficiency	Outstanding / Very Good / Good / Satisfactory / poor
	b) Financial soundness	Outstanding / Very Good / Good / Satisfactory / poor
	c) General behaviour	Outstanding / Very Good / Good / Satisfactory / poor

Note: All columns should be filled in properly

*Signature of Reporting Officer (Client) with Office seal*

*Name and address of the Client (mandatory field):*

E-mail address of the Client (mandatory field):

Contact No. (Mandatory field):

"Countersigned"

Name and Signature of the applicant with Seal

*(Please Note: The Client Certificates should be submitted along with the application for empanelment in the sealed cover)*



## ANNEX II

### **BRIEF PARTICULARS OF ARCHITECTS**

Name of the Agency \* :

GSTIN\* :

Postal Address (with Pin code)\* :

Contact Person \* :

Telephone Number (land) :

Mobile Number \* :

E-mail ID \* :

A/c Number \* :

Type of A/c \* :

Name of the Bank \* :

Name of the Branch \* :

IFSC\* :

Permanent Account No. (PAN)\* :

Whether MSME(Yes/No), If yes, registration No.:

The fields marked with \* should be mandatorily filled, if applicable.

-For all bill payments, Bank account details indicated in this form will be considered.

**Annex III**

**List of technical/professional/skilled personnel, giving their technical qualifications, experience (including that in the present organization).**

Statement should also show the administrative staff available in the organization

Sr. No.	Name	Age	Qualification	Consultancy experience in years	Nature of works handled	Name of the projects handled with cost details	Date from which employed in the present organisation.	Indicate special experience, if any.
1	2	3	4	5	6	7	8	9

Attach separate sheet if required

Mention other points, if any, to show technical and managerial competency to indicate any important point in your favour

Place:

Date:

Signature of the applicant with full address and office seal

**Annex IV****List of important projects executed by the organization during last five years**

Sr. No.	Name of the project and location	Nature of work involved in the contract (e.g. residential, offices etc.)	Name of the owner with full address and details of contact person name with phone number, mail id.	Cost of project in lakhs.	Completion period		Amount of Professional charges paid (indicate % also)
					Stipulated	Actual	
1	2	3	4	5	6	7	8

Attach separate sheet if required

Place:

Date:

Signature of the Applicant with full address and office seal

**Annex V****List of important projects on hand being executed by the organization.**

Sr. No.	Name of the project and location	Nature of the work involved in the contract (e.g. residential, offices etc.)	Name of the owner with full address and details of contact person name with phone number, mail id	Cost of project in lakhs.	Completion period		Present stage of work with reasons if the work is getting delayed.	Scale of fees awarded
					Stipulated	Expected		
1	2	3	4	5	6	7	8	9

Attach separate sheet if required

Place:

Date:

Signature of the Applicant with full address and office seal