



**Reserve Bank of India  
Project Management Cell (NZ)  
New Delhi**

**Notice inviting Applications for preparation of the Architects /  
firms of Architects**

Reserve Bank of India, Project Management Cell (NZ), New Delhi, intends to prepare a “Panel of Architects/ Firms of Architects” for comprehensive Architectural services for the Bank’s own construction projects (Residential / Office Buildings/s Training Establishments/s, Holiday Home/s etc.) likely to be taken up at the Bank’s plot/s in and around New Delhi and the Bank’s northern zone (i.e. **Kanpur, Jaipur, Chandigarh, Lucknow, Jammu, Srinagar, Dehradun, Shimla and Mussourie**). The panel will be prepared in the following category and shall be valid for a period of 3 years from the date of the approval.

Category I Estimated cost of the project up to and including ₹ 25 crore.

Category II Estimated cost of the project more than ₹ 25 crore and including ₹ 50 crore.

Category III Estimated cost of the project more than ₹ 50 crore and including ₹ 100 crore.

Category IV Estimated cost of the project more than ₹ 100 crore and including ₹ 150 crore.

2. Interested entities may apply for empanelment in any or multiple categories but the same has to be indicated in the application form. Applications are invited in the prescribed proforma from practicing Architects / firms of practicing Architects who fulfil the following prequalification/eligibility criteria:

- (i) Who are Registered Members of Indian Council of Architecture, New Delhi, India.
- (ii) Minimum Experience: Who have successfully provided comprehensive architectural services for similar works/s\*\* completed during the last 5 years ending on the last day of the month prior to the one of which applications are invited.

Category I (up to and including ₹ 25 crore)	Category II (more than ₹ 25 crore and including ₹ 50 crore)	Category III (more than ₹ 50 crore and including ₹ 100 crore)	Category IV (more than ₹ 100 crore and including ₹ 150 crore)
<p>Three completed similar works ** each costing not less than the amount equal to ₹ 10 crore</p> <p>or</p> <p>Two completed similar works ** each costing not less than the amount equal to ₹ 12.5 crore</p> <p>Or</p> <p>One completed similar works ** each costing not less than the amount equal to ₹ 20 crore</p>	<p>Three completed similar works ** each costing not less than the amount equal to ₹ 20 crore</p> <p>or</p> <p>Two completed similar works ** each costing not less than the amount equal to ₹ 25 crore</p> <p>Or</p> <p>One completed similar works ** each costing not less than the amount equal to ₹ 40 crore</p>	<p>Three completed similar works ** each costing not less than the amount equal to ₹ 40 crore</p> <p>or</p> <p>Two completed similar works ** each costing not less than the amount equal to ₹ 50 crore</p> <p>Or</p> <p>One completed similar works ** each costing not less than the amount equal to ₹ 80 crore</p>	<p>Three completed similar works ** each costing not less than the amount equal to ₹ 60 crore</p> <p>or</p> <p>Two completed similar works ** each costing not less than the amount equal to ₹ 75 crore</p> <p>Or</p> <p>One completed similar works ** each costing not less than the amount equal to ₹ 120 crore</p>

(iii) Having experience in the field for not less than 5 years.

(iv) Have proper supporting staff and infrastructural facilities as described in the applications i.e. in part I instructions to applicants and general conditions at serial no 6 & 10.

**Note:**

- \*\* Similar work/s** shall mean providing comprehensive architectural services for the construction of multi-storied Residential/ Commercial/Institutional building/s.
- Applicant shall submit the following documentary evidence as a proof of experience of the completed works. RBI has the right to verify / cause verification of authenticity of the said documents whenever felt necessary.  
**(A)**For works executed for the Government / public sector companies : Copies

of Work Order/ agreement with details of items of work , work completion certificate/s issued by the client/s.

**(B)**For works executed in private companies : copies of work order / agreement with details of items of work, work completion certificate and Tax deducted source (TDS) certificate/s issued by the client/s.

- c. Architects/firms of architects who have experience of similar work/s, Government/Semi-Government/Government of India undertaking will be preferred.

3. Blank Application forms can be had from the office of the Project Management Cell (NZ), New Delhi on all working days (Monday to Friday) from **10.01.2017 to 10.02.2017(1100hrs. to 1600hrs.)** after furnishing documentary evidence for fulfilling the qualifications mentioned at Para 2 above.

4. This advertisement is also displayed in Banks website [www.rbi.org.in](http://www.rbi.org.in), and [www.tendertimes.com](http://www.tendertimes.com) the application forms can also be downloaded from these websites.

5. The application form/s duly filled in the prescribed formats with all enclosures and the requisite documents in a sealed envelope / cover superscribing “**Application for empanelment of Architects RBI, Project Management Cell (NZ), New Delhi, Category.....**” shall be addressed by name to Shri Kanti Kumar Saraf, Regional Director, Reserve Bank of India, Project Management Cell (NZ), New Delhi, so as to reach on or before 1400 hrs. on **10.02.2017**. The same will be opened by her / him or by a nominated officer of the Bank in the presence of applicants or their authorized representatives who choose to be present at 1500 hrs. on **14.02.2017** or subsequent date intimated by the Bank.

6. Bank reserves the right to accept or reject any or all the applications without assigning any reasons therefor.

The Regional Director  
Reserve Bank of India,  
Project Management Cell (NZ)  
New Delhi

Tel No. \_\_\_\_\_  
Fax No. \_\_\_\_\_  
Email id. \_\_\_\_\_



**RESERVE BANK OF INDIA**  
**Project Management Cell (NZ) New**  
**Delhi**

**Application for enlistment of Architects**

Issued to M/s \_\_\_\_\_,

\_\_\_\_\_,

\_\_\_\_\_,

\_\_\_\_\_.

Last date and time of submission: \_\_\_\_\_ **1400 hours**

\_\_\_\_\_

## LETTER OF SUBMISSION

Shri Kanti Kumar Sraf  
The Regional Director  
Reserve Bank of India,  
Project Management Cell (NZ)  
New Delhi

Dear Sir,

**Application for preparation of panel of architects / firms of architecture for comprehensive architectural services for Bank's proposed construction of Residential /Office / Training establishment/ Holiday Homes etc. Buildings at the Bank's plot/s in and around New Delhi and the Bank's northern zone centres (Kanpur, Jaipur, Chandigarh, Lucknow, Jammu, Srinagar, Dehradun, Shimla and Mussourrie)**

I/We have read and understood the instructions and the terms and conditions contained in the application form. I / We do hereby declare that the information furnished in the application and in the supplementary sheets from page \_\_\_\_\_to \_\_\_\_\_is correct to the best of my/our knowledge and belief.

Signature -----

Name of the Applicant -----

Designation-----

Address-----

Place

Date

Seal of the Applicant



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Project Management Cell (NZ)  
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The Regional Director  
Reserve Bank of India,  
Project Management Cell (NZ)  
New Delhi

Tel No. \_\_\_\_\_

Fax No. \_\_\_\_\_

Email id. \_\_\_\_\_



## **Part I - Instructions to the Applicants and General Conditions:**

1. Intending applicants are required to submit in duplicate their full bio-data giving details about their organization, experience, technical personnel in their organization, spare capacity, proven competence to handle major works, in-house computer aided design facilities etc. in the enclosed proforma.
2. The application shall be signed by the person/s on behalf of the applicant / firm / 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**).
3. 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.
4. The application forms issued by the Bank/ downloaded from the website shall only be used for the submission to the Bank. Forms of application shall contain copies of all the enclosures. Those desirous of applying for more than one category, shall apply separately for each category along with required documents for the relevant category.
5. While filling up the application with regard to the list of important projects completed or in hand, applicants shall include separate sheets in the prescribed format and shall only include those works which individually cost not less than that required as per eligibility criteria.
6. The applicant must have at least two qualified Graduate Architects (having minimum 5 years' experience in planning and designing and construction of buildings) on their regular establishment for not less than 5 years and necessary Drawing Office with supporting staff for being always available for consultation / furnishing required help in getting plans, sanctions, completion certificates from the local controlling /statutory municipal authorities. They should also have computer facilities with Auto CAD package.
7. The appointed architect/firm of architect shall, with the prior approval of the Bank, engage the services of well qualified specialists of consultants pertaining to the following services.
  - (i) Geo-technical services
  - (ii) Planning and Designing etc. of Structural Systems
  - (iii) Planning and Designing etc. of Electrical Systems including lifts and air conditioning

- (iv) Plumbing and Sanitary, water supply including water purification system and drainage Systems Planning and Designing etc.
- (v) Planning and Designing, etc. of Horticulture development/landscaping works
- (vi) Planning and Designing etc. of Green Buildings in order to obtain at least 4 star rating certification under GRIHA system
- (vii) Lift Systems planning and Designing etc.
- (viii) Rainwater Harvesting Systems Planning and Designing etc.
- (ix) Planning and designing etc. of Fire-detection and Fire-fighting Systems
- (x) Planning and designing etc. of external development works
- (xi) Planning and designing of renewable (solar, wind, etc. as applicable) energy systems
- (xii) Planning and designing of solar water-heating systems
- (xiii) Planning and designing of Sewage Treatment plant and connecting systems
- (xiv) Planning and designing of solid waste disposal system
- (xv) Planning and designing etc. of security systems

The appointed architect shall be responsible for all the work, actions and omissions of such specialists/ consultants.

8. The applicant shall have registered office with not less than 100 sq. m carpet area with necessary equipment and supporting staff at senior and middle level and independent telephone/mobile facility at their office and residence.

9. Generally the following services are to be rendered by the Architect (in brief). However, detailed scope of services to be rendered will be as per the design competition document for a particular project.

- (a) 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.
- (b) to submit required drawings to the statutory authority/authorities, obtain DP/TP remarks, NOCs and all the approvals including commencement certificate.
- (c) to engage and instruct consultants / specialists.
- (d) to prepare architectural working drawings, structural drawings including design and all other drawings for various trades.
- (e) to scrutinize applications for empanelment of contractors, forward recommendations to the Bank for making a panel of contractors.

- (f) to draw up detailed specifications, estimates, quantity survey & estimates with detailed rate analysis, draft tender along with drawings for various trades.
  - (g) to submit Assessment Reports on tenders received for various trades along with comparative statements and recommendations for award of work.
  - (h) to prepare and supply 6 sets of all drawings for execution.
  - (i) to visit site as and when required by the Bank and periodical supervision.
  - (j) to submit in detail, quantities of steel and cement.
  - (k) to obtain Occupation Certificate & Completion Certificate from the Local Municipal Authority.
  - (l) to submit 3 sets of Completion Drawings along with soft copy.
  - (m) to render assistance to the Bank for settlement of initial ratable value.
  - (n) Any other services connected with the said works usually and normally rendered by the Architects and not referred to in above except complete supervision, administration of contract and certification of payment.
10. Applications containing false and/or incomplete information are liable for rejection.
- 11. The Panel of Architects shall be valid for a period of 3 years & the Bank is free to extend the time limit at its discretion.**
12. Decision of the Bank in regard to enlistment of the firm of Architects shall be final. The Bank is not bound to assign any reasons therefor.
13. Architect/firm of architect for any particular work (based on the estimated cost of the project) will be selected from the representative panel by following Competitive Selection Criteria specified in Request for Proposal (RFP) document for the particular project. Instructions, Terms of reference / agreement, stages of payments, deliverables etc. will be detailed in RFP document.
14. During the validity of panel, if the services of architect/firm of architect's is not found satisfactory, Bank reserves its right to delete the name of such firm from the approved panel without assigning any reasons thereof.

15. The applicant has to furnish client's & banker's reports in prescribed formats for each of eligible works separately. However, the Bank reserves its right to obtain the confidential reports from the clients of the applicant directly, if so desired. The Bank on its own may also conduct inspection of their eligible works referred by the applicant in their application.

I / We have read the various items and conditions and the same are acceptable to me/us.

Signature and Seal of the applicant:

Name:

Full address:

Date:

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**Part II - Information to Be Furnished By the Applicant**

	Category in which empanelment is desired	Category_____
1.	Name, composition and registered office address Details to be furnished in the prescribed Proforma (Format 1).	Submitted/Not submitted
2.	Whether individual or a partnership firm with full particulars of the other partners including their names, professional qualifications, age, experience etc. are furnished? <i>Note: Details to be furnished in the prescribed proforma – <b>Format 1&amp;2</b>. Attach separate sheets, if required.</i>	Submitted/Not submitted
3.	Names, qualification and experience of all technical personnel in the firm. Details to be furnished in the prescribed Proforma (Format 2).	Submitted/Not submitted
4.	Whether registered as a member of Indian Council of Architecture? <i>State the Registration No. &amp; attach a copy of certificate</i>	Yes/No
5.	Similar works executed during last five years by the firm together with cost of individual project. The full address of the clients for whom the works have been executed.  <b>Note:</b> Details to be furnished in the prescribed proforma- <b>Format 3A and 3B</b> . Attach separate sheets, if required. Client reports are to be furnished as per the <b>Format 5</b> for each work.	Submitted/Not submitted
6.	Important large projects on which the firm is engaged at present and their estimated cost (stages of work viz. planning and construction). The full address of the clients for whom the works are being executed. Details to be furnished in the Prescribed proforma. ( <b>Format 4</b> ).	Submitted/Not submitted

7.	Name and address of the banker/s of Architect/firm of Architect. <i>Banker's report as per <b>Format 6</b> is to be furnished.</i>	Submitted/Not submitted
8.	Whether the firm is involved/has been involved at any time in any litigations / arbitrations pertaining to their professional commitments? <i>If yes, details to be furnished regarding nature of the complaint, year and outcome of the exercise.</i>	Yes/No
9.	Financial standing  Copies of the Income Tax Clearance certificates/ Income Tax assessment orders along with latest final accounts of the business of the architect duly certified by a Chartered Accountant should be enclosed in proof of their creditworthiness for the last three consecutive financial years.	Submitted/Not submitted
10.	List of meritorious awards, if any.	

Name & Signature:

Full address & office seal:

Place & Date:

**Composition of the Firm**

1	Name of the Architect/firm of Architect: (Attach an attested photocopy of Certificate of Registration)	
2	Legal Status of the Firm: (Individual company/Partnership firm/Joint Venture firm)	
3(a)	Registered Address:	
3(b)	Telephone	
3(c)	FAX/Tele-fax	
4(a)	Contact Person	
4(b)	Designation	
4(c)	Full Postal Address	
4(d)	Email id	
4(e)	Mobile no.	
5	Number of years of experience of Architects/firm of Architects in the field	
6	Names and titles of Directors or Partners	
7	In case the company is subsidiary, the involvement, if any, of the Parent Company in the Bank's proposed work.	
8	State whether in-house expertise is available for all services/ sub-systems.	
9	Was the applicant ever required to suspend the eligible works for a period of more than six months	

	continuously after commencement? If yes, then furnish the reasons thereof.	
10	Has the applicant or any constituent partner in case of partnership firm, ever abandoned the awarded works before their completion? If so, give name of the project and reasons for abandonment.	
11	Has the applicant or any constituent partner in case of partnership firm, ever been debarred / black-listed from competing in any organization at any time? If so, give details	
12	Has the applicant or any constituent partner in case of partnership firm, ever been convicted?	
13	Whether the Applicant is involved in frequent litigations in the last five years?	

Signature of applicant

Name & Designation

Place & date

Office Seal:



**Format 2**

(A) List of technical personnel, giving their technical qualifications, experience including that in the present firm/organisation. The statement should also show the administrative staff available in the organization

<b>Sr. No.</b>	<b>Name</b>	<b>Age</b>	<b>Qualifications</b>	<b>Consultancy experience</b>
<b>1.</b>	<b>2.</b>	<b>3.</b>	<b>4.</b>	<b>5.</b>

<b>Nature of works handled</b>	<b>Name of the projects handled with cost details</b>	<b>Date from which employed in the present organization/firm</b>	<b>Indicate special experience if any</b>
<b>6.</b>	<b>7.</b>	<b>8.</b>	<b>9.</b>

Signature of applicant

Name and Designation

Date and Place

Office Seal:

Note: Mention other points, if any, to show technical and managerial competency to indicate any important point in your favor.

(B) Infrastructure available for handling the consultancy work:

The details in a separate sheet shall include the office set up such as carpet area of the registered office, no. of computers, in house computer aided design and planning facility like Auto CAD package, etc.

Signature, date and stamp of the applicant /  
Authorized representative

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### Format 3(A)

[illegible]

## **DETAILS OF THE ELIGIBLE SIMILAR WORKS COMPLETED IN THE LAST FIVE YEARS**

### **Note:**

List of similar works \*\* executed by the Architect./ firm of Architects during last five years , minimum costing for

Category I: Rs.10 crore (3 works) or Rs.12.5 crore (2 works) or Rs.20 crore (1 work)

Category II: Rs.20 crore (3 works) or Rs.25.0crore (2 works) or Rs.40 crore (1 work)

Category III: Rs.40 crore (3 works) or Rs.50.0 crore (2 works) or Rs.80 crore (1 work)

Category IV: Rs.60 crore (3 works) or Rs.75 crore (2 works) or Rs.120 crore (1 work)

The applicants are required to provide the Documentary Proof in respect of the information furnished above. Client certificate shall be as per **Format 5**.

Signature of applicant

Name and Designation

Date and Place

Office seal

**DETAILS OF THE CLIENTS FOR WHOM ELIGIBLE WORKS HAVE BEEN  
EXECUTED/COMPLETED DURING THE LAST 5 YEARS**

<b>Sr. No.</b>	<b>Name &amp; address of the client/firm (also indicate whether Government/Semi- Government/Government of India undertaking or private body</b>	<b>Name</b>	<b>Postal address</b>	<b>Email Ids</b>	<b>Mobile nos.</b>	<b>Fax nos.</b>	<b>Telephone (landline) nos.</b>

Signature of the applicant

Name & Designation

Date & Place

Office Seal

**List of similar important projects on hand/ being executed by the firm/Applicant**

Sr. No.	Name of the project and location	Nature of work involved in the contract (e.g. residential, offices, etc.)	Name of the owner, also indicate whether Government / Semi Government /Government of India Undertaking or Private body, with full address	Project cost in ₹ lakhs	Completion period		Present stage of work, with reasons if the work is getting delayed	Any other relevant information
					Stipulated	Actual		
1.	2.	3.	4.	5.	6.	7.	8.	9.

Signature of the applicant

Name &amp; Designation

Date &amp; Place

Office Seal

**Client's Certificate regarding performance of the Architect**

(On clients letter Head)

Name and address of the client		
Details of Works executed by Shri/ M/s		
1	Name of the work with brief particulars:	
2	Agreement No. and date:	
3	Agreement amount/Percentage (scale of fees):	
4	Date of commencement of work:	
5	Stipulated date of completion:	
6	Actual date of completion:	
7	Details of compensation levied for delay (indicate amount), if any:	
8	Gross amount of the work completed and professional fees paid for	
9	Name, Address, phone no., Fax no. and email address of the client's officer under whom works executed	
10	Whether the Architect employed qualified Professional Architect / Engineer/Overseer for technical supervision of the execution of construction work	
11	Performance Report (Please indicate grading	Outstanding/ Very good/ Good/ Fair/ Satisfactory/ Poor
	(i) Quality of executed work	
	(ii) Amount of work paid on reduced rates, if any	
12	(i) Did the Architect go for Arbitration?	
	(ii) If yes, total amount of claim	
	(iii) Total amount awarded	
13	<b>Comments of the Client on the capabilities of the Architect (please indicate</b>	

	<b>grading : Outstanding/ Very Good/ Good/ Fair/ Satisfactory/ Poor</b>	
	(a) Technical proficiency	
	(b) Financial soundness	
	(c) Adequate infrastructure facilities for rendering Architectural services	
	(d) Mobilization of Architect/ consultants/Manpower	
	(e) General Behavior	
14	Any other information which the Client considers will help RBI in making a better decision.	

(Signature of the Reporting Officer\*\*)

Official Seal

**Note:**

- i) All columns should be filled in properly.
- ii) Regarding performance report / clients certificate for works carried out for Government / public sector companies, the certificate should be signed by the concerned Executive Engineer or an officer in equivalent or higher rank. For works carried out for Private companies, copy of TDS has to be submitted for providing the credentials / contract amount.
- iii) The client Certificate/s should be submitted in a sealed cover addressed to the following officer for each of the prequalification work/s.

The Regional Director

Reserve Bank of India,

Project Management Cell (NZ)

New Delhi



**Form of Banker's Certificate from a scheduled bank**

S.N.	Particular	Comments of the Client
1	Composition of the firm (Whether partnership/ proprietorship/ public ltd.)	
2	Name of the proprietor/ Partners/ Directors of the firm	
3	Turnover of the firm for the last 3 years (year-wise)	In INR.
	(a) 2013-14	
	(b) 2014-15	
	(c) 2015-16	
4	Credit facility/ overdraft facility enjoyed by them	Yes/ No/ UP to INR.....
5	Dealings	
6	The period from which the firm has been banking with the bank	Last ....Years or from ..(date).. infostores
7	Any other remarks	

Seal of the Bank

(Signature)  
Authorized Signatory for the Bank**Note:**

1. Bankers' certificate should be sealed in cover addressed to The Regional Director, Reserve Bank of India, Project Management Cell (NZ), New Delhi
2. In case of partnership firm, certificate to include names of all partners as recorded with the Bank.