



The Kerala State Co-operative Bank Ltd

(A scheduled Bank)

**ASSET
MANAGEMENT
DEPARTMENT,
HEAD OFFICE,
POST BOX NO. 88, VIKASBHAVAN, PALAYAM,
THIRUVANANTHAPURAM - 695033**

EMPANELMENT OF ARCHITECT / CIVIL CONSULTANTS

FOR ASSET MANAGEMENT DEPARTMENT,

HEADOFFICE, THIRUVANANTHAPURAM

APPLICATION DOCUMENT

Last Date for submission of Application	Before 5 PM on 20/07/2026
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GUIDELINES FOR FILLING THE APPLICATION

- 1) Application can be downloaded from the Bank's website www.kerala.bank.in.
- 2) Application can also be obtained from the Head Office of Kerala state Co-operative Bank, Thiruvananthapuram.
- 3) Filled application along with all required supporting documents have to be enclosed in sealed Envelope and super scribed as **"Application for empanelment of Architect / Civil Consultants for Kerala Bank, Branches/Zonal offices and Head Office"** and submitted to ASSET MANAGEMENT DEPARTMENT, Kerala Bank Head Office, Vikasbhavan PO, Palayam,Thiruvananthapuram on or before
- 4) Applicants should not make any change/alteration to any of the clause of the Application. It will make the applicant disqualified. The applications should be complete in all respects. Incomplete applications will be rejected.
- 5) Self-attested photo-copies of all documents supporting eligibility criteria and other details furnished in the application form are to be submitted along with the application form. On demand by the Bank, the applicant should produce originals of all documents submitted along with application forempanelment.
- 6) Bank will not be responsible for any loss of application either in transit or otherwise and for non-receipt of the same in time. Hence applicants are advised to ensure that the completed application reach us intime.

Place:

Date:

Signature of the Applicant with seal

(On letter head of the consultant)

Place:

Date:

From,

To,

The Chief Executive officer,
Kerala State Co-operative Bank Ltd,
Cobank Tower, Head Office,
Vikasbhavan PO,
Palayam, Thiruvananthapuram

Dear Sir,

Sub: -- Empanelment of Architect / Civil Consultant in Kerala Bank

I / we have read and understood the press notice/notice in the Kerala Bank's website including Guidelines, declaration, and Terms & Conditions given in the application form. I/We am/are hereby submitting my/ our application for empanelment as Architect / Civil Consultant in your Bank. I / we do hereby declare that the information furnished in the proforma application and supplementary sheets is correct to the best of my/our knowledge and belief. I / we have signed on the bottom of all the pages submitted by me/us.

Thanking You,

Yours faithfully,

Signature of the applicant(s):

Name:

Designation:

MINIMUM QUALIFICATION CRITERIA

(Documentary proof for each item is to be furnished with Application)

APPLICANTS SHOULD FULFIL ALL THE FOLLOWING CONDITIONS TO BE ELIGIBLE FOR EMPANELEMENT

1. The Applicant should have minimum graduation in Architect / Civil Engineering.”
(Enclose copy of Degree Certificates). If the applicant himself is not an Architect / Civil Engineer then proof of employment of an Architect / Civil Engineer working under him for period of minimum two years is to be submitted along with copy of engineering degree certificate and proof of his experience.

Proof for employment of an Architect / Civil Engineer → Receipt copy of payment of professional tax along with salary slip for period of the two years as on 30-06-2026 in the name of employed Architect / Civil Engineer should be submitted.

2. The Applicant or the employed Architect / Civil Engineer must hold memberships with any one of the Professional Bodies among Institution of Engineers (IE (India)), Indian Institution of Architects, Council of Architecture. (Enclose copies of Membership certificates)
3. The Applicant/Employed Architect / Civil Engineer should have minimum five years of experience in the field of Architect / Civil Contract Works as at
4. The Applicant shall have its Office / Branch within the state of Kerala. Proof for address such as documents and certificates issued by Government agencies, registered rent/lease deeds etc to be submitted.
5. The Applicant should have satisfactory track record of providing consultancy (including surveying, estimation, preparation of tenders, supervising, and carrying out measurements) for three Architect / Civil works of minimum value Rs. 25 lakhs.

Documentary Proof required:

Work Order/ Completion Certificate issued by the authorized officer of the client department (Nationalized Bank/Government/PSUs/erstwhile District Co-operative Bank/Commercial Bank/Private Bank Similar Kind of institution) on their letter head consisting contact details including phone number and stating the below details;

- a) Date of issue of Work Order. (Date of work order will be considered for qualification period)
- b) Name of the applicant as consultant for the work.
- c) Nature of work
- d) Value of work

6. The Applicant shall have a valid PAN number. The copy of the PAN number should be enclosed.
7. The Applicant should be registered for GST. The Applicants those who do not have GST registration should submit a declaration on Rs 100 Stamp Paper to the effect that they are not required registering for GST as per GST Act and rules. As soon as the rule becomes applicable to them, they shall inform the same to the Bank immediately. Further they indemnify Bank against any losses / Suits for purpose of them not having GST registration.
8. Copy of the Aadhaar Card of Proprietor/ All Partners / All Company Directors should be enclosed. In case of non-availability of the Aadhaar card, the individual shall provide an undertaking on the firm's letter head that he has not opted for Aadhaar card and submit copy of any one of the below documents as address proof
 - i. Valid Passport
 - ii. Voter ID card
 - iii. Valid Permanent Driving License.
9. All the forms provided in the application documents must be completed in full and all pages of documents must be signed and sealed before their submission.
10. A copy of the Power of attorney as required under the rules for signing and submission of application documents is to be submitted along with the application in case the applicant is other than individual/proprietor.

APPLICATION FORM FOR EMPANELMENT OF ARCHITECT / CIVIL CONSULTANT

SI No	Description	To be filled by the Applicant
1	Name of the Applicant: (Specify name of firm/Company if the applicant is not applying in the individual name)	
2	Complete Postal Address (Enclose Address proof such as copy of Trade License, Tax Registration, etc acceptable to Bank)	
	Telephone numbers (landline)	
	Fax numbers	
	Mobile numbers	
	E-mail address	
	Website Address	
3	Address of Branches if any	
4	Year of Establishment and Experience (Enclose necessary proof)	

5	Status of the Firm (Whether Company/ Partnership/Proprietorship). In case of applicants other than proprietor and individual, enclose copy of certificate of constitution such as Memorandum of Association, Certificate of Incorporation, Partnership Deed etc.	
6	Name of Chief Executive Officer/ Chairman/ Managing Director/ Partner and other Directors/ Partners. Contact numbers and email address of each of the individual is to be provided	i) ii) iii)
7	The names of persons with designation, contact number, email address who are authorized for signing documents such as Contract Agreement, Correspondences, Tenders, offer letters, discounts etc and running the day to day affairs of the firm. (In case of other than individual / proprietorship applicants)	
8	Whether registered with the Registrar of Companies/Registrar of Firms. If yes, mention Registration number and date. (Enclose copy of registration Certificate)	☐ Yes ☐ No Company/ Firm Registration No: Date:
9	Whether an assessee of Income Tax. If yes, mention permanent account number. (Enclose copies of PAN Certificate)	☐ Yes ☐ No PAN No:
10	Whether registered for payment of GST. If yes, give registration Number and date. (Enclose copy of Registration Certificate)	☐ Yes ☐ No GST No: Date :
11	Whether registered with Profession Tax Department for payment of Profession Tax? Give registration number and date. Attach full details and copy of supporting documents.	☐ Yes ☐ No Registration No: Date :

12	Give Aadhaar Number of Proprietor/ All Partners / All Company Directors. Attach copy of Aadhaar Card.	i) ii) iii) iv) v)
13	Professional and Academic Qualifications <u>“The Applicant should have minimum graduation in Architect / Civil Engineering.”</u> (Enclose copy of Degree Certificates, If the applicant himself is not an Architect / Civil Engineer then proof of employment of an Architect / Civil Engineer working under him for period of minimum two years is to be submitted along with copy of engineering degree certificate and his experience certificates)	
14	Total Years of Work experience as Architect / Civil Consultant. Enclose necessary proof. The Applicant/Employed Architect / Civil Engineer should have minimum five years of experience in the field of Architect / Civil Engineering. Following details are to be filled in enclosed formats given : <i>(Enclosure 1) Detailed description and value of works done for others.</i> <i>(Enclosure 2) Detailed description and value of works done for Kerala State Co-operative Bank or Erstwhile District Co-operative Bank Ltd.</i> (Please submit copies of supporting documentary proof for work details mentioned in enclosures 1 and 2)	
15	Specify Three Architect / Civil works of more than Rs 25 lakhs for which consultancy services have been provided (Enclose Satisfactory Completion Certificates issued by Clients)	
16	Give consolidated annual Income of the firm for the immediate last three years (year wise) in lakh rupees. (Enclose copies of audited Balance Sheets and Profit & LossAccounts)	

17	If you are empaneled in the panel of Architect / Civil consultants of other organizations/statutory bodies such as RBI, CPWD, PWD, Banks, MES, Railways, LIC etc., furnish their names, category and date of registration. Or Retired from any of the Government institution said above in the post of Minimum Assistant Engineer (Civil)/Architect/Technical officer Civil. (Enclose proof of empanelment in the panel/post held)	1) 2) 3) 4) 5) 6) 7) 8) 9) 10)
18	Whether willing to offer your services for all Branches/Offices/buildings/premises coming under the jurisdiction of Head Office in Kerala. If No, then specify the geographical area/districts where services cannot be offered.	Yes No
19	Whether the Applicant/Architect / Civil Engineer employed hold memberships with Professional Bodies such as Institution of Engineers (IE (India)), Indian Institution of Architects, Council of Architecture etc? If yes, give details and enclose copies of Membership certificates.	Yes No
20	Whether the applicant/Architect / Civil Engineer is a member of Institution of Valuers or Surveyor and Loss Assessor. Enclose copies of Membership certificate.	
21	Whether conversant with local building bylaws rules and regulations, norms prescribed by National Building Code regarding Architect / Civil works, accessories and installations	Yes No
22	Are you conversant with the Guidelines, Directions, Observations and regulations of Central Vigilance Commission/State Government regarding Architect / Civil Works?	Yes No
23	Are you conversant with the guidelines of the Indian Banks' Association regarding Architect / Civil works?	Yes No
24	Details of Technical Staff if any working in your organization (Details to be provided under Enclosure 3)	

25	Details of Bank account to which payments (professional charges and other allowance) to the consultant are to be made. (this detail will be maintained by the bank for ABB/RTGS/NEFT payment). Details of the Bank account to which payments are to be made ➤ Name of Bank ➤ Name of Branch: ➤ Type of Account: Savings/Current/OD ➤ Account No. ➤ IFSC Code: ➤ Name mentioned in the Account: ➤	
26	Furnish name, designation and official address with telephone numbers of 3 responsible persons who will be in a position to certify about the quality as well as the past performance of your firm.	1. 2. 3.
27	Do you have any relative who is working in Kerala State Co-operative Bank Ltd? If yes, furnish name, designation and name of the branch/Office in which presently working.	Yes No
28	Any Other information you may wish to Provide:	

Signature of the Applicant with seal

DECLARATION

1. The particulars furnished by me/us in the application are true and correct.
2. The duties/functions expected to be performed by me/us as per annexure-1 are clearly understood by me/us and I/we enclose herewith Annexure (list of duties/functions of Architect / Civil consultant) duly signed in all the pages.
3. I/We agree to execute necessary agreement for any work entrusted/to be entrusted to me/us at the appropriate time and I/we also agree to bear all expenses towards executing the agreement.
4. I/We understand that Bank reserves the right to accept, negotiate, reject my/our application without assigning any reasons, whatsoever, and the decision of the Bank shall be final and binding on me/us.
5. I have enclosed self-certified photo copies of all required documents sought for in the application.
6. I/We understand and agree that Bank reserves the right to inform/recommend unsatisfactory/incompetence of the empanelled Consultant to the respective Statutory Body such as Institution of Engineers, IBA or any other Institution etc in this regard for blacklisting or such other necessary action.
7. I / We would like to state that, in the event it is established that I / We are involved in unfair practices including false/distorted reports, which ultimately lead to distressed assets to Bank or other damages, my / our empanelment in the Bank will be terminated. In addition to the removal from the panel of your Bank you may approach concerned professional body with complaint of misconduct against me /us

Place:

Date:

Signature of the Applicant with seal

Enclosure 1: Detailed description and value of works done for others.

Details of work done for clients other than KSCB Ltd or erstwhile DCB's in the descending order of the Value of Work. (Enclose copies of supporting documents of proof)						
SI NO	Name of Client and address	Name of work / project with address	Short Description of works executed	Value of work Executed and professional charges received	Stipulated Duration of completion	Actual time of completion
1						
2						
3						
4						
5						
6						
7						

Signature of the Applicant with seal

Enclosure 2: Detailed description and value of works done for Kerala state co-operative Bank /erstwhile District co-operative Bank Ltd

Details of work done for Kerala state co-operative or erstwhile DCB's in the descending order of value of Work. (Enclose copies of supporting documents of proof)					
SI NO	Name of work / project with address	Short Description of works executed	Value of work Executed and professional charges received	Stipulated Duration of completion	Actual time of completion
1					
2					
3					
4					
5					
6					
7					

Signature of the Applicant with seal

**Enclosure 3 Detailed descriptions of Key Technical persons & Architect /
CivilEngineers employed**

Details of key technical persons employed byyou					
Sl No	Name of Person	Designation	Qualification	Total experience	Experience with your firm
1					
2					
3					
4					

Signature of the Applicant with seal

TERMS AND CONDITIONS OF EMPANELMENT

- 1) After empanelment any change in the Address, contact information including Phone Numbers, Constitution etc has to be informed to the Bank within 15 days from the date of such change. Any other change which affects the information furnished by you in the application also need to be informed within 30 days from the date of such change.
- 2) This empanelment will be valid for a period of 5 years or till such time the Bank forms a new empanelment subsequent to this empanelment. However, the Bank will have the liberty to cancel this empanelment at any point of time even in the initial 5 years period also. Bank may also review the empanelment every year for retaining satisfactory Consultants and to remove unsatisfactory Consultants based on their performance.
- 3) Based on the compliance of the applicants to minimum qualification requirements mentioned in this document, the Bank will select/ reject the applicant for empanelment. Bank's decision in this regard shall be final and shall be binding on the applicant.
- 4) Bank may add to the list of empanelment, if any consultant applies during the period of empanelment and is complying with all the minimum qualification criteria mentioned in this application.
- 5) The selected consultants will have to coordinate with different Agencies / Consultants / Contractors for the smooth execution of the work. During execution of works, written directions given by Asset Management Department, Security Division and Information Technology Division have to be complied under intimation to this Division.
- 6) Bank will have the right to negotiate with the applicants regarding their professional charges at any point of time.
- 7) Regarding the fee to be paid to the consultant, When the work order is issued, 25% of the consultant's fee shall be sanctioned. After the completion of work, upon submission of M Book and Final Bill, 75% of the consultant's fee shall be sanctioned.
- 8) The duties/functions of Architect / Civil consultants mentioned under (Annexure-1) forms part of the terms and conditions.
- 9) Details of professional charges applicable to the Consultant are as under.

Value of work	Professional charges
Works costing 1 lakhs and below	3% of Actual value of work
Works costing above 1 lakhs but below 1 Crore	2.5% of Actual value of work
Purchase of Equipments/Capital Assets costing 1 lakhs and below (Bought-out items)	1% of Equipment value
Purchase of Equipments/Capital assets above 1 lakhs but below 50 lakhs (Bought-out items)	0.5% of Equipment value

- 10) Besides the above professional Charges, the empaneled Architect / Civil Consultants are entitled for the following allowances/benefits.

- a. Original Tender Document and Estimate book stationery charges will be reimbursed to the Consultant at actual cost on production of necessary information and supporting bills.
 - b. Applicable amount towards taxes will be paid as extra over and above the professional charges subject to production of necessary registration documents and other statutory formalities.
- 11) During any tendering process, if in the same tender document both works and bought-out items are clubbed, then while paying professional charges to the Architect / Civil Consultant, the Bank is at its liberty may segregate the works portion and bought-out item portion to arrive the professional charges payable to the consultant. Its decision in this regard shall be final and binding on the Consultant.
 - 12) In the event it is established that the empaneled Architect / Civil consultant is involved in unfair practices including false/distorted reports, which ultimately lead to distressed assets of Bank or such other damages, then the empanelment of such consultant will be terminated. In addition to the removal from the panel, Bank may approach concerned professional body or other organizations with the complaint of misconduct against such Consultant.
 - 13) The applicant should be capable of designing independently along with preparation of necessary drawings, estimate, tender document/Measurement book/Design Criteria's method to be adopted /Price calculation ,which standard followed DSR/CPWD etc.
 - 14) Services of the empaneled Architect / Civil consultants will be utilized as and when needed by the Bank and just empaneling the name/firm in Bank's panel does not guarantee awarding of any work from the Bank.
 - 15) The awarding of work is at the sole discretion of the Bank and payment of bills for the works undertaken is subject to the norms prevailing from time to time.
 - 16) Any email communication from the bank shall be binding on the empaneled Architect / Civil Consultant. It is the responsibility of the consultant to register with valid email id with Bank and it is in usage. The email id registered must periodically be checked by consultant and in case any communications are missed Bank will not be responsible.
 - 17) The empaneled Architect / Civil Consultants along with hard copies should share all tender documents including drawings and estimates prepared for the works to the Bank in soft copy, both in editable and non-editable forms.

- 18) The Bank does not undertake any responsibility to compensate the empaneled Architect / Civil consultant for any monetary loss other than the Bill amount payable for works executed by consultant.

The Bank reserves its right to delete the name of any Consultant from the panel of consultants at any time without assigning any reasons thereof. Start-ups must have Department of Industrial Policy & Promotion (DIPP) registered certificate.

Place
Date

Signature of the Applicant with seal
Name

ANNEXURE-1

DUTIES/FUNCTIONS OF ARCHITECT / CIVIL CONSULTANTS

The Architect/Civil Consultants shall render the following services in connection with the empanelment.

1. Taking the Bank's instructions, visiting the site, preparing Drawings, Plans and Designs which shall be in accordance with the local governing codes/standards, regulations etc (including carrying out necessary revisions till the same is finally approved by the Bank and concerned Authorities), making approximate estimate of cost and preparing reports on the scheme so as to enable the Bank to take a decision on the Drawings, Plans and Design.
2. The Architect / Civil Consultant shall submit a proper PERT CHART /Bar Chart incorporating all the activities required for the completion of the work well in time i.e., preparation of working drawings, detailed drawings, calling tenders, etc. in co-ordination with other Consultant.
3. To submit required drawings to the municipality and other local authorities and obtaining their approval/sanction/commencement certificate/conversion certificate for site/building plan approvals/completion certificate etc.
4. Preparing Working drawings, Layout drawings, Estimate connected with the work and all such other particulars as may be necessary for preparation of bill of quantities.
5. Preparing pre-qualification documents.
6. Preparing detailed tender documents for the entire Furnishing / Civil and allied works, complete with articles of agreement, special conditions, conditions of contract, specifications, bill of quantities, approved make /brand of materials, including detailed analysis of rates based on market rates, Time Schedule, Progress charts, etc.
7. Preparing tender notices for issue by the Bank or inviting tenders from pre-qualified/short-listed contractors on behalf of the Bank as the case may be for all Furnishing / Civil works and installations and submitting assessment reports (scrutiny) thereon, together with recommendations specifying abnormally high and low rated items. Preparing contract document for Furnishing / Civil work and getting them executed by the concerned contractors.
8. The assessment report shall be based on proper analysis of rates with constants from an approved Standard Hand Book and market rates of materials prevailing in the particular locality and labour for major items of works costing about 90% of the estimated cost of the work.
9. All commercial conditions shall be evaluated in financial terms instead of merely saying whether a condition may be accepted or not.
10. Preparing for the use of the Bank, the contractor and site staff, 3 copies of contract documents for all trades including all drawings, specifications, and other particulars. Preparing such further details and drawings as are necessary for proper execution of the works.
11. Assuming full responsibility for supervision and proper execution of all works by General and Specialist contractors who are engaged from time to time, including control over quantities during the execution to restrict variation, if any, to the minimum.

12. No deviations or substitutions should be authorized by the Architect / Civil Consultant without working out the financial implication, if any, to the contractor and without obtaining prior approval of the Bank.
13. Working out the theoretical requirement and actual consumption of all materials specified for each bill, wherever required and called for.
14. The Architect / Civil Consultant within the fee payable to them shall personally look after day to day work during the entire duration of the work, besides visiting the site at periodically or according to the exigencies of the work.
15. Checking measurements of works at site. Checking contractor's bills, issuing periodical certificates for payments, and passing and certifying accounts, so as to enable the Bank to make payments to the contractors and adjustments of all accounts between the contractors and the Bank. Architect / Civil Consultant shall assume full responsibility for all measurements certified by them.

Certification Format

Certified that the various items of work claimed in this (chronological no of bill) running bill/final bill by the Contractor ----- (name of contractor) have been completed to the extent claimed and at appropriate rates agreed by the Bank (through tender or otherwise) and that the items are in accordance with and fully conforming to the standard/prescribed specifications and drawings. We further certify that we have checked the measurements 100% of each of the item claimed in this bill. Hence, the bill is recommended for payment of Rs. _____ (in words).

Date:

Signature of Architect / Civil Consultant

The Architect / Civil Consultant shall endorse the above certification in the relevant Measurement Books also.

16. Submitting a detailed account of material that the Bank may specify and certifying the quantities utilized in the works.
17. Obtaining final building completion certificate and securing permission of municipality and such other authorities for occupation of the building and assisting in obtaining refund of deposit if any made by the Bank to municipality or any other such authority.
18. To appear on behalf of the Bank before municipal assessor or such other authorities in connection with the settlement of ratable value of the building for municipal tax purpose and tendering advice in the matter to the Bank.
19. Certify after test/commissioning/final inspection and check as the case may be, the completion of the work and/or satisfactory functioning of the system in service and utilities, as the case may be.
20. On completion of the work/satisfactory functioning of the service system and certification of completion/satisfactory commissioning, prepare 'as built' drawings with relevant calculations and specifications of the design/engineering for the records of the Bank. The consultant shall verify and confirm that identification marks and relevant specifications are made on all service installations/ boards etc. as the case may be, to carry out future additions/alterations / maintenance jobs.

21. The Architect / Civil Consultant shall be wholly and solely responsible for the successful completion of the Furnishing / Civil work in all respects consistent with safety and stability from the inception up to the handing over to the Bank.
22. The Architect / Civil Consultant shall assist the Bank in all arbitration proceedings between the Contractor and the Bank and also defend the Bank in such proceedings. They also should assist the Bank in answering clarifications/queries raised by the Central Vigilance Commission or other statutory bodies about the work if any.
23. The Architect / Civil Consultant shall furnish one complete set of load calculations, designs, calculations and drawings for the Bank's record both in the form of hard and soft copies.
24. Any other services connected with the works usually and normally rendered by the Architect / Civil Consultant, but not referred to hereinabove.

Place
Date

Signature of the Architect / Civil Consultant
Name of the Architect / Civil Consultant