

ANNEXURE 16 – Civil Engineers/Contractors

1. Scope of work

The scope of work of Civil Engineering / Architectural consultants include designing interior layout plans for the branch / offices of the Bank, providing specifications of the materials, assisting the Bank in finalizing the contractor and supervision of the interior works, supervision of strong room construction, certification of bills and carpet area measurements if sought by the Bank. The panel architect's services will also be availed for planning, designing and execution of extension of Bank's own buildings involving the approval for the same from the local authorities.

The scope of civil contractors includes planning, supervision and carrying out various civil works including masonry, sanitary, plumbing works etc.

2. Eligibility criteria

a) Engineers/ Architects for consultation:

1. Graduate / Post graduate diploma in Civil engineering / Architecture with minimum 5 years of experience in the respective field as on 31.03.2025. The architects with specialization in interior designing will be preferred. Retired qualified personnel can also apply. The consultant with post-graduation in structural engineering with experience in repairs and rehabilitation of the structures will be preferred.
2. The average annual turnover (from professional fee) for the last 3 financial years shall not be less than 2 lakhs.
3. Should be an assessee of Income Tax.

b) Civil contractors:

1. Contractors (civil works) with minimum 5 years of experience in planning, supervision and carrying out of works of masonry, sanitary and plumbing services and other allied works as on 31.03.2025. Retired qualified persons can also apply.
2. Should have experience in planning, supervision of major repair works including water proofing works of buildings.
3. The average annual turnover (professional fee) for the last 3 financial years shall not be less than Rs 2 Lakhs.
4. Should be an assessee of Income tax.

3. Documents to be submitted

- Company profile and ownership details.
- Copies of registration certificate, PAN, GST certificates etc.

- Work orders / completion certificate for past projects up to 5 years back
- Audited financial statements for the last 3 years.

4. Evaluation criteria

Applications will be evaluated based on eligibility, technical capability, experience, financial stability. Bank may conduct site visits or seek presentations before final empanelment.

5. Special terms & conditions

- For supervising strong room construction of KGB branches, the engineers needs to carry out minimum three visits and a consolidated remuneration of Rs 12000/- will be made for carrying out the supervision work of each premises. For providing carpet area certificate, Rs 2000/- will be paid. No other payment - including reimbursement of commutation expenses - will be made.
- For strong room supervising works, bank will allot sites as per its discretion and civil engineers should be willing to carry out work anywhere in Kerala state.

6. Method of Awarding contract

- For strong room construction supervising and carpet area certificate, as the rates are already finalized, works will be awarded on rotation basis.
- For contract work, work shall be awarded as per the requirement of banks by inviting quotations from empaneled list.