



Abhyudaya Co-op. Bank Ltd. [ACBL]

(Multi State Scheduled Bank)

Administrative Office : K.K. Tower,
Abhyudaya Bank Lane, Off. G.D. Ambekar Marg,
Parel Village, Mumbai - 400 012.

**REQUEST FOR PROPOSAL [RFP]
APPLICATION FOR EMPANELMENT OF ARCHITECTS /
ARCHITECTURAL FIRMS**

Ref: DEV/AMC/005/26-27 dated: 02/06/2026

Last date 17.06.2026, upto 6.00 PM

Development Dept. [Premises & Estate]
Abhyudaya Co-op. Bank Ltd. 1st Floor, Sector - 17, Vashi,
Navi Mumbai - 400 703.



APPLICATION FORM

[On Company's/ Firm's Letter Head]

From

To,

The Dy. General Manager
Abhyudaya Co-op. Bank Ltd.
Development Department, [Premises & Estate],
First Floor, Sector 17, Vashi, Navi Mumbai - 400 703.

Dear Sir,

SUB : REQUEST FOR PROPOSAL (RFP)

APPLICATION FOR EMPANELMENT OF ARCHITECTS/ ARCHITECTURAL FIRMS.

REF: DEV/005/26-27 DATED: 02/06/2026

In response to your advertisement, we hereby submit the necessary information.

2. The application is submitted by me, on behalf of the firm, in the capacity of _____ . I am duly authorized to submit the same.
3. We apply for the captioned empanelment and understand that the final decision of empanelment will be at the sole discretion of the Bank and no claim/ correspondence etc. will be entertained by the Bank in this regard. We understand that the Bank reserves the right to reject/accept all/any of the applications without assigning any reason.

Place:

Date:

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Notes :

1. All column should be duly filling. Nil or Not application should be marked where there is nothing to report. Application must be complete in all respect. In case the space in the document is found insufficient, the applicant may use separate sheet to provide full information / submit explanation.
2. Copy of the documents attached should be signed by the applicant only. Any over writing should be duly signed by the applicant.

Place:

Date:

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The responses to the RFP should include the following as enclosures/attachments:

Annexure	Index
I	COVERING LETTER
II	GENERAL TERMS & CONDITIONS FOR EMPANELMENT OF ARCHITECTS / ARCHITECTURAL FIRMS.
III	QUALIFICATION CRITERIA /ELIGIBILITY CRITERIA
IV	APPLICATION FORMAT FOR ARCHITECTS
V	PARTICULARS OF WORKS EXECUTED FOR ABHYUDAYA CO-OP. BANK LTD.
VI	PARTICULARS OF WORKS EXECUTED FOR OTHER BANKS
VII	PARTICULARS OF WORKS IN HAND.
VIII	KEY PERSONNEL PERMANENTLY EMPLOYED
IX	DETAILS OF INFRASTRUCTURES IN OFFICE
X	DECLARATION BY THE APPLICANT
XI	LIST OF ENCLOSURES

Place:

Date:

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**GENERAL TERMS & CONDITIONS FOR EMPANELMENT OF
ARCHITECTS / ARCHITECTURAL FIRMS.**

1. Abhyudaya Co-op. Bank Ltd. is desirous of empanelling Architects/ Architectural Firms for its Civil/ Interior/ Renovation/ Furnishing/ Repair/ Retrofitting/ Structural/ Services works. The panels shall be prepared at Development Dept. – Vashi.
2. The empanelled Architects/ Architectural Firms shall provide complete services related to Civil/ Interior/ Renovation/ Furnishing/ Repair/ Retrofitting/ Structural works for Bank's projects in the branches / Departments, where the Architects/ Architectural Firms is empanelled.
3. All Architects/ Architectural Firms in the Bank's existing panel will have to apply afresh for consideration in this empanelment process. Existing panels shall lapse once the new panels are approved.
4. Architects on the panel of public sector Banks / financial Institution will be preferred (please enclose necessary proof).
5. Intending Bidders may submit their queries on or before 12.06.2026 up to 6:00 PM. Any corrigendum/ clarification in respect of this Advertisement shall be released only at Bank's website. For future corrigendum/ clarification, if any, please regularly visit Bank's website: www.abhyudayabank.in
6. The duly completed application in the prescribed format with all supporting documents shall be placed in a sealed cover superscribed as 'Application for EMPANELMENT of Architect / Architectural firms - 2026 and shall be submitted to under noted address:

Dy. General Manager
Development Dept. [Premises & Estate]
Abhyudaya Co-op. Bank Ltd.
1st Floor. Sector – 17, Vashi,
Navi Mumbai -400 703

7. The details of the applicant and their experience etc. are to be furnished in the "Application Format". Wherever space provided is not sufficient, particulars can be furnished in Annexures but such details shall be clearly mentioned in the respective columns of the Application Format. Applicant shall enclose copies of relevant documents giving additional information about the applicant.
8. Documentary proof with respect to the qualification criteria is to be furnished along with the application form. In this regard, copies of the work orders and completion certificates and/ or other supporting documents are to be enclosed. Incomplete applications or applications without proper proof for establishing credentials will be liable for rejection and Bank will not entertain any correspondence in this regard.

Place:

Date:

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**GENERAL TERMS & CONDITIONS FOR EMPANELMENT OF
ARCHITECTS / ARCHITECTURAL FIRMS.**

9. The evaluation will be based on the eligibility, experience, reputation, empanelment with other Banks, PSUs, Govt institutions, manpower & logistical support of the applicant, their financial capabilities, quality consciousness, etc. If found necessary, it may also include interaction with Architects/ Architectural Firms or/and inspecting the works undertaken by them, for which necessary co-ordination shall be provided by them.
10. The empanelment will be valid for maximum of three years.
11. Bank reserves the right to reject any/ or all the applications without assigning any reasons whatsoever. Decision of the Bank regarding selection/ rejection for empanelment will be final and binding. Bank will not entertain any correspondence in this regard.
12. If, information and details furnished by applicants are found incorrect at any time in future or any information is withheld, which comes to the notice of the Bank at a later date, the empanelment of such applicant will be cancelled immediately and the firm shall be blacklisted.
13. Applications received after the due date and time shall not be entertained.
14. If the application is made by a partnership firm, a certified copy of the partnership deed, current address of the firm and the full names and current addresses of all the partners of the firm shall also be enclosed with the application.
15. Each page of the application along with documents shall be duly signed by authorized signatory with seal of the firm with full name of the signatory.
16. Applicants must enclose duly certified Xerox copies of all relevant information in support of their statements/facts.
17. It is required that Applicants should have their Corporate / Representative Office in the geographical area of Mumbai Metro Region /Navi Mumbai / Thane.
18. For any clarifications, applicants may please contact **Shri Prasad Jadhav** on telephone Nos. **Off : (022)2789 0648/2789 0649/ 9819211016.**

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QUALIFICATION CRITERIA

1. The Architects / Architectural Firms shall have Architects / Designers / Consultants with Graduate / Post Graduate degree / diploma in Architecture/respective branch of engineering and who are practicing as an Architect/Consultants/Designers, as the case may be, for a minimum period of three years ending 31.03.2026.
2. The said Architects/ Architectural Firms should have Architects/ Designers / Consultants who are member of any of the respective professional institutions /societies, like Council of Architecture, Indian Institute of Architects, Institution of Engineers and have valid registration to practice in their respective professions, in the subject area, as applicable. The Architect should be registered with Council of Architecture & having valid COA number.
 - (a) If the application is made by a proprietor firm, the proprietor of the firm should be an Architect registered with Council of Architecture having valid COA number.
 - (b) If the application is made by a partnership firm, all partners of the said partnership firm should be an Architect, registered with Council of Architecture having valid COA number.

ELIGIBILITY CRITERIA

The applicant should satisfy the following minimum eligibility criteria:

1. Architects/ Architectural Firms should have provided consultancy services for similar works during atleast last **five** years ending **31.03.2026**
2. Architects/ Architectural Firms should be an assessee of Income Tax, GST, etc.
3. Average Annual financial turnover of Architects/ Architectural Firms in respect of Consultancy fee received during the last three years ending 31.03.2026 should be at least Rs.200.00 lakh per year.

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Application Format for Architects

1	Name of the Firm/ Organization	
	Registered Office	
	Telephone No.	
	Fax No.	
	E-mail	
2	Year of Establishment	
3	Status of the firm (Whether company / firm / Proprietary)	
4	Name and Qualification of Directors / Partners / Proprietor	
	Name, Designation &	
	Qualification	
	Mobile No.	
	Minimum qualifications-B Arch (First class)	
5 (a)	Whether registered with the : Registrar of Companies /Registrar of Firms. If so, mention number & date. (Also enclose copy of Registration / Articles and Memorandum of Association)	
(b)	Whether registered with	
	Indian Association of Architects/ Council of Architects?	
	Indian Institute of Interior Designers. Give registration No & attach copy herewith.	

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Application Format for Architects

(c)	If empanelled with other organizations such as Banks /PSU etc. furnish their names, class and date of registration (attach copy of registration / empanelment if any).			
6	Name of the Bankers			
	Name of the Bank:			
	Name of the branch:			
	Phone Nos. :			
	Contact person phone no.			
7	Satisfactory evidence : to indicate financial capacity	Year	Turnover Rs. in Lakh	Profit
		31.03.2024		
		31.03.2025		
		31.03.2026		
		Certified copies of last 3 years Balance Sheet, Profit & loss A/C, IT Return be submitted.		
8	Registration with Tax Authorities			
	i) Income-tax (PAN) No.			
	ii) Service tax no. / GST No.			
	iii) EPF Reg. No.(if applicable)			
	iv) ESI Reg. No. (if applicable)			
	v) TIN / VAT No.			
	vi) WCT Reg. No. / UDYAM No. (if applicable)			
9	No. of years of experience in the field.			
10	Whether ISO certified? Furnish details.			

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Application Format for Architects

11	Detailed description and value of works done in last 5 years from Banks and others (as per Annex. I & II as attached)	
12	List of important / major works on hand from Banks and others (as per Annex. III & IV as attached)	
13	Whether any Civil suit / Litigation filed against / by the applicant pertaining to its line of activity? If yes, please give details.	
14	Key personnel employed :(as per Annex. V as attached)	
15	Infrastructure of the firm viz. office space, office equipment.(as per Annex.VI as attached Herewith)	
16	Whether related to any staff member of Abhyudaya Co-op. Bank Ltd. If yes, please elaborate.	
17	Please give reference with address and telephone no. of two persons for whom you have executed similar works of importance who may be directly contacted by the Bank about the ability, competence or capability.	
18	List of clients-name, address, phone no. (May attach additional sheets, if required)	
19	Whether any existing business connection with the Abhyudaya Co-op. Bank Ltd / engaged by the Bank previously. Please give full details.	
20	Whether depanelled / delisted by any client for deficiency in service. Please give details	
21	Any other information	

Note: Where copies are required to be furnished, these are to be certified copies preferably by the concerned agencies or a Govt. Officer. In case you intend to give further / more information, please attach separate sheet/s.

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DETAILS OF INFRASTRUCTURE IN OFFICE

Sr. No	Items Numbers Details	Numbers	Details
1	Address of the office.		
2	Office premises, area etc. in sq.ft.		
3	Fax / M/C		
4	Telephones		
5	Other instruments		
6	Software used for planning, estimating, execution, supervision etc.		
7	Reference books used for estimates / rate analysis etc.		
8	Subscription to magazines, journals, institutes of technical nature.		
9	Any other information		

Place:

Date:

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DECLARATION BY THE APPLICANT

1. I / We have read the instructions and understand that if any false information is detected at any stage, any contract made between ourselves and Bank, on the basis of the information given by me / us shall be treated as invalid by the Bank and I / We will be solely responsible for the consequences.
2. I / We agree that the decision of Bank in selection/rejection of firms will be final and binding to me / us.
3. All the information furnished by me in the application is correct to the best of my knowledge and belief.
4. I / We agree that I / we have no objection if enquiries are made about the work listed by me / us in the accompanying sheets.
5. I / We agree that I / We have not applied in the name of sister concern(s) for the subject empanelment process.
6. I / We hereby declare that there is no litigation, in the services provided by us, to any other Organization/statutory bodies/Financial Institutions/Banks etc.
7. I / We hereby declare that I/ We has not been depanelled/ blacklisted by any institution.

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LIST OF ENCLOSURES

Sr. No	Name of the documents / certificates etc.	Submitted / not submitted
1	Duly Filled Application Form	
2	Declaration	
3	Status of the Firm/ partnership deed (whichever applicable)	
4	Certificate of registration of the owner / partner / director with COA, Indian Institute of Architects, Institute of Engineers or other similar organization.	
5	Letters / Completion certificates from the clients of the projects mentioned in empanelment letter, if any	
6	Copies of performance certificate, work orders issued by clients.	
7	Copy of Income tax returns, GST Certificate.	
8	Last three years audited balance sheet & Profit & Loss A/c. (In case balance sheet of financial year has not been audited, balance sheet certified by Chartered Accountant shall be submitted).	
9	Copy of PAN / Aadhar card of Proprietor / partners	
10	Proof for address of the firm with full names and current addresses of Proprietor / partners.	

Place :

Date :

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