



REPCO HOME FINANCE LIMITED,
3rd Floor, Alexander Square,
New No 2,Old No(34&35),Sardar Patel Road,
Guindy, Chennai - 600 032.
www.repcohome.com

Empanelment of Architect Contractors

Last Date for Submission: 05.00 pm, 08-06-2026

Notice for Empanelment of Architect Contractors

The Admin Department of Repco Home Finance Ltd invites proposals from reputed and experienced Contractors for empanelling an architect for various branches/offices.

The eligible and interested contractors may download the "Document for empanelment" from our website (www.repcohome.com).

The duly completed document in the prescribed format with all supporting documents shall be sealed in a cover and super scribed as "Application for Empanelment of Architect 2026-27" and shall be submitted above-mentioned address on or before 08-06-2026 up to 05.00 pm by Post / Courier / Walk-in (NOT By E-mail).

Proposals will be opened at 3.00 PM on 09-06-2026

The RHFL reserves the right to accept or reject any or all the applications without assigning any reasons thereof and their decision of selection will be final. For further clarification kindly, contact Admin Assistant General Manager Mob No: 8778906697/8939844477 (between 10.00 am – 5.00 pm on working days).

Scope of Work

- ❖ To undertake mainly designing of our branches/offices.
- ❖ Proposals would be called from empanelled contractors for awarding contracts as and when the RHFL requires design works.

The eligibility criteria shall be as under: -

- The applicant should have at least three-year's experience in the respective field and should have designed for the private/ Public sector bank / Govt. Institutions.
- The applicant should have PAN&GST nos.
- Qualification related to Architecture: B.Arch. etc.,

Evaluation of the Application / Selection Criteria:

- ❖ The evaluation will be based on the experience, reputation, empanelment with Banks, other PSUs, Govt. Institutions, logistical support of the applicant, their financial capabilities, quality consciousness, etc. if found necessary may also include inspecting the works undertaken by them for which necessary co-ordination shall be made by them. Based on the various parameters, the applicants will be empanelled.
- ❖ Based on the eligibility criteria selection will be executed.
- ❖ Decision of the RHFL regarding selection / rejection for empanelment will be final and binding and no further correspondence will be entertained. The empanelled contractors will only be informed by post/E-Mail.

General Terms & Conditions

- ❖ Contractors shall apply for empanelment in prescribed format, which can be downloaded from the website.
- ❖ This empanelment will be valid for 1 year from the date of Empanelment. The services of the empanelled contractors would be reviewed periodically those who have not performed as per our expectation would be removed from the panel. RHFL reserves the right to extend the period of empanelment until the new empanelment is made.
- ❖ Applicants who have satisfactorily done Architect contract work at our Branches earlier are eligible to apply without stipulated of minimum years of experience. However, they shall have PAN/IT Returns and GST Registration Number.
- ❖ Documentary proof with respect to the pre-qualification criteria shall be furnished along with the application form. In this regard, copies of the work orders and completion certificates and or such other documents shall be submitted. Incomplete applications without proper proofs for establishing their credentials will be liable for rejection and no correspondence will be entertained in this regard.
- ❖ Contractors shall authorize the RHFL to approach his Employers, Clients, Corporations, Organization, etc. to verify firm's general reputation/competence.

- ❖ If the space in Performa is insufficient to furnish full details, such information may be supplemented on separate sheet stating therein the part of Performa and serial number. Separate sheets may be used for each part of application. While filling up the application with regard to list of important projects completed or on hand, the applicant shall only include major works handled by the firm.
- ❖ Costs incurred by the applicant in applying, in providing necessary clarifications of attending discussions, conferences or site visits will not be reimbursed by the bank.
- ❖ The application shall be submitted strictly in the format as mentioned along with the supporting documents.
- ❖ The application shall be signed by the person/s on behalf of the organization having the necessary Authority/ Power of Attorney to do so. Each page of the application shall be signed and a copy of the Power of Attorney/Memorandum of association (Wherever applicable) shall be furnished along with the application.
- ❖ The applicant should ensure that the application should reach the given address within the prescribed date and time as mentioned in the advertisement. Proposals received after the due date will not be considered.
- ❖ Application containing false and/or incomplete information is liable for rejection.
- ❖ The RHFL reserves the right to accept or reject any or all the applications.
- ❖ Contractors who are already in RHFL's Panel can also apply.
- ❖ As the bidding will be a closed bid, Selection process will be purely based on the sole description of the RHFL selection committee, which consists of three top-level management authorities.
- ❖ Completed empanelment document shall be submitted up to the last date given in the advertisement, during office hours to the office of: -

The General Manager
Repc Home Finance Ltd,
3rd Floor, Alexander Square,
New No: 02(Old No: 34&35), Sardar Patel Road,
Guindy, Chennai -600032.

Grievance Mechanism: Any vendor participating in this process but aggrieved by the decision of the Company may submit his representation in writing (within 10 days of completion of the process) to:

THE CHIEF OPERATING OFFICER,
REPCO HOME FINANCE LTD,
Third Floor, Alexander Square,
New No: 2, Sardar Patel Road,
Guindy, Chennai 600 032

List of Documents to be enclosed with application form.

- 1. Status of the Firm / Registration certificate / Memorandum of association**
- 2. Proforma-I**
- 3. Proforma-II**
- 4. Proforma-III**
- 5. Proforma- IV**
- 6. Photograph of major work executed.**
- 7. Letters / certificates of the clients of the projects informed in the form.**
- 8. Three years balance sheet.**
- 9. Copy of power of attorney (wherever applicable)**
- 10. Pan card and GST nos.**
- 11. List of Banks/PSUs (If Applicable)**

Sd
General Manager(ADMIN)

Annexure - I

To
The General Manager,
Admin Dept
Repc Home Finance Ltd,
3rd Floor, Alexander Square,
New No: 02(Old No: 34&35),
Sardar Patel Road,
Guindy, Chennai -600032.

Ref: **Application for empanelment as Contractor for Architect.**

Dear Sir,

I/we have read and understood the instructions and the Terms & Conditions mentioned in the application form. I/we do hereby declare that the information furnished in the application and the supplementary sheets are correct to the best of my knowledge and belief.

I/we authorize RHFL to approach our employers, clients, corporation organization, etc. to verify the facts submitted by us.

Signature of applicant with Name and Seal:

Designation:

Place:

Information to be furnished by the applicants

1	Name of the organization						
2	Address (Postal address)						
3	Telephone nos						
4	Mobile No.						
5	E-mail address						
6	Year of establishment						
7	Status of the firm (Enclose copy) Firm Registration certificate /Partnership deed AOA/MOA						
8	Name of Directors/Partners/ Proprietor	i) ii) iii)					
9	Important major projects on which the firm is engaged at present and their estimated cost, stage of work viz. planning and construction, the full address of clients shall be indicated against each project. (Details to be furnished in Performa 3)	i) ii) iii)					
10	Contact person (At Enquiry level and escalation level)	i) ii)					
11	Furnish copies of audited Balance Sheet and Profit & loss account (audited) for the last three years with ITR acknowledgement. i.e, 2023- 24, 2024-25, 2025-26.	2023-2024		2024-2025		2025-2026	
		Turn over	Net profit	Turn over	Net profit	Turn over	Net profit

PROFORMA -1

PARTICULARS IN RESPECT OF WORK EXECUTED

Sr. No	Name of the work/ project executed with address	Short description of work executed	Name and address of owner	Value of work executed	Stipulated time of completion	Date of commencement	Date of completion	Any other relevant information
1								
2								
3								
4								
5								

Signature of the Applicant

Seal of the Firm & Date

PROFORMA- 2

LIST OF KEY PERSONAL PERMANANTLY EMPLOYED

Sr. No.	Name	Designation	Qualification	Experience	Years with the Firm	Any other information

Signature of the Applicant

Seal of the Firm & Date

PROFORMA -3

PARTICULARS IN RESPECT OF WORK IN HAND

Sr.No	Name of the work/ project executed with address	Short description of work executed	Name and address of owner	Value of work executed	Stipulated time of completion	Status Of Work	Any other relevant information
1							
2							
3							
4							
5							

Signature of the Applicant

Seal of the Firm & Date

Proforma - IV

OTHER RELEVANT INFORMATION

i) Workshop Facilities

Location	Land Area	Type of Structure	Type of Facilities

ii) List of Major Equipment in Possession of the Firm

Signature of applicant Seal of the firm

Date: