

INDIAN BANK

Premises, Expenditure & Estate Department
Corporate Office: Chennai-600 014.
Tel: 044 – 2813 4401 / 4498

TECHNICAL BID DOCUMENT**FOR**

**Architectural Services for
Refurbishment of 6th and 7th floors of
Indian Bank HO Main Building, 66, Rajaji
Salai, Chennai – 600 001.**

Our Ref . : CO:P&E:KB:HO6&7: 01

Date : 06.03.2020

This Tender document contains 26 pages

I N D E X

Part	Description	Page Nos
Part 1	Objective	3
Part 2	Notice Inviting Bids	4-5
Part 3	Pre-Qualification Criteria & Documents:	6-13
Part 4	Scope Of Works	14
Part 5	Duties/ Functions of Architects	15-17
Part 6	General Conditions	18
Part 7	Schedule Of Works	19
Annexure A	Standard Method Of Payment	20-21
Annexure B	Sample Agreement With The Architect	22-25
Part 8	Letter Of Transmittal	26

PART 1-OBJECTIVE:

Indian Bank's HO Main Building is located at No.: 66, Rajaji Salai, Chennai 600 001. The existing building consists of Basement + Ground +7 upper floors. The total built-up area of existing building is 74800 Sq.ft..The building was constructed in the year 1970. Now, Indian Bank proposes to refurbish the 6th and 7th floors of the building with all amenities.

The proposed refurbishment shall include all office interior works with modern amenities including Civil, Electrical, Mechanical & Fire fighting etc.,

PART 2- NOTICE INVITING BIDS.

Indian Bank, Premises, Expenditure & Estate Department invites sealed offers in 2 Bid System (Technical and Price Bid) from the reputed architect for rendering Architectural Services for Refurbishment of 6th and 7th floors of HO Main Building situated at No.66, Rajaji Salai, Chennai 600001.

Name of Work	Architectural Services for Refurbishment of 6 th & 7 th floor of Indian Bank HO Main Building at 66, Rajaji Salai, Chennai and including dismantling of existing furnishings as per local norms.
Issue of Bid Documents	Free of Cost
Start date of issue	06.03.2020
Last date of Downloading tender document from Bank's Website	12.03.2020
Earnest Money Deposit	NIL
Estimated Architectural Consulting fees	5% (Upper Limit) GST Will be Extra
Time & Last Date of submission	13.03.2020 upto 03:00 PM
Time & Date of opening of Technical Bid	13.03.2020 at 03:30 PM
Time & Date of Opening of Price Bid	To be intimated

1. Submission of a Bid Documents (Technical and Price Bid) by a bidder implies that he has read this notice and other contract / tender documents and has made himself aware of the scope, specifications, conditions, liabilities and duties bearing on the execution of the contract.
2. Conditional Bid, Late Bid will be summarily rejected
3. The bidders have to submit technical bid and price bid. The price bid of the technically pre-qualified bidders will only be opened.
4. The fees quoted will be for rendering **complete Architectural service**. Fees payable for Architectural service will be made from the stage of preparation of plan to completion of work as per our Standard method of payment (**Annexure A**).
5. The Bank reserves the right to reject any or all the applications without assigning any reason thereof.

6. The tender shall remain valid for acceptance for a period of **90 days** from the date of its opening.
7. Bank is not responsible for late receipt of tenders by post/ Courier.
8. The technical bid volume 1 duly filled in, signed in all the pages and stamped by the tenderer to be submitted giving the details of company profile, audited Balance Sheet for last 3 years, Proof of submission of Income Tax returns, PAN No., GST No., Work experience of similar works during the last 7 years including TDS & completion certificates may be submitted in a separate sealed **COVER1** super scribing as “**Technical Bid & Name of the work**”. The Volume2 –Price bid duly filled and signed to be placed in a separate sealed **COVER2** super scribing as “**Price Bid & Name of the work**”. Both the **COVER1** and **COVER2** to be enclosed within another **COVER3** and the same may be super scribed as “**Tender for Architectural Services for Refurbishment of 6th & 7th Indian Bank HO Main Building at 66, Rajaji Salai, Chennai-01.**” and shall be submitted to Indian Bank, Corporate Office, Premises and Expenditure dept., 254-260, Avvai Shanmugham Salai, Royapettah, Chennai- 600 014 or before the date specified in the Tender notice.
9. Clarifications, if any, pertaining to this bid may be referred to AGM (P&E) Indian Bank, CO: Premises, Expenditure and Estate Dept., on telephone no. **044-2813-4401 / 4498** and hoestate@indianbank.co.in

Chennai,
Date : 06.03.2020

ASSISTANT GENERAL MANAGER
Premises, Expenditure and Estate Dept.
INDIAN BANK
Corporate Office
254-260, Avvai Shanmugam Salai,
Royapettah,
Chennai-600 014.

PART 3- PRE-QUALIFICATION CRITERIA & DOCUMENTS:

A. PREQUALIFICATION (PQ) CRITERIA

(i) Minimum 10 years of work experience as an Architectural Consultant as on 31.12.2019. The experience should include all consultancy services for buildings such as architectural, interior, refurbishment works and all internal and external services including electrical, AC, plumbing, water supply, fire fighting, EPABX / Interior Networking, etc.

(ii) The consultant should have planned, designed & supervised viz. offered all types of consulting services as in (i) above in a single and/or more building projects, from inception to completion.

(iii) Experience of having successfully completed similar works / job i.e. Office building, Commercial building, Institutional building, Interior Design mentioned hereinabove for Public Sector Undertaking/Bank, State/Central Govt. Project or Corporate Sector(Having a turnover of Rs.100 Crores), etc. with area not less than 12500 sq.ft. (for single project) during last – 7 years (as on 31.12.2019) should be either of the following.

A) Three similar completed works each costing not less than Rs. 80 Lakhs

OR

B) Two similar completed works each costing not less than Rs. 100 Lakhs.

OR

C) One similar completed work costing not less than Rs. 160 Lakhs.

(iv) Having sufficient number of experienced technical personnel (Minimum, 2 Senior Architects, 3 Junior Architects, 2 Project Managers, 3 Site Engineers). Sufficient documentary evidence to be submitted for having the above said technical personnel in the payroll of the firm for last 3 years as on 31.12.2019.

(v) Bidder's Average Annual turnover of last three years (ending 31.03.2019) should not be less than Rs. 20 Lakhs (Form B).

(vi) The partner/ associates/ permanent employees of the consultant should have a valid registration as an Architect from Council of Architects for minimum 7 years is a must. The consultant should also have a full fledged office or ready to establish an office in Chennai agglomeration area.

Note :

i. Tenders by those bidders who do not submit Performance Certificates from their previous employers /clients with relevant details i.e. Project cost, date of completion of project, scope of work of Architect etc. shall be liable to be summarily rejected.

ii. The proposed work shall be executed by bidder and not as Joint Venture, tie-ups etc.

B. DOCUMENTS**PROFILE: PREQUALIFICATION OF ARCHITECTURAL CONSULTANCY FIRM**

- 1) Name of the Firm (M/s.) :
- 2) Address :
- 3) Name, Telephone Nos. including
Mobile of contact person :
- 4) E-mail ID and Fax No :
- 5) Constitution of the Firm : Individual /Pvt Ltd /Partnership
- 6) Year of Establishment :
- 7) Name of Partners / Associates :
- 8) Bio-data of Partners / Associates, :
Details may be given in the
Enclosed format **(FORM- A)**
- 9) (a) Registration Number with :
Council of Architects (COA) **(copy
of valid registration to be
enclosed)**
- 10) (b) Details of GST registration :
**(Copy of valid registration to be
enclosed)**
- 11) Name and value of major Building :
Interior works completed during the
Last 10 years. Details may be given
in the enclosed format **(FORM- C)**
- 12) Name & value of the major Building :
Interior work on hand. Details may
be given in the enclosed format
(FORM- D)
- 13) Name & value of other major works :
(interiors etc) on hand. Details may
be given in the enclosed format
(FORM- E)
- 14) Details of modern amenities :
provided in the building

- 15) List of Technical Personnel :
employed
- 16) List of other Personnel employed :
- 17) List of consultants engaged by the :
Firm :
- 18) List of office equipments owned by :
the company
- 19) Banker's Name/ Branch :
- 20) a) List of registration with other :
Organizations

b) List of completion certificate etc. :
from the clients or completed /
ongoing projects

c) Certified copies of the letter of :
intent for award of the work from
reputed private/ multinational
organizations/ PSUs etc.
- 21) Particulars of participation in :
competitions and awards if any
received
- 22) If the firm is not having its office in :
Chennai please indicate the time by
which it is likely to open an office at
Chennai with documentary evidence
on address and telephone number
of responsible contact person
- 23) Last 3 Financial year information
Details may be given in the enclosed
format (**FORM- B**)

Note: Please enclose separate sheets for additional information, photographs, and documents.

Signature of the Consultant with seal

Date:

Place:

FORM -A**BIO-DATA OF THE PARTNERS/ ASSOCIATES**

1. Name :
2. Associates with the firm since :
3. Year of opening/ incorporation :
4. Professional Qualifications :
5. Professional Experience :
6. Professional Affiliation :
7. Membership in :
8. Details of Published papers
in Magazine :
9. Details of cost effective methods/
designs adopted in the projects :
10. Exposure to new materials/
Techniques :
11. Details of Features of green
buildings provided in the buildings :
12. Details of modern amenities
provided in the buildings :

Signature of the Consultant with seal

Date:

Place:

FORM -B
FINANCIAL INFORMATION

Copies of audited balance sheet of the Company including Profit and Loss Account for the last 3 years ended 31.03.2019

i.e.

2016-17

2017-18

2018-19

FORM -C

**LIST OF MAJOR BUILDING INTERIOR WORKS COMPLETED DURING THE LAST 7 YEARS
ENDING AS ON 31.12.2019**

Sr. No.	Name of the Client	Nature of work	Location of the building / municipal limits	Estimated value	Area in Sq.ft.	Height of the building	Date of start	Period of completion	Actual date of completion	Final value of the project	Reasons for the variation / delay if any
1	2	3	4	5	6	7	8	9	10	11	12

Note: (a) The credentials issued by the Clients shall be enclosed including letter of award of the work/ completion certificate if any.

(b) The work should have been executed by the firm under the name in which they are submitting the applications.

Signature of the Consultant with seal

Date:

FORM -D

LIST OF MAJOR BUILDING INTERIOR WORKS IN HAND AS ON 31.12.2019

Sr. No.	Name of the client	Nature of work	Location of the building / municipal limits	Estimated Value	Area in Sq.ft.	Height of the building	Present position	Scheduled date of completion	Remarks
1	2	3	4	5	6	7	8	9	10

Signature of the Consultant with seal

Date:

FORM -E

LIST OF OTHER WORKS IN HAND AS ON 31.12.2019

Sr. No.	Name of the client	Nature of work	Estimated Value	Present position	Scheduled date of completion	Remarks
1	2	3	4	5	6	7

Signature of the Consultant with seal

Date:

PART 4- SCOPE OF WORKS

Your scope of work will be for the designing of various services in the office area on 6th and 7th floors admeasuring of approx. 7600 sq.ft. and 5000 sq.ft area respectively. Shall include the following services:

1. Designing of Civil/ Fire Fighting/ Electrical/ HVAC/ BMS /CCTV & Interior Designing and preparing layout as per site condition.
2. Fire Fighting Work – Smoke Detectors/ Piping layout & IBMS to suit interior layout.
3. LT Electrical, Data and voice, Cable Routes etc.

Architect shall be responsible for rendering professional services for above work in compliance with rules applicable to the local area and regulations of statutory/ local authorities and Bank's guidelines.

The scope of work broadly involves design, preparation of drawing, layout, preparation of estimate, preparation of tender, obtaining statutory approvals (if required), day to day supervision of work, bill verification/certification and other allied works related to project. The scope of work shall also include Planning & Designing and Procurement of Modular/ Customised Furniture as per Bank 's requirements. This also includes demolition of existing walls inside the floors and necessary instructions to the contractor for executing the same without any damage to the structure.

You will be required to post a competent Architect with qualification not below the level of Graduate / Diploma in Architecture with minimum 7 years experience and has handled at least similar kind of work. He shall be available for the day to day supervision of work at site and shall co-ordinate various activities with the Principal Architect as well as with contractors.

The Bank shall be at liberty to deduct a sum of Rs. 2000/ day in case such competent architect is not posted in the site from the day of start of work by the contractor and the deduction shall be continued till such time a competent architect is posted at site to the satisfaction of the Bank.

Part 5 - Duties/ Functions of Architects:

The Interior Designer cum Architects shall render the following services in connection with the Bank's project:

1. For Interior Designer cum Architects with day to day Supervision – Responsibilities

a) Taking the employer's instructions, visiting the sites, preparing sketch designs which shall be in accordance with local governing codes / standards, regulations mentioned National Building Code (NBC) and Local Fire Authority and local bodies etc. (including carrying out necessary revisions till the sketch designs are finally approved by the employer), making approximate estimate of cost by cubic measurements, square meter, or otherwise and preparing reports on the scheme so as to enable the employer to take decision on the sketch designs.

b) Submitting a proper Critical Path Method (CPM) Chart/Bar Chart incorporating all the activities required for the completion of the project well in time i.e., preparation of good for construction drawings for all trades i.e. plans, sections, elevations of interior decoration work, layout, further detailing for all floors, work stations, partitions, cabins, lobbies, conference halls, Restrooms etc., which includes preparation of detailed tender specifications, GCC, Technical specifications, make of manufacturer, presentation of 2D and 3D views. The program should also include various stages of services to be done by the Consultants.

c) Preparing of interior layout, architectural working drawings, reflected false ceiling plans incorporating various MEPF services, HVAC works, electrical installations, telephone installations, data cable etc., detailed estimates and all such other particulars as may be necessary for preparation of bill of quantities (BOQ) along with measurement sheets, rate analysis and supporting documents thereof for justification of the estimated cost.

d) Preparing pre-qualification documents for selection of Contractors.

e) Preparing detailed tender documents for various trades viz.,

- Interior decoration floor wise comprising of flooring, false ceiling, partitions, cabins, storages, etc. for individual or group of floors.
- Work stations and Chairs
- Civil and Plumbing Works for renovating toilets
- Conference halls, Board room with allied infrastructure facilities
- Decorative fittings and fixtures.

The above Interior decoration and all associated work complete with articles of agreement, special conditions, conditions of contract, specification, bill of quantities, including detailed analysis of rates based on market rates, time and progress charts, etc.

Preparing tender notices for issue by Bank for all trades and submitting assessment reports thereon, together with recommendations specifying abnormally high and low rated items.

Preparing contract documents for all trades and getting them executed by the concerned contractors in coordination with Bank.

Preparation of subhead-wise item-wise/ detailed estimates based on current market rate/ CPWD rate analysis, which will include preparation of rate analysis for all major items, take of / quantity sheets. Working out overall built up area rate and its comparison for reasonableness with other buildings recently done as also with CPWD built up area rates etc. for submission to the Indian Bank for approval of the cost.

All commercial conditions shall be evaluated in financial terms instead of merely saying whether a condition may be accepted or not. When conditions are not susceptible of evaluation, the alternative procedure of calling all the tenderers for clarification and asking them to submit a final revised bid based on the common standardized terms and conditions acceptable to the Bank may be adopted.

f) Preparing for the use of the employer, the contractor and site staff, 6 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.

g) Assuming the responsibility for periodical 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.

h) No deviations or substitutions should be authorized by the Architect without working out the financial implication, if any, to the contractor and obtaining approval of the Bank. However, where time does not permit and where it is expedient, the Architect may take decisions on behalf of the Bank, the total cost of the item / deviation of which should not exceed Rs. 10,000/-. This deviation shall be got subsequently ratified from the Bank duly justifying his action at the earliest.

i) 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 employer to make payments to the contractors and adjustments of all accounts between the contractors and the employer. It shall be mandatory on the part of the Interior Designer cum Architect to check the measurements of various items to the extent up to 100% each item of work claimed, in each running bill. The Interior Designer cum Architects shall endorse the above certification in the relevant Measurement Books also.

j) On completion of the project, to prepare "As Built " completion drawings of Interior Design comprising of reflected false ceiling, plan showing all MEPF services, interior layout plan for all floors, and other related services drawings incorporating the changes appeared / executed during the construction / interior decoration work and submitting 4 copies of the same for the records of the employer in hard form and 2 soft copies in AutoCAD format for record of the Bank. Further, the Interior Designer cum Architect shall verify and confirm that identification marks are made on all service installations / cables / wiring etc. for easy identifications to carry out maintenance jobs.

k) The Interior Designer cum Architects shall be wholly responsible for the successful completion of the project in all respects consistent with safety and structural stability from the inception up to the handing over for occupation to the employer.

l) The Interior Designer cum Architects shall assist the Bank in all arbitration proceedings between the contractors and the Bank and also defend the Bank in such proceedings.

m) Any other services connected with the works usually and normally rendered by the Interior Designer cum Architects, but not referred to herein above.

Assisting Indian Bank for prequalification and empanelment of trade-wise contractors by following elaborate procedure/ norms laid-down by Bank/ CVC guidelines.

n) The maximum duration for completion of the project should be 60 days from the date of handing over of site to the successful contractor.

The effective communication between various agencies/ vendors contractors will have to be ensured by the consultant. The problems/ hindrances/ bottlenecks need to be sorted out / removed by arranging site meetings of all concerned including employer (Indian Bank) and record of such meetings, decisions taken etc. need to be maintained in a chronological manner kept in a separate register.

Bank's projects may come under Technical Audit by Chief Technical Examiner's Organization of Central Vigilance Commission. Submission of Reply to their queries, compliance of their observations etc. are statutory requirement of the Architect. The list of duties mentioned above is only indicative and the consultant will have to assume full responsibility for completion of the project both qualitatively and quantitatively as per accepted contract conditions in the best possible workmanlike manner in all respects till its occupation within the agreed time schedule and cost by following laid down norms / procedure of Indian Bank and guidelines of CVC in an open and transparent manner to the satisfaction of the Bank and towards achieving this goal whatever is required to be done will have to be arranged by the consulting firm with the approval of Indian Bank.

The above fees will be for rendering **complete Architectural service**. Fees payable for Architectural service will be made from the stage of preparation of plan to completion of work as per our Standard method of payment (**Annexure A**).

The Bank reserves the right to reject any or all the applications without assigning any reason thereof.

PART 6- GENERAL CONDITIONS.

- i. The applicants should read carefully the entire **complete PQ document** contains **26** pages in total which includes 6 forms (A-F) & Annexure A&B and duly filled and signed.
- ii. Architect /Consultants may visit the site and examine the premises by prior appointment.
- iii. Architect/ Consultant shall have his own transportation, office, computer and telephone facilities. Bank shall not pay or reimburse for any such requirements.
- iv. Architect/ Consultant may appoint other sub consultants for specialized work at his own cost and convenience. No payments will be reimbursed for them .
- v. Architect/ Consultant shall coordinate with Bank and Contractor for completion of the work.
- vi. Architect/ Consultant shall obtain professional liability insurance or any other insurance for his workmen and workmanship as may be required at his own cost.
- vii. The quoted price is excluding GST and, should have valid GST Number.
- viii. Income Tax, at applicable rates, shall be deducted from the architects Bills, as per Income Tax Act and TDS Certificate issued thereof.**
- ix. The quote is valid till the period of completion of entire scope of works contract.
- x. Price escalation in rates due to any reason such as increase in prices of material, equipment & labour, fuel (petrol, diesel, gas, etc.) electricity & water, levy of new taxes, hike in any tax rates, cess or due to delay in completion etc. shall not be applicable
- xi. Architect/ Consultant shall not be permitted to participate in bidding for this work i.e., Consultant cannot become contractor for this work.
- xii. Bank reserves the right to accept or reject any of all the bids without giving any explanation to bidders
- xiii. After receipt of Budget Sanction, detailed Tender Document for the works to be prepared, which will include all necessary items of works required.
- xiv. Assist Bank in forming a panel of eligible Contractors capable of executing the subject work. The Architect has to advise Bank regarding the capability of the applicant contractors their capacity and Suitability to execute the subject work.
- xv. Attend the pre bid meetings, scrutiny of the Technical & Financial bids and submit recommendations for awarding of work to the selected contractor.
- xvi. Time is the essence of the contract and the Architect has to ensure that the work progresses smoothly without any hindrance. In case of any hindrance in the work, the Architect must bring it to the notice of Bank Authorities immediately in writing and assist in finding a solution for it.

Part 7 - SCHEDULE OF WORKS

S.No.	SCHEDULE	PERIOD
1.	Submission of Sketch Plans	Within 3 days from the Date of receipt of instructions from the Employer.
2.	Submission of detailed drawings ,3D Design and Detailed estimate complete in all respects for the Project.	Within 7 days from the date of Employer's approval of the sketch plans.
3.	Submission of the required drawings for tender purpose. Interior decoration and MEPF floor plan, Sections, Elevations, work station, cabins, partitions, storage, tables and chairs at cabins, staff and visitors, waiting area, conference hall, board room etc. complete. Discussion with client for finalization of the same. Necessary modifications to be arranged as suggested.	Within 10 days from the Date receipt of Employer's approval of the sketch plans.
4.	Submission of tender drawings and draft tender for above. The splitting of tender shall be decided by the employer (Bank). Tender document comprising of NIT, GCC, Special conditions, Technical specification, approved make of manufacturer, detailed bill of quantities with rate, along with measurement sheets, Rate Analysis and quotations from market for Non DSR items. Modifications of the same suggested by employer and resubmission of the same.	
5.	Submission of drawings in AutoCAD form Incorporating the LT Electrical services, HVAC low side (LV) requirement, IBMS system and all other related interlinked activities to the Project Architect through client.	
6.	Participating in tender process till award of the work in close coordination with Bank.	
7.	Submission of Good for Construction /working Drawings on award of the work by the employer , which will be sufficiently for execution of the work by the appointed agency. Further detailing to be provided as the work progress and as per the requirement of the Client for completion of project as per the tender drawings, tender specifications and to suit the site conditions. The client may modify the scheme during the Execution of the work as per the requirement and the modification to be carried out by interior designer cum Architect without any extra / additional fees/ remuneration.	

NOTE: - The above time periods may vary depending upon the quantum of the project and Bank's discretion.

ANNEXURE 'A'

STANDARD METHOD OF PAYMENT

Based on the satisfactory performance / achievable milestones against the activities as enumerated hereunder, the following part payment on percentage (%age) basis shall be computed from the total quoted amount shall be payable to the appointed Bank's empanelled architect/contractor in stages, as detailed below

S. No.	Stage	Cumulative percentage Of Fees
1)	On submitting final preliminary drawings / designs /along with the modified estimate of cost and on approval of the same by Bank , 2 sets coloured copies on A2 size white paper and on submission of budgetary cost on sq.ft. basis or otherwise with sufficient supporting documents to invite prequalification application	5.0
2) A)	On submission of tender drawings, tender documents, Measurement sheets, estimated cost with all supporting documents , like Rate Analysis, samples of the material being proposed for the interior decoration/scheme, catalogues of various material to the Bank for their acceptance sufficient for inviting the tenders from the empanelled / specialized agencies by the Bank with 2D and 3D perspectives floor wise, area wise. Hard copies 2 sets on A1 /A3 size white paper and soft copy in CD/ Pen drive/ Hard drive. The soft copies of interior decoration layouts will be issued to the Project Architect for incorporating various services like HVAC, LT Electrical, IBMS, etc. Obtaining statutory approval from local authorities if required.	15.0
2) B)	On approval of the tender drawing, tender document with modifications suggested by the Client sufficient for inviting the Tender for all tread and submission of 3 sets of tender Documents, drawings in hard and soft copy for modification by the Bank, if any. Sufficient to invite the tender .Obtaining statutory approval from local authorities if required.	25.0
3)	Assisting Bank for prequalification of the tenderers, Finalization of agencies, Inviting the tenders, arranging Pre-bid Meeting in coordination with Bank, Replying / Preparation of Common Set of Conditions acceptable to the Bank, Attending tender opening procedure, Scrutiny and recommendations to the Client till award of the work. The fees will be paid on pro-rata basis, tread wise. The Bank may invite combine tender or individual tenders for following. - Interior decoration floor wise comprising of flooring, false ceiling, partitions, cabins, storages, etc. for individual or group of floors. - Work stations and Chairs - Civil and Plumbing Works for renovating toilets - Conference halls, Board room with allied facilities - Decorative fittings and fixtures.	30.0

4)	On issuance of Good for construction drawings complete. 6 sets through the Bank for execution purpose. The drawings and details should be sufficient for the work to be executed at site by appointed contractor. The fees will be paid on prorata basis tread wise.	40.0
5)	During course of construction work on site (in instalments) as construction work proceeds and in proportion to the value of work executed. This fees will be paid based on certification of RA bill payment by Bank and further recommendations by the Interior Designer on prorata basis.	80.0
6)	On Completion of work (Balance if any) & Obtaining statutory approval from local authorities if required taking inventory for individual floors, trades, handing over of the same to Client, Advising and arranging rectification of the defective work from Contractors before handing over the same to the Bank. The necessary deductions, if any to be pointed out /brought to the notice of Bank. Assisting Bank in replying the queries raised by the Inspection Authority/ Central Vigilance Commission and other authorities. 10% amount shall be released on pro-rata basis trade wise, if any.	90.0
7)	Remaining 10% amount shall be released on successful Completion of rectification of the work by the contractors i.e. On expiry of DLP of 12 months or satisfied compliance of queries, / observations by Authorities mentioned in Sr. no. 6 hereinabove, whichever is later.	100.0

In case there is an escalation in the actual project cost over the accepted tender cost, the payment to the Architect shall be worked out as below:

- a) 100% of the basic fee on the accepted tender cost plus
- b) 50% of the basic fee on the escalated cost over & above the accepted tender cost.

Subject to a ceiling of 110% of the Basic Fee worked out on the accepted tender cost and shall be paid as indicated in subclause above of this clause.

Items supplied/ procured directly by Bank i.e. Chair, Modular furniture, light fixtures etc. will not be considered for calculation of Architects fees.

GST/Service Tax which has been imposed by Central/State Government on the services rendered by Architect will be borne by Bank

The decision of the Bank in respect of the above shall be final and binding on the appointed architect. All running payments made to the appointed architect are on account and shall be adjusted against final bill amount payable.

ANNEXURE 'B'**SAMPLE : AGREEMENT WITH THE ARCHITECT**

THIS AGREEMENT made at Chennai theday of BETWEEN **Indian Bank**, a body corporate carrying on Banking Business under Banking Companies (Acquisition and Transfer of undertakings) Act 1970 having its Corporate Office at Royapettah, Chennai, (hereinafter called "the Employer"), of the ONE PART and **M/s.....** , hereinafter called "the Architects/Consultant " of the OTHER PART. WHEREAS the Employer intends carrying out Refurbishment of 6th & 7th floor of Indian Bank HO Building at 66, Rajaji Salai, Chennai 600001 (hereinafter called "the Project") and WHEREAS the Employer is desirous of appointing as Architects/Consultant for the proposed Project.

NOW THIS DEED WITNESSETH and the parties hereto hereby agree as follows:

1. The employer agrees to pay the Architects as remuneration for the professional services to be rendered by the Architects in relation to the said project particularly for the services hereinafter mentioned, a fee calculated at.....% of the actual cost of work / accepted tender cost whichever is less plus GST as applicable. The said fee being herein after called as "Basic fee". In case there is an escalation in the actual project cost over the accepted tender cost, the payment to the Architect shall be worked out as below :

a) 100% of the Basic fee on the accepted tender cost plus

b) 50% of the Basic fee on the escalated cost over and above the accepted tender cost

Subject to a ceiling if 110% of the Basic fee worked out on the accepted tender cost and as stipulated given in Para 1.1. below

1.1 In case, the actual cost of work is more than the tendered cost as a result of authorized changes in the specifications and / or quantities of the scheduled items or the operation of duly approved additional or substitute items, if any, such actual cost and not the accepted tender cost (without taking into account any escalation), will be considered as the cost on the basis of which basic fees will be worked out and the ceiling will also pertain to basic fees thus worked out

1.2 The cost of bought out items like ready- made sofa, tables, almirah, carpet, fans, electrical fittings, window / split air-conditioners etc. will be excluded from the cost on which fee will be payable. If however, bought out items need selection, specification, recommendation, estimation and inspection by Architect, 50% of basic fee will be considered for the concerned item.

2 The Architects shall take the Employer's instruction, prepare sketch designs, make approximate estimate cost by cubic measurements or otherwise, prepare drawings sufficient for making applications for building or other license to town planning /local authorities or for other approvals, prepare working drawings, prepare structural drawings, prepare specifications, prepare interior drawings if and as required, prepare specifications, prepare bills of quantities, detailed estimate with rate with rate analysis, prepare tender documents, advise on preparation of a panel of contractors to be invited for tendering, assist in obtaining tenders, advise on tenders received, prepare contract documents, nominate and instruct consultants (if any), coordinate activities of consultants with the local Architects/PMC if and applicable, prepare such further details and particulars as are necessary for the proper carrying out of the

works, advise Employer on technical and financial implication on the deviation/amendments (if any), from the approved scheme and give general supervision, subject to stipulation of paragraph below.

Note:

- i) When the Architect is engaged for supervision as well, his duties will include supervision, measurement, quality control, variation management and complete project management of works.
- ii) No deduction will be made from the Architect's fee on account of liquidated damaged or such other sums withheld from the payments due to the contractor.

3. For travel outside the Headquarters, the Architects shall be paid as follows:

- a) For Partners, Associates, Senior Architects and Consultants within the entitlement of Senior Management of the Bank.
- b) For other staff, within the entitlement of middle Management of the Bank.

4. Apart from such copies of drawings as are required for submission to the local authorities as provided including demolition plan in clause 2, the Architects will supply additional copies of drawings free of cost as follows:

- i) Two sets of all drawings to contractors
- ii) Two sets of all drawings for clerks of works / site Engineer
- iii) Once set of all drawings for Service Consultant, if any
- iv) Two sets of all drawings and one set of completion drawings with all amendments incorporated, to the Employer
- v) The Architects shall furnish a complete set of design calculation and drawings for the Electrical works and other items of trade for record by the Bank, wherever the work involves addition and alteration as well
- vi) The consultant shall furnish a completion plan of the building / structures including all services on completion of the project as the case may be, along with a complete set of design calculations and structural drawings to form a permanent record for the Bank to be consulted in case of any future additions/ alterations at a later stage

The cost of supplying copies of drawings over and above the sets mentioned above shall be reimbursed by the Employer to the Architect.

5. For survey of land, where necessary and prepare a survey plan to suitable scale, which shall give all relevant dimensions and show the boundary lines, contours at suitable intervals, existing buildings ,trees and other landmarks . Architects shall be paid separate fee for the work to be mutually agreed.

6. The Employer shall pay to be Architects their basic fee in the following manner:

Total fee calculated% of actual cost of work / accepted tender cost whichever is less plus GST as applicable , subject to the ceiling given in clause 1, 1.1 & 1.2 of this Agreement. Stages of payment will be as given as per the **Annexure "A"**:

7 . i) The Architect shall give total supervision with complete execution responsibility by deploying competent Architect at site. The principal Architect shall conduct periodical supervision and inspection as may be necessary to ensure that the works are being executed, generally in accordance with the contract.

- ii) The Architects shall not make any material deviation, alteration, addition to or omission from the approved design without the knowledge and consent of the Employer.
- iii) The fees and charges payable to the Architects shall be in accordance with the Scale of Charge (Clause 6 above).
8. The Consultants shall engage qualified and competent / reputed electrical, water supply and plumbing and air-conditioning consultants as required for assisting them in the preparation of design and details for these services. The fees payable to these consultants shall be borne by the Architect out of the fees received by them. The latter shall be however fully responsible for the design and soundness of the works of such Consultants and shall also co-ordinate the activities of various Consultants.
9. In case where the Architects perform partial services for any reasons, including the abandonment, deferment, substitution or omission of any project and / or works, or part thereof, and if the services of the Architects are terminated, the charges in respect of the services performed shall be as follows:

Payment will be made in accordance with clause 6.1 hereinabove written for the stages that have been completed. For the incomplete stage, payment will be made on quantum-merit basis in which case assessment of fees will be made with due regard to all relevant factors.
10. In case of any dispute between the Architects and any other agency, the matter shall be referred to the employer whose decision shall be final and binding on all parties.
11. In case it is established that due to fault of project Architect the Bank has to pay any extra amount due to over-run of the project, over measurement – faulty description of tender item or any other lapse on the part of Project Architect necessary recovery may be effected from the project Architect / Consultants fee as per provision of section 73 of Indian Contract Act 1872 under section 30 of Architects Act 1972 (Central Act No. 20 of 1972), besides Bank taking recourse to proceed against the Architect for recovery of the extra amount incurred by the Bank. The Architect's liability may be however limited to 10% of the fees paid to him.
12. In case dispute arises between the Employer and the contractors /Agencies/individual on the provision of execution of contracts, the architects should assist the Employer in furnishing the details /data till the completion of limitation period as per the relevant laws of the country.
13. In the event of any dispute, difference or question arising out of or touching or concerning this agreement or the execution of the project, the same shall be referred, at the option of either party (Employer or the Architects), to the arbitration of a sole Arbitrator mutually agreed upon, and in default of such agreement to the arbitration of two arbitrators, one each appointed by the two parties; who in default of manual agreement may in turn appoint an umpire. The arbitrator or arbitrators or umpire, as the case may be, will be Fellows of the Indian Institute of Architects or Fellow of Institute of Engineers (India). Such submission shall be deemed to be a submission to arbitration within the meaning of the Indian Arbitration and Conciliation Act, 1996 or any statutory modifications thereof. The award of the arbitrator(s) or umpire, as the case may be shall be final and binding upon the parties.
14. This agreement can be terminated by either party on giving 3 months' notice normally. However, in exigent circumstances, the services of the Architects can be terminated by giving notice of lesser period.

IN WITNESS WHEREOF the parties hereto have hereunto set their hands the day and year first above written.

Signed, and delivered by INDIAN BANK by the hands of _____ its
and constituted attorney in the presence of

1.

2.

Signed and delivered by the hands of Shri. _____ of in the presence of

1.

2.

LETTER OF TRANSMITTAL

**Assistant General Manager
Indian Bank, Corporate Office,
Premises, Expenditure & Estate Dept,
254-260, Avvai Shanmugam Salai,
Royapettah, Chennai-14**

Name of Work: Rendering Architectural Consultancy Services for Refurbishment of 6th & 7th floor of Indian Bank HO Main Building situated at No.66, Rajaji Salai, Chennai-600 001.

Dear Sir,

Having examined the details given in pre-qualification document for the above work, I/we hereby submit the PQ documents and other relevant information.

I/We hereby certify that all the statements made and information supplied in Documents and the enclosed in Forms - A to E and accompanying statements are true and correct.

I/We also authorize Officials of Indian Bank to approach individuals, employers, firms and corporation to verify our competence and general reputation.

I / We, the undersigned, am / are willing to participate in the tender process to submit our price offer for the Consultancy work in full.

I / We, agree that this Tender will remain valid for a period of 90 (Ninety) Days from the date of Opening of Tenders.

NAME OF CONSULTANT: _____

SIGNATURE OF CONSULTANT: _____

ADDRESS: _____

DATE: _____

TELEPHONE / FAX NO/ MOBILE No. _____

E-MAIL ADDRESS: _____