

**PREMISES DEPARTMENT
ZONAL OFFICE KUMBAKONAM**

**REQUEST FOR SEALED QUOTATION FROM ARCHITECT EMPANELLED WITH IN STATE
OF TAMILNADU**

**APPOINTMENT OF ARCHITECT / CONSULTANT FOR DESIGNING, CONSTRUCTION
SUPERVISION, INTERIOR FURNISHING, ELECTRICAL, DATA CABLING & AC WORKS IN
INDIAN BANK ZONAL OFFICE AND BRANCHES LOCATED AT:**

1. **ZONAL OFFICE - KUMBAKONAM, DISTRICT - THANJAVUR**
2. **THIRUVADIMARUTHUR BRANCH, DISTRICT - THANJAVUR**
3. **GANAPATHI AGRAHARAM BRANCH, DISTRICT - THANJAVUR**

Ref.No : ZOK : PRM : 2021-22 : 02
Date : 27/07/2021

Last date of submission of Quotation	05/08/2021 upto 1500 HRS at Indian Bank, Zonal Office, Premises Department, 1st and 2nd Floor, Shurathi Hospital Building, No.26, 3rd Cross Street, Shanthi Nagar, Kumbakonam - 612001
Date of opening of Quotation	05/08/2021 at 1600 HRS Indian Bank, Zonal Office, Premises Department, 15/287, 1st and 2nd Floor, Shurathi Hospital Building, No.26, 3rd Cross Street, Shanthi Nagar, Kumbakonam - 612001

NAME OF FIRM:

ADDRESS : _____

GSTIN :

MOBILE NO :

E- MAIL ID :



Signature & Stamp of Architect



**INDIAN BANK
ZONAL OFFICE - KUMBAKONAM**

NOTICE INVITING QUOTATION

Indian Bank, Zonal Office Kumbakonam invites sealed quotations from **Architects Empanelled with our Indian Bank in State of Tamilnadu** in Category A,B & C for quoting professional fees in relation to Architecture / Consultancy work in the proposed site for New Premises of ZONAL OFFICE, KUMBAKONAM, THIRUVIDAIMARTHUR BRANCH and GANAPATHI AGARHARAM BRANCH all in Thanjavur District.

The quotation format can be downloaded from the Bank's website (www.indianbank.in) or may be obtained from our Office at 1st and 2nd Floor, Shurathi Hospital Building, No.26, 3rd Cross Street, Shanthi Nagar, Kumbakonam - 612001 on all working days from 27/07/2021 to 04/08/2021.

1	Name of work	Architectural / Consultant Job in relation to Proposed Civil, Interior Furnishing, Electrical, Data Cabling & AC Works in New Premises of ZONAL OFFICE, KUMBAKONAM, THIRUVIDAIMARTHUR BRANCH and GANAPATHI AGARHARAM BRANCH
2	Quotation Documents	Quotation documents can be obtained from Indian Bank, Zonal Office, Premises Department, 1st and 2nd Floor, Shurathi Hospital Building, No.26, 3rd Cross Street, Shanthi Nagar, Kumbakonam - 612001 from 27/07/2021 to 04/08/2021 on all working days during office hours and / or can be downloaded from the Bank's website (www.indianbank.in) under Tenders column.
3	Last date of submission of quotation	05/08/2021 upto 15:00 HRS
4	Date of opening quotation	05/08/2021 at 16:00 HRS Indian Bank, Zonal Office, Premises Department, 1st and 2nd Floor, Shurathi Hospital Building, No.26, 3rd Cross Street, Shanthi Nagar, Kumbakonam - 612001
5	Quantum of Earnest Money Deposit (EMD)	NIL
6	Quantum of Security Deposit	NIL
7	Terms of Payment of Bills, if any.	REFER THE QUOTATION DOCUMENT
8	Other Conditions	As Under

Note:

1. All Architects empanelled with Indian Bank in the State of Tamilnadu in Category A, B & C (Works upto 80 Lakhs) are eligible to apply. **The empanelment letter must be submitted with the above quotation.**
2. The bank reserves the right to reject any quotation without assigning any reason.
3. Though a maximum fee structure has been approved by Bank and communicated to all the architects at the time of empanelment, it has now been decided to call competitive quote for rendering the services of the Architects on project to project basis.

DEPUTY ZONAL MANAGER



SCOPE OF WORK & GENERAL TERMS AND CONDITIONS

➤ The general scope of professional services to be rendered by Architect / Consultant will include:

- (a) Taking the Bank's instructions, visiting the sites, preparing sketch designs which shall be in accordance with local governing codes / standards, regulations, 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 Bank to take a decision on the sketch designs.
- (b) Preparing architectural working drawings based on structural calculations and structural drawings of Branch as per approved layout, structural drawings of Strong Room, layout drawings & its electrical installations, etc. detailed estimates and all such other particulars as may be necessary for preparation of bill of quantities.
- (c) Preparing pre-qualification documents.
- (d) Preparing detailed tender documents for interior furnishing work, electrical installation work, Data Cabling Work, Air Conditioner Work, etc as desired by Bank 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.
- (e) Inviting tenders for this trade and submitting assessment reports thereon, together with recommendations specifying abnormally high and low rated items. Preparing contract documents for this trade and getting them executed by the concerned contractors.

The assessment report shall be based on proper analysis of rates with constants from an approved Standard Hand Book and market rates of materials and labour for major items of works costing about 90% of the estimated cost of work.

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 tenders for negotiation and asking them to submit a final bid based on the terms and conditions acceptable to the Bank may be adopted.

- (f) Preparing for the use of employer, the contractor and site staff, 4 copies of contract documents for all trades including all drawings, specifications and other particulars.
- (g) Preparing such further details and drawings as are necessary for proper execution of the works.
- (h) 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.
- (i) 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.
- (j) 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. Architects shall assume full responsibility for all measurements certified by them. It shall be mandatory on the part of the



Architect to check the measurements of various items to the extent of in each running bill.

"Certified that the various items of work claimed in this Running bill/ final bill by the contractors have been completed to the extent claimed and at appropriate rates and that the items are in accordance with and fully conforming to the standard / prescribed specifications and drawings. I / We further certify that we have checked the measurements of each item claimed in this bill. Hence, the running bill / final bill is recommended for payment of Rs...../-

Date:.....

(Signature of the Architect)

The Architects shall submit the above certification along with MB Sheets & Contractors Bill.

- (k) On completion of the work, prepare "As Built" Completion Drawings of Architectural & Civil, electrical & other services along with the brief report on the project for the records of the Bank.
- (l) Further, the 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.
- (m) The Architects shall be wholly and solely 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.
- (n) The Architects shall assist the Bank in all arbitration proceedings between the Contractors and the Bank and also defend the Bank in such proceedings.
- (o) Regular supervision and co-ordination of the works, conducting site meeting to solve issues at site during execution of work, including assistance to the owners of the Branch Premises during execution of work. Checking and verifying the materials received on site as per specifications. Ensuring quality and timely completion of work. Testing/checking / commissioning of various equipment's and certifying that all the equipment's are functioning as per the specifications.
- (p) Any other services connected with the works usually and normally rendered by the Architects, but not referred to hereinabove.

➤ **GENERAL TERMS AND CONDITIONS**

- (a) We request you to please quote your professional fee on percentage basis **(Exclusive of GST)** for the cost of work as per the format annexed for rendering Architectural/ Consultancy services for the captioned work to be carried out. The cost of items, if any, to be directly purchased by the Bank will not be included in the cost of the project for the purpose of calculating professional fee. All taxes including (excluding GST) or any other tax on material or on finished works like Turn-over Tax, including taxes that may be newly introduced subsequent to the tender etc. in respect of this contract shall be payable by the Architect and the Indian Bank will not entertain any claim whatsoever in this respect.

The architect who wishes to quote for the tender should have GST registration and should mention the registration number.



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- (b) Disbursement of the payment of fee shall be as per the stages stipulated by Indian Bank Tender for Empanelment of Architectural Services dated 01/07/2020 (CO:EST:EMP-ARCH:2020-21:001). Indicative payment plan is given below :

Milestone Completion	% of payment*
Layout Finalization	10
Finalization of detail drawings, GFC Drawings, Estimate, Tender Document and Award of Work to Contractors	30
Work / Site Completion (After submission of As Built Drawings & Reports)	50
On completion of Defects Liability Period (DLP) (One Year after site Completion)	10
*TDS will be deducted as applicable	

In case the Contract is terminated payment towards services will be made on pro rata basis for the period services have been delivered, after deducting TDS / Other Taxes

- (c) Time Schedule of Work For Branch Furnishing :

S.No	Submission	Maximum Period
1	Submission of Sketch Plan / Civil & Structural Layout to Bank to finalize the layout	7 Days from the date of receipt of instructions from Bank
2	Submission of Detailed Drawings, Other Drawings & Estimates complete in all respect for the project after completion of structural work by Landlord	7 Days from the date of receipt of information from Bank about the completion of structural / finishing works by Landlord
3	Submission of GFC and Tender Documents complete in all respect	5 Days from the date of receipt of Bank's approval of Detailed Drawings and Estimates
4	Submission of Architect's report on various Tenders	4 Days from the date of receipt of Tenders from the Bank
5	Other Drawings, Site Variations , etc if any	Within a reasonable time for making smooth running of works at site
6	Interim Bill Certification	Within 7 days from that date of receipt of interim bills from the Contractor
7	Final Bill Certification	Within 10 days from the date of final bill from the Contractor

- (d) The selected Architect/ Consultant will have to enter into a formal agreement on stamp paper with the Bank as per the Bank's format.



2



- (e) Bank reserves the right to reject any or all the offers without assigning any reason thereof. Very low and very high rates shall not be considered.
- (f) Canvassing whether directly or indirectly in connection with quotation will be liable to be rejected.
- (g) Please submit your sealed quotation with the Name and address of the Architect/Consultant on the left hand bottom corner of the envelope with the offer super

scribing "QUOTATION FOR APPOINTMENT OF ARCHITECT / CONSULTANT RENDRING ARCHITECTURAL SERVICES IN DESIGNING, CONSTRUCTION SUPERVISION, INTERIOR FURNISHING, ELECTRICAL & DATA CABLING & AC WORKS OF KUMBAKONAM ZONAL OFFICE, THIRUVADIMARUTHUR BRANCH AND GANAPATHI AGRAHARAM BRANCH UNDER KUMBAKONAM ZONE" quoting professional fee for the work (Exclusive of GST) latest by 3:00 pm. on or before 05/08/2021 at the following address:-

THE DY. ZONAL MANAGER

Indian Bank, Zonal Office,

1st and 2nd Floor, Shurathi Hospital Building,

No.26, 3rd Cross Street, Shanthi Nagar,

Kumbakonam - 612001

- (h) The sealed cover will be opened at 4:00 pm on 05/08/2021 in presence of the offerers who desire to be present. Please ensure to be present at the time of opening of quotations. No further intimation in this regard will be issued. The sealed quotation is to be submitted only in the format given below.


DEPUTY ZONAL MANAGER







PRICE BID

To,

THE DY. ZONAL MANAGER,
INDIAN BANK
ZONAL OFFICE
1st and 2nd Floor, Shurathi
Hospital Building, No.26, 3rd
Cross Street, Shanthi Nagar,
Kumbakonam - 612001
Email Id - zokumbakonam@indianbank.co.in

SUBJECT - Quotation for Appointment of Architect / Consultant rendering Architectural Services in Designing, Construction Supervision, Interior furnishing, Electrical & Data Cabling & AC Works in Indian Bank Zonal Office and Branches located at

1. **ZONAL OFFICE - KUMBAKONAM, DISTRICT - THANJAVUR**
2. **THIRUVADIMARUTHUR BRANCH, DISTRICT - THANJAVUR**
3. **GANAPATHI AGRAHARAM BRANCH, DISTRICT - THANJAVUR**

We refer to your Notice inviting quotation Ref. No. **ZOK : PRM : 2021-22 : 02** Dated 27/07/2021 on Bank's website inviting offers from Architect Empanelled with Indian Bank with in the State of Tamilnadu in relation to the captioned work.

We have read the terms & conditions and have understood fully. We quote our Professional Fee as _____% **(only up to the two places of decimals)** {_____percent (in words)} **exclusive of GST** which will be paid extra on applicable rates of the approved estimated cost of work or actual cost of work whichever is less for rendering the Architectural / Consultancy Services in Designing, Construction Supervision, Interior Furnishing, Electrical, Data Cabling & AC Works in Indian Bank Zonal Office Kumbakonam, Thiruvaidaimaruthur Branch and Ganapathi Agraharam Branch all located in Thanjavur district.

We also agree that the cost of items, if any, to be directly purchased by the Bank will not be included in the cost of the project for the purpose of calculating professional fee.

The fee quoted is inclusive of Travelling, Hotel Allowance / Dearness Allowance, Site Supervisor Remuneration (till completion of work). No other separate payment will be made for any other charges.

Name, Address and contact number of the Firm

Date:

Place:

Signature of authorized
signatory with seal

