

INDIAN BANK

QUOTATION

FOR

SELECTION OF ARCHITECT FOR THE PROPOSED INTERIOR WORKS AT 6TH FLOOR, DEWA TOWER, ANNA SALAI, CHENNAI-600002

Ref:No: CO:PRE:RPS:089:2021-22

Date : 28.01.2022

From:

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This Tender document contains 11 pages

Signature & Seal of the Bidder



INDEX

| <u>DESCRIPTION</u> | <u>PAGE NOS.</u> |
|---------------------------------------|------------------|
| NOTICE INVITING QUOTATION | 3 |
| PROCEDURE FOR SUBMISSION OF QUOTATION | 4 |
| ELIGIBILITY CRITERIA | 5 |
| FIRM – PROFILE | 7 |
| SCOPE OF SERVICES | 8 |
| PRICE BID | 11 |





INDIAN BANK
NOTICE INVITING QUOTATION

Indian Bank, Corporate Office, Chennai invites sealed Quotation under two bids for **selection of Architectural Consultant** for the 'Proposed interior works at 6th floor, Dewa Tower, Anna Salai, Chennai-600002'.

| | | |
|----|--------------------------------------|--|
| 1. | Name of work | 'Proposed interior works at 6th floor, Dewa Tower, Anna Salai, Chennai-600002' |
| 2. | Approximate work area | 6,000 sqft |
| 3. | Estimated cost of work (approx..) | Rs.82 Lakh |
| 4. | Validity of Quotation | 30 Days from the date of opening |
| 5. | Quotation Documents | PDF document can be downloaded from our website from 28.01.2022 to 04.02.2022. |
| 6. | Cost of Quotation Documents | Nil |
| 7. | Last date of submission of Quotation | 04.02.2022 upto 15.00Hrs. at Indian Bank, Corporate Office, Premises, Estate & Expenditure dept, First Floor, No. 254-260, Avvai Shanmugam Salai, Royapettah, Chennai – 600 014. |
| 8. | Date of opening Quotation | 04.02.2022 upto 15.30Hrs. at Indian Bank, Corporate Office, Premises, Estate & Expenditure dept, First Floor, No. 254-260, Avvai Shanmugam Salai, Royapettah, Chennai – 600 014. |

Note:

1. The bank reserves the right to reject any tender/ bid without assigning any reason.
2. The rates quoted by the tenderer/ bidder shall be based only on the scope of work of the tender documents.
3. Bank is not liable to make any payment to tenderer/ bidders for preparation to submit the tender/bid.

ASSISTANT GENERAL MANAGER (P&E)

Indian Bank, Corporate Office,
Premises, Estate & Expenditure Dept,
First Floor, No. 254-260,
Avvai Shanmugam Salai,
Royapettah, Chennai – 600 014.
Ph: 044 -2813 4618/ 4305/ 4401/ 4498
Email: hoestate@indianbank.co.in



Signature & Seal of the Bidder



Procedure For Submission Of Quotation:

The consultants are required to submit their sealed quotations in **two bid system**. The envelope no.1 should contain **technical bid** (Page no.1 to 10 of this Notice Inviting Quotation advertisement) along with copy of required credentials; envelope no.2 should contain only **financial bid** (Page no.11 of this NIQ) both the envelopes 1 & 2 should be completely sealed and super scribe technical / financial bid respectively. The envelope no.3 should contain the envelopes 1 & 2 and super scribe "SELECTION OF ARCHITECTURAL CONSULTANT FOR PROPOSED INTERIOR WORKS AT 6TH FLOOR OF DEWA TOWER, ANNA SALAI".

The complete set of tender along with the tabular formats can be down loaded from Bank's website and can be applied free of cost. The tender form duly filled and signed should be submitted up to 3:00 PM on 4th Feb 2022 in sealed cover. It should be addressed to "Estate Department, Corporate Office, Royapettah, Chennai-600014". Completed tender documents to be dropped in the Tender Box placed at above address.

Bank reserves the right to select or reject any or all the applications received without giving any reason what so ever also can delete item/items of works from the scope of the work of consultant.



Eligibility Criteria:

Indian Bank invites applications as per the prescribed forms, in sealed cover for engagement of Architects/ Consultants for the captioned project from eligible Architects/ Consultants who full fill the following selection criteria for pre-qualification:

1. The architect / consultant firm shall have minimum **07 years of experience** as on 1st Jan 2022 in the field of planning, designing, tendering and periodical supervision of interior furnishing of bank/ financial institution/ corporate offices/ Govt. office/ Public Sector undertaking with all services.
2. The firm must have, during last 07 years, minimum experience of having rendered architectural service for successful completion of:

At least **03** similar projects costing minimum **Rs.33 Lakhs** each out of which at least one work should be in interior furnishing of bank / financial institution.

OR

At least **02** similar projects costing minimum **Rs.41 Lakhs** each out of which at least one work should be in interior furnishing of bank / financial institution.

OR

At least **01** similar project costing minimum **Rs.66 Lakhs**. work should be in interior furnishing of bank / financial institution/corporate office.

3. The expression "similar project" means the project related to interior furnishing of bank/ financial institution/ corporate offices/ Govt. Offices with all services. The job should have included preparation of detailed estimates, tenders and periodic supervision of work for ensuring overall quality of work.
4. The firm shall have at least one or more architects with them as Partner/ Employer/Employee registered with council of Architecture.
5. The firm should have experience in handling projects rendering Architectural consultancy for Govt. / Public Sector Undertaking/ Corporate sector / Nationalized Banks.
6. The firm must be having an office infrastructure in Chennai, Tamil Nadu.

The firm should enclose documentary evidences in support of the experience details furnished by them stating the value of the work and carpet area of the premises for which interior furnishing work is undertaken by them and other salient features of the work. The firm should also submit valid document like rent agreement, electricity bill etc. to prove they are having a proper office set up in those above-mentioned places.

- Information to be furnished should be crisp, to the point and precise.
- Please do not keep any field blank. In case nothing has to be filled in a particular field then please write 'Not Applicable' there.
- Supporting documentary evidences are needed for claims made in Technical Bid. Please keep copies of all these documents ready. Arrange them in order of appearance of their reference in technical bid. Write Annexure number in serial order on these documents in top right corner of document in bold letters. Annexed the set of these documents at the end of





technical bid. Please mention correct Annexure number at relevant pages of technical bid. This will help us to evaluate the bid quickly.

- There is possibility that same document has to be mentioned as evidence at more than one place in the technical bid. In that case keep only one copy of that document and mention that particular Annexure number at every place where that particular document needs to be referred.
- The certificate from the client should clearly mention particulars of the project, scope of services offered by the consultant, actual project cost, date of completion of project, existence of green building features and opinion of client on quality of services rendered by the consultant.



FIRM - PROFILE

| | | | |
|----|--|---------------|----------|
| 1 | Name of the Firm | | |
| 2 | Address | | |
| 3 | Telephone No. with STD code & Mobile Number | | |
| 4 | Primary e-mail address | | |
| 5 | Alternate e-mail address | | |
| 6 | Constitution of the Firm (Proprietorship Firm/ Partnership Firm) | | |
| 7 | Date of Establishment | | |
| 8 | Document supporting evidence of establishment of the firm like certificate of incorporation and its number (if any) and date of issue (Attest a copy) | | |
| 9 | Registration Number(s) with "Council of Architecture". Attest copy of registration certificate | | |
| 10 | Name of proprietor / Partners / Directors along with designations, qualifications, year of experience, etc | | |
| 11 | Goods & Service Tax registration number. Attest copy of GST registration certificate | | |
| 12 | Service Tax/ GST paid during last 3 years Attest copies of certificate issued by chartered accountant for supporting information or any other evidence in that regard | Year ended on | Tax paid |
| | | 31.03.2021 | |
| | | 31.03.2020 | |
| | | 31.03.2019 | |
| 13 | Copies of audited balance sheet of the Company including Profit /Loss Account for the last 3 years ended 31.03.2021 | Year ended on | Turnover |
| | | 31.03.2021 | |
| | | 31.03.2020 | |
| | | 31.03.2019 | |
| 14 | Number of Offices and their addresses with contact details | | |
| 15 | Office address in Chennai, If firm is not having office in Chennai then indicate the time by which it is likely to open an office thereat | | |

Signature of consultant with seal

Date:

Place:



Scope of services to be offered:

1. Preparation of detailed Architectural design of the portion(s) to be renovated.
2. Preparation of detailed design of all internal and external services (if any) such as interior, electrical, AC, plumbing, water supply, soil drainage, lifts lobby, firefighting, EPABX / Networking & civil works etc.
3. Preparation of all detailed architectural, engineering, structural drawings including those for all services as stated above.
4. 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 for submission to the Indian Bank for approval of the cost.
5. Assisting the Bank for prequalification and empanelment of trade-wise contractors by following elaborate procedure/ norms laid-down by Bank/ CVC guidelines.
6. Preparation of draft tenders subhead-wise including detailed bills of quantity (BOQ) based on approved estimates by Indian Bank and full set of tender documents including all terms, conditions, special conditions and standard clauses.
7. Assisting the bank in calling of competitive tenders (e-tender) each trade-wise at appropriate time from the pre-qualified contractors. Required sets of tender documents will have to be prepared by the consultant themselves at no extra cost to Indian Bank.
8. Detailed scrutiny of the tender received including preparation of the comparative statement etc. and submission of recommendations for acceptance or otherwise, of the tender of successful bidder / vendor, placing of work order etc.
9. Preparation and issuance of detailed working drawings minimum 3 sets to the contractor well in advance so that work is not held up at any point of time for want of the drawings / details. 2 sets of such drawings will have to be issued to Indian Bank for its records. 3D views of the respective works to be issued to the client/site as and when required.
10. The consultant is responsible for smooth and timely completion of all works of the project within the agreed time schedule without cost overruns barring exceptional circumstances beyond the control of the consultant.
11. Complete round the clock supervision of contractual building and Engineering services for the same along with land development works if any, ensuring quality control in accordance with tender specifications, drawings and site conditions.

Rida



12. Record measurements of work jointly with the contractor and verify contractors periodic or stage wise bills for the work done and materials / plants / mobilization advance etc. Bill verification & certification of all the progress bills & final bills for release of payments to the contractor shall be done by the authorized qualified Engineer. Certification for measured bills may be scrutinized by Engineers of Bank.
13. Suggest modifications, if any, in any item of the tender due to site conditions and advise reasoned justification of cost variations on account of extra items and excesses, supported by proper analysis to the Bank.
14. Effect verification of work on virtual completion as well as actual completion of the project and recommend issue of completion certificates therefore. For the sake of clarity, it is expressly agreed that verification for this purpose means and includes taking and recording of measurements jointly with Contractor subject to check / test checked by Architect / Bank, verification of the final bill to be submitted by the contractors, as per the terms and conditions of contract / agreements and certification of the same after verification.
15. For the purpose of supervision, the consultant has to undertake periodical supervision of works say once in a week along with his sub-consultants if necessary to monitor the progress of works.
16. The consultant will have to apply and obtain all required approvals/ NOC from Chennai Municipal Corporation/ CMDA and other Govt./ Statutory authorities from time to time such as occupation/ completion/ drainage/ water supply and electrical connection, verification by lift and electrical authorities etc. well in time, if any required, so that the progress of the work is not hampered.
17. 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.
18. During the defects liability period carrying out periodical inspection along with representatives of Indian Bank and contractor, preparation of the list of defects list and arrange for its rectification from contractor.
19. Preparation of "As Built" drawings including those for all services and 2 sets of such drawings mounted on cloth papers and also in the form of a CD (soft copy) will have to be prepared and submitted to Indian Bank.
20. 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 consultant. 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 Consultant with the approval of Indian Bank.

21. The architectural consultant has to enter into an agreement with the bank in the bank's standard format. The schedule of payment to the architect shall only be twice in the entire project duration.

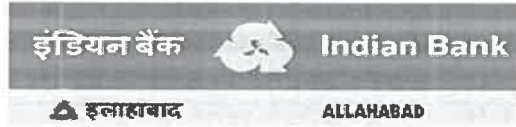
Signature of consultant with seal

Date:

Place:

Ridha





PRICE BID

QUOTATION FOR SELECTION OF ARCHITECT FOR THE PROPOSED INTERIOR WORK AT 6TH FLOOR, DEWA TOWER, ANNA SALAI, CHENNAI-600002

We have understood the scope of the services to be offered for this project from this NIQ and the terms & conditions for the appointed Architect with supervision specified by Indian Bank in the Application for Empanelment as well as from Banks' standard agreement for the captioned purpose and we will abide by the same in case our proposal is accepted.

Accordingly, we now quote total professional fees at _____% (in figure and _____ in words) of the estimated cost or actual project cost whichever is lower plus GST at actual and as applicable. We also agree that the above payment of the fees will be released to us by the method as mentioned in 'Application for Empanelment' at pre-determined stages related to the progress of work based on the standard terms of Indian Bank in this regard.

Name and designation of the Authorized signatory

Signature

Stamp and seal

Place:

Date:



