

**PREMISES DEPARTMENT
ZONAL OFFICE JHANSI**

INVITES QUOTATION
FOR PRE-QUALIFICATION AND SELECTION OF ARCHITECTURAL CONSULTANT
FOR
CIVIL REPAIR WORK, INTERIOR FURNISHING WORK, ELECTRICAL WORK & AIR
CONDITIONING WORK IN ZONAL OFFICE – JHANSI PREMISES

Ref.No : ZOJ : PRM : 2022-23 : 07

Date : 14/02/2023

Last date of submission of Quotation	22/02/2023 upto 1500 HRS at Indian Bank, Zonal Office, Premises Department, 92, Civil Lines, Jhansi - 284001
Date of opening of Quotation	23/02/2023 upto 1600 HRS at Indian Bank, Zonal Office, Premises Department, 92, Civil Lines, Jhansi - 284001

NAME OF FIRM:

ADDRESS : _____

GSTIN :

MOBILE NO :

E- MAIL ID :

Signature & Stamp of Architect

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APPLICATION FORM

**The Zonal Manager
Indian Bank
Zonal Office Jhansi
92, Civil Lines,
Jhansi - 284001
Uttar Pradesh**

Dear Sir,

SUBJECT - Providing Comprehensive Architectural Consultant Services for carrying out Civil Repair Works, Interior Furnishing, Electrical, Data Cabling & AC Works in Bank's Own Premises at Civil Lines, Jhansi - 284001

I/We have read and understood the notice and instructions appended to the application proforma and I/We understand that if any false information is detected at a later date, any future contract made between ourselves and INDIAN BANK, ZO JHANSI on the basis of the information given by me/us will be treated as invalid by Indian Bank.

I/we agree that the decision of Indian Bank in selection of the Architect / Consultant will be final and binding on me/us.

All the information furnished are correct to the best of my/our knowledge and belief.

I / we also agree that I/we have no objection if enquiries are made about the works listed by me/us in the accompanying sheets or any other inquiry on the information furnished herewith in the accompanying sheets.

In the event of this bid being accepted, I/We agree to enter into and execute the necessary contract required by you. I/We do hereby bind myself/ourselves to forfeit the aforesaid Earnest Money Deposit in the event of our refusal or delay in signing the Contract Agreement.

Thanking you,

Yours faithfully,

[To be signed by the Authorized Representative of
Firm who has the Power to do so]

Place:

Date :

Name:

Address:

Seal:

INDIAN BANK
ZONAL OFFICE - JHANSI

NOTICE INVITING QUOTATION

Indian Bank, Zonal Office Jhansi invites sealed quotations from reputed **Architects Empanelled with Indian Bank or any other PSBs / PSUs / Central or State Government Departments** for rendering comprehensive Architecture / Consultancy work (With Supervision) for the proposed Civil Repair Works, Interior Furnishing Works, Electrical Works, LAN Works & Air Conditioning Works in Bank's Own Premises at Civil Lines , Jhansi subject to satisfying minimum eligibility criteria.

The quotation format can be downloaded from the Bank's website (www.indianbank.in) or may be obtained from our Office at 92, Civil Lines, Jhansi – 284001 on all working days from 15/02/2023 to 22/02/2023.

1	Name of work	Providing Comprehensive Architectural Consultant Services for carrying out Civil Repair Works, Interior Furnishing, Electrical, Data Cabling & AC Works in Bank's Own Premises at Civil Lines, Jhansi - 284001
2	Details of Building	The building is single storied heritage building having Branch & Zonal Office having plinth area of around 830 sq.m.
3	Estimated Cost of Work	Rs.64.31 Lakhs
4	Quotation Documents	Quotation documents can be obtained from Indian Bank, Zonal Office, Premises Department, 92, Civil Lines, Jhansi - 284001 from 15/02/2023 to 22/02/2023 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	22/02/2023 upto 15:00 HRS
4	Date of opening quotation	23/02/2023 at 16:00 HRS Indian Bank, Zonal Office, Premises Department, 92, Civil Lines, Jhansi - 284001
5	Earnest Money Deposit (EMD)	Rs.5000/- (Rupees Five Thousand Only) by way of DD in favour of "Indian Bank" payable at Jhansi. *Firms registered with MSME / NSIC with valid certificates issued by GOI are exempted from submitting EMD along with bid.
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 Category C (Works upto 80 Lakhs) / Public Sector Banks / Public Sector Enterprises / Central or State Government are eligible to apply subject to the fulfilment of other eligibility criteria mentioned in the quotation document. **The empanelment letter must be submitted with the above quotation.**
2. Indian Bank reserves the right to reject either any or all proposals without assigning any reason/s thereof. Proposals which are incomplete or not fulfilling the requirements specified in this quotation document are liable to be rejected. Conditional Quotation or Quotation without bid security declaration (if applicable) shall not be considered.

ZONAL MANAGER

GENERAL INFORMATION OF THE FIRM

1.	Name of the Applicant / Firm / Organization	:	
2.	Registered Address of the Firm (Please attach address proof)	:	
3.	CONTACT DETAILS Landline No Mobile No FAX No Email Id	: : : :	
4.	EMD Details (i) Amount (Rs.) - (ii) Demand Draft No. - (iii) Name of the Bank - (iv) Date - (Please submit EMD Details. If exempted, please submit requisite proof in the form of copy of self-attested valid certification from MSME and NSIC.)	: : : :	
5.	Year of Establishment	:	
6.	Constitution of Firm (Enclose certified copies of documents)	:	Sole Proprietorship / Partnership / Private Ltd. / Public Ltd / Any other (Please specify)
7.	Name of the Proprietor/ Partners / Directors of the Organization / Firm	:	
8.	Bio-Data of Partners / Associates (Details may be given in the enclosed format (Annexure - A))	:	
9.	Name/s of Authorized Signatory/ Directors / Partners with Designation and Contact No.	:	
10.	Details of Registration with Registrar of Companies/ Registrar of Firms. (Enclose certified copies of documents)	:	
11.	Whether registered as MSME Organization? If so, provide the date of registration, validity & License No (Enclose certified copies of	:	

	documents)		
12.	Whether empanelled with Public Sector Banks / Public Sector Undertakings / Central Govt Department / State Govt. Departments or any other Government Organization and if so, in which class and since when? (Enclose Empanelment letters issued by the Organizations)	:	Yes / No
13.	Number of years of experience in this field. (Enclose evidence to meet the eligibility criteria)	:	
14.	Registration Number with Council of Architects (COA) of Proprietor / Partners / Associates (Copy of Valid Registration is to be enclosed)	:	
15.	Details of GST & PAN Registration. (Copy of Valid Registration is to be enclosed)	:	
16.	Name and Value of major similar works completed during the last 7 years ending as on 31/12/2022. Details may be given in the enclosed format (Annexure - B)	:	
17.	Name and Value of major similar work on hand. Details may be given in the enclosed format. (Annexure - C)	:	
18.	List of Technical Person Employed along with qualifications (Annexure - D)	:	
19.	List of Other Person Employed	:	
20.	List of Consultants engaged by the firm	:	
21.	List of Office Equipment Owned by the Company	:	
22.	Banker's Details – (Please attach copy of cancelled cheque as proof) Banker's Name : Account No. : Type of Account :		

	IFSC :		
23.	List of Completion Certificate, etc from the clients or completed ongoing projects.	:	
24.	Certified copies of the letter of intent for award of the work from reputed private/ multinational organizations/ PSUs etc.	:	
25.	Particulars of participation in competitions and awards if any received	:	
26.	Architect / Consultant should have Registered Office in Uttar Pradesh (excluding NCR). Please submit documentary evidence. (Preferably having their local Office at Jhansi, Kanpur, Lucknow, Prayagraj, Agra and other nearby districts around Jhansi in the state of Uttar Pradesh)	:	
27.	Last 3 Financial Year information. Copy of Audited Balance Sheet Statement, Profit & Loss A/c. & IT Returns for the last 3 years.	:	
28.	Specify, maximum value of single value project executed during the last three years	:	
29.	Details of Civil Suits / Litigations aroused during execution of the contracts / Consultancy in the last 7 years (If any give details)		
30.	Name & contact Nos. of the two persons / organizations, preferably Banks / Govt. Organization for whom you have provided services, who may be directly contracted by the Bank to gather information as about the ability competence and capacity of your firm. (Annexure – E)		

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

Signature of the Consultant with seal

Date:

Place:

PRE-QUALIFICATION / ELIGIBILITY CRITERIA

1. Minimum 07 years of experience as an Architectural Consultant as on 31/12/2022. The experience should include all architectural services for buildings such as Civil, Electrical, AC, Plumbing, Water Supply, Soil and Storm Water Drainage, Terrace Water proofing, Interior Furnishing, etc.
2. The Principal Consultant / Architect / permanent employees of the firm should have a valid registration and license as an Architect from statutory authorities viz. Council of Architects / Indian Institute of Architects as required for buildings. Copy of membership document is mandatory.
3. The firm should also have registered office in the Uttar Pradesh (excluding NCR) (Preferably Firm having their Branch Office at Jhansi, Kanpur, Lucknow, Prayagraj, Agra and in other districts nearby Jhansi in the state of Uttar Pradesh).
4. The firm should have adequate number of qualified architects (Minimum – 2), site engineers (Minimum – 1) on the payroll / establishment of the company and should also have tie up arrangements with reputed registered and licensed services consultant, structural consultancy firms etc.
5. The firm must be empanelled with Public Sector Banks (If Indian Bank, then the firm should be empanelled in Category C (Work upto 80 Lakhs) / PSUs / Central or State Government Departments / Other Government Departments / Reputed MNCs as an Architect or Project Management Consultant.
6. The firm should have executed minimum of 3 work of Architectural / Interior works of similar nature during the last 5 years.
7. The firm should have successfully completed similar works* during last 5 years ending on 31/12/2022 should be either of the following :
 - Atleast One Similar Work costing not less than 56 Lakhs
 - Atleast Two Similar Work costing not less than 35 Lakhs
 - Atleast Three Similar Works costing not less than 28 Lakhs

*Similar Work means construction projects related to Office Building / Residential Buildings / Commercial buildings / Hospital Buildings / Institutional Buildings, construction projects related to structural addition and alteration work, civil works, interior and furnishing projects including related civil works, furniture works, electrical works, air conditioning works, LAN works, etc carried out at Office Buildings, Institutional Buildings and Commercial Buildings.

8. The Architect should have sound financial position reflected in their annual turnover during the last three previous financial years ending March 31, 2022 (Copies of audited statements, IT Returns to be enclosed as proof for the same).

General Guidelines

1. Interested parties meeting the above eligibility criteria can download the tender document from Bank's website www.indianbank.co.in/tenders and 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 superscribing **"QUOTATION FOR APPOINTMENT OF ARCHITECT / CONSULTANT FOR PROPOSED CIVIL REPAIR, INTERIOR FURNISHING, ELECTRICAL & AIR CONDITIONING WORK IN BANK'S OWN PREMISES AT CIVIL LINES, JHANSI** quoting professional fee for the work **(Exclusive of GST)** latest by **3:00 pm. on or before 22/02/2023** at the following address:-

THE ZONAL MANAGER
Indian Bank, Zonal Office,
92, Civil Lines,
Jhansi - 284001

The sealed quotation will be opened at **4:00 pm on 23/02/2023** in presence of the offerer's 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. Application not accompanied by relevant documents will be rejected at the discretion of Indian Bank.

2. No Joint Venture or consortium of firms shall be allowed.
3. Indian Bank reserves the right to verify the authenticity of the documents submitted by the consultant. Indian Bank also reserves the right to reject any or all applications, split the works or cancel the process without assigning any reason what so ever maybe.
4. Indian Bank reserves the right to curtail or extend at its sole discretion.
5. Please note that there will be maximum cap/ limit of 4% (Architectural consultant with supervision responsibility) of the estimated cost or the actual project cost whichever is lower, plus GST as applicable for the payment of the professional fees payable to the consultant. The scope of the work may vary, and in case the Bank decides to renovate a part of the whole work, then the fees payable will be estimated cost or actual project cost whichever is lower of the whole project.
6. The above fees will be for rendering **complete Architectural service & Structural Consultancy with supervision responsibility**. The selected Architect has to deploy a/an site Engineer(s) within the fees quoted by them for round the clock supervision of work to ensure quality of work envisaged in the tender. 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.
7. The Bank reserves the right to reject any or all the applications without assigning any reason thereof.

Signed as token of acceptance

Signature of consultant with seal Date:

Place:

SCOPE OF WORK

Indian Bank, ZO Jhansi has proposed to carry out construction of conference cum meeting hall at the back portion of the building using structural steel work and puff panel in roofing , major civil repair work which includes flooring, inner plastering, plumbing and sanitary work, painting work (inner and outer), constructing septic tank and soak pit, electrical work, LAN Cabling, Air Conditioning Work in its Office located at 92, Civil Lines, Jhansi – 284001 at an estimated cost of Rs.64.31 Lakhs. **All necessary statutory approvals if any, from the local government authorities will be the responsibility of the Consultant .** All the required liaisoning if any, work required to be done within the fees payable and no extra claim will be entertained. However, Indian Bank will remit the necessary fee payment to the Govt. authorities as per their demand.

The consultant will assume total responsibility for completion of the project in all respects till obtention of all necessary completion within the specified time frame of 2.5 months. The time is the essence of the contract. While the duties of the consultant will be governed by the standard agreement to be executed with Indian Bank by the successful consultant, the **role and responsibilities of the consultant** will broadly include following:

- a) Preparation of detailed /structural/ Architectural design portion(s) to be renovated.
- b) Preparation of detailed design of all internal and external services such as electrical, AC, plumbing, water supply, soil and storm water drainage, terrace waterproofing, EPABX / Networking, interior works etc.
- c) Preparation of all detailed architectural, engineering, structural drawings including those for all services as stated above.
- d) 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.
- e) Assisting the Bank in calling of competitive tenders each trade-wise at appropriate time from the reputed contractors. Required sets of tender documents will have to be prepared by the consultant themselves at no extra cost to Indian Bank.
- f) 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.
- g) 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.
- h) 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.
- i) Complete round the clock supervision of contractual building and Engineering services for the same along with land development works, ensuring quality control in accordance with tender specifications, drawings and site conditions.
- j) 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.

- k) 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. 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.
- l) 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.
- m) For the purpose of supervision, the consultant have site office set up under the charge of the competent Civil Engineer (Resident Engineer) who will be in complete charge of the field supervision, co-ordination, direction and control of the said works. Prior information / details of the resident engineer have to be submitted to Bank for perusal. The Consultant has to engage and retain at their cost adequate competent supervisory staff.
- n) 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.
- o) 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.
- p) Preparation of “**As Built**” drawings including those for all services and 2 sets of such drawings will have to be prepared and submitted to Indian Bank.
- q) 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.

Signed as token of acceptance

Signature of consultant with seal

Date:

Place:

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.
- (b) Disbursement of the payment of fee shall be as per the stages defined in Annexure – F of the quotation document.
- (c) Time Schedule of Work :

S.No	Submission	Maximum Period (This may vary as per site condition and as per Bank's requirement)
1	Intimation of Allotment of Work by Bank by E-mail	W* *Taking "W" as the Intimation Date for the allotment of Work
1	Visit of Architect to the Actual Site	W+2
2	Submission of Detailed Drawings, Other Drawings & Estimates complete in all respect for the project after consultation with the Bank. <i>Please note that sitting layout has been finalized and detailed estimate has already been approved by our Corporate Office. Therefore, we have to float the Tender strictly adhering to the specifications and quantity suggested by our CO.</i>	W+7
3	Submission of GFC and Tender Documents complete in all respect	W+8
4	Submission of Architect's report on various Tenders	4 Days from the date of opening of Tender by 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 10 days from that date of receipt of interim bills from the Contractor along with proper certificate, MB. Please note that the bills have to be properly checked by the Architect in the presence of Contractor and Bank's Engineer
7	Final Bill Certification	Within 15 days from the date of final bill from the Contractor. Please note that the bills have to be properly checked by the Architect in the presence of Contractor and Bank's Engineer.

- (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.
- (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) Each page of the application shall be duly signed. The application shall be signed by person/ persons on behalf of the organization having necessary authorization/ Power of Attorney to do so.
 - (h) If the space in the Annexure is insufficient for furnishing full details, such information may be supplemented on separate sheets of paper, stating therein the part of the Annexure and serial number. Separate sheets shall be used for each part. However the format shall be as per Annexure.
 - (i) No Literature, Pamphlets other than what is specified is to be enclosed. All such enclosures shall be considered as unread and also will not be considered as part of the PQ application.

Signed as token of acceptance

Signature of consultant with seal

Date:

Place:

ANNEXURE - A

BIO-DATA OF THE PARTNERS/ ASSOCIATES/CONSULATANT

1. Name :
2. Associates with consultancy 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 modern amenities
provided in the buildings :

Signature of the Consultancy with seal

Date:

Place:

**ANNEXURE - B****List of Major works completed during the last 7 years as on 31/12/2022**

S.NO	NAME OF CLIENT	NATURE OF WORK	ESTIMATED VALUE	DATE OF START	PERIOD OF COMPLETION	DATE OF COMPLETION	FINAL VALUE OF THE PROJECT	REASONS FOR THE VARIATION (IF ANY)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

(Add Separate Sheet if required)

NOTE -

1. The supporting documents like Work Order & Completion Certificate issued by the Clients shall be enclosed.

Signature of the Consultant with seal

Date:

Place:



ANNEXURE – C

LIST OF MAJOR WORKS UNDER EXECUTION

S.NO	NAME OF CLIENT	NATURE OF WORK	ESTIMATED VALUE	PRESENT POSITION	SCHEDULE DATE OF COMPLETION	REMARKS IF ANY
(1)	(2)	(3)	(4)	(5)	(6)	(7)

(Add Separate Sheet if required)

NOTE –

- 1. The supporting documents like Work Order issued by the Clients shall be enclosed.**

Signature of the Consultant with seal

Date:

Place:



ANNEXURE - D

DETAILS OF KEY PERSONNEL (PERMANENT EMPLOYEE), GIVING DETAILS ABOUT THEIR TECHNICAL QUALIFICATION & EXPERIENCE INCLUDING THEIR IN-HOUSE ESTABLISHMENT

S.NO	NAME	QUALIFICATION	EXPERIENCE	PARTICULARS OF WORK DONE	EMPLOYED IN YOUR FIRM SINCE	ANY OTHER INFORMATION

(Add separate sheet if required)'

Notes:

1. Information has to be filled up specifically in this format.
2. Indicate other points, if any, to show your technical competence to indicate any importantpoint in your favour.

Signature of the Consultant with seal

Date:

Place:



ANNEXURE - E

**DETAILS OF THREE RESPONSIBLE CLIENTS / PERSONS TO WHOM THE
MAJORWORKS CARRIED OUT BY THE APPLICANT**

S. No.	Name of the Official	Organization & Address	Contact Numbers	E-mail ID

(Add separate sheet if required)Notes:

1. Information has to be filled up specifically in this format.
2. Indicate other points, if any, to show your technical competence to indicate any importantpoint in your favour.

Signature of the Consultant with seal

Date:

Place:

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 consultant 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	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. The soft copies of interior decoration layouts will be issued to the Project Architect for incorporating various services like Electrical, LAN, AC etc. Obtaining statutory approval from local authorities if required.	15.0
3	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.	25.0
4	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 Furnishing - Electrical & LAN Cabling - Air Conditioning - Civil Repair & Allied Works	30.0
5	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 pro-rata basis tread wise.	40.0
6	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

7	On Completion of work (Balance if any) & Obtaining statutory approval from local authorities if required, 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.	90.0
8	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. 7 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 Consultant / 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 sub-clause 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 Consultants fees.

GST which has been imposed by Central/State Government on the services rendered by Consultant will be borne by Bank.

The decision of the Bank in respect of the above shall be final and binding on the appointed Consultant and Indian Bank is not bounded to make the running payment to the Architect / Consultant. All running payments made to the appointed Consultant are on account and shall be adjusted against final bill amount payable.

FORM OF AGREEMENT
(Draft Format)

THIS AGREEMENT made at _____ on the _____ day of _____
Two Thousand Twenty Three between Indian
Bank having its Zonal Office – Jhansi (hereinafter called "the Employer") of the ONE PART and _____
(Name and address of the Architects)
hereinafter called "the Architects" of the OTHER PART. Whereas the Employer intends to carry
out civil work, civil repair and renovation works, interior furnishing, electrical and data cabling
and air conditioning works at Bank's Own Building at 92, Civil Lines, Jhansi – 2840001
(hereinafter called "the Project") and whereas the Employer is desirous of appointing the
Architects for the purpose of designing, site supervision and completion of the 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 mentioned in the tender documents and this agreement, a fee calculated at _____ % (as quoted in the price bid) of the estimated cost or accepted tender cost or actual cost of project whichever is less. The said fee being hereinafter 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 & above the accepted tender cost.

Subject to a ceiling of 110% of the Basic Fee worked out on the accepted tender cost and stipulation given below:-

In case, the actual cost of work is more than the tendered cost as a result of authorized changes in the specification 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.

- 2) The Architects/Consultants shall take the Employer's instruction, prepare scheme designs, make approximate estimate cost by cubic measurements or otherwise, prepare working drawings, prepare structural, electrical services, drawings, prepare specifications, prepare bill of quantities and detailed estimate with rate analysis, prepare tender documents, assist in obtaining tenders, advise on tenders received, prepare contract documents, nominate and instruct consultants (if any), coordinate activities of all consultants with the local Architects/PMC if and as 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 site supervision, measurement, quality control, variation management and complete project management.

Note :

- 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.
- No deduction will be made from the Architects'/Consultants fee on account of liquidated damages or such other sums withheld from the payments due to the contractor. However, the employer reserves the right to withhold /defer the payments due to the Architects till the completion of milestone levels as envisaged in the original programme charts.

- 3) No traveling allowance (T.A), daily allowance (D.A) or any other allowance shall be paid to the Architects for site visit etc.
- 4) Apart from such copies of drawings as required for submission to the local authorities and 4 sets of contract documents for all trades, the Architects will supply additional copies of drawings free of cost, as follows:
 - i. Two sets of all drawings for contractors.
 - ii. Two sets of all drawings for clerk of works/site engineer.
 - iii. One set of all drawings for Service Consultants, if any.
 - iv. Two sets of all drawings to the Employer.
 - v. The Architect shall furnish two sets of complete design calculation and drawing for the structural work and other items in the trade for record by the Employer, whenever the work involves structural work, addition and alteration as well.
 - vi. The Architect shall furnish two sets of completion plan of the Building/Structures including all services on completion of the project, along with a complete set of design calculations and structural drawings to form a permanent record for the Employer 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 Architects.

- 5) The Employer shall pay to the Architects their basic fee in the following manner:

Total fee calculated at _____% (as quoted in the price bid) of actual cost of work / accepted tender cost whichever is less plus GST as applicable, subject to ceiling given in clause 1a&1b of this agreement, stage of payment shall be as given as per the annexure "F", Standard method of payment.

- 6) The Architects shall engage qualified and competent/ reputed Soil, Structural, Electrical, Water Supply & Plumbing and Air conditioning Consultants (if in house facility is not available) as required to assist them in the preparation of design and details for these services. The fees payable to these Consultants shall be borne by the Architects 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. The architects shall be considered as employer for these consultants for all purposes.
- 7) In case where the Architects/ Consultants perform partial services for any reason, including the abandonment, deferment, substitution or omission of any project and/or works, or part thereof, and if the services of the Consultants/Architects are terminated, the charges payable in respect of the services performed shall be as follows:

Payment will be made in accordance with Clause 5 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.

- 8) In case of any dispute between the Architect and Consultant or any other agency, the matter shall be referred to the Bank whose decision shall be final and binding on all parties.
- 9) In case it is established that due to fault of Project Architect/ Consultant the Bank has to pay

any extra amount due to over-run of the Project, over measurements - faulty description of tender item or any other lapse on the part of Project Architect/Consultant necessary recovery may be effected

from the Project Architect/Consultant's 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's taking recourse to process recovery of the extra amount incurred by the Bank. The Consultant's recovery may be however limited to 10 percent of the fees paid to him.

- 10) 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 (Bank or the Architects), to the arbitration of a sole Arbitrator nominated by Competent Authority of the Bank. The award of the arbitrator shall be final and binding upon the parties.

Submitting to arbitration may be considered as an additional remedy and it does not preclude the Parties to seek redressal/ other legal recourses.

- 11) This agreement can be terminated by either party on giving 3 months' written notice normally to be delivered at the registered address of the parties. However, in exigent circumstances, the services of the Architects can be terminated by the Bank 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 the hands of ----- its and constituted attorney in the presence of

1. _____ (Name and Signature)

2. _____ (Name and Signature)

Signed and delivered by the hands of Shri _____ Partner of (Name of the Architects) in the presence of

1. _____ (Name and Signature)

2. _____ (Name and Signature)

Place:

Date :

**Signature of the Architect with seal
(in token of acceptance of all terms and conditions of the tender)**



PRICE BID

To,

THE ZONAL MANAGER,
INDIAN BANK
ZONAL OFFICE
92, CIVIL LINES,
JHANSI - 284001

Email Id - zojhansi@indianbank.co.in

SUBJECT - Providing Comprehensive Architectural Consultant Services for carrying out Civil Repair Works, Interior Furnishing, Electrical, Data Cabling & AC Works in Bank's Own Premises at Civil Lines, Jhansi - 284001

We refer to your Notice inviting quotation Ref. No. **ZOJ : PRM : 2022-23 : 07** Dated 14/02/2022 on Bank's website inviting offers from Architect / Consultant Empanelled with PSBs / PSUs / Government Organization 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 Comprehensive Architectural / Consultancy Services in Construction, Civil Repair, Interior Furnishing , Electrical , Data Cabling & AC Works in Bank's Own Premises at 92, Civil Lines, Jhansi - 284001

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