



Indian Bank Trust for Rural Development (IBTRD)

(c/o Estate Department, Corporate Office, Indian Bank)
254-260 Avvai Shanmugam Salai, Royapettah, -Chennai-14

**Notice Inviting E-Tender for Selection of Architectural Consultant for Establishing
Indian Bank Self Employment Training Institute**

**(INDSETI) Buildings
at**

**SALEM, DHARMAPURI, KRISHNAGIRI, KALLAKURICHI
VILLUPURAM, CUDDALORE, PUDUCHERRY
KANCHIPURAM, RANIPET, CHENGALPATTU**

in

the state of Tamil Nadu & Union Territory Puducherry

TECHNICAL BID

(To be submitted in online - <http://www.tenderwizard.com/indianbank>)

Last date for submission of tender: 03.00 pm on 09.06.2023

Indian Bank Trust for Rural Development (IBTRD)
c/o Estate Department
Indian Bank, Corporate Office
254-260, Avvai Shanmugam Salai
Royapettah
Chennai - 600014
Tel: 044-28134307, 4401,4616
Email: hoestate@indianbank.co.in



Notice inviting tender for selection of Architect

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TECHNICAL BID

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Indian Bank Trust for Rural Development (IBTRD)

(c/o Estate Department, Corporate Office, Indian Bank)
254-260 Avvai Shanmugam Salai, Royapettah, Chennai-14

3. NOTICE INVITING e-TENDER

Indian Bank Trust for Rural Development (IBTRD), Chennai invites e-tender in <http://www.tenderwizard.com/indianbank> under Two Bid System (Technical and Price bid) for the selection of Consultant for rendering comprehensive **Architectural Consultant Services** for establishing Indian Bank Self Employment Training Institute (INDSETI) buildings at Salem, Dharmapuri, Krishnagiri, Kallakurichi, Villupuram, Cuddalore, Puducherry, Kanchipuram, Ranipet, Chengalpattu.

1.	Name of Project	Establishment of Indian Bank Self Employment Training Institutes (INDSETIs) at 10 centers at Salem, Dharmapuri, Krishnagiri, Kallakurichi, Villupuram, Cuddalore, Puducherry, Kanchipuram, Ranipet, Chengalpattu.
2.	Estimated cost of work	Rs. 2.0 crore each (approx.)
3.	Period of completion	15 months reckoned from 15 th day from the date of issue of the Work Order
4.	Tender Documents	Tender documents can be downloaded from Banks website http://www.indianbank.in/tender or http://www.tenderwizard.com/indianbank from 18.05.2023 to 09.06.2023.
5.	Cost of Tender Documents	NIL
6.	Pre-bid meeting	Pre Bid meeting will be conducted on 31.05.2023 at 3.00 PM through webex meeting and the link will be uploaded in Bank's website under Tenders column one day before the scheduled date of pre bid meeting. All interested bidders can send their queries through email (hoestate@indianbank.co.in) atleast oneday before the prebid date and get their queries clarified during the pre-bid meeting.
7.	Last date	Last date of submission of completed tender form in the prescribed format at http://www.tenderwizard.com/indianbank will be upto 03.00 pm on 09.06.2023.
8.	Date of opening of Technical Bid	09.06.2023 at 4.30 pm. at Indian Bank, Corporate Office, Estate Department, First Floor, No. 254-260, Avvai Shanmugam Salai, Royapettah, Chennai – 600 014 through online mode in http://www.tenderwizard.com/indianbank .
9.	Date of opening of Price Bid	Price Bid will be opened only for such offers, which have qualified the Technical Bid. The date & time will be informed at later date.





Indian Bank Trust for Rural Development (IBTRD)

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Note:

1. Bidders are required to submit their tender in "e-mode" only in the <http://www.tenderwizard.com/indianbank> and Tender Fee if applicable, has to be paid through online only. Any other mode of submission of Tender / Tender fee, will not be accepted by the IBTRD.
2. IBTRD reserves the right to reject any tender/ bid without assigning any reason.
3. IBTRD is not liable to make any payment to tenderers for preparation to submit the bid.
4. The Companies who are registered with Micro, Small & Medium Enterprises and also those having valid NSIC certificate under Government Store Purchase Programme having certificate clearly indicating the amount of "Quantitative Capacity Per Annum" (amount of Quantitative Capacity Per Annum shall be more than the estimated cost of work) are exempted from the submission of Tender document fee on submission of requisite proof in the form of valid certification from MSME and NSIC.
5. **The entire 10 sites will be split into 3 clusters namely cluster A, Cluster B, Cluster C.**
 - a) **Cluster A contains following sites 1) Salem, 2) Dharmapuri, 3) Krishnagiri, 4) Kallakurichi**
 - b) **Cluster B contains following sites 1) Villupuram, 2) Cuddalore, 3) Puducherry**
 - c) **Cluster C contains following sites 1) Kanchipuram, 2) Ranipet, 3) Chengalpattu**

Note:

- 1) Price Bids of bidders in Cluster A will be opened first and all the sites in this cluster will be allotted to L-1 Bidder.
- 2) Price Bids of bidders in Cluster B will be opened second, incase, if the L-1 bidder of Cluster A is found to be L-1 bidder of Cluster B also then, Bank reserves the right to allot the work to L-2 bidder. Incase L-2 bidder is not agreeing to takeup the work at L-1 rate of that cluster then preference will be given to L-3 bidder in the order of merit subject to agreeing to takeup the work at L-1 rate of that cluster.
- 3) Price Bid of bidders in Cluster C will be opened third. Incase, if the Successful bidders of Cluster A or Cluster B is found to be L-1 bidder of Cluster C then, Bank reserves the right to allot the work to remaining bidders in the order of merit, other than successful bidders in Cluster A & in Cluster B, provided the remaining bidders agreeing for the L-1 rate of that cluster.
- 4) If there are no eligible bidders found in Cluster B / Cluster C or in both clusters, then Bank reserves the right to call for fresh competitive quotes from technically qualified bidders of Cluster B & Cluster C other than the successful bidder in any of the above cluster.

EXECUTIVE PRESIDENT, IBTRD & DEPUTY GENERAL MANAGER (FI)

Indian Bank, Corporate Office,

c/o Estate Department,

First Floor, No. 254-260, Avvai Shanmugam Salai,

Royapettah, Chennai – 600 014. Ph: 044 -28134307, (ext. 4401 / 4616).





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4. GUIDELINES FOR E-TENDERING

Instructions for Online Bid Submission

The bidders are required to submit soft copies of their bids electronically on the e-tender Portal, using **valid Digital Signature Certificates**. The instructions given below are meant to assist the bidders in registering on the e-tender Portal, prepare their bids in accordance with the requirements and submitting their bids online on the e-tender Portal.

More information useful for submitting online bids on the e-tender Portal may be obtained at: <http://www.tenderwizard.com/indianbank>

- 1) Bidders are required to enroll on the e-tender module of the Bank.
- 2) The bidders will be required to register their valid Digital Signature Certificate.
- 3) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that he/ she do not lend their DSC's to others which may lead to misuse.
- 4) Bidder should check and take into account any corrigendum published on the tender document before submitting their bids.
- 5) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Any deviations from these may lead to rejection of the bid.
- 6) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 7) Bids shall be submitted online only at: <http://www.tenderwizard.com/indianbank>
- 8) Bidder should log in to the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 9) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document. Hence, it will take some time.
- 10) The agency shall download the pre bid clarification if any for the work and upload the same (scanned copy) duly signed by Authorized signatory. The revised documents (if any) shall be uploaded in e- tender portal only.
- 11) Bidders are requested to note that they should necessarily submit their financial bids in the format provided in the e-tender portal and no other format will be acceptable.
- 12) Bidders are advised to upload their documents well in advance, to avoid last minutes 'rush on the server or complications in uploading. Bank, in any case, shall not be held responsible for any type of difficulties during uploading the documents including server and technical problems whatsoever.





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- 13) The uploaded tender documents become readable only after the tender is opened by the authorized bid opener.
- 14) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid.
- 15) Intending Bidders are advised to visit this website regularly till closing date of submission to keep themselves updated as any change/modification in the tender will be intimated through this website only by corrigendum/addendum/amendment.

5. Assistance to Bidders

- (i) Contact details of e-tender service provider for any assistance:

Name: Mr. Gunaseelan M.
M/s.Antares Systems Limited
#24, Sudha Complex, 3rd Floor, 4th Block
Basavesgwaranagare, Bangalore – 560 079
Support Contact No. 9943277499/ 080-40482100
Support Email: gunaseelan.m@antaressystems.com

- (ii) From Bank:

Mr. Ramesh S Gupta
Chief Manager (Civil)
Indian Bank
Corporate Office,
Estate Department,
254-260, Avvai Shanmugam salai,
Royapettah, Chennai – 600014
Tel.: 044 – 2813 4307/ 4401/ 4616
Email: hoestate@indianbank.co.in





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5. GENERAL INSTRUCTIONS

INDIAN BANK TRUST FOR RURAL DEVELOPMENT (IBTRD)

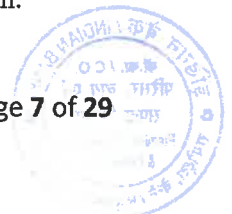
ESTATE DEPARTMENT

INDIAN BANK, CORPORATE OFFICE, CHENNAI

TENDERS FOR SELECTION OF ARCHITECTURAL CONSULTANT FOR ESTABLISHMENT OF INDIAN BANK SELF EMPLOYMENT TRAINING INSTITUTE (INDSETI) BUILDING AT SALEM, DHARMAPURI, KRISHNAGIRI, KALLAKURICHI, VILLUPURAM, CUDDALORE, PUDUCHERRY, KANCHIPURAM, RANIPET, CHENGALPATTU.

INSTRUCTION TO BIDDERS

1. Bidders are required to submit their tender in "e-mode" only with full bio-data giving details about their experience, Technical personnel employed, competence and adequate evidence of their financial standing etc. as per enclosed Annexure, which will be kept confidential. **Part A (Technical Bid) & Part B (Price Bid) are to be independently submitted at the portal specified for that purpose.**
2. The bidders have to download the tender document from our Bank's website and the duly filled in tender document has to be signed and stamped on all pages. Upon completion, the tender documents (all pages) along with the copy of the proof of e-transfer of processing fee have to be scanned in .pdf format. **Only the scanned copy of the proof of e-transfer of processing fee if applicable, tender document and supporting documents to be uploaded in the tender portal.**
3. The decision of Bank in regard to short listing and selection of Consultant will be final and binding on all participants. The BANK, however, reserves the right to restrict the list of pre-qualified consultants to any number as deemed suitable by it.
4. Indian Bank reserves the right to reject any or all tenders without assigning any reason thereto.
5. Each page of the tender shall be signed sealed and uploaded in the website portal. The tender shall be signed by person/ persons on behalf of the organization having necessary authorization/ Power of Attorney to do so.
6. The information required should be neatly filled in **blue ink** / typed in **each and every columns and rows** of the Formats / annexures. **The tenders received with "partly filled formats" or not containing desired information in each and every columns / points / row shall be treated as INCOMPLETE and such tenders shall be summarily rejected without any intimation / reference to the bidder and at the bidders's risk and responsibility.**
7. 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.
8. Tenders containing false and/ or inadequate information will be liable for rejection.





Indian Bank Trust for Rural Development (IBTRD)

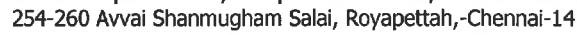
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9. While filling up the tender with regard to the list of important projects completed or on hand, the bidders shall include those works only to the relevant category.
10. Bidders are requested to take note of the document in Annexure giving a summary of the role and responsibilities of the consultant before submitting the tender.
11. Canvassing in any form in connection with selection of consultant is strictly prohibited and the tenders of such persons/ organizations, who resort to canvassing, will be liable to rejection.
12. The tenders will not be received after due date and time through any mode including "e-mode".
13. Indian Bank will not be responsible for any delay or loss of communication due to technical glitches of IT service providers. Indian Bank will give intimation through available phone no. and E-mail ID.
14. Part-A of "e-tender" (Technical Bid) will be opened online at the address and (the date and time intimated in the Notice Inviting tender (NIT)) mentioned in "Tender document", in the presence of Tenderers or authorized representatives of Tenderers who wish to attend the opening of Bids (subject to any Pandemic restrictions) through <http://www.tenderwizard.com/indianbank>.

Part-B (Price Bid) will be opened only for such offers, which have qualified for Part-A.

15. Date and time for presentation of proposal/ scheme and Part-B (Price Bid) opening shall be intimated to the successful bidders only.
16. Only one representative of the bidder (subject to any Pandemic restrictions) will be permitted to be present for the tender opening and presentation of proposal/ scheme, if any.
17. 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 tender.
18. Tenders incomplete in any respect and which are not legible are liable for rejection.
19. The suitable agreement will be entered with successful architect consultant, in a Bank Format.





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	enclosed).	
	(b) Details of GST registration : (Copy of valid GST to be enclosed)	
	(c) Amount of GST paid year-wise : during last 3 financial years ending on 31.03.2022	
	d) Udyog Aadhar No. (if any) :	
10)	Name and value of major Building : Construction works completed during the Last 5 years. Details may be given in the enclosed format (Annexure – C)	
11)	Name & value of the major Building : Construction work on hand. Details may be given in the enclosed format (Annexure 'D')	
12)	Name & value of other major works : (interiors etc) on hand. Details may be given in the enclosed format (Annexure 'E')	
13)	List of Technical Personnel : employed	
14)	List of other Personnel employed :	
15)	List of consultants engaged by the : Firm :	
16)	Details of near relatives working in : the Indian Bank/ Allahabad Bank, if any. (Name & locations)	





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17)	Banker's Name/ Branch	:
18)	a) Last three years audited balance sheet to be enclosed	:
	b) Latest Income Tax Clearance Certificate to be enclosed	:
19)	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.	:
20)	Particulars of participation in competitions and awards if any received	:
21)	Details of Branch office in Chennai/ in site location.	:

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

Signature of the Consultant with seal

Date:

Place:





Indian Bank Trust for Rural Development (IBTRD)

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7.BIO-DATA

FORM A

SELECTION OF ARCHITECTURAL CONSULTANT FOR ESTABLISHMENT OF INDIAN BANK SELF EMPLOYMENT TRAINING INSTITUTE (INDSETI) BUILDING AT SALEM, DHARMAPURI, KRISHNAGIRI, KALLAKURICHI, VILLUPURAM, CUDDALORE, PUDUCHERRY, KANCHIPURAM, RANIPET, CHENGALPATTU.

BIO-DATA OF THE PARTNERS **(If applicable)**

1. Name :
2. Associates with the firm since :
3. Year of opening/ incorporation :
4. Professional Qualifications :
5. Professional Experience :
6. Professional Affiliation :
7. COA Registration :
(of all the partners in case of partnership firm)
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:





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FORM -B

FINANCIAL INFORMATION

Details to be furnished below duly supported by figures in Balance Sheet/ Profit and Loss account for the last 3 years ended 31.03.2022 duly certified by the Chartered Accountant, as submitted by the bidder to the Income-Tax department (copies to be attached)

Financial Years	Profit or Loss (in figures)
2019-20 =	
2020-21 =	
2021-22 =	
2022-23* =	

*If audited balance sheet of 2022-23 is not available, provisional balance sheet obtained from Chartered Accountant to be produced.





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8. ANNEXURE A

SELECTION OF ARCHITECTURAL CONSULTANT FOR CONSTRUCTION OF INDIAN BANK SELF EMPLOYMENT TRAINING INSTITUTE (INDSETI) BUILDING AT SALEM, DHARMAPURI, KRISHNAGIRI, KALLAKURICHI, VILLUPURAM, CUDDALORE, PUDUCHERRY, KANCHIPURAM, RANIPET, CHENGALPATTU.

LIST OF MAJOR BUILDING CONSTRUCTION WORKS COMPLETED DURING THE LAST 5 YEARS ENDING AS ON 31.03.2023

Sr. No.	Name of the Client	Nature of work	Features of green building and modern amenities provided, if any	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	13

(Add separate sheet if the space provided above is insufficient)

Note: (a) The credentials issued by the Clients shall be enclosed including letter of award of the work orders & completion certificates.
(b) The work should have been executed by the firm under the name in which they are submitting the tenders.





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(c) Information has to be filled up specifically in this format.

9. ANNEXURE B

SELECTION OF ARCHITECTURAL CONSULTANT FOR CONSTRUCTION OF INDIAN BANK SELF EMPLOYMENT TRAINING INSTITUTE (INDSETI) BUILDING AT SALEM, DHARMAPUR, KRISHNAGIRI, KALLAKURICHI, VILLUPURAM, CUDDALORE, PUDUCHERRY, KANCHIPURAM, RANIPET, CHENGALPATTU.

LIST OF MAJOR BUILDING CONSTRUCTION WORKS ON HAND AS ON 31.03.2023

Sr. No.	Name of the client	Nature of work	Features of green building and modern amenities provided	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	11

(Add separate sheet if the space provided above is insufficient)

Note:

1. Information has to be filled up specifically in this format.





Indian Bank Trust for Rural Development (IBTRD)

(Estate Department, Corporate Office, Indian Bank)
254-260 Avvai Shanmugham Salai, Royapettah, -Chennai-14

10. ANNEXURE C

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

S. No.	Name	Qualification	Total Experience	Employed in Your Firm Since	Any Other Information

(Add separate sheet if the space provided above is insufficient)

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 important point in your favour.
3. The details of the consultants (In-house) shall be furnished in separate sheets.
4. The key personnel details to be updated & submitted to Bank, once in 2 years.





Indian Bank Trust for Rural Development (IBTRD)

(Estate Department, Corporate Office, Indian Bank)
254-260 Awai Shanmugham Salai, Royapettah, -Chennai-14

11. ANNEXURE D

DETAILS OF LITIGATION/ ARBITRATION CASES RESULTING FROM THE CONSULTANCY WORKS/ THROUGH CONTRACTORS EXECUTED THEIR WORKS IN THE LAST SEVEN YEARS OR CURRENTLY UNDER EXECUTION

Year	Awarded for or against Bidder	Name of Client	Cause of Litigation and Matter of Dispute	Disputed Amount	Actual Awarded Amount

(Add separate sheet if the space provided above is insufficient)

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 important point in your favour.





Indian Bank Trust for Rural Development (IBTRD)

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12. PRE-QUALIFICATION CRITERIA

SELECTION OF ARCHITECTURAL CONSULTANT FOR CONSTRUCTION OF INDIAN BANK SELF EMPLOYMENT TRAINING INSTITUTE (INDSETI) BUILDING AT SALEM, DHARMAPURI, KRISHNAGIRI, KALLAKURICHI, VILLUPURAM, CUDDALORE, PUDUCHERRY, KANCHIPURAM, RANIPET, CHENGALPATTU.

1. PRE-QUALIFICATION (PQ) CRITERIA

(i) Minimum 07 years experience as an Architectural Consultant as on 31.03.2023.

Documentary Proof to be submitted:

- Submit copies of certificate of incorporation, Firm PAN, Registration particulars etc.

(ii) The consultant should have provided consultancy services as follows:

(a) At least one institutional building (minimum of G+2 floors). The consultant should have planned, designed & supervised viz. offered all types of consulting services such as architectural, structural, engineering and all internal and external services including electrical, AC, plumbing, water supply, soil and storm water drainage, lifts, fire fighting / horticulture, EPABX / Networking, parking, rainwater harvesting, water treatment plant, recycling of waste water, solar lighting, interior etc. in the said buildings, from inception to completion.

(b) The consultant should have successfully completed similar works during last 5 years ending on 31.03.2023 should be either of the following:

a. Three similar works of not less than 40% (Rs.80 Lakh each) of the total cost of the proposed Project.

Or

b. Two similar works of not less than 50% (Rs.100 Lakh each) of the total cost of the proposed Project.

Or

c. One similar works of not less than 80% (160 Lakh each) of the total cost of the proposed Project.

(c) At least one building for public sector organization/ Bank or reputed national / multinational companies (whose turnover is above Rs.100 crore per annum) within last 5 years ending on 31.03.2023.

Documentary Proof to be submitted to be submitted (separate proofs to be submitted for a,b & c):

- Submit copies of work orders & completion certificates of each project, Performance certificates etc.

(iii) The consultant should have valid registration with Council of Architecture.

NOTE: In case of partnership firm, all the partners must be Architects registered with COA. In case of LLP or a Pvt. Ltd. Company, NOC (*No Objection Certificate*) from the Council of Architecture is a must and should be enclosed.

Documentary Proof to be Submitted:

- Submit self attested copy of Council of Architecture Registration particulars of proprietor / all Partners. In case of LLP or a Pvt. Ltd. Company, NOC (*No Objection Certificate*) / registration certificate from the Council of Architecture for considering the firm as an Architect.





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(iv) Bidder's Average Annual turnover of last three years (ending 31.03.2022) should not be less than Rs.25 Lakhs (Form B).

Documentary Proof to be submitted:

- Audited balance sheet of the tenderer including Profit & Loss Account and / or Income tax returns Acknowledgement receipt for the last 3 Years ending 31.03.2022 to be submitted.

(v) The consultant should have minimum 2 qualified full times Architect/ Civil Engineers or 1 Architect & 1 Civil Engineer on their regular roll for last 3 years and should enclose relevant documents in this regard.

Documentary Proof to be submitted:

- Certificates of Educational qualifications, appointment order, Declaration from the staff working in the firm.

(vi) The consultant should also have a full fledged office/ branch office in Chennai agglomeration area or at any nearby geographical locations of the project sites.

Documentary Proof to be submitted:

- Registration particulars, GST Certificate, Udyog Aadhar No. work orders from Govt. organization/ PSBs/ PSUs, lease registrations with clearly mentioning the address of the full fledged office/ branch office obtained on or before 31.03.2023 etc.

The Consultant should also have tie up arrangements with reputed registered and licensed services consultant, structural consultancy firms etc.

2. The tender have to be submitted in a prescribed format in a two bid system viz. Technical and Price bid.
3. The Bank reserves the right to split up the work among two or more consultants if the quoted rates are the same for the selected centers as given in page 4 of this document.
4. The Bank reserves the right to assign the work to the consultants based on their infrastructure availability and business parameters.
5. 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.
6. The Bank reserves the right to reject any or all the tenders without assigning any reason thereof.

Signed as token of acceptance

Signature of consultant with seal

Date:

Place:





Indian Bank Trust for Rural Development (IBTRD)

(Estate Department, Corporate Office, Indian Bank)
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13. GENERAL TERMS & CONDITIONS

- 1) Interested parties meeting the above PQ criteria can download the tender document from bank's website www.indianbank.co.in/tenders and submit experience profile, proof of meeting the above criteria, attested copies of completion/work in progress certificates from the clients, audited certified balanced sheet for the last 3(three) years, EPF /GST, Registration as consultant with various PSUs, State PWDs, CPWD, MES, Railways and Autonomous Bodies, details of Technical and Administrative employees, etc., through online mode in <http://www.tenderwizard.com/indianbank>.

Tender not accompanied by any of the above documents and Tender fee will be rejected at the discretion of Indian Bank.

- 2) 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 tenders without assigning any reason thereof and split the works or cancel the process without assigning any reason what so ever maybe.
- 3) Indian Bank reserves the right to curtail or extend at its sole discretion the Scope of work of the consultant as per specific job requirement and expectations of Bank from the consultant selected for the particular job.
- 4) Please note that for Professional fee there will be maximum cap/ limit of 5% (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 and a maximum cap of Rs.30,000/- PM for Project Management Charges per site for the duration of the project.
- 5) For evaluation of price bid, only the professional fees quoted by the bidders will be considered. The Project Management Charges are only optional and they will not be considered for evaluation for arriving at the L1 bidder.
- 6) The above fees will be for rendering **complete Architectural service with supervision responsibility**. The selected Architect has to deploy a/an site Engineer(s) within the fees quoted by them for supervision of work(s) 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 may deploy a Civil Engineer from their side or any individual to oversee the quality of construction at a different stages or as an option or the same may be requested from the Consultant concerned.

Signed as token of acceptance

Signature of consultant with seal

Date:

Place:





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14. SERVICES TO BE RENDERED BY THE ARCHITECTS

The architect shall render the following services in connection with and in regard to the said works including **site supervision by the Architect of the project for its smooth execution.**

- a) Take Employer's instructions visit the site, prepare and submit sketch plans as per Employers requirements, including preparation of alternatives and carrying out necessary revisions till the schematic plans are finally approved by the Employer in accordance with the local governing codes/standards, regulations etc. making approximate cost based on unit cost and submit along with a detailed project report on the scheme so as to enable the Employer to take a decision on the finalized designs/ plan.
- b) Submit a proper PERT/BAR CHART incorporating all the activities such as preparation of working drawings, structural drawings, detailed drawings, tender documents, execution of work, etc. required for the completion of the project.
- c) Prepare required detailed drawings on receipt of approval of the schematic plans by the Employer. submit drawings to municipal or any other appropriate authorities, maintain liaison with local municipal corporation, government authorities for obtaining approval of the plans, commencement certificate, plinth checking certificate, completion certificate, occupation certificate etc. as per the regulation of local authorities and obtain their approval/sanction for construction, completion and occupation.
- d) Testing of soil, determination of bearing capacity and other properties of soil, design and prepare architectural detailed drawings, structural calculations and drawings, layout drawings for water supply and drainage, electrical installations including UPS, generators and security equipments as applicable, detailed estimates of cost, rate analysis for all items, take off sheets and all such other particulars as may be necessary for preparation of bill of quantities. The cost of conducting soil tests will be reimbursed by IBTRD, upon submitting its invoice.
- e) After awarding the work, the consultant to visit the site with the reputed surveying agencies, carry out the site survey and preparation of surveyed site plan of plot showing all existing buildings, site contours, boundaries, other structures and services, tree with girth and species local name etc. The cost of conducting survey will be reimbursed by IBTRD, upon submitting its invoice.
- f) Based on the soil profile and land contours, the new building to be designed and got approved from IBTRD.
- g) The selection of soil test & surveying agencies are to be as per Banks guidelines.
- h) Prepare prequalification document for selection of contractor of the work, scrutinize the tenders for shortlisting of the contractors for various trades, forward recommendations to the Employer for selection of the contractors.
- i) Prepare detailed tender documents for various trades viz., general builders work, interior work, air-conditioning, fire fighting installation and specialist services such as water supply and sanitary installation, electrical installation & land scapping etc., complete with articles of agreement, special conditions, conditions of contract, specification, bill of quantities, including detailed analysis of rates based on CPWD/ market rates, time and progress charts, etc.
- j) Prepare tender notices for issue by the Employer from pre-qualified/shortlisted parties/contractors as the case may be for all trades and submit assessment reports thereon, together with recommendations specifying abnormally high (AHR) and low rated (ALR) items.





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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 the 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 tenderers for negotiation by asking them to submit a final bid based on a set of common terms and conditions acceptable to the Bank may be adopted.

k) Prepare contract documents for all trades and getting them executed by the concerned contractors.

l) Prepare for the use of the Employer, the contractor and site staffs etc., 4 copies of contract documents for all trades including all drawings, specifications, and other particulars. Prepare such further details and drawings as are necessary for proper execution of the works.

m) Assume full responsibility with 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. The architects shall ensure that the contractors comply with the Labour laws.

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

o) 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. The prescribed format for certification of bills is as under:-

“Certified that the various items of work claimed in thisrunning bill/ final bill by the contractorshave 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. We further certify that we have checked the measurements of various items as necessary claimed in this bill. Hence the bill is recommended for payment of Rs.....”

Date:

(Signature of the Architect)

The Architects shall endorse the above certification in the relevant Measurements Books also.

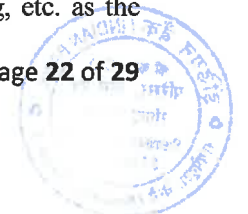
p) Working out theoretical requirement and actual consumption of cement, steel and any other material, if and as specified in the tender, on a regular basis for each bill.

q) Certify after test/ commissioning/ final inspection and check as the case may be, the completion of the work and/or satisfactory functioning of the system in services and utilities as the case may be.

r) On completion of the work/satisfactory functioning of the service system and certification of completion/satisfactory commissioning prepare and supply four sets of "as-built" drawings with relevant calculations of the design/engineering for the records of the Bank. The Architects shall verify and confirm that identification marks are made on all service installations/ cables/wiring, etc. as the case may be, to carry out future additions/alterations/maintenance jobs.

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- s) Wherever the work involves any structural additions/alterations, the Architect shall furnish one complete set of structural design, calculations and structural designs for the Employer's records. Obtain permission from local authorities for facilities and services as a result of addition, alteration and modification wherever required.
- t) Complete requisite formalities and obtain necessary service connections such as water supply, electrical, drainage, sewerage and other services from local authorities.
- u) Take timely action for revalidation of sanction for construction from local authorities as applicable.
- v) Obtain final building completion and /or occupation certificate and secure permission of municipality, fire department, defence authorities and any such other authorities as per the byelaws/laws/regulations/rules etc. for occupation of the building and refund of deposit if any, made by the Bank to the Municipality or any such other authority.
- w) Assist the Bank during inspection of work by a wing of Central Vigilance Commission, organisation, prepare detailed reports to CTE's observations and help rectification of the observations of CTE if any.
- x) Assist the Employer in all arbitration proceedings between the contractors and the Employer. The Architect also defend the Employer in such proceedings and prepares report/replies to the claims of the contractor.
- y) The Architect shall hold periodical review meetings (at least once in a fortnight) for smooth completion of work.
- z) During planning stage, the Architects/representatives shall visit Bank's office finalization of plan, quantity estimates, rate analysis and tender documents or for any other purpose in connection with the work as required by the Bank.
- aa) During execution of the work, the Principal Architect has to visit the site periodically (minimum 1 visit in a week and maximum as required) for inspection and quality surveillance, certification of contractors' bill, for preparing other details and drawings as may be required.
- bb) The architect shall visit the office of Municipality and any other such authorities for approval of building plan, obtention of commencement certificate, plinth level certificate, water supply connection, sewer connection, fire clearance, completion certificate, occupation certificate, or any other certificate required to be obtained as per Municipal authorities and or any other local authorities as per building byelaws/ laws/rules/regulations etc. and obtain the same. Any fee paid for this purpose to the statutory bodies may be paid/ reimbursed by the Bank upon producing documentary evidence for the same.
- cc) The architect shall enter into an agreement with the Employer in the prescribed form of agreement attached with this tender.
- dd) The 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 Bank.
- ee) All services as stated above and as stated in the form of agreement and any other services connected with the works usually and normally rendered by the Architects but not referred to herein above.
- ff) The fees quoted by the architects shall include all the above mentioned services required to be provided by the architects in connection with this project.





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15. FORM OF AGREEMENT **(Draft Format)**

THIS AGREEMENT made at _____ on the _____ day of _____ Two Thousand Twenty Three between IBTRD a Trust established by Indian Bank having its Corporate Office at 254-260, Avvai Shanmugam Salai, Royapettah, Chennai-14, (hereinafter called "the Employer") of the ONE PART and _____ (Name and address of the Architects) hereinafter called "the Architects" of the OTHER PART. The expressions "Employer" and "The Architects" shall include their respective successors and assigns. Whereas the Employer intends to construct a building for INDSETI at _____ (hereinafter called "the Project") and whereas the Employer is desirous of appointing the Architect(s) 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 specified percentage (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.

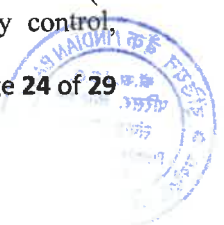
Subject to a ceiling of 110% of the Basic Fee worked out on the accepted tender cost and stipulation given below:-

In case, the actual cost of work is more than the tendered cost as a result of authorised 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.

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. All running payments made to the appointed Consultant are on account and shall be adjusted against final bill amount payable.

- 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,





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variation management and complete project management.

When work is executed wholly or in part with old materials or where materials, labour or carriage is provided by the Employer, the percentage shall be calculated as if the work had been executed wholly by the contractor supplying all labour and materials.

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 withheld /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 visit to the Corporate Office, Zonal offices of the Bank, office of the local authorities 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 specified percentage of the cost of work as quoted in price bid and stages of payment will be as given below for architects.





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- i. On the preparation and approval of sketch design and preliminary estimates –10 % of total fees.
- ii. Upon getting plan approval from local municipality/ Corporation, DTCP etc. – 20% of total fees (inclusive of fees paid in previous stages).
- iii. On preparation and approval of detailed architectural working drawings, structural and service drawings as required for preparing detailed estimates of cost - 35 % of total fees (inclusive of fees paid in previous stages).
- iv. On preparation of detailed estimates, preparation of tender documents and its approval, tender process, detailed report and recommendations on tenders received for award if work to the lowest bidder – 50 % of total fees (inclusive of fees paid in previous stages).
- v. For making visits (minimum 1 visit in a week and maximum as required at the site) to the site/employers office for inspection and quality surveillance, certification of contractors bills, preparing other details and drawings as may be required during execution along with variation control - to be paid progressively with execution of the work - 90 % of total fees (inclusive of fees paid in previous stages).
- vi. Verification, certification and settlement of final bill of the contractors, issue of completion certificate to the contractors and as built drawings to the employer – 95% of total fees (inclusive of fees paid in previous stages).
- vii. At the end of Defect Liability of period of contracts - 100 % of total fees (inclusive of fees paid in previous stages).

Note:

- a) The fees as stated hereinabove will also be applicable to engineering services work.
- b) The fees as stated hereinabove will be adjusted on the basis of the latest available estimated cost or if tenders have been received then on the lowest bonafide tendered cost. For stage (iv) onwards progressive payment will be made on the basis of cost of works done.
- c) The final installment of fees shall be adjusted on the basis of actual cost of works, subject to the stipulation and ceiling given in clause 1 herein before.
6. i). If requested by Bank, the Architect/ Consultant shall give total supervision with complete execution responsibility within the amount quoted for Project Management Charges. The architects shall employ one Civil Engineer (minimum qualification B.E/ B.Tech in Civil Engg.) having at least 3 years experience after graduation, at the site as their representative who shall be always available at the project site (from the date of start of work to completion of work assist the Bank in day to day supervision of work, measurement of work and liaison with the Bank for execution of work. The architects shall be considered as principal employer of the engineer for all purposes.
- 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 Bank.
- 7). 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. The structure designed shall be earthquake resistant and shall be taken care in the design itself.



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8) 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.

- 9). In case of any dispute between the Architect and Contractor or any other agency, the matter shall be referred to the Bank whose decision shall be final and binding on all parties.
 - 10) The relationship between the parties is on principal-to-principal basis. Nothing contained in this Agreement shall be construed to create any association, partnership or joint venture or relationship or principal and agent or master and servant, or employer and employee between the Parties hereto, and the rights and obligations of the Parties shall be only those expressly set forth herein. The Parties shall be deemed to be independent contractors and employees of one shall not be deemed to be the employees of the other. Neither Party shall have authority to bind the other except to the extent authorized herein. The Agreement is in effect only as to the specified terms and conditions herein contained
 - 11). 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 proceed recovery of the extra amount incurred by the Bank. The Consultant's say be however limited to 10 percent of the fees paid to him.
 - 12). 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 Architect), to the arbitration of a sole Arbitrator mutually agreed upon and in default of such agreement both the parties shall appoint one arbitrator each and both the arbitrators shall appoint one presiding arbitrator (Umpire). The said arbitration proceeding shall be under the provision of the Indian Arbitration and Conciliation Act, 1996 together with 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. The place of Arbitration will be Chennai only. The parties to the dispute shall share equally the cost of arbitration as intimated by the arbitrator/s.
- Submitting to arbitration may be considered as an additional remedy and it does not preclude the Parties to seek redressal / other legal recourses.
- 13). 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 Shri _____
Deputy General Manager (_____),
Indian Bank

in the presence of





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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)





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16. CHECK LIST : DETAILS OF ENCLOSURES

Sl. No.	Description of item	Enclosed
1	Technical Bid Document including all Annexures	Yes / No
2	Power of Attorney as required in Para 5 of Instruction to Bidders	Yes / No
3	Documents for PQ Criteria – (i)	Yes / No
4	Documents for PQ Criteria – (ii-a)	Yes / No
5	Documents for PQ Criteria – (ii-b)	Yes / No
6	Documents for PQ Criteria – (ii-c)	Yes / No
7	Documents for PQ Criteria – (iii)	Yes / No
8	Documents for PQ Criteria – (iv)	Yes / No
9	Documents for PQ Criteria – (v)	Yes / No
10	Documents for PQ Criteria – (vi)	Yes / No
11	Details of infrastructure and office equipments (separate sheet to be attached)	Yes / No
12	Any other important information	Yes / No



