



**PREMISES DEPARTMENT
ZONAL OFFICE POONAMALLEE**

**SELECTION OF ARCHITECT / CONSULTANT FOR CARRYING OUT
REPAIR/RENOVATION OF BANK'S OWN PROPERTY AT PADI BRANCH, CHENNAI**

Ref.No : ZOPNM:PREM:012:2025-26
Date : 26.06.2025

Last date for submission of Quotation	08.07.2025 upto 1700 HRS at Indian Bank, Zonal Office Poonamallee, Premises Department, No.55, 2 nd Floor, Wellington Estate Building, Ethiraj Salai, Chennai - 600008
Clarification if any required about NIQ	Up to 05.07.2025 through email zopoonamallee@indianbank.co.in
Date of opening of Quotation	09.07.2025 at 1500 HRS at Indian Bank, Zonal Office Poonamallee, Premises Department, No.55, 2 nd Floor, Wellington Estate Building, Ethiraj Salai, Chennai - 600008

NAME OF FIRM :

ADDRESS :

MOBILE NO :

E- MAIL ID :

Signature & Stamp of Firm

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**INDIAN BANK
ZONAL OFFICE POONAMALLEE**

NOTICE INVITING QUOTATION

1. BACKGROUND

Indian Bank (the "Bank") is a body corporate constituted under the Banking Companies (Acquisition and Transfer of Undertaking) Act, 1970 with its Corporate Office at 254-260, Avvai Shanmugam Salai, Royapettah, Chennai – 600 014 inter-alia having their Zonal Office Poonamallee at No.55, 2nd Floor, Wellington Estate Building, Ehtiraj Salai, Chennai 600008. **The Bank is desirous to engage Architect / Consultant for undertaing civil repair/rennovation works as described in description of work for Padi Branch, Chennai at an estimated cost of Rs.45.00 Lakh + GST.** Thus, Indian Bank, Zonal Office Poonamallee invites Quotation above mentioned work. Any further addenda/ corrigenda / extension of dates / clarifications in respect of the above RFQ shall be posted only on the Bank's website at www.indianbank.in and no separate notification shall be issued in any newspapers.

2. DISCLAIMER

The information contained in this document or information provided subsequently to the Bidders by the Bank on the terms and conditions set out in this RFQ and all other terms and conditions, subject to which such information is provided, is being provided to the Bidders for the purpose of inviting RFQ and does not constitute nor should be interpreted as an offer. This Quotation Document is meant to provide information only and the Bidders acknowledge that it shall be used only for the purpose of preparing and submitting the Quotation and for the purpose necessarily associated herewith and for no other purpose whatsoever. This Quotation Document has not been filed, registered or approved in any jurisdiction. Each bidder should, at its own costs without any right to claim reimbursement, conduct its own investigations, analysis and should check the accuracy, reliability and completeness of the information in this quotation document and wherever felt necessary to obtain independent advice. The Bank makes no representation or warranty and shall incur no liability whatsoever under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this document. The information contained in this document is selective and is subject to update, expansion, revision and amendment.

The Bank reserves the right of discretion to change, modify, add to or alter any or all of the provisions of this document and/or the process, without assigning any reasons whatsoever. Such change will be intimated or made accessible to all Bidders or can be accessed on the website of the Bank at www.indianbank.in . Any information contained in this Quotation Document will be superseded by any later written information on the same subject made available/accessible to the Bidders by the Bank. All information about the Bank and the Scope of Work furnished by the Bidders to the Bank in the context of the Scope of Work shall be deemed to be "Confidential Information" for purposes of this document. Information provided in this document is on a wide range of matters, some of which may depend upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. Further, the Bank does not accept liability of any nature whether resulting from negligence or otherwise howsoever caused arising from reliance of any Bidders upon the statements contained in this Quotation Document.

The Bank reserves the right to reject any or all Bidders received in response to this Quotation document at any stage without assigning any reason whatsoever and without being liable for any loss / injury that Bidder might suffer due to such reason. The decision of the Bank shall be final, conclusive and binding on all the bidders / parties directly or indirectly connected with the Bidding process.



While this Quotation Document has been prepared in good faith, neither the Bank nor its Employees, Officers, and Executives make any representation or warranty or shall have any responsibility or liability whatsoever in respect of any statements or omissions here from. Nothing in this Quotation document shall be construed as legal, financial or tax advice. Any liability is accordingly expressly disclaimed by the Bank, its employees, officers, executives, affiliates, their respective officers, employees and agents even if any loss or damage is caused by any act or omission on the part of the Bank, its officers, employees, executives, affiliates, their respective officers, employees and agents, whether negligent or otherwise.

3. TIME SCHEDULE -

S. No.	Particulars	Date and Time
1	Date of commencement	Date – 27.06.2025
2	Last date for Clarification of any query	Date: 05.07.2025 through email zopoonamallee@indianbank.co.in
3	Last date and Time for submission of Quotation & EMD	Date – 08/07/2025 Time – Upto 5:00 pm
4	Date and Time for opening of the Bid.	Date – 09/07/2025 Time – 3:00 pm Venue: Indian Bank, Zonal Office Poonamallee, No.55, 2 nd Floor, Wellington Estate Building, Ethiraj Salai, Chennai -08

4. Bidders are required to submit the bid in sealed cover along with necessary documents mentioned in RFQ. The sealed envelope should be super-scribed **“SELECTION OF ARCHITECT / CONSULTANT FOR CARRYING OUT REPAIR/RENOVATION WORKS OF BANK’S BUILDING AT PADI BRANCH, CHENNAI”** and addressed to the **Zonal Manager, Indian Bank, Zonal Office Poonamallee, Premises Department, No.55, 2nd Floor, Wellington Estate Building, Ethiraj Salai, Chennai 600008.**
5. **The bidder will have to deposit an EMD amount of Rs.2000/- (Rupees Two Thousand Only) in the form of Demand Draft from scheduled commercial bank in India drawn in favour of “Indian Bank,” payable at Chennai.** Please note that firms registered with MSME / NSIC under single point registration with valid certificates issued by GOI are exempted from submitting EMD. Necessary Certificates must accompany bid. No other type of certificate is acceptable. The exemption and relaxation in EMD is subject to the validity & acceptance of their registration certificate on the date of opening of quotation.

The bid without EMD shall be rejected out rightly. No interest shall be paid on the EMD thus collected. EMD of the successful bidder shall be refunded after successful completion of work. Whereas EMD of the unsuccessful bidders will be refunded upon the issuance of work order to and acceptance of the same by the successful bidder.
6. Conditional quotation, late quotations, quotations without EMD or EMD not enclosed with RFQ will be summarily rejected. Any quotations received open, late or not meeting all the conditions / Quotations not filled up in Pen are liable to be rejected.
7. If any information furnished by the applicant is found incorrect at a later stage, he shall be liable to be debarred from taking up the work in Indian Bank.
8. The Bank reserves the right to verify the particulars furnished by the applicant independently.



10. Submission of this quotation document by a bidder implies that he/she has read this notice and other contract / documents and has made himself aware of the scope, specifications, conditions, liabilities and duties bearing on the execution of the contract.
11. Each and every page of the quotation documents and correspondences accompanying the quotation shall have to be duly signed and stamped by the Bidder / Authorised Signatory before submission.
13. The bids shall remain valid and open for acceptance for 60 days from the last date of submitting the proposal as specified in the RFQ. If the bidder withdraws his quotation before the expiry of the said period or makes any modifications in terms and conditions of the RFQ which are not acceptable to the Bank, then the bank without prejudice to any other right or remedy will be at liberty to forfeit the earnest money.
14. Bank is not liable to make any payment to bidders for preparation to submit the bid.
15. Clarifications, if any, pertaining to this bid may be referred to Indian Bank, Premises Department, Zonal Office Poonamallee through E-mail Id – zopoonamallee@indianbank.co.in

ZONAL MANAGER



FORM OF QUOTATION

The Zonal Manager
Indian Bank
Zonal Office Poonamallee
No.55, 2nd Floor, Wellington Estate Building,
Ethiraj Salai, Chennai 600008

Dear Sir,

SUBJECT: SELECTION OF ARCHITECT / CONSULTANT FOR CARRYING OUT REPAIR/RENOVATION WORKS OF BANK'S BUILDING AT PADI BRANCH, CHENNAI

With reference to your Request for Quotation (RFQ) dated _____, I/we, having examined all relevant documents and understood their contents, hereby submit our Quotation for selection as Architect / Consultant for conducting repair/renovation work of Bank's property at Plot No.97, 1st Main Road, Indian Bank, Padi Branch, Ambattur Industrial Estate, Chennai 6000058. The Quotation is unconditional and unqualified.

We agree to undertake the captioned work, if allotted by the Bank, as per the Scope of Work outlined in the Quotation document.

We agree and undertake to abide by all the terms and conditions of the Quotation document. We submit this bid under and in accordance with the terms of the Quotation document.

The undersigned is duly authorized and competent to sign the documents on behalf of the Bidder.

We agree to keep this offer valid for 60 (Sixty) days from the last date of submitting the proposal as specified in the Quotation.

I/We certify that there has been no conviction by a court of law or indictment / adverse order in any jurisdiction by any regulatory authority or body for any offence or wrong doing against us or any associate / affiliate / or the CEO/ Directors / Managers / Partners/ Employees of our concern or that of our associate / affiliate. It is further certified that there is no investigation pending or threatened against us or our associate / affiliate or the CEO/ Directors / Managers / Partners / Employees of our concern or that of our associate / affiliate / in any jurisdiction. I/We certify that working for the Bank in relation to the proposed assignment does not and will not conflict with the other assignments that I/we have or may have now or in future. I/We further certify that we will not share Confidential Information with other assignment teams working for other clients or any other staff member who may be conflicted.

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:



1. OVERVIEW OF THE PROJECT -

Indian Bank proposes to undertake civil repair/renovation works as described below for Padi Branch, Chennai at an estimated cost of Rs.45.00 Lakhs + GST:

Sl. No.	Description of Works
1	Repairs to terrace
2	Prevention of cracks and repairs to the existing ones
3	Plumbing works - inspection of the plumbing lines and suitable rectification of the same as per site requirements
4	Plinth protection for the building (to prevent seepage of water to the basement)
5	Water proofing for the complete basement
6	Painting - interiors of the building
7	Painting - exteriors of the building
8	Inspection of rain water gutters and suitable rectification wherever necessary
9	Cleaning the surrounding/ clearing the vegetation/ trees etc.
10	Laying of paver block around the building
11	Compound wall - necessary repairs as per site conditions
12	Compound wall - painting

2. PRE-QUALIFICATION / ELIGIBILITY CRITERIA -

Interested Reputed, Experienced and Eligible Indian firms / Companies who meets the following Eligibility Criteria may respond:

- The bidder should be an Architect or should have Architect on their permanent role of their firm or should have partners who should be an architect and he/she shall be the member of Council of Architecture/ Respective registering authority in their respective field. The firm should have a valid working license/ valid registration or certificate showing that the company is legally established under the law of Government of India/ Respective State where it is applicable. Copy of valid registration certificate from Council of Architecture (COA) or Indian Institute of Architects.
- The bidder should have minimum 7 years' experience as Architectural Consultant as on 31.03.2025 related to integrated development of Commercial and Residential complexes.(Preferably Redevelopment of Residential Complex). Copies of suitable work order and completion certificates from the date of RFQ from the institutions / clients. Preference will be given to experience in Central / State Government / PSUs / PSBs / Large Corporate.
- The consultant should have planned, designed & supervised viz. offered all types of consulting services as in (2) above to the below mentioned projects, from inception to completion in the last 7 years, as on 31.03.2025.
 - At least one residential buildings of minimum Stilt + 10 floors in Chennai City or Chennai Suburbs. Preference will be given to firms who have carried out the redevelopment works in Chennai
 - The firm should have successfully completed similar works during last 7 years ending on 31.03.2025, either of the following:
 - Three similar completed projects not less than 40% (16,000 Sq.ft) of the total construction area of the Proposed Project.
Or
 - Two similar completed works not less than 50% (20,000 Sq.ft) of the total construction area of the proposed Project.
Or
 - One similar completed work not less than 80% (32,000 Sq.ft) of the total construction area of the proposed Project.
 - Should have completed at least one work of similar nature for Govt. / Public Sector Organization



/ PSB / Reputed National or MNCs (whose turnover is above 50 Crore per annum) in the last 7 years ending on 31.03.2025.

4. The bidder should be a profit (net) making firm as on year ending 31/03/2025. The agency should not have incurred any loss (profit after tax should be positive) in more than 3 years during the last five years ending 31st March 2025 duly certified by Chartered Accountant. Certificate(s) from Chartered Accountant / Statutory auditors specifying the net worth of the Applicants, as at the close of the preceding financial year.
5. The agency should not be under liquidation, court receivership or similar proceedings.
6. The bidder should not be blacklisted/barred/disqualified by any regulator/statutory body as on date of submission of bid.
7. The bidder must have valid GST and PAN No.
8. The bidder should have their full-fledged Office in Chennai.

3. SCOPE OF WORK -

Scope of work & Services to be rendered by the successful bidder (Consultant / Architect) inclusive of but not limited to the following:

As the project involves dismantling certain existing amenities in the existing building, Architectural consultant has to oversee the demolition activities for its disposal etc. Further the proposed work need to be completed with minimum disturbance to the occupants of the Building.

The time is the essence of the contract. While the duties of the Architectural consultant will be governed by the standard agreement to be executed with Indian Bank by the successful consultant, the **role and responsibilities of the Architectural consultant** will broadly include following:

- (a) Preparation of tenders (Technical Bid & Price Bid) subhead-wise including detailed bills of quantity (BOQ) based on approved estimates by Indian Bank and full set of tender documents including Pre-qualification Criteria, all terms, conditions, special conditions and standard clauses.
- (b) Assisting the bank in calling of competitive tenders each trade-wise at appropriate time from the contractors as per Pre-qualification Criteria. Required sets of tender documents will have to be prepared by the Architectural consultant themselves at no extra cost to Indian Bank.
- (c) Detailed scrutiny of the tender received including preparation of the comparative statement etc. and submission of recommendations for, opening of Price Bids of contractors satisfying Pre-Qualification Criteria, acceptance or otherwise, of the tender of successful bidder / vendor, placing of work order etc.
- (d) 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. 1 set of such drawings will have to be issued to Indian Bank for its records.
- (e) The Architectural consultant is responsible for smooth and timely completion of all works in liaison with Bank within the agreed time schedule without cost overruns barring exceptional circumstances beyond the control of the Architectural consultant.
- (f) The effective communication between various agencies/ vendors contractors will have to be ensured by the Architectural 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.
- (g) 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.
- (h) 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 Architectural consultant. The list of duties mentioned above is only indicative and the Architectural 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 Architectural Consultant with the approval of Indian Bank.

Signed as token of acceptance:

Signature of Architect / Consultant with seal

Date:

Place:



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	:	Yes / No



	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)		
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 31/03/2025. Details may be given in the enclosed format (Annexure – B))	:	
17.	Name and Value of major similar work in 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	:	



24.	Certified copies of the letter of intent for award of the work from reputed private/ MNCs/ PSUs etc.	:	
25.	Particulars of participation in competitions and awards if any received	:	
26.	Architect / Consultant should have Registered Office in Chennai / Thane <i>Please submit documentary evidence.</i>	:	
27.	Last 3 Financial Year information. Copy of Audited Balance Sheet Statement, Profit & Loss A/c. & IT Returns for the last 3 years.	:	
28.	Details of Civil Suits / Litigations aroused during execution of the contracts / Consultancy in the last 7 years (If any give details)	:	

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

DECLARATION –

1. All the information furnished by me/us here above is correct to the best of my knowledge and belief.
2. I/We have no objection if enquiries are made about the work listed by me/ us in the accompanying sheets/annexures.
3. I/We agree that the decision of Indian Bank in selection of bids will be final and binding to me / us.
4. I/We hereby confirm that our firm/agency/company has not been disqualified / debarred / blacklisted by any Governments, Semi-governments, PSUs, Banks including any of the Offices / Branch of Indian Bank Pan India.
5. I/We hereby confirm that all information, particulars, copies of certificates and testimonials in connection with this bid are correct and genuine. I am / We are, therefore, liable to face appropriate actions as deemed fit by the Indian Bank in the event of any of the information, particulars, copies of certificates and testimonials are not found correct and genuine. I/We have read the instructions appended to the proforma and I/we understand that if any false information is detected at a later date, the empanelment shall be cancelled at the discretion of the Indian Bank.

Signature of the Consultant with seal

Date:

Place:



GENERAL GUIDELINES

1. Interested parties meeting the above eligibility criteria can download the document from Bank's website www.indianbank.co.in/tenders and submit sealed quotation with the Name and address of the Architect/Consultant on the left hand bottom corner of the envelope with the offer super scribing **"QUOTATION FOR APPOINTMENT OF ARCHITECT / CONSULTANT FOR CARRYING OUT REPAIR/RENOVATION OF BANK'S PROPERTY AT PADI BRANCH, CHENNAI"** quoting professional fee for the work latest by **5:00 pm. on or before 08.07.2025** at the following address:-

**The Zonal Manager
Indian Bank, Zonal Office Poonamallee
No.55, 2nd Floor, Wellington Estate Building,
Ethiraj Salai, Chennai 600008**

The sealed quotation will be opened at **3:00 pm on 09.07.2025** in presence of the Bidders 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. At any time before the submission of Proposals, the Bank may, for any reason, whether at its own initiative or in response to a clarification requested by consulting firm may modify RFQ, by amendment. The amendment shall be notified by uploading the clarifications on the Bank's Website and shall be binding on them. The Bank may at its discretion extend the deadline for the submission of Proposals. The bidding consultants/ consulting firms are required to download the clarifications and submit a signed copy along with their bid (in the form of soft copy).
6. The Bank's decision in the selection process is final and Bank will neither entertain any correspondence in this regard nor will be bound to furnish any explanation. The acceptance of offer will rest with the Bank which does not bind itself to accept the lowest offer and reserves to itself the authority to reject any or all of the offers received without assigning any reason.

Signed as token of acceptance:

Signature of consultant with seal

Date:

Place:



GENERAL TERMS AND CONDITIONS

1. The Consultant must familiarize themselves with the local conditions and take these into account in preparing the proposals. To obtain first-hand information on the Assignment and on the local conditions, Consultants are encouraged to visit to the proposed site before submitting a Proposal. Consultants should contact the officials of Bank through e-mail to arrange for their visit or to obtain any additional information. Consultants should ensure that the Bank's officials are informed of the intended visit in adequate time to allow them for making appropriate arrangements.
2. Consultants may note that the costs incurred in the preparation of the Proposal and subsequent discussions including a visit to the Bank's office or proposed location (s) connected with the assignment, are not reimbursable, and for which the Bank is not bound to accept any claim.
3. Bidders are required to indicate whether within the preceding five years they (the firm) have ever been debarred, suspended, or otherwise prohibited from contracting with any Central/State, or other governmental agency or entity. Bidder shall also inform whether within the last ten years they (including any associates) have been charged with, or convicted if any serious crime or felony.
4. The fees quoted shall be inclusive of all fees / charges payable to the associate architects, Income tax (TDS) but exclusive of Goods & Service tax, which shall be paid on production of proof of payment.
5. The successful bidder shall execute the agreement on a stamp paper of appropriate value within 3 days from the date of acceptance of the offer, and until a formal agreement on stamp paper is prepared and signed, this RFQ along with the correspondence shall constitute a binding contract between the Architect / Consultant and the Bank.
6. The successful Architect / Consultant shall undertake the services by themselves and shall not sublet or assign or transfer or sub contract any part of the services. No personnel employed by them or associate consultant for the work will be liable for any sort of compensation or employment from the Bank.
7. The responsibility of getting all statutory permissions & permissions from Local Municipal authorities for commencement of work till completion and submission of final report shall be that of the Architect / Consultant and rates quoted will be inclusive of any type of expenses incurred in obtaining any permission / NOC from local authorities.
8. The scope of service and assignment described above for this stage is general but is not exhaustive i.e. does not mention all the incidental services required to be carried out for complete execution of the work. The services shall be provided, all in accordance with true intent and meaning, regardless of whether the same may or may not be particularly described, provided that the same can be reasonably inferred there from. There may be several incidental services & assignments, which are not mentioned herein but will be necessary to complete the work in all respects. All such incidental services/assignments thereof which are not mentioned herein but are necessary to complete the work shall be deemed to have been included in the rate quoted by the consultant. Nothing extra shall be payable beyond the rate quoted by the Architect.
9. The firm shall quote their fees for the professional services towards the Consultancy fees in the Price Bid of this RFQ.

The fees payable to the Architect / Consultant shall be in full discharge of functions to be performed by the Architect / Consultant and no claim whatsoever against the Bank in respect of any proprietary right or copy right by the consultant or any other party will be entertained. The Architect shall indemnify and keep indemnified the Bank against all cost and expenses paid by the Bank in defending such claims.

The fee quoted should include all the services detailed above and all miscellaneous, incidental expenses (like TA, DA, Halting etc) and compliance of the conditions detailed in this RFQ. No extra amount is payable.



The quoted fee is inclusive of all statutory taxes except GST. Income tax as payable as per statutory orders / laws shall be deducted at source. TDS certificate shall be issued for such deductions.

10. The commencement of services will be considered from 3rd day after the date of issue of award letter.
11. **LIQUIDATED DAMAGES:** The time allowed for carrying out the work as specified in clause 10, shall be deemed to be the essence of the contract on the part of the Architect / Consultant. The work shall throughout the stipulated period of the contract be processed with all diligence and in the event of failure of the Architect to complete the work within time schedule as specified above or subsequently notified to him, the firm shall pay as compensation amount equal to 0.5 (half) per cent or such smaller amount as the Bank may decide on the total fee payable for every week that the work remains unfinished after the specified date subject to a maximum of 10%.
12. **EXTENSION OF TIME:** If the Architect's work is unavoidably hindered in carrying out the designs / drawings on account of delayed decision or the approval by the Bank which are necessary to carry out further work beyond the time specified under clause no. 10 above, the firm shall be allowed suitable extension of time by Bank, whose decision shall be final and binding on the Architect. No claim of any kind shall be entertained from the Architect for such delayed approvals/decisions by the Bank, except request for suitable extension of time.
13. **RESTRICTION / SUSPENSION:** The Bank reserves the right of restricting the Architect's services at any stage and make other arrangements for continuing the balance services after withdrawing such services from him or suspend the work.
14. The Bank shall have the liberty to omit, postpone or not to execute any work and / or any item of work and the Architect shall not be entitled to any compensation or damages for such omission, postponement, or non- execution including whole of project of the work and / or any item of work, except the fees which have become payable to them for the services actually rendered by them.
15. **PAYMENT TERMS:**
 - The fee quoted by the successful Bidder / Agency shall be the fee payable by the Bank to the Agency for performance of the Scope of Work (such fee hereinafter referred to as the "**Agreed Fee**").
 - Payment of total Agreed Fee will be made by the Bank in full after satisfactory completion of the said work.
 - No price variation or escalation on any account whatsoever & the compensation for force majeure etc. shall be payable under the contract.
16. **Taxes and Duties :**

Unless otherwise specified the Consultant and their Personnel shall pay such taxes, duties, fees and other impositions as may be levied under the Applicable Law, the amount of which is deemed to have been included in the fee quoted by the consultant. GST at applicable rate will be paid extra.
17. The Consultant shall perform the Services and carry out their obligations hereunder with all due diligence, efficiency and economy, in accordance with generally accepted professional techniques and practices, and shall observe sound management practices, and employ appropriate advanced technology and safe and effective equipment machinery, materials and methods. The Consultant shall always act, in respect of any matter relating to this Contract or to the Services, as faithful advisers to the Bank, and shall at all-times support and safeguard the Bank legitimate interests in any dealings with sub-Consultant or Third Parties.
18. **ABANDONMENT OF WORK:**



That if the Architect abandons the work for any reasons whatsoever or becomes incapacitated from acting as aforesaid, the Bank may make full use of all or any of the drawings & details prepared by the Architect and that the Architect shall be liable to refund all the Excess fees paid to him up to that date plus such damages as may be assessed by the Bank subject to a maximum of 10% of the total fees payable to the Architect under this agreement. Further the Bank shall be entitled to make use of all or any drawing(s), designs or other documents prepared by the Architect.

Provided, however that in the event of the termination of the agreement being under proper notice as provided in the clause hereinafter, the Architect shall be liable only to refund any excess payment made to him over and above which is due to him in accordance with the terms of this agreement for the services performed by him till the date of termination of agreement.

19. All plans, drawings, specifications, designs, reports and other documents prepared by the Consultant in performing the Services shall become and remain the property of the Bank, and the Consultant shall, not later than upon termination or expiration of this Contract, deliver all such documents to the Bank, together with a detailed inventory, etc. thereof. Bank reserves the right of repetitive use of these designs, drawings, specifications etc. without any financial obligation to the Consultant. The Consultant shall also return, along with the detailed inventory thereof, all plans, drawings, specification, reports both in hard copy & soft copy format etc. made available by the Bank for performing the Services, upon termination or expiration of the Contract. Intellectual rights, copyrights and all proprietary rights of all design, drawings, specifications, worksheets, program, reports, formats, manuals documents etc. developed and prepared by the Consultant for this assignment shall vest with the Bank and shall not use these for any other purpose/ assignment without the written permission of the Bank. Any deviation to this effect shall be dealt with in accordance with law.

20. FORCE MAJEURE

Neither consultant nor INDIAN BANK shall be considered in default in performance of their obligations if such performance is prevented or delayed by events such as war, hostilities, revolution, riots, civil commotion, strikes, lockout, conflagrations, epidemics, accidents, fire, storms, floods, droughts, earthquakes or ordinances or any act of god or for any other cause beyond the reasonable control of the party affected or prevented or delayed. However, a notice is required to be given within 10 days from the happening of the event with complete details, to the other party to the contract, if it is not possible to serve a notice, within the shortest possible period without delay.

As soon as the cause of force majeure has been removed, the party whose ability to perform its obligations has been affected, shall notify the other of such cessation and the actual delay incurred in such affected activity adducing necessary evidence in support thereof.

From the date of occurrence of a case of force majeure, obligations of the party affected shall be suspended during the continuance of any inability so caused. With the cause itself and inability resulting therefrom having been removed, the agreed time of completion of the respective obligations under this agreement shall stand extended by a period equal to the period of delay occasioned by such events.

21. The Consultant shall indemnify, defend, protect and hold harmless the Bank, its representative, its affiliated companies and their respective directors, officers and employees, from any and all Claims to the extent that such Claims are caused by or arise out of the negligent acts, conduct, errors or omissions of the Consultant or the breach of any of its contractual obligations hereunder.



22. GOVERNING LAW AND JURISDICTION

This RFQ shall be governed by the laws of India. Any dispute or difference arising out of this Quotation document, the bidder and the subsequent Contract awarded based on this Quotation document shall be subject to the exclusive jurisdiction of the courts in Chennai.

DECLARATION :

I / We hereby declare that I / We read and understood the above terms and conditions and that we shall abide by them if the work is awarded to us.

Signature & Seal of the Firm



ANNEXURE - A

BIO-DATA OF THE PARTNERS/ ASSOCIATES/CONSULTANT

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 31/03/2025

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:

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:

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:

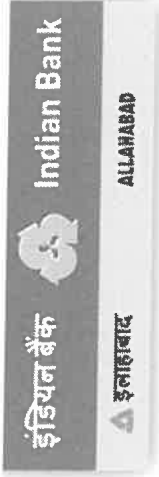
1. Information has to be filled up specifically in this format.

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:



**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:



FORM OF AGREEMENT
(Draft Format)

THIS AGREEMENT made at _____ on the ____ day of _____ Two Thousand Twenty Five between Indian Bank having its Zonal Office Poonamallee at No.55, 2nd Floor, Wellington Estate Building, Ethiraj Salai, Chennai 600 008 and Corporate Office at 254-260, Avvai Shanmugam Salai, Royapettah, Chennai-14, (hereinafter called "the Employer") of the ONE PART and _____ hereinafter called "the Architectural consultant" of the OTHER PART. Whereas the Employer intends to undertake repairs/renovation of Padi Branch Building at Plot No.97, First Main Road, OPP. AIEMA TOWER, Ambattur Indl Estate, Chennai 600058 (hereinafter called "the Project") and whereas the Employer is desirous of appointing the Architectural Consultant 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 Architectural consultant as remuneration for the professional services to be rendered by the Architectural consultant 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) + GST as applicable 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 Architectural consultant 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.

- 2) The Architectural consultant 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.

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 Architectural Consultant's 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 Architectural Consultant 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 Architectural consultant for visit to the Zonal office 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 Architectural consultant will supply additional copies of drawings free of cost, as follows:
 - i. One set of all drawings for contractors.
 - ii. One set of all drawings for clerk of works/site engineer.
 - iii. One set of all drawings for Service Consultants, if any.
 - iv. One set of all drawings to the Employer.
 - v. The Architectural consultant 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 Architectural consultant 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 Architectural consultant.

- 5). The Employer shall pay to the Architectural consultant 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 Architectural Consultant.

- i. On preparation of tender documents and its approval, tender process, detailed report and recommendations on tenders received –50 % of total fees (inclusive of fees paid in previous stages).
- ii. 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).
- iii. 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).
- iv. 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 (ii) onwards progressive payment will be made on the basis of cost of works done.
- c) The final instalment 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). The Architectural consultant 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 Architectural consultant shall engage qualified and competent/ reputed Structural, Electrical and Water Supply & Plumbing 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 Architectural consultant 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 coordinate the activities of various consultants. The Architectural consultant 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.
- 8). In case where the Architectural consultant 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 Architectural consultant 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 Architectural consultant and any other agency, the matter shall be referred to the Bank whose decision shall be final and binding on all parties.
- 10). In case it is established that due to fault of Architectural 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 Architectural consultant necessary recovery may be effected from the Architectural consultant 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 Architectural Consultant's say be however limited to 10 percent of the fees paid to him.
- 11). 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 Architectural consultant), 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.
- 12). 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 Architectural Consultant 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 Architectural consultant with seal
(in token of acceptance of all terms and conditions of
the tender)**



PRICE BID

SELECTION OF ARCHITECTURAL CONSULTANT FOR REPAIRS/RENOVATION OF PADI BRANCH CHENNAI 600058

We have understood the scope of services to be offered as per the Bank's requirement as per Notice Inviting Quotation as well from the standard agreement for the Repairs/renovation of Padi Branch Chennai 600058 and we will abide by the same in case our proposal is accepted.

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

The above quoted rate includes visit charges to the site during execution of work including travelling, lodging and boarding.

Fees payable for Consultancy will be made in stages as per the Standard method of payment.

Signature of the Authorized signatory :

Name and Designation :

Seal :

Place:

Date:

***This Price Bid has to be separately typed in the Letter Pad of the applicant and to be submitted in sealed envelope super/scribing Quotation for "Selection of Architectural Consultant for Repairs/renovation of Padi Branch Chennai 600058."**