

**Indian Bank, Zonal Office: Amaravati,  
#235/3, JKC College Road,  
Gujjanagundla, Guntur**

**Date:03.09.2025**

**NOTICE INVITING QUOTATION (NIQ)**

**FOR SELECTION OF ARCHITECTURAL CONSULTANT FOR  
PREPARATION OF DETAILED PROJECT REPORT (DPR) FOR  
CONSTRUCTION OF G+5 BUILDING AT AMARAVATI CAPITAL  
REGION**

**TECHNICAL BID**

**Sd/-  
ZONAL MANAGER**  
Indian Bank, Zonal Office, Amaravati,  
#235/3, JKC College Road, Gujjanagundla, Guntur

**Ref: No: ZO/AMR/PREMISES /APCRDA LAND/2025-26**

**Date: 03.09.2025**

**Indian Bank Zonal Office, Amaravati invites Quotation for Selection of Architectural Consultant for Preparation of Detailed Project Report (DPR) for Construction of Office Building at Amaravati Capital Region**

**1. Project Brief:**

Indian Bank proposes to undertake construction of building with minimum 6 floors (Stilt+5) in the plot allotted to Bank at Uddandaraunipalem, Amaravati. **This building shall be designed as a Green Building as per Indian Green Building Council (IGBC) / Griha rating.**

Type of building	Office building
Proposed number of floors	Minimum 6 floors (Stilt + 5)
Details of work	Selection of Architect for the preparation of Detailed Project Report (DPR) for construction of building in the plot allotted to Bank at Uddandaraunipalem, Amaravati.  <b>NIQ</b> is sought from Architectural firm for preparation of Detailed Project Report ( <b>DPR</b> )
Period of completion	15 days from work order
Last date for submission of completed Technical Bid and Price Bid in the prescribed format	The last date for submission of completed Technical Bid and Price Bid in the prescribed format at this office will be up to 3.00 pm on <b>22.09.2025</b> at the Indian Bank Zonal Office Amaravati address.
Opening of Technical Bids	3.30 pm on <b>22.09.2025</b>
Opening of Price Bids	On scrutiny of the bids, technically qualified bidders shall be intimated the Venue, date and time

Notice Inviting Quotation (NIQ) is hereby issued to architectural firms for the bid - Selection of Architect for preparation of DPR and conceptual architectural drawings with Plan, 3D views & Outer development drawings for construction of building with 6 floors (Stilt + 5) in the plot allotted to Indian Bank at Uddandaraunipalem, Amaravati by APCRDA.

**Detailed DPR Report (DPR) is to be submitted to the Andhra Pradesh Capital Region Development Authority (APCRDA).**

**2. Qualification/ Eligibility Criteria:**

The documents to be submitted to fulfil the eligibility criteria which will be evaluated by the Tendering Authority as given below. During the bid evaluation stage, the Tendering Authority may request for clarification (if required).

Sl.No.	Basic requirement	Specific Requirements	Documents Required
1.	Legal Entity	The bidder should be a Proprietorship firm, Proprietor should be an architect, who registered with Council of Architecture (COA) OR A partnership firm registered under Indian Partnership Act, 1932 and at least one of the partners should be Architect(s) registered with Council of Architecture (COA) OR A Pvt. Ltd. Company registered under Indian Companies Act, 1956/2013 with at least one of the director(s) should be Architect(s) registered with Council of Architecture (COA)	Copy of Certificates from Council of Architecture (COA)

Contd....			
Sl.No.	Basic requirement	Specific Requirements	Documents Required
2.	Basic Experience	The bidder/firm must have been in continuous operation for a minimum of five years as of 31.07.2025.	Certificate of Incorporation / registration
3.	Tax registration and clearance	The Bidder should have a registered number of 1. GST registration certificate 2. Income Tax / PAN number	Copies of relevant certificates of registration & PAN Card
4.	Technical Experience	<p>The bidder must have completed works (Architectural) in any of the last five financial years i.e 2020-2021, 2021-2022, 2022-2023, 2023-2024 and 2024-2025 and till the date of bid submission (Completion of work certificate shall be on or after 1st April 2020) in the following categories:</p> <ol style="list-style-type: none"> <li>At least one project having a built up area of <b>50,000 sq.ft.</b></li> <li>At least two projects having a built up area of <b>30,000 sq.ft.</b></li> <li>At least three projects having a built up area of <b>25,000 sq.ft.</b></li> </ol> <p><b>For Government / Public Sector Enterprises / Institutions / Large Private Sector companies having a turnover of more than Rs.50.00 crores</b></p>	Work orders and Work Completion Certificates from the client

### **3.Scope of services to be offered:**

The role and responsibilities of the Architectural consultant will broadly include but not limited to the following:

#### **(a) Preparation of conceptual plan/Building plan, elevation and Detailed DPR report:**

This covers aspects like

- Site analysis:** Based on detailed survey report, soil testing shall be conducted to ascertain the suitable type of foundation for the building. Based on allowable FSI in the locality, the number of floors of the building shall be finalised and accordingly the type of foundation shall be recommended. Submission of multiple conceptual drawings to the Bank for review and selection.
- Building plan and elevation:** The plan and elevation of the building shall be prepared in alignment with a conceptual plan that meets the Bank's requirements.
- Construction methodologies:** Based on the recommended foundation type, approved methodologies/ techniques shall be proposed and the same shall be authenticated by certified engineers/ geotechnical agencies.
- Material specifications:** The materials used for construction of the aforementioned building shall be meticulously selected based on availability and prevailing practices in the locality.
- Cost estimates, and schedules:** The approximate quantities shall be ascertained and submitted in the form of preliminary estimate.
- Special emphasis shall be placed on incorporating energy-efficient devices and designs that maximize natural lighting and ventilation, utilize renewable energy**

**sources, and integrate eco-friendly elements along with cutting-edge green technologies.**

**(b) Submission of DPR to APCRDA**

- Based on the factors ascertained from sl.no. (1) to sl.no.(5), a detailed DPR report shall be prepared and presented to APCRDA.
- If a specific format has been prescribed by APCRDA, it must be strictly followed during the preparation of the DPR.
- All necessary data as well as clarifications sought by APCRDA during the scrutiny of the DPR shall be duly attended till the same is approved.
- The Chief Architect/Director shall attend any meeting convened by APCRDA or the Bank, as required, for discussion and presentation.

**(c) Soil testing shall include:**

- Making test bores on soil including taking out undisturbed and disturbed solid samples, maintaining necessary driving records of Standard Penetration tests at various depths in soil only and furnishing the necessary report and data in the bore log in sextuplicate to the Bank. Also, to confirm the continuity of refusal / rock strata where N value is >100 drilling further to a maximum depth of 3m in each borehole. (With two bore locations, with minimum depth of excavation to be confirmed by the Bank)
- Carrying out in situ tests for measurement of soil resistivity at various locations as per specification, drawing and instructions of the Bank.
- Soil sample tests in approved laboratory (as per requirement) {Natural Moisture content, Particle size analysis, Index Properties, Bulk and dry density, Unconfined compression test, Shear test by Triaxial compression, Direct Shear test, Consolidation test (Oedometer), Specific Gravity of soil, Chemical analysis for (Soil, Sub-soil water, P.H. value of subsoil water), Determination of water content-dry density relationship using light compaction-standard proctor density test.

Bank's DPRs 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 DPR 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.

**4. Conditions of Engagement:**

- a. Architect/Architectural firms attend the meetings for finalization of the work whenever called at the venue fixed by the Bank. Cost of travel, boarding and lodging of the Architect/Architect firm and his associates shall not be borne by the Bank.
- b. Architect/Architectural firms shall exercise all, reasonable skill care and diligence in the discharge of duties hereby covenanted to be performed by them.
- c. The Architect shall not issue drawings or instructions which shall lead to extra items or work without prior consent of the employer.
- d. Architect/Architectural firms shall provide 3 sets of DPR with soft copy to Bank or as may be required by the Bank.
- e. Architect/Architectural firms shall on the completion of the work supply to the Bank free of cost three complete sets of the as-built drawing to appropriate scales. The Architects shall, if so required by the Bank, supply extra copies of all such drawings at an additional cost (cost at actual).

- f. Architect/ Architectural Firm should submit the soft copies (drawing, word file, PowerPoint etc.) of the DPR and the drawings in a storage device to Bank.

## 5. Deliverables & Timelines

(a) Architect will be required to complete various tasks as per the given time schedule and after completion of various tasks related documents will have to be submitted in the form of concrete deliverables.

Sl.No.	Work description	Submittals
1.	Master/Site Plan / Perspective Views/ Side views	2D, 3D
2.	Floor Plans of Building	2D
3.	Section plans of all blocks & Elevation Drawings	2D
4.	Drawing for clearance from APCRDA as per their requirements	2D
5.	Planning for location of Electrical Substation, Water reservoirs for Fire and Domestic use	2D
6.	Parking areas	2D
7.	Tentative Outer development (landscape) plans	2D
8.	Walkthrough of entire site	3D

The above submittals to be combined and presented as DPR with required design brief, material specifications, estimate etc.

(b) Proposed offices (Approx. carpet area in sq.ft. per floor = 10,500 sq.ft.) :

Sl. No.	Proposed Floor	Department/ Branch/ Office	Layout shall include the following
1.	Ground floor & Stilt	Parking space + Services (Electro Mechanical) area	Staircase, Lift Lobby, Plumbing shafts and other utilities
2.	First Floor	Branch and e-Lounge	Branch layout shall be proposed and shall contain suitable provision for strong room, IT/Electrical services and other utilities
3.	Second Floor	Zonal Office : Amaravati	Cabins, Conference, Lounge, Dining, IT/Electrical services and other utilities
4.	Third Floor	Processing centres – RAPC, MAPC	Cabins, Lounge, Dining, IT/Electrical services and other utilities
5.	Fourth Floor	Staff Training Centre (STC)*	Classrooms, Cabins, Lounge, Dining, IT/Electrical services and other utilities
6.	Fifth floor	Hostel for trainees	Hostel rooms to be planned such that each room can be allotted to two trainees and shall include IT/Electrical services and other utilities

The aforementioned usage of the building and the specified area is tentative.

The Consultant will have to start work immediately from date of issue of work order and will start submitting work detail within 1 week from placement of work order. The time period to complete the work is 15 days from the date of work order

## **6. Execution of agreement**

- a) The contract shall come into force from the date on which the letter of acceptance or letter of award of work is issued to the bidder.
- b) The successful bidder shall sign the issued contract within 3 days from the date on which the letter of acceptance is issued to the successful bidder.
- c) If the bidder, who's Bid has been accepted, fails to sign a written contract, the procuring entity shall take action against the successful bidder as per the provisions of Act. And may, in such case, cancel the work or if it deems fit, offer for acceptance the rates of lowest or most advantageous bidder to the next lowest or most advantageous bidder.
- d) The bidder will be required to execute the agreement on a non-judicial stamp paper of specified value at its cost and to be purchased from anywhere in Andhra Pradesh only.

## **7. CONTACT DETAILS:**

In case of any quarries kindly contact

1. Chief Manager (Zonal Office, Amaravati): Land Line No: Land Line No: 0863-2387135  
Mobile No: 9849689280  
6309045345  
e mail: zoamaravati@indianbank.co.in

2. Chief Manager (Estate): Land Line No: 044-28134301 / 4616  
Mobile No: 9444827337  
e mail: hoestate@indianbank.co.in

Signed as token of acceptance

Signature of Architectural 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, Amaravati, #235/3, JKC College Road, Gujjanagundla, Guntur** 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 the preparation of Detailed DPR Report (DPR) (hereinafter called "the DPR") and whereas the Employer is desirous of appointing the Architectural Consultant for the purpose of designing, site supervision and completion of the DPR.

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 DPR particularly for the services mentioned in the tender documents and this agreement, a fee at \_\_\_\_\_ (as quoted in the price bid) + GST as applicable.
2. The Architectural consultant shall take the Employer's instruction, prepare conceptual scheme designs, make approximate estimate cost by cubic measurements or otherwise, prepare electrical services / drawings, prepare specifications, estimate with rate analysis, and particulars as are necessary for the DPR.
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/APCRDA etc.
4. Apart from such copies of drawings as required, 3 sets of DPR documents for all trades to be submitted by the Architectural consultant
5. The Employer shall pay to the Architectural consultant their basic fee in the following manner:
6. 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.

### Payment schedule:

Sl.No.	Description	Percentage of fee payable
1.	On Submission of Geotechnical survey report (with two bore locations, with minimum depth of excavation to be confirmed by the Bank), Survey work, Concept Plan / Master Plan / Elevation / Perspective view and on approval of Bank	30% (Twenty five percent)
2.	On approval of Architectural Drawings and Design and approval of documents from statutory bodies (if any)	15% (Fifteen percent)
3.	On submission of Preliminary DPR in Hard & Soft copy	15% (Fifteen percent)
4.	Submission of DPR- including Detail Design Report and Structural Drawings for proof checking	20% (Twenty percent)
5.	On Approval of DPR by APCRDA & Bank	20% (Twenty five percent)

Note:

- a. The fees as stated hereinabove will also be applicable to Geotechnical consultants.
- b. The fees above include preparation of structural calculation/ basic structural design, MEP, 3D drawings, walkthrough of the site and 3D views.



7. The Architectural consultant shall engage qualified and competent/ reputed Geotechnical Engineering Consultants (if in house facility is not available) as required to prepare the design and details for the DPR. 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.
8. In case, where the Architectural consultant perform partial services for any reason, including the abandonment, deferment, substitution or omission of any DPR 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 the fault of Architectural consultant the Bank has to pay any extra amount due to over-run of the DPR, 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 taking recourse to proceed recovery of the extra amount incurred by the Bank.
11. In the event of any dispute, difference or question arising out of or touching or concerning this agreement or the execution of the DPR, 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 a week's 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 \_\_\_\_\_  
Director/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)