

Annexure I

**NOTICE INVITING TENDER FOR APPOINTMENT
OF PROJECT ARCHITECT/CONSULTANT FOR
INTERIOR FURNISHING WORK OF NEW OFFICE
PREMISES**

AT

**UNION BANK OF INDIA
IRKODE BRANCH
IRKODE VILLAGE
NEAR ZPHS
MANDAL AND DIST SIDDIPET
Telangana-502114.**



Ref No: ROSID/T/07/03/2024-25

Date: 25-07-2024

**NOTICE INVITING TENDOR FOR APPOINTMENT OF PROJECT
ARCHITECT/CONSULTANT FOR INTERIOR FURNISHING
WORK AT NEW OFFICE PREMISES IRKODE BRANCH
AT IRKODE VILLAGE NEAR ZPHS, MANDAL AND
DIST SIDDIPET, TELANGANA - 502114.**

Union Bank of India invites applications/ Bids for design and supervision in Single Bid system for appointment of Architect from Architect / Architectural firms empaneled with Union Bank of India, any regional offices under Hyderabad Zone for total Interior Furnishing, Electrical, LAN and Air-Conditioning works of Irkode Branch (Branch Sol id 90110) at Irkode Village Near ZPHS Mandal and Dist: SIDDIPET, TELANGANA - 502114. The approximate area to be developed is 1300 sft approx. The estimated cost of Project (Interior Furnishing, Electrical, LAN and Air-Conditioning work) is Rs.16.83 lakhs. The application forms can be collected from the undersigned at the address (Regional Office Siddipet) during working hours from 26-07-2024. The application forms are also available during aforesaid period on bank's website at www.unionbankofindia.co.in and www.eprocure.gov.in. The last date of submission of application is 02-08-2024 at 16.00 hours.

The Architect/Architectural Firms empaneled with Union Bank of India, any regional offices under Hyderabad Zone interest in it shall submit their duly filled bid in sealed cover superscribing application for: "**Tender for Appointment of Project Architect/consultant for Irkode Branch.**" on or before 02-08-2024 by 16.00 hrs.

The applications/bids will be opened on 02-08-2024 at 16.30 hours at our Regional Office at HB Colony Siddipet address in presence of applicants/their authorized representatives.

All Addendum /amendments if any , in respect of this Bid/Notice if any will be displayed on the Bank's website www.unionbankofindia.co.in and www.eprocure.gov.in and no paper advertisement will be released. The bank reserves the right to reject any or all applications without assigning any reasons whatsoever

Address of Regional Office for all correspondence:

Chief Manager, Union bank of India
Regional Office Siddipet
No.19-23/7, Housing Board Colony,
Near Housing Board Kaman,
Hyderabad Road, Siddipet-502103
Contact No: 9987628591,7797802214
Email: pnd.rosiddipetn@unionbankofindia.bank

Date: 25-07-2024

Place: Siddipet

Sd/-

Asst General Manager

GENERAL INFORMATION

The bank has taken premises on lease on Ground floor building in Irkode Village, Siddipet District for interior furnishing of new Branch Office thereon. The approximate area for Furnishing work to be developed is 1300 Sq ft. Estimated cost for interior Furnishing works, LAN, Electrical and AC works is Rs.16.83 Lacs + GST as applicable.

SCOPE OF WORK

I. Brief details of work:

The Bank intends to carry out Interior Furnishing Works for existing Siddipet branch at new premises on Ground floor on approx. 1300 sq ft area at Irkode Village Near ZPHS, Mandal and Dist Siddipet, Telangana -502114.

The selected Architect will have to understand the requirements of **Irkode Branch (Solid 90110)** by visiting at least two centers and will have to prepare plans providing the best facilities to the employees. The architect will have to work out detailed estimate, bill of Quantity and submit the same to the Bank for approval. The bank will be inviting tender, and works will be awarded to the L1 Agency. During the execution, the Architect has to provide quality supervision and certification of works to enable the Bank to release payments raised by the contractors. Upon completion of work, the Architect will have to obtain completion certificate. The Architect will have to plan Interior furnishing, LAN, electrical, & Air-conditioning in the office area earmarked for the branch.

2. Duties / scope of work expected from the Project Architect

2.1 Taking the instructions from Bank, visiting the sites, preparing sketch designs which shall be in accordance with local governing codes / standards, regulations, etc. (including carrying out necessary revisions till the sketch designs are finally approved by the Bank), making approximate estimate of cost by cubic measurements, square meter or otherwise and preparing reports on the scheme so as to enable the Bank to take a decision on the sketch designs. The Architect shall get necessary approvals and ensure compliance with code, standards and legislations as are applicable and assist the Bank in obtaining the statutory approvals thereof, if required.

2.2 Submitting a proper PERTCHART / Bar Chart incorporating all the activities required for the completion of the project well in time i.e. preparation of working drawings, detailed drawings, calling tender, etc. The program should also include various stages of services to be provided by the Project Architect / Consultants.

2.3 Preparing architectural working drawings of furniture work with false ceiling drawings, layout drawings, electrical installations, telephone installations, furnishing plans, cross sections, etc., detailed estimates and all such other particulars as may be necessary for preparation of bill of quantities.

2.4 Preparing architectural working drawings of furniture work and pre-qualification documents and carrying out scrutiny. The Architect shall also furnish specific conditions/ statutory stipulations / code procedure/ schedule of rate etc., desire to be followed.

2.5 Preparing pre-qualification documents for appointment of furnishing contractor and carrying out scrutiny of the same.

2.6 Preparing detailed tender documents for furnishing works, false ceiling with electrical drawings, electrical installation, etc. complete with articles of agreement, special conditions, conditions of contract, specification, bill of quantities, including detailed analysis of rates based on market rates, time and progress charts, etc.

2.7 Preparing tender notices for issue by Bank for inviting tenders from prequalified / shortlisted parties on behalf of Bank, as the case may be for all trades and submitting assessment reports thereon, including code of practice covering aspects like measurement, method of payments, quality control, procedures on materials, work and other conditions of work. Submitting assessment reports thereon, together with recommendations specifying abnormally high and low rated items, comparative statements, and justification for acceptance of contract. Preparing contract documents for all trades and getting them executed by the concerned contractors.

2.8 The assessment report shall be based on detailed estimate, proper analysis of rates using data 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.

2.9 All commercial conditions shall be evaluated in financial terms instead of merely saying whether a condition may be accepted or not.

2.10 When conditions are not susceptible of evaluation, the alternative procedure of calling all the tenderers for negotiation and asking them to submit a final bid based on the terms and conditions acceptable to the Bank may be adopted.

The Architect shall ensure that necessary fee, levies, security deposits and expenses in respect of statutory sanctions are compiled with. The Architect shall exercise all reasonable skill, care diligence in discharge of duties and to inspect and evaluate the work on going and where necessary clarify any decisions, offer interpretations of drawings/ specifications, attend conference/ meeting to ensure that the project proceeds generally in accordance with conditions of the contract and keep Bank informed and render advice an actions if required and the Architect is responsible for the directions and integrations of the entire projects.

2.11 Preparing for the use of the Bank, the contractor and site staff, 4 copies of contract documents for all trades including all drawings, specifications and other particulars. Preparing such further details and drawings as are necessary for proper execution of the works.

2.12 Assuming full responsibility for 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.

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

2.14 Deploy a full time/temporary Site Engineer for supervision of proposed work.

2.15 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 Bank to make payments to the contractors and adjustments of all accounts between the contractors and the Bank. 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 to the extent of 100% of each item of work claimed, in each running bill.

2.16 The Architect / Consultant to issue certificate of payment as under:

Certified that the various items of work claimed in this _____ running bill / final bill by the contractors _____ have 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 to the extent of 100% of each item claimed in this bill. Hence the bill is recommended for payment of Rs. _____.

Date _____

(Signature of the Architect)

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

2.18 The Architect shall 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.

2.19 Submitting a detailed account of material at site that the employer may specify and certifying the quantities utilized in the works.

2.20 On completion of the project, prepare "as made" completion drawings of furnishing works, electrical and other services along with a brief report on the project and submitting 4 copies of the same for the records of the Bank. A soft copy of the drawings as well as tender document shall also be submitted to the Bank.

2.21 Further, the Architect shall verify and confirm that identification marks are made on all service installations/cables/wiring, etc. for easy identifications to carry out maintenance jobs.

2.22 The Architects shall be wholly responsible for the successful completion of the project in all respects consistent with safety from the inception upto the handing over for occupation to the Bank.

2.23 The Architects shall assist the Bank in all arbitration proceedings between the contractors and the Bank and also defend the Bank in such proceedings.

2.26 Any other services connected with the works usually and normally rendered by the Architects, but not referred to herein above.

2.27 The Architect / Consultant shall also assist the Bank in inspection and replying to the queries raised by vigilance / audit authorities.

2.28 The supervising staff deployed by the architect / consultant shall maintain following registers on daily basis i.e. Daily Progress Report, Site Order Book, Material testing record, High Value Material Receipt Register, Hindrance Register, etc.

2.29 The Architect / Consultant should conduct site meetings on weekly basis to be attended by the Bank / contractor's representative.

2.30 Any other services connected with the works usually and normally rendered by the Architects, but not referred to herein above.

2.31. In case it is established that due to fault of the 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 the Architect / Consultant necessary recovery may be effected from the Architects /Consultants 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 against the Architect / Consultant for recovery of the extra amount incurred by the Bank. The Architect's / Consultant's liability may be however limited to 10 % of the fees paid to him.

2.32 In the event of any dispute, difference or question arising out of or touching or concerning assignment given to you at any of the field office, the same shall be referred, at the option of either party, 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).All the arbitrators shall be the Fellows of the Indian Institute of Architects or the Institution of Engineers (India).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 Arbitrations proceedings and any legal action or proceedings arising out of this agreement may be brought in the Courts or Tribunal in Hyderabad.

2.33. The Architect / Consultant shall take proper care in estimating the quantity of work required and shall not increase quantum of work after acceptance of contractor's bid. The professional fee to be paid to the architect shall be restricted to a maximum of 110% fee on the value of accepted tender.

2.34. The Architect / Consultant shall not be recommending mobilization advance to any of the contracting agency. In case if the advance is to be paid, the same shall carry interest at the rate of MCLR and again submission of Bank Guarantee for equal amount from **the Nationalized Bank**.

2.35. Under no circumstance you will be submitting recommendations of contract other than lowest.

3. TERMINATION OF AGREEMENT

The Bank, without any prejudices to its right against the Architect in respect of any delay of deficient service, by 15 days notice in writing absolutely terminate the contract in any of the following cases.

- I. If the Architect being company shall pass a resolution or a court shall make an order that the company shall be wound up or if a receiver or a Manager on behalf of the creditor shall be appointed or if circumstances shall arise which entitles the court to make up a winding order.
- II. If the Architect, in the opinion of the Bank, is not pursuing the project with due diligence and/ or within the timeline committed.
- III. If the Architect commits breach of any terms of the agreement.

When the Architect has made himself liable for action under any of the cases aforesaid, the Bank shall have powers:

- a. To terminate or rescind the agreement.
- b. To engage another Architect to carry out the balance work debiting the Architect the excess amount, if any so spent and recovering such excess amount from the fees due to the Architect, the Security Deposit or from any other dues.

In the event of the termination of the agreement by the Bank, the Architect shall not be entitled to any compensation or damages by reason of such termination, but only on the fees for the service actually rendered, which have been duly approved by the Bank. The decision of the Bank as regards the actual work/service done shall be final and binding on the Architect; the bank shall be entitled to make use of all or any drawings, designs or other documents prepared by the Architect.

The Architect shall promptly notify the Bank of any change in the constitution of his firm, It shall be open to the Bank to terminate the agreement on the death, retirement, insanity or insolvency of any person being director in the said firm, or on the addition or introduction of a new director. But until its termination by the Bank as aforesaid, this contract agreement shall continue to be in full force and effect, notwithstanding any changes in the constitution of the firm by the death, retirement, insanity or insolvency of any of its director or addition or introduction of any new director. In case of death or retirement, the surviving or remaining directors of the firm shall be jointly and severally liable for the due and satisfactory performance and for compliance of all the terms and condition of this contract agreement.

4. ABANDONMENT OF WORK:

If the Architect abandons the work for any reason 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 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 Architect.

5. Miscellaneous information

- 5.1. Intending Architects are requested to furnish details about their firm, technical Experience, competence and evidence of their financial standing as per enclosed Performa.
- 5.2. Selection of Architects will be based on the ability and competence required for good quality jobs to be performed by them.
- 5.3. If the space provided in the Proforma is insufficient for furnishing full details, a Separate sheet may be used.
- 5.4. Information furnished to Bank will be kept as strictly confidential.
- 5.5. Decision of the Union Bank of India regarding selection of Architects / proposals will be final and binding and no further correspondence will be entertained. The Bank Reserves the right for rejecting any or all applications received without assigning any reason whatsoever. No claim will be entertained on account of non-acceptance of pre-qualification.
- 5.6. The Selected Architect will have to sign an agreement in prescribed format on non-judicial stamp paper of Rs.100 and more (as per availability).

- 5.7. Intending Architects are requested to read the application form carefully before filling the particulars.
- 5.8. Applications should be duly filled in all respects and should be accompanied by all the Annexures mentioned and arranged in sequence. Incomplete applications will not be considered.
- 5.9. Information / details furnished by selected party, if found to be false at any time in future or any information affecting empanelment is willingly / unwillingly withheld, if come to the notice of the Bank at any point of time, the party's empanelment is liable for cancellation immediately.
- 5.10. Where copies are required to be furnished, these should be certified copies.
- 5.11. Application forms are not transferable.
- 5.12. The completed application forms duly signed and stamped be placed in a sealed envelope super-scribed as "**Tender for Appointment of Project Architect/consultant for Irkode Branch(Sol id 90110)**". The envelope should be dropped in the Tender Box placed at the following address:

**Union Bank of India,
Regional Office, Siddipet
Support Services Department
No.19-23/7, Housing Board Colony
Near Housing Board Kaman
Hyderabad Road, Siddipet-502103
Email: pnd.rosiddipetn@unionbankofindia.bank**

- 5.13. The last date for submission is 02-08-2024 at 16.00 hours. The applications will be Opened on 02-08-2024 at 16.30 hours in the presence of applicants / authorized Representatives at the above address.
- 5.14 The Bidding will be in single part: Price/Commercial bid. Bid must be submitted at the same time in sealed covers, and duly subscribed as "**Commercial Bid for appointment of Architect/ Consultant for Furnishing work for Irkode Branch**". All the envelopes should indicate name, address and Email Id of the vendor submitting the Bids.

**Sd/-
Asst General Manager
RO SIDDIPET**

PRICE BID

(To be submitted in separate sealed envelope)

The price bid will be opened only of those Having Empanelment Certificate of Union Bank of India, Regional offices of Hyderabad Zone

NOTICE INVITING TENDER FOR APPOINTMENT OF PROJECT ARCHITECT/CONSULTANT FOR INTERIOR FURNISHING WORK OF EXISTING OFFICE PREMISES

AT

**UNION BANK OF INDIA
IRKODE BRANCH
AT IRKODE VILLAGE NEAR ZPHS, MANDAL AND
DIST SIDDIPET, TELANGANA - 502114**

FORMAT FOR PROFESSIONAL FEES (On Letter Head of the applicant)

To
 The Regional Head,
 Union Bank of India
 Regional Office, Siddipet
 No.19-23/7, Housing Board Colony
 Near Housing Board Kaman
 Hyderabad Road, Siddipet-502103
 .

Date:

Sub: PROFESSIONAL FEE FOR ARCHITECTS / ARCHITECTURAL FIRM

For Furnishing works in new premises for Irkode Branch(Sol id 90110) at Irkode village
 Near ZPHS,Mandal and District Siddipet Telengana-502114

Having examined and studied various requirements in respect of the subject for Furnishing work of Irkode Branch premises at Irkode village Near ZPHS,Mandal and District Siddipet Telengana-502114 and discussions with Concern Banks Officials resting on the subject the scope of work of intending project architect.

The Bank has clearly spelt out scope of work and its requirement, in brief details of which are as under:

- To survey the site and make physical verification of existing conditions and prepare a design conforming to Bank's requirements which includes total interior designing encompassing all elements like false ceiling, workstations, storage facilities, related civil works (if any) , electrical, fire safety system, CCTV system and security system etc. The design shall bring out ambience for the "feel good" factor in various parameters.
- To prepare such design, colour schemes, material specifications and present to the Bank total scheme which includes detailed layout plan, furniture & fixture details, elevation and 3D views in form of presentation drawings.
- The Project Architect shall prepare preliminary drawings to be discussed and finalized by Bank's Competent Authorities. The Architect shall prepare such preliminary drawings till the final layout is selected. Based on approval of the plan by the Bank, the Architect/Project Consultant will have to furnish detailed drawings, specifications, bill of quantity, detailed estimate and final tender documents for further review and approval by the Bank.
- On final acceptance to codify the plan, concept, and specification encompassing all relevant aspect in a very comprehensive manner ideally suited for practical implementation. More particularly, bill of quantities, detailed estimate, rate analysis, specifications, approved makes of materials and such required details, which shall be comprehensive and of required clarity for actual implementation of the project.

- No separate out of pocket expenses shall be paid to the Project Architects for revalidation of approvals from statutory authorities, except official fee to be paid to the concerned local authorities.
- After due consideration to the scope of work mentioned herein above and giving due cognizance to duty list mentioned in the original prequalification bid we submit our price bid in respect of original fees as under.

Sr. No.	Parameter	Professional fees
1.	Preparing standard layout / plans: The layout will be revised till it meets requirement of the Bank. The charges quoted will be inclusive of furnishing detailed plans, elevations, 3 D views and walk through. Preparation of required nos. of final tender documents to be issued to the contractors which will include detailed specifications of item, rate analysis including civil / interior / electrification / air conditioning / fire safety, etc. cross sectional details of officer's table, work station, credenza, side tables, chairs, sofa, center table, main entrance door, false ceiling, notice board, display board, storage and any other item required for furnishing and renovation, etc.	
a.	Professional fee in terms of actual value of designed work completed excluding readymade items. Designed Items (90% of estimated cost).	_____ % of actual value of work. Professional fee will be Rs -
b.	Professional fee in terms of actual value of work completed on readymade items, which are not designed by the Project Architect. (Chairs/ Cost of Ac machines) Bought out Items (10% of estimated cost)	_____ % of actual value of work. Professional fee will be Rs -
	Total Excluding GST (a+b)	
	GST	
	Gross Total	

Note:

1. The readymade items include cost of higher side of chairs, AC Units etc. and all items Bank purchase directly with professional guidance from the project Architect.
2. Under project management qualified Engineer/ Architect will be deployed on site on full time basis for day-to-day supervision, ensuring execution of work as per contract terms and conditions, certification of bills/ claims submitted by the contractor, co-ordination with Bank officials.
3. For approval of works, related to Fire Safety including Fire Hydrant System. Sprinkler System, Fire Alarm System etc., Architect will be allowed to take help of concerned contracting agency.
4. GST as applicable will be paid over and above the charges as quoted above.
5. Project Management Services mentioned in point 1c are optional, however Architectural firm must quote their charges for the same. The Bank reserve the right to appoint any other agency for the Project Management or deploy Bank's staff for the purpose.

6. No separate visit charges will be paid during execution of work. Professional fee quoted shall be inclusive of all Visit charges, transportation, lodging, Boarding to the site during execution of work.
7. Architect/ representative shall make regular visit to site, no of visits shall not be limited to any nos.
8. Architect /representative shall attend meeting on site or Banks office as required by Bank.

Further, we also hereby agree to all terms and conditions spelled out by the Bank while calling Prequalification Bid.

Signature :

Name :

Designation :

Seal :