

बैंक ऑफ़ इंडिया
Bank of India

BOI



**ZONAL OFFICE
JAIPUR ZONE**

QUOTATION FORM FOR
Appointment of Architects/ Consultant

Last Date of submission of quotation

08-11-2021 to 3:00 P.M.

AT

BANK OF INDIA
ZONAL OFFICE, JAIPUR ZONE
STAR HOUSE, B-4, SECTOR-2,
JAWAHAR NAGAR, JAIPUR-302004
PH:0141-2658048
EMAIL: ZO.Jaipur@bankofindia.co.in
Jaipur.GOD@bankofindia.co.in

Name of the firm _____

Address _____

Phone No. _____

Mobile No. _____

Fax No. _____

E-mail _____



NOTICE OF INVITATION OF QUOTATIONS

Appointment of Architects/Consultant for Interior/Renovation works
Including AC Works (as per requirements) for
**Bank's Branches at Sambhariya (District Jaipur), Churu (District Churu),
Kalwar Road (District Jaipur) and Johri Bazar (District Jaipur)**

We invite competitive sealed quotations of Consultancy Fee for the captioned work at locations mentioned above from the Architects/Consultants empanelled in Jaipur Zone (Rajasthan).

1. Blank prescribed quotation form will be available during office hours from 22-10-2021 to 08-11-2021 from the Premises Department, of Bank of India, Jaipur Zone, Star House, B-4, Sector-2, Jawahar Nagar, Jaipur-302004. The interested firms may also download notice and prescribed quotation form from our web-site www.bankofindia.co.in under head **Tender**.

2. We request you to advise us your professional fee for rendering consultancy services for the captioned work in the prescribed quotation form in a sealed cover super scribed as "Quotations for professional fee for Renovation works for bank's branches.

The cost of items, if any, to be directly purchased by the bank will not be included in the cost of the project for the purpose of calculating professional fee. The fees should be inclusive of all applicable taxes/charges. However, the GST is payable extra by the Bank on the fee payable to the Architects. The conditional offer will be rejected by the Bank.

3. The General scope of your professional work will involve:-

- Preparation of layout drawings as per Bank's requirement with revisions thereof, as necessary along with carpet area measurement & its certification, Monitoring & supervision of construction of the Strong Room as per RBI Specifications & completion certificate in this respect.
 - Preparation and submission of detailed estimate as per Bank's requirements.
 - Preparation of tender documents with requirement as per detailed drawings.
 - Invitation of tenders.



- Scrutiny of tenders and preparation of comparative statement.
- Furnishing recommendations for award of work.
- Regular supervision and co-ordination of the works, conducting site meeting to solve issues at site during execution of work.
- Ensuring timely completion of work.
- Checking and certification of the R A Bills/ final bill of the contractors after checking measurements.
- Issuance of completion certificate after completion of the work.
- Obtaining statutory permission from authorities concerned.
- Assisting Bank in case contractor resorts to arbitration/Litigation.

4. The duties and functions of the consultants mentioned above are only indicative and not exhaustive. The detailed duties and function will be as per IBA guidelines & Banks Instructions in this respect.

5. Disbursement of the payment of Architects/Consultant's fee shall be as per the stages stipulated by Indian Banks Association guidelines/Banks Instructions.

6. Keeping this in view, we request you to submit your sealed quotations of professional fee for these work latest by 3:00 P.M. on or before 08-11-2021 in the prescribed form along with copy of this notice duly signed by you as a token of acceptance at following address:

BANK OF INDIA
ZONAL OFFICE, JAIPUR ZONE
STAR HOUSE, B-4, SECTOR-2,
JAWAHAR NAGAR, JAIPUR-302004
PH:0141-2658048,
EMAIL: zo.jaipur@bankofindia.co.in
Jaipur.GOD@bankofindia.co.in

7. **Bank reserves the right to accept /reject any or all the offers at any stage during this tendering /bidding process without assigning any reason thereof. Bank decision in this regard will be final & abiding to all the bidders.**

8. The sealed covers will be opened at 3.30 PM on 08-11-2021 at the above venue in the presence of the offers whosoever will be present at the time of opening of quotations. Please ensure to be present at the time of opening of quotations. Any intimation in this regard will only be communicated through valid E-mails & phone (Landline/Mobile) number only. The sealed quotation is to be submitted only in the format as provided with this notice.



General Conditions to be fulfilled by the applicant

1. Separate sealed quotation shall have to be submitted for each branches.
2. The quotation of professional fees must be submitted in the attached Performa only.
3. Last Date & Time of Quotation submission is 08-11-2021 up to 3:00 PM
4. Quotations will be opened on 08-11-2021 at 3:30 PM in the Zonal Office at Star House, B-4, Sector-2, Jawahar Nagar, Jaipur.
5. Bids submitted will be valid up to 90 days.
6. **The work has to be done on priority basis in a time bound manner.**
7. Any communication in this respect will be done only thru E mail addresses or on telephone as provided by the bidders during the course of empanelment (with any revision intimated later to the bank) hence it is advised to check the respective E mail account regularly till the completion of this process. Any change in E mail address /telephone or mobile nos must be brought in to the notice of the Bank immediately.
8. For any further query offerer may contact K.M.Bagri, Senior Manager (General Operations Department) at Zonal Office, Jaipur Zone, Jaipur. Phone- 0141-2658048.



A handwritten signature in blue ink, consisting of a stylized 'K' followed by a long horizontal line that loops back to the right.

(ZONAL MANAGER)
BANK OF INDIA
JAIPUR ZONE

TO

THE ZONAL MANAGER
BANK OF INDIA
ZONAL OFFICE, JAIPUR ZONE
STAR HOUSE, B-4, SECTOR-2,
JAWAHAR NAGAR, JAIPUR-302004
PH:0141-2658048,
EMAIL: zo.jaipur@bankofindia.co.in / Jaipur.GOD@bankofindia.co.in

Respected sir,

Interior/Renovation works including AC works (as per requirements) for **Bank's Branches at Sambhariya (District Jaipur), Churu (District Churu), Kalwar Road (District Jaipur) and Johri Bazar (District Jaipur)**

We have read the requirements and scope of work and have understood them fully as given in the "Notice of invitation of quotations". We quote our professional fee as% **(only up to the two places of decimals)** (.....in words %) of the approved estimate cost or actual cost of work, whichever is less. We agree that the cost of items to be directly purchased by the bank will not be included in the cost of the project for the purpose of calculating the professional fee. The fees quoted by us are inclusive of all applicable taxes/charges & site visits as per the work requirement or directions given by the Bank. However, the service tax is payable extra by the bank on the fee payable to us.

2. We are also enclosing duly signed copy of the above notice as token of acceptance of the terms & conditions mentioned therein.

Name & Address of
The Architects/Consultant with
Contact phone Nos. of the key persons

Signature of Authorized signatory with seal