



**GHAZIABAD ZONE**

Ref. No. ZO/GZB/VT/20-21/339

Date: 23-02-2021

**NOTICE INVITING SEALED OFFERS FOR  
APPOINTMENT OF ARCHITECTS / CONSULTANTS FOR  
PROPOSED INTERIOR FURNISHING WORKS OF  
HASANPUR BRANCH**

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Bank of India invites applications from Architects/Consultants empanelled with Ghaziabad Zone for proposed interior furnishing works of Hasanpur Branch (District Amroha) in Uttar Pradesh. The estimated value of works will be up to 10 lakhs (GST extra as applicable) involving the following works.

- i. Interior furnishing works in our Bank's Uniform Furnishing pattern
- ii. Electrical works and Network cabling
- iii. Minor civil works
- iv. Air Conditioning works

2 Interested applicants may submit their quote for professional fees in the format (**Annexure-A**) in a sealed cover, addressed to The Zonal Manager, Ghaziabad Zone, Corporate Services Department, Zonal Office, Sandipani STC Building, B-32, Sector-62 Noida, Uttar Pradesh-201307 super scribed "**Sealed quotation for appointment of Architects / Consultants for proposed Interior furnishing works of Hasanpur branch**" latest by 3.00 p.m. on 04.03.2021. Sealed quotations will be opened at our Zonal Office at 3.30 p.m. on 04.03.2021 in presence of applicants who desire to be present.

3 The selected Architect will have to enter into a formal Agreement on stamp paper as per Bank's standard format (**Annexure-B**) which inter alia also gives the details of services to be rendered by the Architect, stages for disbursement of fees etc.

4 The architect will have to inspect/visit the sight at least once in a fortnight. The architect will ensure that the material used at the site will be of standard quality, branded goods.

5 The architect will incorporate the changes in the plan /estimate if required due to any addition / deletion / alteration suggested by the bank at a later stage.

6 The Bank reserves the right to reject any or all the applications without assigning any reasons thereof. The Bank reserves the right to reject very low percentage and also very high percentage quoted application.

ZONAL MANAGER  
GHAZIABAD ZONE

**ANNEXURE - A**

Date:

To,

The Zonal Manager,  
Bank of India,  
Ghaziabad Zone.

Dear Sir,

**Appointment of Architects / Consultants  
for proposed Interior furnishing works of  
Hasanpur Branch**

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We refer to your Notice No. Ref. No. ZO/GZB/VT/20-21/339 dated 23-02-2021 inviting applications for appointment of architect/consultant for proposed interior furnishing works of Hasanpur branch at District Amroha, Uttar Pradesh.

2 We have read the requirement and have understood them fully. We quote our Professional fee as \_\_\_\_\_ % (\_\_\_\_\_) (percent in words) of the approved estimated cost or actual cost whichever is less plus GST extra as applicable for rendering the architectural services for the captioned work. TA/DA and other charges will not be payable.

3 We understand that 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.

Thanking you,

Yours faithfully,

(ARCHITECT / CONSULTANT)  
with seal

**Duties / Functions of Architect and Stages of Payment**

The Architect shall render the following services in connection with Bank's proposed interior furnishing works of Hasanpur branch :

- a) Taking the employer's instructions, studying the requirements, visiting the site, 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 employer), preparing cost estimates for proposed Interior furnishing work based on the prevailing market rates substantiated by rate analysis for major/unusual items. (Proposals for Interior furnishing work shall be simple but elegant, consistent with functional and aesthetic requirements and shall avoid lavish and ostentatious expenditure), discussing with the employer for finalization of estimates and preparing report on the scheme to enable the employer to take a final decision on the sketch designs and estimates.
- b) Submitting a proper programme chart incorporating all the activities required for the completion of the proposed work well in time. The programme should also include various stages of services to be done by the Architects in co-ordination with the Bank.
- c) Submitting required drawings to the Municipality and other local authorities and obtaining their approval wherever required.
- d) Preparing detailed working drawings, structural calculations and structural drawings, layout drawings for furniture, cabins, water supply and drainage, electrical installations, telephone installations, lift installations, music system, fire detection system, air-conditioning unit installation, security systems, etc. and preparing detailed estimates and all such other particulars as may be necessary for preparation of bill of quantities.
- e) Preparing detailed tender documents for various trades and specialist services, etc. complete with articles of agreement, special conditions, conditions of contract, specifications, bill of quantities including detailed analysis of rates based on market rates, time and progress charts, etc.
- f) Inviting tenders for all trades and submitting assessment reports thereon, together with recommendations specifying abnormally high and low rated items. Preparing contract documents for all trades and getting them executed by the concerned contractors. (All commercial conditions shall be evaluated in financial terms instead of merely saying whether a condition may be accepted or not. When conditions are not susceptible to 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 Employer may be adopted.)
- g) Preparing for the use of the employer, the contractor and site staff, 4 copies of contract documents for all trades including all drawings, specifications and their particulars.

h) Preparing such further details and drawings as are necessary for proper execution of the work.

i) Assuming full responsibility for supervision and proper execution of all work 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.

j) Architect shall not authorize any deviations or substitutions in the work without working out the financial implication, if any, to the Contractor and without obtaining prior approval of the employer.

k) If Architect requires assisting the employer in appointing a full time/temporary site Engineer / Consultant for supervision of construction, interior furnishing and guiding the site Engineer / Consultant as required.

l) Checking measurements of work at site. Checking Contractor's bills, issuing periodical certificates for payments, and passing and certifying accounts, so as to enable the employer to make payments to the Contractors and adjustments of all accounts between the Contractors and the employer. Architect shall assume full responsibility for all measurements certified by them. A recommended certification proforma for the purpose is given below:

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 confirming to the standard / prescribed specifications and hence the bill is recommended for payment of Rs..... (Rupees..... )

Date:

Signature of Architect

m) Obtaining approval of Municipality and such other authority for the work completed wherever required and assisting in obtaining refund of deposit, if any, made by the employer to the Municipality or any such other authority.

n) Preparing, on completion of the work, a brief report on the project and submitting 2 copies of the same along with important drawings of the project for the records of the employer.

o) The architect will have to inspect/visit the sight at least once in a fortnight. The architect will ensure that the material used at the site will be of standard quality, branded goods.

p) The architect will incorporate the changes in the plan /estimate if required due to any addition / deletion / alteration suggested by the bank at a later stage.

q) The Architect shall be wholly and solely responsible for the successful completion of the work in all respects consistent with safety and structural stability from the inception up to the handing over for occupation to the employer.

r) The Architect shall assist the Bank in all arbitration proceedings between the contractors and the employer and also defend the Employer in such proceedings.

- s) Any other services connected with the work usually and normally rendered by the Architect, but not referred to herein above.
- t) The Bank reserves the right to scrutinize and modify the plan and estimate as and when felt necessary.
- u) The Bank reserves the right to cancel the contract if it is found that the works are not progressing to the satisfaction of the Bank.

### **STAGES OF PAYMENT**

The Architect shall be paid the fee as per the stages mentioned hereunder. However, the cost of the items such as fans/light fittings, security equipment like strong room doors/ventilators, air-conditioning machinery, lifts, etc. which may be purchased by the Bank directly from the suppliers will not be considered for payment of Architect's fee.

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| (a) | After approval of sketch designs and Preliminary cost estimates.  | 10% of the fee based on agreed estimated cost.                             |
| (b) | Preparation of necessary drawings and obtaining sanction of the Municipal and other concerned authorities wherever applicable and submission of priced schedule of quantities and detailed estimates with rate analysis.                | 25% of the fee based on agreed estimated cost, less payments made earlier. |
| (c) | Preparation of detailed tender documents, detailed working drawings, inviting tenders and submitting report/recommendations on the tenders received for award of the job.   | 50% of the fee based on the tender amount, less payments made earlier.     |
| (d) | Supervising interior/furnishing work, certifying Contractors' bills till the work are completed and submission of final certificate and obtaining completion certificates from Municipal and any other authorities wherever applicable. | 95% of the fee based on the value of work; less payments made earlier.     |
| (e) | Submission of "as made" important drawings to the employer as specified.  | 100% of the fees based on the value of work, less payments made earlier.   |

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