

**Keonjhar Zone, Corporate Services Department
Mining Road, Keonjhar– 758001 (Odisha)**

Ref no. ZO/CSD/AS/2020-21/205

Date:17-02-2021

WEBSITE NOTIFICATION

INVITING QUOTATIONS FOR PROVIDING CONSULTANCY SERVICE FOR PROPOSED INTERIOR FURNISHING AND ELECTRICAL & DATA CABLING WORK AT PROPOSED NEW ZONAL OFFICE PREMISES AT SAMBALPUR (Dist- Sambalpur)

APPOINTMENT OF ARCHITECT / CONSULTANT

Sealed Quotations for Consultancy service in two bid system, i.e., technical & financial are invited from architectural consultants for *Proposed Interior Furnishing and Electrical & Data Cabling Work at Proposed New Zonal Office Premises at Sambalpur*. The proposed project cost would be around Rs.80 Lacs. The consultant must be having experience in Interior Furnishing and Electrical & Data Cabling work of existing residential & commercial buildings.

The scope of the work will be as per the Bank's standard specification, which is detailed in this notification.

NOTICE FOR ENGAGEMENT / APPOINTMENT OF ARCHITECTS / CONSULTANTS

Bank of India, Keonjhar Zone invites applications as per prescribed forms, in sealed cover for engagement / appointment of Architects for the captioned project from eligible Architects who fulfil the following selection criteria for pre-qualification:

1. The Architectural firm shall have minimum 05 years' experience as on **31.03.2020** in the field of planning, design and periodical supervision of Construction of commercial / institutional / residential buildings with all services.
2. The firm must have, during last 05 years, minimum experience of having rendered Architectural services for successful completion of

At least 3 similar projects costing minimum Rs.32 Lacs each out of which at least one work should be in Odisha.

OR

At least 2 similar projects costing minimum Rs.40 Lacs each out of which at least one work should be in Odisha.

OR

At least one similar project costing minimum Rs.64 Lacs. If this single work is not in Odisha at least one another work costing Rs.32 Lacs or more should be in Odisha.

3. The expression similar project shall mean the projects relating to Interior Furnishing and Electrical & Data Cabling Work where the Architectural duties comprised planning of the project and Architectural layout, design of structure and services, preparation of detailed estimates, tenders and periodic supervision of work for ensuring overall quality of work.

4. The firm shall have at least one or more Architects with them as Partner / Employee, who are registered with the Council of Architecture.
5. The firm should have experience in handling projects rendering Architectural Consultancy for Govt. / Public sector Undertakings/ Nationalized Banks.
6. The firm should have a proper office infrastructure in Odisha. No site office/temporary office set up will be considered. Copy of telephone bill/electricity bill/tax bill etc. in the name of the firm and pertaining to furnished address, should be submitted.

The firm should enclose documentary evidence in support of the experience details furnished by them stating the value of work and area of construction and other salient features of work.

PROCEDURE FOR SUBMISSION OF TENDER:

The consultants are required to submit their sealed quotations in two-bid system. The cover containing technical details (**Annexure-A**) should be marked **Envelope No. 1** and superscribed with "**TECHNICAL BID**" and cover containing Financial Details (**Annexure-B**) should be marked **Envelope No. 2** & superscribed with "**FINANCIAL BID**". Both these covers duly signed, should be put in a **3rd Envelope** superscribed with "**(TENDER BOX) APPLICATION FOR PROVIDING CONSULTANCY SERVICE FOR PROPOSED INTERIOR FURNISHING AND ELECTRICAL & DATA CABLING WORK AT PROPOSED NEW ZONAL OFFICE PREMISES AT SAMBALPUR**" and it should also bear the name and complete contact details of the Bidder.

The Application shall be made only in the enclosed forms. The said forms can be downloaded from Bank's website or can be obtained on payment of **Rs.2,000/-** (non-refundable) by way of Demand Draft/ Pay Order favoring "**Bank of India**" payable at Keonjhar from our office as mentioned above. If the application form is downloaded from website the applicant should submit Demand Draft/Pay Order of **Rs.2,000/-** (non-refundable) favoring "**Bank of India**" payable at Keonjhar along with the application, failing which their application is liable for rejection. No cash shall be accepted.

The prequalification form duly filled and signed should be submitted up to **3:00 P.M.** on **04.03.2021** in sealed cover superscribed "**APPLICATION FOR PROVIDING CONSULTANCY SERVICE FOR PROPOSED INTERIOR FURNISHING AND ELECTRICAL & DATA CABLING WORK AT PROPOSED NEW ZONAL OFFICE PREMISES AT SAMBALPUR**" and addressed to:

**The Zonal Manager,
Bank of India, Keonjhar Zone
Labanya Square, Mining Road,
Keonjhar, Odisha - 758001**

Complete tender document to be dropped in the Tender Box placed at above address. Tender sent by Post shall not be accepted. Bank of India reserves the right to select or reject any or all the applications received without any reasons whatsoever.

ZONAL MANAGER

INSTRUCTIONS TO APPLICANTS:

1. Intending Applicants are required to submit their applications in the prescribed format and with full particulars giving details about their organization, experience, technical personnel in their organization which will be kept confidential.
2. While deciding upon the prequalification of Architects / Consultants, emphasis will be given on the ability and competence of applicants to do good quality works within the specified time schedule and in close co-ordination with other agencies.
3. Each page of the application and enclosures shall be signed by the Applicant. The application shall be signed by person/persons on behalf of the organization having necessary Authorization / Power of Attorney to do so.
4. If the space in this form is insufficient for furnishing full details, such information may be continued on separate sheets of paper, stating therein the part of the form and serial number. Separate sheets shall be used for each part and a proper reference with page number must be indicated in the main form of application.
5. Applications containing false and/or inadequate information are liable for rejection.
6. Clarifications, if any required, may be obtained from Corporate Services Department, Zonal Office, Keonjhar. Contact person: Ashok Kumar, Dy. Zonal Manager, Tel. No. 06766-255261. The minimum general Pre-qualification criteria shall be as stipulated in this form of application. However, mere fulfilment of minimum eligibility criteria will not entitle for Pre-qualification as Prequalification will be done after taking into account various parameters including receipt of satisfactory reports from clients. The firm shall not have any discouraging/adverse report against their past performance. The firm has to submit a certificate from its clients regarding completion of past work that the firm shall not have any discouraging/adverse report against their past performance.
7. Applicants shall furnish documentary evidence/certificates in support of their claims of work undertaken and work in hand, failing which the application will be liable for rejection.
8. Decision of the Bank in regard to pre-qualification of Architects shall be final. The Bank reserves the right to reject any or all applications without assigning any reason thereto.

Address

Signature of the Applicant

ANNEXURE - A

**PREQUALIFICATION OF ARCHITECTS FOR PROPOSED INTERIOR FURNISHING
AND ELECTRICAL & DATA CABLING WORK AT PROPOSED NEW ZONAL OFFICE
PREMISES AT SAMBALPUR.**

**FORM OF APPLICATION
FOR
PREQUALIFICATION OF ARCHITECTS**

1.	Name of the Firm	
2.	Name of the Key Person	
3.	Address	
4.	Phone Numbers	
5.	Mobile No	
6.	Fax No.	
7.	Email Address	
8.	Contact Person (s) with Mobile No.	

Price of this form is Rs.2,000/- (Non-Refundable) for each Applicant

Signature of the Applicant



To,
The Zonal Manager,
Bank of India,
Keonjhar Zone.
Corporate Services Department.

Dear Sir,

**Sub: PREQUALIFICATION OF ARCHITECTS FOR PROPOSED INTERIOR FURNISHING
AND ELECTRICAL & DATA CABLING WORK AT PROPOSED NEW ZONAL
OFFICE PREMISES AT SAMBALPUR.**

I/We have read and understood the press notice for pre-qualifications and instructions to the Applicants. I/We do hereby declare that the information furnished in the proforma and in the supplementary sheets is correct to the best of my/our knowledge and belief.

Encl.: Supplementary sheets Nos. :

Yours faithfully,

Signature of the Applicant:

Name:

Designation:

Address:

// Seal //

PART - 1: BASIC INFORMATION

1	Name of the Applicant and address of the Registered office : Phone No. : Fax No. : E-mail address : Mobile No. : Website, if any :	
2	Year of establishment (a) (Enclose documentary evidence) (b) No. of years of experience in the relevant field (Minimum experience required is 5 years in relevant field)	
3	Type of the organization (Whether sole proprietorship, Partnership, Private Ltd. Or Co-operative body etc.)	
4	Name of the proprietor/Partners/Directors of Applicant with address and phone Numbers. (a) (b) (c) (d)	
5	Details of registration - Whether Partnership firm, Company, etc. Name of Registering Authority, Date and Registration number.	
6	Details of Registrations with the council of Architecture, Registration No. & Date (Copy of relevant document to be attached)	
7	Name and Address of the Banker	

8	Whether an assessee of Income Tax, If so mention Permanent Account Number. (Enclose documentary evidence)	
9	Please mention Service Tax / GST Registration No. (Enclose documentary evidence)	
10	Details of registration, if any, in the panel of Architects for other Organization/Statutory bodies/Public Sector Banks/CPWD/PWD etc.	
11	<p>Please indicate your related field of services</p> <p>Architectural service for institutional/commercial building</p> <p>Architectural service for residential building</p> <p>Interior design and furnishing work for institutional/commercial building</p> <p>Exclusive Project Management Consultancy (PMC) services for institutional/commercial/residential building</p> <p>Both Architectural and PMC services institutional/commercial/residential building</p>	
12	<p>Furnish details of Consultants / Specialist whose service are generally availed by the applicant</p> <p>Geo-Technical Consultants</p> <p>Structural Engineering Consultant</p> <p>Electrical / Data Cabling Consultant</p> <p>Air-Conditioning Consultant</p> <p>Plumbing Consultant</p> <p>Fire Consultant</p>	

13	Furnish details of Office infrastructure at Main Office Carpet Area of Office:	
	No. of Architects	
	No. of Engineers of various trades	
	No. of Interior Designer	
	No. of Draftsman.	

Signature of the Applicant

(*) Architectural service would include - Planning of the project, preparation of architectural layout & design of structure and services, drawings, detailed estimate, preparation of tenders for various trades of works, periodic supervision of work.

PART-3: TECHNICAL PERSONNEL AND SPECIAL EXPERIENCE.

1. List of technical personnel employed under Applicant’s Firm, giving details about their technical qualifications & experience in the applicant’s establishment.

Sr No	Name	Age	Qualifications	Experience	Nature of works handled	No. of years in the organization	Indicate Special experience and achievements, if any
1	2	3	4	5	6	7	8
1.	<u>Main Office</u>						
2	<u>Other Office, If any</u>						

NOTES :

❖ Information has to be filled up specifically in this format. Please do not write remark “As indicated in Brochure/ as enclosed” unless unavoidable.

❖ Information shall be limited to the Applicant. If any relevant data concerning the Group of Companies to which the Applicant belongs is desired to be given, the same shall be given separately in a supplementary sheet.

2. References

Please give references of two persons (Engineers, Architects or top officials of an organization) for whom you have executed similar Projects of importance, who may be in a position to advise and confirm the bank about the ability, competence and capability of your organization.

3. Number of supplementary sheets attached with Sr. Nos.

Signature of Applicant with full name

ANNEXURE - B
FINANCIAL BID

Date : _____

To,
The Zonal Manager, Keonjhar
Zone.

Dear Sir,

APPOINTMENT OF ARCHITECTS FOR PROPOSED INTERIOR FURNISHING AND ELECTRICAL & DATA CABLING WORK AT PROPOSED NEW ZONAL OFFICE PREMISES AT SAMBALPUR.

1. We refer to your Notice Inviting Offer No. Ref no. ZO/CSD/AS/2020-21/205 dated 17.02.2021 regarding the captioned subject.
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 Service Tax extra 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