



आपदा प्रबंधन प्रभाग, सुरक्षा विभाग
Disaster Management Division
Security Department
कोलकाता अंचल Kolkata Zone
033-22486573
Disaster.Kolkata@bankofindia.co.in

Ref. No.कोलKOL/ आपदाDM/ केके KK/

Date: 08.10.2020

बैंक ऑफ़ इंडिया के जोनल कार्यालय भवन (5 बीटीएम सरणी,
कोलकाता 700001) के लिए पश्चिम बंगाल की आग एवं
आपातकालीन सेवाएं (WBFES) से अग्नि सुरक्षा प्रमाण पत्र प्राप्त
करने के हेतू कंसल्टेंसी सेवाओं के लिए
आर्किटेक्ट / सलाहकारों की नियुक्ति के लिए टेंडर

श्रेणी - खुला

बैंक की वेबसाइट पर प्रदर्शित : 08.10.2020 से 28.10.2020

निविदा जमा करने की अंतिम तिथि - 28.10.2020 से 3.00 बजे
तक।

**TENDER FOR APPOINTMENT OF ARCHITECT / CONSULTANTS FOR CONSULTANCY
SERVICES TO OBTAIN NECESSARY FIRE SAFETY CERTIFICATE FROM WEST BENGAL FIRE &
EMERGENCY SERVICES FOR BANK OF INDIA ZONAL OFFICE BUILDING
AT 5, B.T.M. SARANI, KOLKATA – 700 001.**

We intend to take up the entire job to obtaining Fire Safety Certificate from West Bengal Fire & Emergency Service for our Zonal Office building (High Rise Building) situated at 5, B.T.M. Sarani, Kolkata -700 001.

2. Accordingly, we intend to appoint Architect / Consultant and invite sealed offers in two bid system by floating tender. Estimated cost for work can't be quantified at the moment as the work will be finalised in consultation with WBFES after submission of drawings. Interested firms can get an idea of quantum of work by visiting the site.

SCOPE OF WORKS:

(Please note that it is end to end assignment, bidders are advised to visit our office to evaluate the work at hand. This scope is only indicative, consultant need to plan for all minor/major documentations, change in government guidelines, liaison and troubleshoot required in the project to get the FIRE NOC)

- a) Visit the site and take necessary measurement of the all floors of the building including frontal elevation, etc.
- b) Preparation of existing As Built Architectural drawing with actual dimension.
- c) Online Submission of the Drawings to the West Bengal Fire & Emergency Service.
- d) Preparation of Fire Drawings showing necessary prevention and fire safety measures as suggest by the WBFES.
- e) Preparation of detail estimate and B.O.Q. of the work for the fire safety measures, calling Tender, Scrutinizing of the price bid and recommendation of the L1 bidder for your necessary approval and award of the work.
- f) Periodic Supervision of the work as and when required.
- g) Checking of the Contractor's Running and Final Bill and issue of certificate of payment.
- h) Making all type of coordination and liaison with concerned authorities and timely Obtaining NOC of Fire safety certificate of the building.

ELIGIBILITY CRITERIA

- a) Interested Firm should have their established office and adequate technical setup in Kolkata and adjacent area. They should be in position to submit documentary proof like electricity bill/ telephone bill/ tax receipt in the company's name for that address.
- b) The Firm must have minimum 5 years' experience as on 30.09.2020.
- c) The firm shall have at least one or more Architects with them as partner/Employee, who are registered with the Council of Architecture or any other professional institute and have done considerable extent of work as Architect for a period of more than three years. Firm having B.E. (Fire /Mechanical engineering / electrical engineering) / Retired Officer from West Bengal Fire Services as an employee / consultant will be considered as added advantage.
- d) Applicants having adequate experience of executing minimum 3 similar types of works within last five years for high rise commercial buildings as per state/ NBC guidelines as on 30.09.2020. Experience of one work is required in online submission of necessary drawing / documents etc.
- e) The Firm/individual must have worked for Government / Public Sector Undertakings / Banks and shall not have any discouraging / adverse reports against their past performance.

All necessary documents of evidence should be enclose with the Technical Bid.

Interested applicants should be submit the Technical Bid and Price Bid in separate sealed envelope. Only those who will technically qualify the criteria mentioned above will have their price bid opened. The “Price Bid” will be opened on a separate date and time to be intimated to the technically successful bidder.

MODE OF SUBMISSION OF THE BID: (Two Bid System)

The Bid shall be submitted in accordance with the procedure detailed herein. Specified documents shall be sealed in envelope of appropriate size each of which shall be sealed.

a)	Envelop marked no. 1	:	Envelope marked no.1 Super scribed ‘ TECHNICAL BID ’ and mentioning the name of the job with properly sealed shall contain documents relating to pre-qualification criteria as per N.I.T.
b)	Envelope marked no. 2	:	Envelope marked no.2 Super scribed ‘ PRICE BID ’ and mentioning the name of the job with properly sealed shall contain the quoted Fee for the job and necessary taxes, etc.
c)	Envelope marked no. 3	:	Envelope marked 1, 2 shall be put in a large envelope of adequate size marked no.3 which shall be properly sealed.

Envelop marked no. 3 containing envelop 1 & 2 should be addressed to the Zonal Manager, Bank Of India, Kolkata Zonal Office, 5 B.T.M Sarani, Kolkata-700001. super scribed “**TENDER FOR APPONTMENT OF ARCHITECT / CONSULTANTS FOR CONSULTANCY SERVICES TO OBTAIN NECESSARY FIRE SAFETY CERTIFICATE FROM WEST BENGAL FIRE & EMERGENCY SERVICES FOR BANK OF INDIA ZONAL OFFICE BUILDING AT 5, B.T.M. SARANI, KOLKATA – 700 001.**”

The sealed offer should be submit on **28. 10. 2020 upto 3:00 P.M.** and technical bid will be opened on same date at **3:30 P.M.** Bank reserves the right to reject any or all the offers without assigning any reasons thereof.

Other IMPORTANT CONDITIONS:

- 1.** Conditional offers / changes in price bid / tender formats will not be accepted.
- 2.** 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 give the details of services to be rendered by the Architects, stages for disbursement of fees etc.
- 3.** Bank reserves the right to reject any or all the offers without assigning any reasons thereof.

IMPORTANT DATES AND VENUES

Availability of application form	<p>The applicant can download the application form from the TENDER MENU of Bank's website www.bankofindia.co.in free of cost.</p> <p>OR</p> <p>The application form can be purchased from “Disaster Management Division, KOLKATA ZONAL OFFICE, 5 B.T.M SARANI, KOLKATA-1” with a payment Rs.1000/- in form of Pay Order or D.D (Purchased from any scheduled commercial bank) drawn in favour of BANK OF INDIA payable in Kolkata.</p>
Application fees	An application fees of Rs.1000/- to be deposited along with the application, in form of D.D or PAY ORDER (Purchased from any scheduled commercial bank) drawn in favour of BANK OF INDIA payable in Kolkata.
Starting/End date of submission of application	The completed application should be addressed and mailed to “ Disaster Management Division ”, KOLKATA ZONAL OFFICE, 5 B.T.M SARANI, KOLKATA-750001 ” or can be dropped in the tender box during normal office hour from <u>08.10.2020 till 28.10.2020 latest by 3 pm</u>
Date and venue of pre bid meeting	The pre bid meeting would be held on <u>15.10.2020 at 11:00AM</u> in the Disaster Management Division, Kolkata Zonal Office to clarify any confusion regarding the terms and conditions of tender.
Date and venue of opening of tender	The applications received would be opened on <u>28.10.2020 at 03:30PM</u> . Applicants are advised to present on the occasion. In case of any change of schedule the same would be intimated to applicants by Bank.
Contact person and contact number of the department	Chief Manager (Disaster Management), Ph.22486573 disaster.kolkata@bankofindia.co.in

TECHNICAL BID

**TENDER FOR APPONTMENT OF ARCHITECT / CONSULTANTS FOR CONSULTANCY SERVICES
TO OBTAIN NECESSARY FIRE SAFETY CERTIFICATE FROM WEST BENGAL FIRE & EMERGENCY
SERVICES FOR BANK OF INDIA ZONAL OFFICE BUILDING
AT 5, B.T.M. SARANI, KOLKATA – 700 001.**

NAME OF THE FIRM	
ADDRESS	
TELEPHONE NO.	
NAME OF THE DIRECTOR/PARTNER/ PROPRIETOR	
MOBILE NO.	
LAST 3 YEARS AUDITED BALANCE SHEET OF THE FIRM	2019-20 2018-19 2017-18

Details of the qualifying works minimum 3 nos. executing / executed for high rise commercial building within last 5 Years. At least one work to be attended in the online mode. (Please mention only such

Sl. No.	Nature of Work (in brief)	Work executed for (name of the organization with address, concerned office & telephone no.)	Location of the work	Actual value of the works (Please mention height of the building)	Date of Commencement	Stipulated time for completion

works which qualifies for the category/class for which you have applied)

Note: Photocopies of W.O. enclosed in Annexure- A

Signature of the Participant

ANNEXURE- B

DUTIES / FUNCTIONS OF ARCHITECT AND STAGES OF PAYMENT

The Architect shall render the following services in connection with Bank’s plan to obtain FIRE SAFETY CERTIFICATE FROM WEST BENGAL FIRE & EMERGENCY SERVICES FOR BANK OF INDIA ZONAL OFFICE BUILDING AT 5, B.T.M. SARANI, KOLKATA – 700 001.

- a) Taking the employer’s instructions, studying the requirements, visiting the site, preparing sketch designs wherever required which shall be in accordance with local governing codes / standards, regulations, etc. and also in line with the Bank’s Guidelines (including carrying out necessary revisions till the sketch designs are finally approved by the employer), preparing cost estimates

based on the prevailing market rates substantiated by rate analysis for major/unusual items. Discussing with the bank for finalization of estimates and preparing report on the scheme to enable the bank to take a final decision on the sketch designs (if required) and estimates. In addition to this following deliverables are inclusive in the project (i) Layout diagram of all floors (ii) Site Map (iii) Over all electrical SLD.

- b) Submitting a proper program chart incorporating all the activities required for the completion of the proposed work well in time. The program 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 WBFES / Municipality and other local authorities and obtaining their approval wherever required in a time bound manner.
- d) Preparing detailed working drawings, 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 the work 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) 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.....)”

- m) Obtaining approval of WBFES/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. Drawings to be also submitted in soft copies like pdf, .dwg,.rvt format.
- o) The Architect shall be wholly and solely responsible for the **successful completion of the work & obtaining of fire safety certificate** in all respects consistent with safety and structural stability from the inception upto the handing over for occupation to the employer.
- p) The Architect shall assist the Bank in all arbitration proceedings between the contractors and the employer and also defend the Employer in such proceedings.
- q) Any other services connected with the work usually and normally rendered by the Architect, but not referred to herein above.

STAGES OF PAYMENT

The Architect shall be paid the fee as per the stages mentioned hereunder. However, the cost of the items which may be purchased by the Bank directly from the suppliers will not be considered for payment of Architect’s fee.

(a)	Visit the site and take necessary measurement of the all floors of the building including frontal elevation, etc. Preparation of existing As Built Architectural drawing with actual dimension as per guidelines of WBFES. Online Submission of the Drawings to the West Bengal Fire & Emergency Service and receipt of final recommendations from WBFES.	20% of the fee based on agreed estimated cost.
(b)	Preparation of Fire Drawings showing necessary prevention and fire safety measures as suggest by the WBFES. Preparation of detailed tender documents, detailed working drawings, inviting tenders and submitting report/recommendations on the tenders received for award of the job.	20% of the fee based on agreed estimated cost.
(c)	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.	30% of the fee based on the tender amount, less payments made earlier.
(d)	Submission of —as made important drawings to the employer as specified & Obtaining NOC of Fire safety certificate of the building	30% of the fee based on the value of work executed; less payments made earlier.

Arbitration

If any dispute, differences or question shall at any times arise between the parties as to the construction of this Agreement or concerning anything herein contained or arising out of the Agreement or as

to the rights, liabilities and duties of the parties hereunder except in respect of matters for which it is provided hereunder that the decision of the Employer is final and binding, the same shall be referred to arbitration and final decision after giving at least 30 days' notice in writing to the other (hereinafter referred to as the "Notice for Arbitration" clearly setting out the items of dispute) to a sole arbitrator who shall be appointed as hereinafter provided. For this purpose of appointing the sole arbitrator referred to above, the Employer shall send to the Architects within thirty days of the "Notice of Arbitration" a panel of three names of persons who shall be presently unconnected with the organization of the Employer or the Architects.

The Architects shall, on receipt of the names as aforesaid, select any one of the persons so named to be appointed as the Sole Arbitrator and communicate his name to the Employer within 15 days of receipt of the names. The Employer shall thereupon without any delay appoint the said person as the Sole Arbitrator. If the Architects fail to communicate such selection as provided above within the period specified, the Employer shall make the selection and appoint the sole arbitrator from the panel notified to the Architects.

If the Employer fails to send to the Architect the panel of three names as aforesaid within the period specified, the Architects shall send to the Employer a panel of three names of persons who shall be unconnected with either party. The Employers shall on receipt of the names as aforesaid, select any of the persons and appoint him as the Sole Arbitrator. If the Employer fails to select the person and appoint him as the Arbitrator within 30 days of the receipt of the panel and inform the Architect accordingly, the Architects shall be entitled to appoint one of the persons from the panel as Sole Arbitrator and communicate his name to the Employer.

If the Arbitrator so appointed is unable or unwilling to act or refuses his appointment or vacates his office due to any reason whatsoever another Sole Arbitrator shall be appointed. The arbitration shall be governed by the Arbitration & Conciliation Ordinance 1996 as in force from time to time. The award of the Arbitrator shall be binding and final on the parties. It is hereby agreed that in all disputes referred to the Arbitration, the Arbitrators shall give a separate award in respect of each dispute or difference in accordance with the terms of reference and the award shall be reasoned award. The fees, if any of the Arbitrator shall, if required to be paid before the award is made and published, be paid in equal proportion by each of the parties. The cost of the arbitration including the fees if any, of the Arbitrator shall be borne and paid by such party or parties to the dispute in such manner or proportion as may be directed by the Arbitrator in the award. The Employer and the Architects also hereby agree that the arbitration under this clause shall be a condition precedent to any right of action under the contract with regard to the matters hereby expressly agreed to be so referred to arbitration.

The Arbitrator or Arbitrators or Umpire, as the case may be, will be Fellows of the Indian Institute of Architects or Fellow of Institute of Engineers (India). The award of the Arbitrator(s) or Umpires, as the case may be, shall be final and binding upon the parties to the Arbitration.

Professional Liability Insurance Clause: -

The Architect shall obtain an insurance policy covering Professional Liability Risk to the extent of Rs. _____ and endorse such policy in Bank's favour and / or otherwise make the claim of any under the policy payable directly to the Bank by the Insurance Company till the completion of the project. All disputes arising out of the or in connection with the agreement shall deemed to have arisen in the city where project is being executed & only the said courts in the city shall have the jurisdiction to determine the same.

IN WITNESS WHEREOF the parties hereto have subscribed their respective hands hereto and on a duplicate hereof at the place and on the day, month and year hereinabove first mentioned.

SIGNED AND DELIVERED FOR AND ON BEHALF OF THE BANK OF INDIA
BY SHRI _____
IT'S DULY CONSTITUTED ATTORNEY IN THE
PRESENCE OF

SIGNED AND DELIVERED
FOR AND ON BEHALF OF THE ARCHITECT
BY PROPRIETOR

IN THE PRESENCE OF

**Zonal Manager
Kolkata Zone**

Annexure C

PRICE BID

**TENDER FOR APPONTMENT OF ARCHITECT / CONSULTANTS FOR CONSULTANCY SERVICES
TO OBTAIN NECESSARY FIRE SAFETY CERTIFICATE FROM WEST BENGAL FIRE & EMERGENCY
SERVICES FOR BANK OF INDIA ZONAL OFFICE BUILDING
AT 5, B.T.M. SARANI, KOLKATA - 700 001.**

Consultancy Fee *	%age of Service charge of the project cost without GST	
In Words :		

*** Quantum of fee will be worked out at quoted rate based on actual or estimated project cost whichever is lower. L1 be decided on the %age of service charge quoted by the firm. Applicable GST will be over and above the Service charge.**

**SIGNATURE OF ARCHITECT /
CONSULTANTS
WITH SEAL**