

NOTICE INVITING QUOTATION

Quotation for appointment of Empanelled Architect for Furnishing, Electrical, Air-Conditioning & other misc. works of MATHURA branch, AGRA Zone

1. Sealed quotations are invited from the Bank's empanelled Architects for **Furnishing, Electrical, Air-Conditioning & other misc. works** of proposed MATHURA Branch (New Premises).
2. We request you to quote your professional fee on percentage basis (exclusive of GST) for the cost of work as per the format annexed for rendering Architectural / Consultancy services for the captioned work to be carried out. The cost of items, if any, to be directly purchased by the Bank will not be included in the cost of project for the purpose of calculating professional fee.
3. The general scope of professional services to be rendered by Architect/Consultants will include:
 - (a) Taking the employer's instructions, 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), making approximate estimate of cost by cubic measurements, square meter / square feet, or otherwise and preparing reports on the scheme so as to enable the employer to take a decision on the sketch designs.
 - (b) The Architect shall submit a proper PERT CHART / Bar Chart incorporating all the activities required for the completion of the project well in time i.e. preparation of working drawings, structural drawings, detailed drawings, calling tenders etc. The programme should also include various stages of services to be done by the Consultants in co-ordination with the Architect.
 - (c) Submitting required drawings to the Municipality and other local authorities and obtaining their approval.
 - (d) Preparing civil & architectural working drawings based on structural calculations and structural drawings, layout drawings & its electrical installations, etc. as per the bank's requirement, preparing detailed estimates and all such other particulars as may be necessary for preparation of bill of quantities.
 - (e) Supervision of the civil work including construction of strong room, ensuring and certifying the construction of strong room and branch premises as per RBI/Bank's guidelines. Preparing pre-qualification documents.
 - (f) Preparing detailed tender documents for various trades viz. general Suppliers/contractors work and specialist services such as 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.
 - (g) Inviting tenders for this trade and submitting assessment reports thereon, together with recommendations specifying abnormally high and low rated items. Preparing contract documents for this trade and getting them executed by the concerned contractors. The assessment report shall be based on proper analysis of rates with constants 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 work. 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 of

evaluation, the alternative procedure of calling all the tenders for negotiation and asking them to submit a final bid based on the terms and conditions acceptable to the Bank may be adopted.

(h) Preparing for the use of employer, the contractor and site staff, 4 copies of contract documents for all trades including all drawings, specifications and other particulars.

(i) Preparing such further details and drawings as are necessary for proper execution of the works.

(j) 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.

(k) No deviations or substitutions should be authorized by the Architect without working out the financial implication, if 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.

(l) Working out the theoretical requirement and actual consumption of cement and steel for each bill.

(m) Assist the employer in appointing a full time / temporary Site Engineer for supervision of construction of a particular project and getting the Site Engineer as required.

(n) 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 employer to make payments to the contractors and adjustments of all accounts between the contractors and the employer. Architects shall assume full responsibility for all measurements certified by them. It shall be mandatory on the part of the Architect to check all the measurements of various items to the full extent, of each item of work claimed, in each running bill.

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 all the measurements to the full extent, of each item claimed in this bill. Hence, the bill is recommended for payment of Rs.....

Date _____

(Signature of Architect)

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

(o) Submitting a detailed account of steel, cement and any other materials that the employer may specify and certifying the quantities utilised in the works.

(p) Obtaining final building completion certificate and securing permission of Municipality and such other authority for occupation of the building and assisting in obtaining refund of deposit, if any, made by the employer to the Municipality or any such other authority.

(q) Appearing on behalf of the employer before the Municipal Assessor or such other authorities in connection with the settlement of the rateable value of the building and tendering advice in the matter to the employer.

(t) On completion of the project, prepare 'as made' drawings of architectural, structural, water supply and drainage works and electrical and other services along with a brief report on the project and

relevant structural design calculations and submitting 4 copies of the same for the records of the employer.

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.

(u) The Architects shall be wholly and solely responsible for the successful completion of the project in all respects consistent with safety and structural stability from the inception up to the handling over for occupation to the employer.

(v) The Architects shall assist the Bank in all arbitration proceedings between the Contractors and the Bank and also defend the Bank in such proceedings.

(w) The Architect shall furnish one complete set of structural designs, calculations and structural drawings for the Bank's record.

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

(y) Regular supervision of the work during execution of work. Checking and verifying the materials received on site as per specifications, Ensuring quality and timely completion of work, Testing/checking/commissioning of various equipment and certifying that all the equipment are functioning as per the specifications.

(z) Assisting Bank in case Contractor resorts to arbitration / litigation.

4. Disbursement of the payment of fee shall be as per the stages stipulated by Indian Banks' Association guidelines.

5. Please submit your sealed quotations super scribing: **“Quotation for Appointment of Empanelled Architect for furnishing, Electrical, Air-Conditioning & other misc. works of MATHURA Branch (New Premises)”** quoting professional fee for the work latest by 15.00 hrs. on or before 10.03.2021 at the following address:

**The Zonal Manager
Bank of India
Zonal Office Agra
Corporate Services Department
First Floor, LIC Building, M. G. Road
Sanjay Place, Agra - 282002**

6. **The completed quotation to be dropped in the Tender Box placed at above address. Quotations / Offers by post shall not be accepted.**

7. The sealed cover will be opened at 05:00PM on 10.03.2021 in presence of the tender opening committee and the offerers who desire to be present. No further intimation in this regard will be issued.

The selected Architect / Consultant will have to enter in to a formal agreement on stamp paper with the Bank as per the Bank's format.

Zonal Manager
Agra Zone

PRICE BID

TO

**The Zonal Manager
Bank of India
Corporate Services Department
Zonal Office, Agra
First Floor, LIC Building, M. G. Road
Sanjay Place, Agra - 282002
Tel. No.: - 0562- 2521642/2520705**

Sub: Quotation for **Appointment of Empanelled Architect for Furnishing, Electrical, Air-Conditioning & other misc. works of MATHURA Branch (New Premises)**

We have read the conditions and have understood fully. We quote our Professional Fee as _____ % {_____percent (in words)} exclusive of GST of the approved estimated cost of work or actual cost of work whichever is less for rendering the Architectural / Consultancy for Proposed Furnishing, Electrical, Air-Conditioning & other misc. works at MATHURA Branch (New Premises).

2. We also agree 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.

3. We understand that no other charges like Transportation charges etc. to visit site will be paid by the Bank.

Signature:

Name & Address of the Firm with Seal

Date:

Place: