

To

Eligible Structural Consultant Firms / Structural Consultants / Architectural / Consultancy Firms.

Sub: Tender document for Selection of Structural Consultant Firms / Structural Consultants / Architectural Consultancy Firms for Structural Audit of Bank owned Properties/buildings located in Delhi-NCR, Dehradun (Uttarakhand), & Kota (Rajasthan).

Central Bank of India, Zonal Office-Delhi intends to undertake Structural Audit of its various properties located in Delhi-NCR, Dehradun (Uttarakhand), & Kota (Rajasthan) as listed below:

**List of Bank's Properties – Table 1**

S.No.	Properties	Address
1	Nagin Lake Apts. (5 flats)	159, 175, 195, 227, 267 Nagin Lake Apt., Peergarhi, Paschim Vihar 110063
2	Asiad Games Village Complex (4 flats)	Flat nos.647, 636 & 633, Maruti Mane Block, Flat no. 565, Sachin Nag Block, Asian Games Village, New Delhi 110049
5	Defence Colony	28 C, Moolchand Shopping Complex DDA building Defence Colony 110024
6	Lajpat Nagar	Shopping Complex underneath Defence Colony Flyover 110024
7	Sukhdev Vihar	42-43 CSC Pocket A, Sukhdev Vihar 110025
8	Gulmohar Park	Bank Bhawan, DDA Shopping Centre, Gulmohar Park 110049
9	Sec -15, Faridabad	Sec -15, A SCF -37 -38 Main Market, Faridabad, Haryana 121001
10	Chandni Chowk	1398, Chandni Chowk, New Delhi 110006
11	Savita Vihar	8 Savita Vihar 110092
12	Janakpuri	B -1/29, Community Centre near Super Bazaar Janakpuri 110058
13	New Sabzi Mandi	63-64, Transport Centre, New Subzi Mandi, Azadpur, Delhi 110033
14	Naraina	C-5, Naraina Iron Market, New Delhi 110028
15	Astley Hall, Dehradun	Central Bank of India, Astley Hall, Rajpur Road, Dehradun, Uttarakhand
16	Indraprastha Industrial Area, Kota	IIA Branch, Kota, Rajasthan.
TOTAL NO. OF PROPERTIES = 21		

Terms & conditions:

1. Scope of Work- Performing and carrying out Structural Audit of each above listed properties. Submission of individual audit reports of each property duly stamped & signed by the Licensed Structural Engineer and authorized signatory of the firm, documents, certificates (all in originals) complete in all respect for each property. Structural audit shall be carried out as a qualitative assessment in accordance with latest guidelines of Indian Society of structural engineers. Visual health inspection of buildings covering internal, external and common areas using light tapping hammer, marking in floor plans all the visible defects, deterioration and quantification. Assessment of damages of RCC (including conditions of load bearing members, walls, seepages, etc.) members through NDT (Non-Destructive Testing) with calibration chart for the site. Initially digital rebound hammer test and if necessary Ultrasonic Pulse Velocity test, Half Cell Potential test, carbonation depth test, core test, chemical test etc. Necessity of which will be decided after inspection. Finding the probable causes of damages, seepage / leakages and status of plumbing installations. Preparation of detailed report based on visual inspection, NDT, suggesting/ phasing out priority wise repair/ remedial and retrofitting measures supported by photographs wherever necessary.
2. The offer should be consolidated inclusive of all taxes(except GST), incidentals, overheads, traveling expenses, printing and binding of reports, all sundries, all other expenditure for execution of the services / assignments covering all 'Scope of Work' as mentioned herein.
3. Evaluation criterion – Work to the eligible bidder shall be awarded on the basis of Total Fees quoted (excluding GST) as per Offer/Price bid (Through Online Mode).
4. Duration of work – 20 days for entire assignment complete-in all respect from the date of letter of award.
5. Payment terms – 80% of the Payment will be done after completion of entire assignment, receipt of structural audit reports, documents, certificates (all in originals) complete in all respect for all the properties mentioned herein in this document upto to the complete satisfaction of Bank / Owner. Balance 20% shall be released after ensuring compliance to point no. 7 stated herein below. No payment will be done for the incomplete / part work done.
6. Firms who have been removed / de-listed / debarred from the Central Govt. / State Govt. / PSUs/ PSBs/ Other Govt. bodies due to whatsoever reasons must not apply. Their offers will not be considered at any stage of above process.

7. In case the Audit report submitted by the firm is not in order, the Bank shall bring the same to the notice of the Firm within 45 days of submission for rectification and resubmission.
8. Bank may cancel the TENDER process at any time without assigning any reasons of whatsoever nature. Decision of Bank shall be final and binding in all the matters related to this bidding process.
9. In case of any irregularities/lapses during execution of entire assignment, Bank is at liberty to take appropriate action.
10. Assignment and subletting:

The whole of work included in the contract shall be executed by the consultant and he shall not directly entrust and engage or indirectly transfer assign or underlet the contract or any part or share thereof or interest therein without the written consent of the Bank through the Engineer and no undertaking shall relieve the consultant from the responsibility of the consultant from active superintendence of the work during its progress. The contract shall not be assigned or sublet without the written approval of the Bank. And if the consultant shall assign or sublet his contract, or attempt to do so, or become insolvent or commence any insolvency proceedings or make any composition with his creditors or attempt to do so, or if any bribe, gratuity, gift, loan, perquisite, reward or advantage pecuniary or otherwise, shall either directly or indirectly, be given, promised or offered by the consultant, or any of his servants or agent to any public officer or person in the employment of Bank / Consultant or if any such officer or person shall become in any way directly or indirectly interested in the contract, the Bank shall have power to adopt any of the courses specified under clause of “when contract can be determined” hereof as the Bank may deem best suited to the interest of Bank and in the event of any of these courses being adopted the consequences specified in the said Clause of shall ensure.

11. Consultant liable for damages, defects during defects liability period

If the consultant or his working people or servants shall break, deface, injure or destroy any part of building in which they may be working, or any building, enclosure, water pipe, cables, drains, electric or telephone post or wires, contiguous to the premises on which the work or any part is being executed, or if any damage shall happen to the work while in progress, from any cause whatever or if any defect, shrinkage or other faults appear in the work within 45 days of issue of virtual completion certificate / satisfaction letter issued by the Engineer on behalf of the Bank as aforesaid arising out of defect or improper materials or workmanship, the consultant shall, upon receipt of a notice in writing on that behalf through the Engineer, make the same good at his own expense or in default, the Bank cause the same to be made good by other workmen and deduct the expense from any sums that may be due or at any time thereafter may become due to the consultant, or from his fees.

12. Local Laws, Acts, Regulations:

The consultant shall strictly adhere to all prevailing labour laws inclusive of contract labour (regulation And abolition act of 1970) and other safety regulations.

13. Time for completion:

Time is the essence of the contract and shall be strictly observed by the consultant.

14. Liquidated Damages:

If the consultant fails to complete the work and clear the site within stipulated time, he shall, without prejudice to any other right or remedy available under the law to the Bank on account of such breach, pay as agreed compensation the amount calculated at the rates stipulated below: 0.5% of the consultancy fees per week subject to a maximum of 10% of the consultancy fees. The amount of compensation may be adjusted or set off against any sum payable to the Consultant under this contract with the Bank.

15. Force Majeure:

BANK shall not be considered in default in performance of their obligations if such performance is prevented or delayed by events such as war, hostilities revolution, riots, civil commotion, strikes, lockout, conflagrations, epidemics, accidents, fire, storms, floods, droughts, earthquakes or ordinances or any act of god or for any other cause beyond the reasonable control of Bank.

16. Accidents:

The consultant shall immediately on occurrence of any accident at or about the site or in connection with the execution of the work report such accident to the competent authority(Police,hospital,fire department etc,) & Bank. The consultant shall also report such accident immediately to the competent authority whenever such report is required to be lodged by the law and take appropriate actions thereof.

17. Blacklist:

The Bank reserves its sole right to blacklist the consultant in the event of unsatisfactory performance of consultant or non - compliance of the work order and to inform Regulator/Govt. Authorities/IBA etc. Decision of Bank in this regard shall be final and binding on contractor.

18. Jurisdiction:

All disputes arising out of or in any way connected with this work shall be deemed to have arisen in Delhi and only courts in Delhi shall have jurisdiction to entertain and determine the same.

19. **UNDERTAKING** from bidders be submitted on the following terms:-

I/We----- have read the various conditions to technical bid attached here to and hereby agree to abide by the

said conditions. I/We offer to do this work of “Consultancy and Conducting of Structural Audit of .....”. As detailed under scope of work in the event we are Pre-qualified for the purpose and hereby bind myself/ourselves to complete the work in all respects.

We agree to the condition that our Financial Bid will be opened only if we qualify as per the stipulations in the Technical bid document. I/We also hereby agree to abide by the General Condition of Contract and to carry out the consultancy work according to the Special Conditions of Contract and specifications for material and testing works as laid down by BANK.

20. **DECLARATION** from the bidders be submitted on the following terms:

I/We agree to notify the Central Bank of India, Business Support Department, Zonal Office, Delhi, accepting this application, of any changes in the foregoing particulars as and when they occur and to verify and confirm these.

I / We understand and agree that the competent authority of Central Bank of India, Business Support Department, Zonal Office, Delhi, has the right as they may decide, not to issue PQ/Technical bid form in any particular case and also to suspend, remove or blacklist my / our name from Central Bank of India , Zonal Office, Delhi, list of Consultants in the event of my / our submitting non bonafide PQ/Technical bids, or for technical or other delinquency in regard to which the decision of competent authority of Central Bank of India, Business Support Department, Zonal Office, Delhi, shall be final and conclusive.

I / We certify that the particulars furnished in the enrolment forms are correct and that should it be found that I/We have given a false certificate or that if I / We fail to notify the fact of my/ our subsequent amalgamation with another Consultant or firm, the Central Bank of India, Business Support Department, Zonal Office, Delhi, may remove my / our name from the list of Consultants and any contract that I/We may be holding at the time may be rescinded.

21. **Tender Fees (non-refundable):** Rs. 500/- (Five Hundred Only) in the form of DD in favor of Central Bank of India payable at Delhi to be submitted at BSD, Central Bank of India, Zonal Office, Plot no 4 Block no 54, D B Gupta Road Karol Bagh New Delhi – 110005 super scribed “Structural Audit of Bank owned Properties/buildings located in Delhi-NCR, Dehradun (Uttarakhand), & Kota (Rajasthan).” (Exemption: Submission of valid Micro and Small Enterprises (MSEs) certificate as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) or are registered with the Central Purchase Organization or the concerned Ministry or Department).

22. Tender Documents can be downloaded from the below link:

<http://www.centralbankofindia.co.in/en/active-tender>

AND / OR on

<https://centralbank.abcprocure.com/EPROC/>

**23. Bids are to be submitted only through ONLINE MODE as per the details mentioned in Annexure – A enclosed with this document. Physical / hard copy bids shall be rejected and shall not be considered for further tender process.**

**24. Last Date of Online bid Submission: 4:00 pm, 26/09/2024. Online Technical bid will be opened at 4:30 pm on 26.09.2024.** On the basis of the eligibility criteria mentioned in this document and after the evaluation of the applicants based on the site visit report, if any, credentials submitted by the applicants, confidential reports obtained from various clientele (wherever necessary), Tender Bid Part-II (Price Bid) of only Technically qualified bidders shall be ONLINE opened.

Any question/doubts related to TENDER may be clarified with Bank over phone on 011-42827824 (10am to 5pm). The bids shall not include any conditions whatsoever. Only unconditional tenders will be accepted. Any conditional tender will be liable for rejection. Any bidder desirous of imposing any condition having financial implication should read the TENDER document appropriately and should not put any condition in the tender. Any addendum/corrigendum thus issued shall be part of the Tender Documents and shall also be posted only on the Bank's website. Therefore applicants are requested to frequently visit the Bank's website regarding modifications / corrigendum issued.

## **ELIGIBILITY CRITERIA**

**The documents in support of eligibility criteria for pre-qualification of bidders to be uploaded Online shall be as under:-**

1. Technical Bid document duly filled and signed.
2. The applicant should have minimum 5 years of experience in the field of conducting of Structural Audit of various buildings. – Year of incorporation
3. The Firm should have services of Licensed Structural Engineers registered with Municipal Corporation / Statutory bodies and authorized for the structural audit / NDT Works.
4. Experience of Structural audit as per the guidelines of the Indian Society of Structural Engineers.
5. The firms must have successfully completed structural audit / structural consultancy works during last 5 years ending last day of month previous to the one in which applications are invited should be either of the following:
  - (I) For Three similar completed works having work order value not less than the amount equal to Rs. 1,26,800/- OR (II) For Two similar completed works having work order value not less than the amount equal to Rs. 1,57,500/- OR (III) For One similar completed works having work order value not less than the amount equal to Rs. 2,52,000/- of the estimated cost.
6. It is mandatory to attach work order / agreement copy / completion certificates / or any other relevant document duly signed/attested by competent authority of employer as a proof of execution of above work to be accepted at sole discretion of Bank.
7. The firms / consultants should have PAN & GST nos.
8. Consultancy Firm should have an average annual turnover of Rs. 3 Lacs during the last 3 years, ending 31 March 2024. This should be duly audited and certified by Chartered Accountant, if required as per norms. These should be supported by audit statements or tax returns.
9. Scanned copy of DD to be uploaded / MSME certificate if claimed exemption. Original DD to be submitted at address as mentioned in Tender before last date of bid submission.
10. Undertaking and Declaration duly signed by Bidder as given in point no. 19 & 20 of technical bid

Only such firms / bidders who fulfill the aforesaid eligibility criteria need to apply

**Assistant General Manager-BSD  
Zonal Office Delhi**

**INSPECTION REPORT OF BANK'S OWN PROPERTY**

Sr no	Particulars	Report / Remarks of the inspecting officer
1.	Name of the inspecting officer/Designation:  Date of inspection:	
2.	Name of the Office/building inspected: Address of the building: City/Town: Brief description of the property: Occupancy of the building: Name of the Office Incharge and Designation	
3	Connectivity to the Commercial Establishments, Offices and Markets including Transportation	
4	Position in regard to Electricity Power supply	
5	Position of payment of Local/Municipal or other taxes- reasons of pendency (if any)	
6	Possibility of installation of Bank's Hoarding, Sign Board etc. Visibility of the Signage/ name board of the bank.	
7	Position in respect of lease period & possession of lease deed	
8	Insurance Policy validity & details	
9	Telephone/ Contact Number of Caretaker  Position in respect of security aspect/care taker	
10	Surrounding Position	
11	Compliance of Society's rules, if it is under Society Society/Common Utility charges (in applicable) paid upto:	
12	Name of the Office where original title deeds are kept	
14	Position in regard to unauthorized tenant, if any- details regarding rent/arrears etc. to be given	
15	Major/minor repairing/renovation last done .	

16	Technical details of the building: Type of construction (Load bearing / RCC / Steel Framed): Year of construction:	
17	<b>Condition of the building</b> Exterior – Excellent, Good, Normal, Poor  Interior – Excellent, Good, Normal, Poor  Basement Superstructure-	
18	Ambience of the building	
19	<b>Electrical installation</b> Type of wiring Class of fittings (superior / ordinary / poor)	
20	Fire Safety Audit last done- position of compliance	
21	Trees, gardening, Lawn etc.	
22	Water supply arrangements- water tank last cleaned on:	
23	Underground sewerage system:	
24	Parking facility available/not available	
25	Details of the Office/Branch located in the building	
26	Observations / Findings of the Inspecting Official as per the scope of work defined in Tender Document.	Attach Annexures for the detailed reports.
27.	Repairs/ Rectifications / Remedy suggested –	Attach Annexures for details.
28.	General remarks, if any, like threat of acquisition of land for public service purposes, road widening or applicability of CRZ provisions etc.	

**Signature of the Inspecting Official/**

**Designation**

**Date:**

## FORM OF TENDER

**Assistant General Manager-BSD  
Zonal Office Delhi**

Reg: Tender document for Selection of Structural Consultant Firms / Structural Consultants / Architectural Consultancy Firms for Structural Audit of Bank owned Properties/buildings located in Delhi-NCR, Dehradun (Uttarakhand), & Kota (Rajasthan)

Dear Sir / Madam,

1. Having examined the requirement and scope of work, having visited the site and having satisfied ourselves as to the location of the site and working conditions and all other relevant aspects of Project, I/We hereby offer to execute the above works at the respective rates which I/We have quoted, for the said scope of work.
2. I/We shall execute works at my/our tendered rates.
3. In the event of this tender being accepted, I/We agree to enter into and execute the necessary contract agreement if any required by you.
4. I/We agree to pay and bear Income-tax, VAT, Works Contract Tax, Labour Welfare Fund Charges, Octroi duties and all other taxes etc. as prevailing from time to time on such items for which such taxes and charges are levied by the appropriate authorities. **The rates shall be quoted in all inclusive except GST.**
5. I/We understand that you are not bound to accept the lowest offer or bound to assign any reasons for rejecting our tender.
6. I/We agree to keep our offer open for 90 days after the deadline for submission of bids prescribed by Bank.

Signature of Tenderer with Seal & Address

Name and address of bidder:

Contact no.

Email ID:

Date: