



सेंट्रल बैंक ऑफ इंडिया
Central Bank of India

CENTRAL TO YOU SINCE 1911

निविदा प्रपत्र

सेंट्रल बैंक ऑफ इंडिया आंचलिक कार्यालय, पुणे

अपने 317 एमजी रोड स्थित आंचलिक कार्यालय भवन के तीसरे मंज़िल के
रिनोवेशन कार्य हेतु प्रतिष्ठित

आर्किटेक्ट/ इंटरियर डिज़ाइनर से निविदा आमंत्रित करता है

निविदाकार का नाम :- _____

निविदा प्रस्तुत करने की अंतिम तिथि: 04/10/2024 दोपहर 03:00 बजे तक

प्रि-बीड मीटिंग : 19/09/2024 दोपहर 03:00 बजे

निविदा खोलने की तिथि) केवल प्रि-क्वालीफिकेशन/टेकनिकल निविदा : 04/10/2024 दोपहर 03:30 बजे

निविदा शुल्क: डिमांड ड्राफ्ट के रूप में ₹2,000.00 (₹ दो हजार मात्र (अप्रतिदेय)

बयाना जमा राशि: डिमांड ड्राफ्ट के रूप में ₹8,000.00 (₹ आठ हजार मात्र)

सेंट्रल बैंक ऑफ इंडिया,
व्यवसाय सहायता विभाग
पहिली मंज़िल आंचलिक कार्यालय
317एम जी मार्ग, कैंप
पुणे 411001
दूरभाष:- 020-26131611-14



सेन्ट्रल बैंक ऑफ इंडिया
Central Bank of India

CENTRAL TO YOU SINCE 1911

प्रस्ताव के लिए अनुरोध/REQUEST FOR PROPOSAL (RFP)

भाग/PART-ए/A

TECHNICAL BID /तकनीकी बोली

Appointment of Architect/Interior Designer for Renovation of third floor of Zonal Office building at 317, MG Road, Camp, Pune

RFQ REFERENCE: - ZO/ PUNE/BSD/ 2024-25/138

(Pre Bid Meeting-19-09-2024)

NOTICE OF INVITATION OF TECHNO COMMERCIAL PROPOSALS FOR ENGAGING SERVICES OF ARCHITECT/ INTERIOR DESIGNER.

Central Bank of India, Pune Zonal Office invites Expression of Interest (EOI) from experienced and eligible Architect/ Interior Designer Firms/Individual for participating in the **Techno-Commercial** Competition for selection and engagement of services for the Project of "Renovation of third floor of Zonal Office building at 317, MG Road, Camp, Pune."

The prequalification/eligibility criteria, the services to be rendered, terms and conditions of appointment and prescribed formats for submission of application can be downloaded from the Bank's website www.centralbankofindia.co.in under tenders from **12/09/2024**

Interested Firms/Individuals complying with prescribed eligibility criteria should ensure submission of their applications in the prescribed format with supporting documents at this office latest **by 3.00 pm on 04/10/2024**. Applications received after due date and time will not be entertained. The Bank reserves its rights to accept any or to reject all the applications without assigning reasons therefor and we shall entertain no correspondence.

**ASST.GENERAL MANAGER
BUSINESS SUPPORT**



सेन्ट्रल बैंक ऑफ़ इंडिया
Central Bank of India

CENTRAL TO YOU SINCE 1911

Pune Zonal Office, 317, MG Road, Camp, Pune -411001.

RFQ REFERENCE: - ZO/ PUNE/BSO/ 2024-25/138

**NOTICE OF INVITATION OF TECHNO COMMERCIAL PROPOSALS FOR ENGAGING
ARCHITECT/ INTERIOR DESIGNER**

EOI SUBMITTED BY:

प्रस्तुतकर्ता/SUBMITTED:Y :
कंसल्टेंसी फर्म/NAME OF FIRM. :
पता/ADDRESS :
जीएसटी विवरण/GST DETAILS :

NOTICE INVITING EOI

Central Bank of India, Pune Zonal Office invites Expression of Interest (EOI) from experienced and eligible Firms/Individual for participating in the **Techno-Commercial** Competition for selection and engagement of ARCHITECT/ INTERIOR DESIGNER to render Consultancy Services for the Project of "Renovation of third floor of Zonal Office building at 317, MG Road, Camp, Pune."

विज्ञापन की दिनांक/ Date" of Advertisement	12/09/2024
प्रस्तुत करने की अंतिम दिनांक / Last Date of Submission	04/10/2024. by 15:00Hrs
बोली पूर्व मीटिंग Pre Bid Meeting	19/09/2024 by 15:00Hrs
खुलने की दिनांक Opening Date	तकनीकी बोली/Technical Bid: 04/10/2024@ 15:30 Hrs वित्तीय बोली: तकनीक रूप से अहर्ता प्राप्त ठेकेदार को सूचित किया जाएगा/ Financial Bid: To be Intimated to technically qualified Consultants.
कार्य अवधि/Time Period of Work	कार्य आदेश प्रदान करने की दिनांक से 6 महीने 6 months from award of Work Order to contractor
बयाना जमा राशि/Earnest Money Deposit	₹8,000.00 (₹ Eight Thousand Only) DD In favour of Central Bank of India, Payable at Pune. MSME Exemption shall apply

निविदा दस्तावेज का मूल्य/Cost of Tender Document (गैर वापस (योग्य/ Non-Refundable)	₹2000.00 (सेन्ट्रल बैंक ऑफ इंडिया के पक्ष में मांग ड्राफ्ट जो मुंबई पर देय हो/ DD In favour of Central Bank of India, Payable at Pune MSME Exemption shall apply
खुलने की दिनांक से निविदा की वैधता/ The validity of Tender from opening of Financial Bid.	120 दिन/ days.
प्रस्तुत किए जाने वाले दस्तावेज/ Documents to be provided	निविदा आमंत्रण सूचना के अनुसार/ As per Notice Inviting Tender.
Email for Correspondence	archpunezo@centralbank.co.in gadpunezo@centralbank.co.in
संपर्क व्यक्ति का नाम / Contact person name	Mrs. Priti Deshmukh – Zonal Architect.- (020) 26131611-14 (ext 124)

1. Conditional proposals are liable for disqualification.
2. The Bank reserves its rights to accept or reject any or all the tenders, either in whole or in part assigning no reason (s) therefor, and we shall entertain no correspondence.
3. Tenders received without Tender Processing Fee shall be summarily disqualified.
4. In case it declares the date of opening of tenders as a holiday, we will open the tenders on the next working day at the same time.
5. For any clarifications please contact the office of the Asst. General Manager, Central Bank of India, Zonal Office, Pune.

Interested Firms/Individuals fulfilling prescribed eligibility criteria are invited and requested to ensure submission of their Techno-Commercial Proposals in the prescribed format with supporting documents to:

**ASST.GENERAL MANAGER
CENTRAL BANK OF INDIA
BUSINESS SUPPORT DEPARTMENT
317, MG ROAD, CAMP, PUNE -411001**

We advise the applicants to submit the complete set of documents in the properly spiral bounded form. The applications received in loose sheets shall be summarily disqualified.

**ASST.GENERAL MANAGER
BUSINESS SUPPORT**

1. Disclaimer

- 1.1. The information in this EOI document or information provided subsequently to Bidder (s) whether verbally or in documentary form/email by or on behalf of Central Bank of India, is subject to the terms and conditions set out in this EOI document.
- 1.2. This EOI is not an offer by Bank, but an invitation to receive responses from the eligible Bidders. No contractual obligation shall arise from the EOI process unless a formal contract is signed and executed by duly allowed official (s) of Central Bank of India with the selected Bidder.
- 1.3. This EOI provides the Bidder (s) with information to assist the preparation of their Bid proposals. This EOI does not contain all the information each Bidder may require. Each Bidder should conduct its investigations and analysis and should check the accuracy, reliability and completeness of the information in this EOI and where necessary get independent advice/clarifications. Bank may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this EOI.
- 1.4. Central Bank of India, its employees and advisors make no representation or warranty and shall have no liability to any person, including any Applicant or Bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything in this EOI or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the EOI and any assessment, assumption, statement or information contained or deemed to form or arising for participation in this bidding process.
- 1.5. The Bank also accepts no liability of any nature whether resulting from negligence or otherwise, howsoever caused arising from a reliance of any Bidder upon the statements in this EOI.
- 1.6. This EOI does not imply that Central Bank of India is bound to select a Bidder for the Project and the Bank reserves the right to reject all or any of the Bidders or Bids, assigning no reason.
- 1.7. The Bidder is expected to examine all instructions, forms, terms and specifications in the bidding document. Failure to furnish all information required by the bidding document or to submit a bid not substantially responsive to the bidding document will be at the Bidder's risk and may cause rejection of the Bid.

INSTRUCTIONS TO PERSPECTIVE CONSULTANTS

SCOPE OF ARCHITECT/ INTERIOR DESIGNER (Consultant)

The Scope under said Services shall include, Inter Alia the following:

- 1) The scope of work shall include taking as build measurement of the premises to be renovated, designing the space as per Bank's requirement, preparation of furniture layout & block estimate, preparation of furniture design, preparation of detailed estimate, preparation of working drawings, electrical/ data layout, services layout etc for execution, preparation of tender document, analysis of tender document and recommendation on selection of L1 vendor, over all supervision of said project, contractor's bill checking and recommendation for payment, the consultant appointed shall be wholly responsible for successful completion of overall project adhering to the local guidelines, regulations, safety and structural stability of the building since inception up to the handing over the site to the employer.
 - a. Architect shall assist Bank in all Arbitration proceedings between contractor and Bank and also defend the Bank in such proceedings
 - b. Any other services connected with the works usually and normally rendered by the Architect/ consultant but not referred to herein above
- 2) Complete day to day supervision of said work ensuring quality control in accordance with tender specifications, drawings and site conditions. Quality control will be exercised at all stages of renovation work viz. approval of materials, usage thereof in proper proportions as per specifications and workmanship at all stages of execution of individual items of work.
- 3) Prepare a master CPM/PERT network chart for monitoring and controlling the work progress based on charts of various contractors for their respective works. Consultant shall keep constant check on the progress of various activities and co-ordinate with various agencies to get the project completed on time and within the approved/budgeted costs. in the event of any deviation, these charts to be updated in consultation with the Bank's officials, contractor and the revised details should be submitted to the bank for approval. Consultant will also suggest suitable remedial actions to be taken to clear bottlenecks/delays/less of progress etc. progressively and promptly, in consultation with the Bank's officials.
- 4) The consultant shall maintain necessary site records and obtain supply challans/ receipts from contractor for material delivered on site as per tender specification.
- 5) Ensure compliance by Contractor of all Labour Laws and relevant Statutory Acts including labour license, minimum wages act, etc.
- 6) Arrange periodical site meetings as required with Bank officials, contractor, other concerned consultants/agencies involved in the work to monitor the progress, attesting the quality of materials and workmanship and removing deficiencies in physical progress of works; and to plan for activities in forthcoming weeks and record minutes of such

meetings. The consultant shall also submit a fortnightly progress report to the Bank regarding overall progress of the work as per the approved format (as per mutually agreed format.)

- 7) Ensure close co-ordination with the Bank Officials, contractor/s, and all other agencies connected with the project including local bodies and statutory authorities, if required.
- 8) Record measurements of work jointly with the contractor and verify contractors' periodic or stage wise bills for the work done and materials/plants/mobilisation advance, if any, etc. The certification of all the bills after such verification shall be done by the consultant. Certification for measured bills may be scrutinised by Bank official.
- 9) Suggest modifications, if any, in any item of the tender due to site conditions and advise reasoned justifications of cost variations on account of extra items and excess, supported by proper analysis to the bank.
- 10) Effect verification of work on virtual completion as well as actual completion of the project and recommend issue of completion certificates therefor. For the sake of clarity it is expressly agreed that verification for this purpose means and includes taking and recording of measurements jointly with the Contractor subject to Check/test Check by Bank, Verification of the final bill to be submitted by the contractors, as per the terms and conditions of contract/agreements and certification of the same.
- 11) Advise Bank with Regard to Extra claims or disputes/arbitration cases between bank and the contractor/s, if any and assist bank in case of any dispute till the cases are resolved either by mutual negotiation or through Arbitration or Court as the case may be.
- 12) Collect and deliver to Bank any specific written warranty/s or guarantee/s given by specialist firms/others, including all required trade contractors, insurance Policies, Performance guarantees and warranties as mentioned in the respective contract agreements.

Terms of Payment:-

The fee shall be paid in following stages: -

- a. On the approval of sketch design and preliminary estimates – **15%**
- b. On approval of preliminary design & block estimate, preparation of detailed working drawings/ execution drawing of all required items and services sufficient for preparing detailed estimates of cost – **Next 20%**
- c. On approval of detailed estimates, preparation of tender documents, tender process and advising on tenders received – **Next 10%**
- d. On award of job to the contractor – **Next 5%**
- e. For making daily/ regular visits for inspection and quality surveillance preparing other details and drawings as may be required during execution along with variation control, intermittent payment certification to be paid progressively with execution of the work – **Next 35%**.
- f. Issue of completion certificate and one complete set of as- built drawings – **Next 10%**.
- g. At the end of Defect Liability period of contracts – **Balance 5%**

Penalty clause:-

If any delay in execution is attributed to the fault of the consultant, Bank shall be entitled to recover damages at the rate of 0.5% of the total fees per week of delay and part thereof limited to maximum of 5%

This penalty is independent of the security deposit.

Security Deposit and Performance Bond

1. Security Deposit of 5% shall be deducted from every running payment which will be released against suitable Bank Guarantee.
2. If during the period of contract, it is established to the satisfaction of Bank that certain risk of damage or loss has occurred due to defective supervision of work, the consultant shall not be entitled for fees for execution of such affected parts of the work, cost of which will be worked out by the Bank.

1. EOI documents

1.1 The work has to be carried out strictly according to the conditions stipulated in the tender comprising the following documents and the most employees like manner.

- Instructions to Prospective consultant.
- General conditions of Contract
- Priced bid "A"

1.2 The above documents shall be taken as complementary and mutually explanatory of one another but in case of ambiguities or discrepancies, shall take precedence in the order given below;

- Price Bid
- Addendum (if any)
- General conditions of contract
- Instructions to Prospective Consultants

1.3 The tender documents are not transferable.

2. Site Visit:

We advise the applicant Consultants to get all necessary information to take part in this EOI at their own responsibility and cost before entering a contract for the project. The tenderer will be fully responsible for considering the financial effect of any or all the factors while submitting his tender.

3. The signing of contract documents:

- The selected Consultants shall be bound to agree on the prescribed format, within 15 days from receipt of intimation of acceptance of their proposal by the Bank. However, the written acceptance of the offer from Bank will make up a binding

agreement between the Bank and successful Consultants if such formal agreement is subsequently entered.

4. Completion Period:

- Time is the essence of the contract. The Project has to be completed in all respect accordance with the terms of the contract within 6 months from commencement of work.

5. The validity of Price Bid:

- Techno-Commercial Proposals shall remain valid and open for acceptance for 120 days from opening price bid. If the tenderer withdraws their offer during the validity period or makes modifications in their original offer, their Techno-Commercial Proposal shall be summarily disqualified without notice and no correspondence shall be entertained.
6. Price Bid shall be opened only of those shortlisted consultant who will take part in the proposed presentation, proving their technical competency and capability in Handling similar project for Central Govt. Dept./State Govt. Dept./ Semi Govt. Dept./PSU/Public sector Banks/Public limited (Listed) Company.
 7. All the Applicants shall be bound to accept and sign the "Integrity Pact" as per attached "Annexure J". The Application/EOI of the consultant not submitting the Integrity Pact as per prescribed format shall be summarily disqualified, and we shall entertain no correspondence.
 8. Joint Venture / Consortium shall not be allowed and Prospective Consultants should meet the mentioned Eligibility criteria themselves.

GENERAL CONDITIONS OF CONTRACT

1. Definitions: -

- 1.1. "Contract" means the documents forming the tender and the acceptance thereof and the formal agreement executed between Central Bank of India (client) and the Consultant, together with the documents referred including these conditions and instructions issued from time to time by the Bank and all these documents taken together shall be deemed to form one contract and shall be complementary to one another.
- 1.2. In the contract, the following expressions shall, unless the context otherwise requires, have the meaning respectively assigned to them.
- 1.3. 'Bank' shall mean Central Bank of India having its Zonal Office, First Floor, 317, M G Road, Camp, Pune- 411 001 and includes the client's representatives, successors and assigns.
- 1.4. 'The Consultant' shall mean the individual or firm or company selected and engaged for undertaking the project as Consultant and shall include a legal personal representative of the individual or the composing the firm or company and the permitted assignees of individual or firms of company.

The estimated project cost is ₹ 80.00 Lakhs (Approx) + Taxes.

1. Eligibility criteria:

- 1.1. Minimum 10 years' experience as Architect/ Interior Designer as on 31.03.2024. The experience should include but not limited to all consultancy services for Interior Renovation such as architectural, structural engineering, Interior and Furnishing and all internal and external services such as electrical, AC, plumbing, water supply, soil and rain water drainage, EPABX / Networking, rainwater harvesting, sewage treatment plant, recycling of wastewater etc.
- 1.2. The consultant should have rendered satisfactory professional services as a Architect/ Interior Designer for similar renovation work from inception to completion stage for:
 - I. **At least one** similar project of minimum cost **₹64 Lakh** each or **two similar** projects of minimum **₹40.00 Lakh** each or **three similar** projects of minimum **₹32.00 Lakh** each during last 5 years ending on 31.03.2024. These projects should be renovation of office/commercial/ institutional building with meeting room/ conference hall etc.

- II. At least two similar projects handled for public sector organization / Public Sector Bank/ Pvt Banks/ Government Department having a project cost of ₹ **60.00 Lakh** or more within last 5 years ending on 31.03.2024.
- III. The consultant should preferably have a registered office or ready to establish an office in Pune and should have the adequate number of qualified technical staff on the payroll/establishment of the company and should also have tie-up arrangements with reputed registered and licensed services consultant, firms, Electrical Consultants, Air-conditioning consultant, etc.
- IV. The average annual turnover of the Consultant by professional Fee in the last three years ending on 31.03.2024 shall not be less ₹**10 Lakh**
- V. The firms/individuals satisfying the prescribed eligibility criteria shall only become eligible to bid the assignment. Clear supporting evidence like photographs, certificates, documents etc. should be submitted with the bid.
- VI. However, merely fulfilling the prescribed eligibility criteria shall not entitle the applicant for short-listing and invitation for participation in the proposed Techno-commercial competition for the project. The short-listing, and final selection of consultant for the project, shall be subject to independent verification of credentials, an inspection of project sites, calling confidential reports from the present/previous employers, etc.

2. Tender Processing Fee:

The applicant Consultants are required to Pay Processing Fee of ₹**2,000/-** (₹ **Two Thousand Only**) payable by Banker's Cheque/Demand Draft in favor of Central Bank of India payable at Pune Only.

3. Submission of bids:

4.1 The Proposal shall be submitted as under:

- a. **Technical Bid (Envelope- A)** comprising this tender document with all annexures duly filled in along with copies of the authentic supporting documents.
- b. **Financial Bid (Envelope-B)** containing Price Bid in the prescribed format duly typed on the Letter Head of applicant firm and signed by the allowed signatory.

- c. Both Envelope A and Envelope B should be sealed in Envelopes 'C' superscribing on top "Techno-Commercial Proposal for **Appointment of Architect/ Interior Designer for Renovation of third floor of Zonal Office building at 317, MG Road, Camp, Pune**'.

4.2 **The sealed bids must be submitted in the office of the Asst.General Manager, Central Bank of India, Zonal Office, 317, M.G. Road, Camp, Pune -411001 from 10:00 am to 5:00 pm on all working days till the last day of submission and on the last day i.e. on 04/10/2024 upto 3.00 pm**

4. The certified/self-attested copies of the supporting documents mentioned in the above formats shall be furnished along with the technical bid.

5. All Annexures shall be duly signed by the firm with a stamp on each page.

6. Evaluation of Proposals for short-listing:

- a) **The Envelope - A** containing Technical Bid along with proof of payment of prescribed Tender Processing Fee of all the Consultants will be first opened by the allowed committee and tested on the various eligibility criteria and other marking matrix parameters as per "**ANNEXURE B**".
- b) The Bids will be initially tested for the eligibility based on the documents submitted to support eligibility criteria specified hereinbefore and bidders fulfilling the various criteria shall be shortlisted.
- c) Maximum 4 to 5 Firms/Individuals scoring highest marks on the prescribed parameters and marking matrix shall be shortlisted by the Committee.
- d) The Bank may consider inspecting the projects and calling for confidential reports from their clients before short-listing and inviting for Techno-commercial competition for the project.
- e) The decision of Bank in short listing of consultant invited for Techno-commercial competition shall be final and binding, and no correspondence shall be entertained.
- f) All the shortlisted Bidder who will be invited for making a presentation of their Technical Competence and capability in rendering satisfactory professional services in 3 or more similar highest value projects preferably for PSU / Banks / Govt Organisations/Department handled by them as

consultant for renovation work and successfully and timely got executed from scratch i.e. preliminary site survey and design to handing over of the site.

- g) The consultant is advised to incorporate actual photographs of the relevant project site showing progress/status of the project, including quality of renovation monitored during various stages. They should also present a clear view of their scope of services for different sites, including proof of various records maintained by them at the site.
- h) A committee will test the proposal and the presentation of the proposed approach, method and technical capabilities of the bidders and shortlist the bidders as per the laid down criteria. The decision of the Committee shall be final and binding on the Bidders.
- i) The Price/Commercial Bid of only those consultants shall be opened who will take part in the Technical Presentation.
- j) The Technical Bid and Commercial Bid will have a weight of 70 and 30 marks, respectively.

7. Techno-Commercial Competition:

- a) Bidders shortlisted for participating in Techno-Commercial competition will have to present their best-executed project along with drawings/plans/visuals/3D Views etc. to the committee on the date to be advised by Bank separately.
- b) Each bidder will be given about 15 to 20 minutes for making a presentation. After the presentation, the committee members will interact with the bidder to understand the presentation.
- c) The exact timing of the start of time slot shall be intimated to bidders separately.

- 8. Based on the Technical presentation of design and features of the similar projects handled by the CONSULTANT, their capability and capacity shall be judged and rated by the competent committee of Bank on various Parameters and marking matrix as per **ANNEXURE - B** for the purpose

9. Financial bid

The perspective consultant is required to submit their price bid in the specified format (Annexure I) in separate sealed Envelope earmarked as "Envelope B.

- a) The Price/Commercial Bid of only to those CONSULTANT shall be opened who will take part in the Technical Design Presentation against Specific Invitation from Bank.
- b) The Price Bid of remaining applicants who not qualify/shortlisted for the presentation shall be returned unopened by the registered post.
- c) The Price Bid shall be opened only after successful completion of the Technical Design Presentation and its Evaluation by the Competent Committee.

10. Professional Fee:

While quoting the professional fee for the project, the applicants CONSULTANT are as advised to consider:

- I. The total professional Fee can be quoted by the perspective CONSULTANT within following limits:-

Upper cap (maximum fee) @ 5.0% of the Actual project cost
Lower cap (Minimum fee) @ 2.00% of the Actual project cost
- II. No professional fee shall be payable to the perspective CONSULTANT for the bought- out items which are directly bought by the Bank

11. Award of Contract:

- a) The firm which gets the highest marks (got in a technical and commercial bid put together) will be decided as the prospective bidder for further decision on awarding of the contract.
- b) Bank may reject any/all the bids received assigning no reason.
- c) The validity period of bid: 120 days shall be the validity period of the bid from opening of Financial Bid.

12. On award of the contract, the Firm will be expected to take up/start the assignment

within 1 week.

13. If performing the CONSULTANT at any stage of the project is not found satisfactory or in the interest of the Bank, the Bank may end the agreement by giving one months' notice and in such an eventuality, no claim for any compensation/Fee for the balance work shall be considered. However, their dues shall be settled as per provisions in the standard agreement for the purpose, in proportion to the services rendered.
14. The provisions in this document elsewhere regarding the termination of services on account of CONSULTANT failure in procuring mandatory permissions within the specified time will supersede provisions in point no 13 above.
15. Bank may change the scheduled date of any event. The revised date will be displayed on our website or communicated separately.
16. Any corrigendum in this EOI shall be intimated through an announcement at Bank's website or through email only. The prospective bidders are requested to peruse Tenders section of our Bank's website www.centralbankofindia.co.in one time to time till the process of selection of CONSULTANT gets over.
17. Officials of Bank may visit the office of the bidder, sites of the project completed by bidder and office of those clients to verify information submitted by the bidder in technical bid. In case it is found that bidder has submitted misleading information in the technical bid, the candidature of such bidder (s) will be dismissed. Bank will have the discretion to seek a confidential report from previous clients of the bidder, and in case of any negative report/feedback, the Bank may take action as deemed fit.

The salient features of the captioned project are as under: -

Bank proposed to renovate its third floor of existing building to accommodate high class conference room, auditorium, executive cabins and other facilities as per Bank's requirements and matching with peer Banks.

18. Letter of Intent:

- a) Within the validity period specified in this EOI, the Bank shall issue a letter of intent (LOI) to the selected CONSULTANT by registered post at their address as given in the bid documents to enter an Agreement in the Bank's prescribed format for taking up the project as Consultant. The letter of Intent shall make up a contract between the Bank and the CONSULTANT.

b) Contract Agreement:

On receipt of LOI from the Bank, the selected CONSULTANT shall, within fifteen days, execute an agreement with the Bank in the prescribed format on non-judicial stamp paper of value as prescribed by the Bank. Changes for execution of agreement shall be borne by the CONSULTANT.

19. Assignment and subletting

The CONSULTANT shall not directly entrust and engage or indirectly transfer, assign or under-let the Project or any part or share thereof or interest to any other CONSULTANT without the written consent of the Bank and no undertaking shall relieve them from the responsibility of active & superintendence of the work during its progress. Wherever the in-house expertise is not available with the Principal CONSULTANT s, they shall engage professionally qualified consultants for Structural / Electrical / HVAC and other similar specialized professional service required for the project within the approved professional Fee as per agreement. However, responsibility in all matters about the project shall remain with Principal CONSULTANT.

20. No compensation or restrictions of work

The Bank shall be at liberty to abandon or reduce professional services of the CONSULTANT for the reasons including unsatisfactory performance or inordinate delay in rendering professional services in the project. In such an eventuality, the Consultant shall have no right to claim any payment/ compensation or otherwise what so ever on account of any profit or advantage which he might have derived from the execution of the Work fully but which he did not derive in consequence of the foreclosure of the whole or part of the work.

21. Fraud & Corrupt Practices

21.1. The CONSULTANT and their respective employees, agents and advisers shall observe the highest standard of ethics during the bidding process. Notwithstanding anything to the contrary contained the Bank shall reject an Application without being liable in any manner to the CONSULTANT, if it determines that they have, directly or indirectly or through an agent, engaged in corrupt/fraudulent/coercive/undesirable or restrictive practices in the bidding process.

21.2. Without prejudice to the rights of the Bank above, if a CONSULTANT is found by the Bank to have directly or indirectly or through an agent, engaged or indulged in any corrupt/fraudulent/coercive/undesirable or restrictive practices during the bidding

process, such CONSULTANT /Consultants shall not be eligible to take part in any EOI issued by the Bank during 2 (two) years from this EOI.

21.3. For this Clause, the following terms shall have the meaning respectively assigned to them:

a. **"Corrupt practice"** means

- (i) The offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the actions of any person connected with the bidding process (to avoid doubt, the offering of employment to or employing or engaging in any manner, directly or indirectly, any official of the Bank who is or has been associated in any manner, directly or indirectly with the bidding process or the Letter of Authority or has dealt with matters concerning the Concession Agreement or arising therefrom, before or after the execution thereof before the expiry of one year from the date such official resigns or retires from or otherwise ceases to be in the service of the Bank, shall be deemed to make up influencing the actions of a person connected with the bidding process); or
- (ii) Engaging in any manner, whether during the bidding process or after the Letter of Authority or after the execution of the Agreement any person regarding any matter relating to the Project or the Letter of Authority or the Agreement, who has been or is a legal, financial or technical adviser of the Bank concerning any matter concerning the Project.

b. **"Fraudulent practise"** means a misrepresentation or omission of facts or suppression of facts or disclosure of incomplete facts, to influence the bidding process.

c. **"Coercive practice"** means impairing or harming or threatening to impair or harm, directly or indirectly, any person or property to influence any person's participation or action in the bidding process.

d. **"Undesirable practice"** means

- I. Establishing contact with any person connected with or employed by the Bank to canvas, lobbying or in any manner influencing or attempting to influence the bidding process; or
- II. Having a Conflict of Interest.

- e. **"Restrictive practice"** means forming a cartel or arriving at any understanding or arrangement among Bidders to restrict or manipulate a full and fair competition in the Bidding Process.

22. Termination for Default

22.1. The Bank, without prejudice to any other remedy for breach of contract, by a written notice of not less than 30 (thirty) days sent to the CONSULTANT /Consultants, may end the Contract in whole or in part:

- a) If the CONSULTANT delivers none of the Services within the period (s) specified in the Contract, or within any extension thereof granted by the Bank; or
- b) If the CONSULTANT performs no other obligation (s) under the contract; or
- c) Laxity in adherence to standards laid down by the Bank; or
- d) Discrepancies/deviations in the agreed processes or
- e) Violations of terms and conditions stipulated in this EOI.

22.2. In the event the Bank ends the Contract in whole or in part for the breaches because of the CONSULTANT, the Bank may engage, upon such terms and in such manner, as it deems appropriate, Services similar to those undelivered, and the CONSULTANT shall be liable to the Bank for any increase in cost for such similar services. However, the CONSULTANT shall continue to provide their professional services to the extent the same is not ended as per agreement.

22.3. If the contract is ended under any termination clause, the CONSULTANT shall handover all documents/ executable/ Bank's data or any other relevant information to the Bank promptly and in proper format as per this and shall also support the orderly transition to other CONSULTANT or the Bank.

22.4. During the transition, the CONSULTANT shall also support the Bank on technical queries/support on process implementation.

22.5. The Bank right to end the Contract will be besides the penalties and other actions as deemed fit.

22.6. In the event of failure of CONSULTANT to render the Services or in the event of termination of Contract or expiry of the term or otherwise, without prejudice to any other right, the Bank at its sole discretion may alternately arrange for getting the Services contracted with other CONSULTANT. In such case, the Bank shall give prior notice to the existing CONSULTANT. The existing CONSULTANT shall continue to provide services as per the terms of Contract until a 'New CONSULTANT completely

takes over the work. During the transition phase, the existing CONSULTANT shall render all reasonable help to the new CONSULTANT within such period prescribed by the Bank, at no additional cost to the Bank, for ensuring smooth switch over and continuity of services.

23. Force Majeure

- 23.1. Notwithstanding terms and conditions in this, the CONSULTANT shall not be liable for delay in performing its obligations under the Contract results from an event of Force Majeure.
- 23.2. For this clause, 'Force Majeure' means and includes wars, insurrections, revolution, civil disturbance, riots, terrorist acts, public strikes, band, fires, floods, epidemic, quarantine restrictions, freight embargoes, declared general strikes in relevant industries, Vis Major Act of Government, impeding the reasonable performance of the SI but does not include any foreseeable events, commercial considerations or those involving fault or negligence by the party claiming Force Majeure.
- 23.3. If a Force Majeure situation arises, the CONSULTANT shall promptly notify the Bank in writing of such condition and the cause thereof. Unless otherwise directed by the Bank in writing, the CONSULTANT shall continue to perform its obligations under the Contract as far as is reasonably practical and shall seek all reasonable alternative means for performance not prevented by the Force majeure event. If the event of Force Majeure continues for over 30 days, the Bank may end this agreement thereafter.

24. Termination for Insolvency

The Bank may end the Contract by giving written notice to the CONSULTANT, if the CONSULTANT becomes Bankrupt or any application for Bankruptcy, insolvency or winding up has been filed against it by any person. The termination will be without compensation to the CONSULTANT, provided that such termination will not prejudice or affect any right of action or remedy, which has accrued or will accrue thereafter to the Bank.

25. Termination for Convenience

The Bank, by written notice of not less than 30 (Thirty) days sent to the CONSULTANT, may end the Contract, in whole or in part for its convenience. The notice of termination shall specify that termination is for the Bank convenience, the extent to which performance of the CONSULTANT under the Contract is ended, and the date upon which such termination becomes effective.

26. Governing Language

The governing language shall be English.

27. Taxes and Duties

27.1. The CONSULTANT shall be liable to pay all corporate taxes and income tax that shall be levied according to the laws and regulations applicable from time to time in India and the price Bid by the CONSULTANT shall include all such taxes (excluding GST) in the approved professional Fee.

27.2. Price Bid quoted [As in **Annexure I**] should be inclusive of all Central / State Government taxes/duties and levies but exclusive of GST.

27.3. Fee payable to the CONSULTANT as stated in the Agreement shall be firm and not subject to change during the execution of the project, irrespective of reasons, including exchange rate fluctuations, etc.

27.4. All expenses, stamp duty and other charges/ expenses in connection with the execution of the Agreement because of this process shall be borne by the CONSULTANT.

28. Tax deduction at Source

28.1. Wherever laws and regulations that require deduction of such taxes at the source of payment, the Bank shall affect such deductions from the payment for the CONSULTANT. The remittance of amounts so deducted and issuance of a certificate for such deductions shall be made by the Bank as per the laws and regulations for the time being in force. Nothing in the Contract shall relieve the CONSULTANT from his responsibility to pay any tax that may be levied in India on income and profits made by the Architects regarding this contract.

28.2. The CONSULTANT staff, personnel and labour will be liable to pay personal income taxes in India regarding such of their salaries and wages as are chargeable under the laws and regulations for the time being in force, and the CONSULTANT shall perform such duties concerning such deductions thereof as imposed on him by such laws and regulations.

29. Notices

Any notice given by one party to the other under this contract shall be sent to other parties in writing/ scanned and confirmed in writing/scanned to other Party's

address. The notice shall be effective when delivered or on the notice's effective date, whichever is later.

30. Transition Plan

In the event of failure of the CONSULTANT to render the Services or in the event of termination of Contract or expiry of the term or otherwise, without prejudice to any other right, the Bank at its sole discretion may alternately arrange for getting the Services contracted with other CONSULTANT. In such case, the Bank shall give prior notice to the existing CONSULTANT

The existing CONSULTANT shall continue to provide services as per the terms of Contract until a New Project CONSULTANT completely takes over the work. During the transition phase, the existing CONSULTANT shall render all reasonable help to the new CONSULTANT within such period prescribed by the Bank, for ensuring smooth switch over and continuity of Professional Services.

31. Compliance with Laws

It shall be the sole responsibility of CONSULTANT to comply with all the applicable laws, concerning or about the rendering of Services by CONSULTANT as envisaged under this.

CONSULTANT shall buy and maintain all necessary licenses permissions, approvals from the relevant authorities under the applicable laws towards its Services throughout the currency of the Contract.

The CONSULTANT would indemnify/make good for the losses to the Bank for non-compliance or any claims against the Bank arising out of any non-compliance as above.

32. Non-Hire and Non-Solicitation

During the term of the Contract and for one year thereafter, neither party shall (either directly or indirectly through a third party) employ, solicit to employ, cause to be solicited for employment or offer employment to any employee/s or sub-contractor/s of the other party, or aid any third person to do so, without the specific written consent of the other party.

Signed as a token of acceptance

Signature of consultant with seal Date:

Place:

ANNEXURE-B

PARAMETERS FOR TECHNO-COMMERCIAL COMPETITION

**BRIEF TECHNICAL PARAMETER FOR EVALUATION BEFORE TECHNO- COMMERCIAL
COMPETITION (TOTAL MARKS- 70)**

Sr. no.	Criteria Description	Rules for awarding marks	Max. marks
1.	Financial strength of the firm		5
1.1	Average annual turnover for last three financial years	3 marks for Rs. 10 lacs and 1 marks for every additional Rs. 5 lacs.	
2.	Man power		5
2.1	Number of skilled staff with technical qualification and experience <ul style="list-style-type: none">○ Architects, Civil Engineers, Interior Designer / Work Supervisors	3 marks for 5 technical staff on rolls and 1 mark for every 3 additional staffs thereafter	
3.	Experience in proposed work		15
3.1	Number of years of experience in office Renovation work. (Minimum 10 years)	3 marks for 10 years and 1 marks for additional every year of experience.	5
3.2	Number of similar work executed	Three or more Projects of at least 40% of proposed project cost =5, Two Projects of at least 60% of the proposed project cost = 8, One Project of at least 80% of the proposed project cost = 10	10
4	Quality of service, Satisfactory performance certificate from clients	Performance Certificate from Existing Clients a. Satisfactory = 3 Excellent = 5	5
5	Presentation	Internal committee shall assess and assign the marks.	70
	Total		100

Total Marks for technical parameter and presentation = 100

**PARAMETER FOR EVALUATION OF PRESENTATION MADE BY BIDDER
(TOTAL MARKS- 70)**

Sno	Broad criteria/technical parameter	Maximum Marks
1	The concept of the project done so far and firms past profile	10
2	Experience undertaking similar projects with PSUs / Banks and handling CVC matters	15
3	Cost-effective Site Utilization & Economical design along with Estimated Cost /Per Sqm cost	15
4	Overall Presentation, Interpretation of Design Concept, Interaction on concept and response to queries of the committee members	30
TOTAL		70

- The consultant who scores maximum marks put together for technical bid and price bid shall be considered for selection.
- The marks tested in the Techno-commercial & Design Presentation shall be converted into 70 marks.

Marks in the price bid will be tested as under:

The lowest offer shall be treated as the base and shall be given 30 marks. **Example** of calculation of marks for price bid will be as under:

Example for Financial bid quotes of four consultants (assumption for illustration):

- (i) A: 2.00% of the cost of the project
 - (ii) B: 2.50% of the cost of the project
 - (iii) C: 3.00 % of the cost of the project
- And so on

The marks will be as under

- i. A: $2.00 \times 30 / 2.00 = 30$ Marks
 - ii. B: $2.00 \times 30 / 2.5 = 24$ marks
 - iii. C: $2.00 \times 30 / 3 = 20$ Marks
- And so on

**Signature, Name and Seal of Consultant
With Date and Place**

FOR ATTENTION OF ALL taking part FIRMS /CONSULTANCY

Henceforth fill information in various forms. While doing so, please keep in mind following things:

- Information to be furnished should be crisp, to the point and precise.
- Please do not keep any field blank. In case nothing has to be filled in a particular field, then please write 'Not Applicable' there.
- Supporting documentary pieces of evidence are needed for claims made in the Proposal. Please keep copies of all these documents ready. Arrange them in order of appearance of their reference in the Proposal. Write Annexure number in serial order on these documents in the top right corner of the document in bold letters. Annexed the set of these documents at the end of the Proposal. Please mention correct Annexure Number at relevant pages of the Proposal. This will help us test the bid quickly.
- There is a possibility that the same document has to be mentioned as evidence at over one place in the Proposal. In that case, keep only one copy of that document and mention that Annexure Number at every place where that document needs to be referred.
- The certificate from the client should mention details of the project, scope of services offered by the consultant, actual project cost, date of completion of the project, the existence of green building features and opinion of the client on quality of services rendered by the consultant

ANNEXURE-C

(TO BE SUBMITTED SEALED IN ENVELOPE-A)

1	Name of the Firm	
2	Address	
3	Telephone No. with STD code & Mobile Number	
4	Fax No with STD code	
5	Primary e-mail address	
6	Alternate e-mail address	
7	Constitution of the Firm (Proprietorship Firm/ Partnership Firm/ Private Limited Company/ Public Limited Company)	
8	Date of Establishment	
9	Name of document of evidence of establishments like a certificate of incorporation and its number (if any) and date of issue	
10	Annexure number of documents mentioned in col (9)	
11	Please mention any INTERIOR RENOVATION work done before 31-03-2024	
12	Annexure number of the document in evidence of information submitted in col (11)	

13	Name of proprietor / Partners / Directors			
14	Goods & Service Tax registration number			
15	Annexure number of GST registration certificate			
16	Service Tax/ GST paid during last 3 years (amount in lacs)	Year ended on	Tax paid	
		31.03.2022		
		31.03.2023		
		31.03.2024		
17	Annexure number of certificates issued by a chartered accountant for supporting information mentioned above or any other evidence in that regard			
18	Turnover of the firm during the last 3 years (amount in lacs)	Year ended on	Turnover	
		31.03.2022		
		31.03.2023		
		31.03.2024		
19	Annexure number of certificates issued by a chartered accountant for supporting information mentioned above and audited P&L statement in that regard			
20	Number of Architects/ Designer who are promoters or permanent employee of the firm (These numbers should tally with details being given in Format VII and Viii)	Architects	Designer	Total
21	Annexure number of lists of office equipment owned by the firm			
25	Details of Bank account of the firm			
	Account name (exactly as it appears on statement of account)			
	Account number			
	IFSC			

	Name of Bank	
	Branch name and branch code	
26	Name and designation of the executive of the firm to whom Bank can contact for seeking information	
27	Mobile number and email ID of the above contact person	
28	Annexure number of the latest income tax clearance certificate	

Signature of the Consultant with Seal Date:

Place:

ANNEXURE-D

(TO BE SUBMITTED SEALED IN ENVELOPE-A)
BIO-DATA OF THE PARTNERS / DIRECTORS

Use a separate form for each partner/director.

1	Name	
2	Designation/position	
3	Associated with the firm since	
4	Date of Birth	
5	Professional Qualification	
6	Professional Experience	
7	Professional Affiliation	
8	Details of Membership	
9	Detail of the papers published in Magazine (s) (If enclosed in separate sheet, then show Annexure number)	
10	Annexure number of the document evidencing association with the firm like partnership deed, etc	

Signature of the Consultant with seal Date:

Place:

ANNEXURE-E

(TO BE SUBMITTED SEALED IN ENVELOPE-A)

BIO-DATA OF TECHNICAL STAFF (ARCHITECTS/ INTERIOR DESIGNER)

Use a separate form for each Executive

1	Name	
2	Designation/position	
3	Associated with the firm since	
5	Professional Qualification	
6	Professional Experience	
7	Field of expertise	
8	Contact number	
9	e-mail Id	
10	Annexure number of the document evidencing employment with the firm like EPF contribution, etc	

Signature of the Consultant with Seal Date:

Place:

ANNEXURE-F

(TO BE SUBMITTED SEALED IN ENVELOPE-A)

DETAIL OF MAJOR OFFICE INTERIOR RENOVATION WORKS

Completed during the last 5 years (as on 31.03.2024)

- Use a separate sheet for each work.
- Mention only completed projects.
- Mention only those projects which you want the bank to consider judging your eligibility and awarding marks.

1	Name and address of the Client	
2	Client's status like Public Sector Organization / Public Sector Bank/ Government Department/ Pvt organizations	
3	Name of Project	
4	Description and nature of work	
5	Location of the work with complete address	
6	Job assigned to consultant in the project like Design/ CONSULTANT, etc	
7	The estimated value of the project (Rs in Lakhs)	
8	The last value of Project (Rs in Lakhs)	
9	Scheduled date of start of the project	
10	Scheduled date of completion of the project	
11	The actual date of the start of the project	
12	The actual date of completion of the project	

13	Reasons for cost/ time overrun if any	
14	Annexure number of a letter received from the client regarding the award of work.	
15	Annexure number of a letter received from the client regarding successful completion of work.	

Note:

- (a) The work should have been executed by the firm under the name in which they are applying.
- (b) The Bank will get the confidential report from the previous clients and the consultant shall not object the same.

Signature of the Consultant with Seal Date:

Place:

ANNEXURE-G

(TO BE SUBMITTED SEALED IN ENVELOPE-A)

LIST OF PENDING ARBITRATION/LITIGATION/SUITS WITH PREVIOUS CLIENTS

SR. NO.	NAME OF PROJECT WITH NAME OF CLIENT	PENDING SINCE	REASONS FOR PENDING	ANNEXURE NUMBER OF SUPPORTING DOCUMENT

Signature of the Consultant with Seal Date:

Place:

LETTER OF UNDERTAKING

**The Asst. General Manager,
Central Bank of India,
Zonal Office, Pune
317, MG Road,
Camp, Pune 411 001.**

**TENDER FOR TECHNO COMMERCIAL PROPOSALS FOR APPOINTMENT OF ARCHITECT/
INTERIOR DESIGNER** for undertaking interior renovation including design, drawing, estimate, tendering and complete execution services for **Renovation of third floor of Zonal Office building at 317, MG Road, Camp, Pune.**

Dear Sir,

We acknowledge the receipt of your Tender for the captioned project.

We have examined and clearly understood professional services to be rendered by us regarding the project. We have also considered all the contemplations furnished by the Bank while submitting our proposal for your consideration.

We offer to provide our professional services for the captioned project strictly following work and detailed terms and conditions spelled out in this Tender.

While submitting this Bid, we certify that: -

1. We have adequate experience in providing professional services for Designing, execution and Supervision of all activities and services about the proposed works of this tender.
2. We are equipped with adequate technical expertise and workforce to plan, design and supervise various activities of Civil, Plumbing, Electrical, HVAC, Fire fighting, Access Control System, Security, BMS and all other services of the project.
3. We understand that except approved professional fee, the Bank shall not pay to use towards any of the professional and Liaison services about this project.
4. Wherever, necessary, we undertake that we shall engage expert consultants to cater to the requirement of specialized services for the project at our own cost within the professional fee approved by the Bank.
5. The undersigned may sign on behalf of the CONSULTANT and the support document delegating this authority is enclosed to this letter.
6. We declare that we are not in contravention of conflict of interest obligation mentioned in this EOI.

7. We confirm that the Price bid of our Professional Fee for the project submitted by us has been arrived at without agreement with any other Consultant Bidder of this EOI to restrict competition.
8. The rate for Professional Fee quoted in the price Bids are as per the EOI and subsequent clarifications/modifications/revisions furnished by the Bank, with no exception. Our Fee approved shall remain firm and fixed till completion of the entire project and we shall not raise any claim for any escalation/enhancement in the approved fee structure for the reasons.
9. The Professional Fee quoted by us has not been disclosed and will not be disclosed to any other Bidder responding to this EOI.
10. We have not induced or attempted to induce any other Bidder to submit or not to submit a Bid for restricting competition.
11. If our offer is accepted, we undertake to take up the project immediately and will render our professional services as per the timeline specified in this document.
12. We undertake that in competing for and (if the award is made to us) in executing the above contract, we will strictly observe the laws against fraud and corruption in force in India, namely "Prevention of Corruption Act 1988".
13. We undertake that we will not offer, directly or through intermediaries, any bribe, gift, consideration, reward, favour, any material or immaterial benefit or other advantages, commission, fees, brokerage or inducement to any official of the Bank, connected directly or indirectly with the bidding process, or to any person, organization or third party related to the contract for any advantage in the bidding, evaluation, contracting and implementation of the contract.
14. We undertake that we will not resort to canvassing with any official of the Bank, connected directly or indirectly with the bidding process to derive any undue advantage. We also understand that any violation will cause disqualification of the bidder from the further bidding process.
15. We certify that we have made no changes in the contents of the EOI document read with its amendments/clarifications provided by the Bank submitted by us in our Bid document.
16. It is further certified that the contents of our Bid are factually correct. We also undertake that in the event of any information/data/details proving to be incorrect at any stage, the Bank may end our services at any stage of the project without notice.
17. We also understand that Bank reserve their rights to Shortlist many CONSULTANT firms for participating in the Techno-commercial competition and to accept any or to reject all the Bids without assigning reason therefor.

18. We undertake that our name does not appear in any "Caution" list of RBI / IBA or any other regulatory body for outsourcing activity.
19. If our Bid is accepted, we undertake to enter and execute at our cost, when called upon by the Bank to do so, a contract in the prescribed form and we shall be jointly and severally responsible for the due performance of the contract. However, until such a formal contract is prepared and executed, this Bid, together with your written acceptance thereof and your notification of award, shall constitute a contract between us. We shall not withhold our professional services in the project for execution such formal agreement.
20. The name (s) of successful Bidder to whom the contract is finally awarded after the completion of the bidding process shall be displayed on the website of the Bank and/or communicated to the successful Bidder (s).

We undertake and agree to abide by all the terms and conditions stipulated by the Bank in the EOI document.

Our Bankers are:

i)

ii)

The names of partners of our firm are:

i)

ii)

Name of the partner of the firm allowed to sign or

(Name of the person having Power of Attorney to sign the Contract. (Certified authentic copy

of the Power of Attorney should be attached) Yours faithfully,

Signature of Consultants

Signature and addresses of

ANNEXURE – I

(TO BE SUBMITTED IN SEPARATE SEALED ENVELOPE-B)

PROFORMA FOR SUBMISSION OF THE PRICE BID

SN	Description of work	Rate (%)
1	Consultancy services for Renovation of third floor of Zonal Office building at 317, MG Road, Camp, Pune (Area = Approx. 371.60 to 418.06 sq.m i.e. 4000 -4500 Sq.ft)	
	The consultancy services includes:- <ul style="list-style-type: none">a. Preparation of design in accordance with Bank's requirements, adhering to local bylaws and structural stability consideration etc.b. After finalization of design, defining specifications adhering to Bank's standardization program, preparation of estimate enabling Bank to take permission from concerned authorityc. After finalization of budget for Renovation, Preparation of working drawings for execution of project which will include layout plan, furniture details, flooring layout, false ceiling layout, electrical and data layout, AC layout and any other services layout required by the Bank for execution of said work.d. Preparation of final estimate after incorporating input from Bank officials, preparation of tender document, assisting Bank's for floating tender, tender opening and evaluation for obtaining L-1 contractor and submitting the report to Bank regarding same.e. Preparation of contract documents to be executed between Bank and contractor which shall include working drawings, specifications, item of works and other terms and conditions of contractf. Day to day supervision for proper execution of work as per approved drawing and up to Bank's satisfactiong. Checking measurements at site, checking contractor's bills and issuing interim/ final certificates for payment to the contractorsh. Consultant appointed shall be wholly responsible for successful completion of overall projecti. Consultant shall assist Bank in all Arbitration proceedings between contractor and Bank and also defend the Bank in such proceedingsj. Any other services connected with the works usually and normally rendered by the Architect but not referred to herein above	

GST shall be paid separately as per applicability of the firm.

Date :-

Signature & Seal of Consultant