

स्टाफ प्रशिक्षण केंद्र, क्रुश्ना नगर, महाराणिपेटा, विशाखपट्नम.- 530 002

## Staff Training Centre, Krishna Nagar, Maharanipeta, Visakhapatnam-530 002

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###### Technical-cum-commercial BID

###### (To be submitted in separate sealed envelope)

## Appointment of project architect/consultant for Renovation of Premises at Staff Training Centre, Krishna Nagar

## Maharanipeta, Visakhapatnam.

**REF.No.UBI:RFP: Date: 11.03.2022**

Disclaimer

This RFP is not agreement and is neither an offer nor invitation to the prospective applicants or any other person. The purpose this RFP is to provide interested parties with information that may be useful to them in the formation of their proposal pursuant to this RFP.The issue of this RFP does not imply that the Bank is bound to select an Applicant



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## Staff Training Centre, Krishna Nagar

Maharanipeta, Visakhapatnam-02, Tel No.0891-2546739 2546742

## Appointment of project architect/consultant for Renovation of Premises at Staff Training Centre

## Krishna Nagar, Maharanipeta, Visakhapatnam.

## Union Bank of India invites applications in prescribed format for pre-qualification and offer for professional services from eligible Architects/ Architectural firms based in Visakhapatnam for appointment as Project Architect for Renovation of Premises at Staff Training Centre, Krishna Nagar, Maharanipeta, Visakhapatnam.

The scope of the project, approximate project cost, eligibility criteria etc are as under:

|  |  |
| --- | --- |
| SCOPE OF WORK | Renovation of Staff Training Centre Premises, Krishna Nagar, Maharanipeta, Visakhapatnam. |
| Approximate Project Cost | Rs.98.38 lakhs |
| Completion Period | 3 months |
| Eligibility Criteria | 1. The applicant should be a qualified Engineer/Architect engaged in consultancy works with minimum experience of 10 years in line of activity and possessing the required licenses in executing the works. 2. The applicant should have office in Andhra Pradesh and Telangana States, but upon empanelment, they need to open an Office at Visakhapatnam till the completion of renovation work to have proper control and monitoring of work. 3. He should have extended service as Architect/consultant for minimum of 3 similar projects in the last 5 years of value not less than the project cost mentioned above. 4. The applicant should not have been disqualified/barred by any organization/ Body/Institutions. 5. Evidences/proof in respect of above points should be furnished as part of the technical bid. |

Details of the tender:

Tender Start Date : 11.03.2022

Tender Document Fee : Rs.2000/- by way of DD fvg. Union Bank of India, payable at Visakhapatnam.

Date of Pre-Bid meeting : 29.03.2022 at 3.00 PM

Publishing of replies to queries/corrigendum : 31.03.2022 In Bank’s website

Last Date & Time for Submission of Tender 07.04.2022 at 3.00 PM

Date & Timing of opening of the Bid : 07.04.2022 at 3.30 PM

Contact Numbers : 0891-2546739, 2546740,2546742

E-Mail ID : abstcvpm@unionbankofindia.com

The tender document can be downloaded from the Bank’s website [www.unionbankofinida.co](http://www.unionbankofinida.com).in and Government site [www.eprocure.gov.in](http://www.eprocure.gov.in).

**Chief Manager**

**STC VISAKHAPTNAM**

**Note :**

1. **Union Bank of India, Staff Training Centre, Visakhapatnam reserves the right to reject any or all BIDs without assigning any reason.**
2. **Union Bank of India, Staff Training Centre, Visakhapatnam will not be liable to enter into negotiation with any Bidders including the Lowest Bidder.**
3. **Any clarification with regard to pre bid meeting will be published in RFP, our Bank’s portal and Government Portal.**



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## Staff Training Centre, Krishna Nagar

Maharanipeta, Visakhapatnam-02, Tel No.0891-2546739 2546742

## Appointment of project architect/consultant for Renovation of Premises at Staff Training Centre, Krishna Nagar, Maharanipeta, Visakhapatnam.

Tender is to be submitted in two-bid system i.e. Prequalification cum Technical Bid and Price Bid. The Prequalification cum technical bid should contain all the enclosures and documents sealed in envelope 1. Envelope 2 should contain only the price bid. Both envelopes be put in third envelope. Each envelope should super subscribed as “APPOINTMENT OF PROJECT ARCHITECT / CONSULTANT FOR RENOVATION OF STAFF TRAINING CENTRE PREMISES, STAFF TRAINING CENTRE, KRISHNA NAGAR, MAHARANIPETA, VISAKHAPATNAM -530 002”. All the envelopes should indicate name, address and email ID of the vendor submitting the bids. Upon completion of prequalification exercise, price bid of only successful applicants will be opened who satisfy prequalification criteria. Unopened price bids of unsuccessful applicants will be returned to them.

**GENERAL INFORMATION**

**SCOPE OF WORK**

**1. Brief details of the Project:**

The selected Architect will have to understand the requirement of Staff Training Centre visiting the Premises at least two times and will have to prepare plans and to provide best plan for Renovation of the Premises . The architect will have to work out detailed estimate, bill of Quantity and submit the same to the Bank for approval. The bank will be inviting tender and works will be awarded to the L1 Agency. During the execution, the Architect has to provide quality supervision and certification of works to enable the Bank to release payments raised by the contractors. Upon completion of work, the Architect will have to obtain completion certificate. The Architect will have to plan for additional requirements in the process where ever required.

**2. Duties / scope of work expected from the Project Architect**

2.1 Taking the instructions from Bank, visiting the sites, complete survey of the premises, preparing sketch designs which shall be in accordance with specification and requirements / standards, regulations, etc. making approximate estimate of cost by cubic

measurements, square meter or otherwise and preparing reports so as to enable the Bank to take a decision on it. The architect shall get necessary approvals and ensure compliance with code, standards and legislations as are applicable and assist the Bank in obtaining the statutory approvals thereof, if required.

2.2 Submitting a proper PERTCHART / 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, preparing tender documents etc. The programme should also include various stages of services to be provided by the Project Architect / Consultants.

2.3 Obtaining approvals if any from the respective departments/authorities.

2.4 Preparing architectural working drawings, structural calculations and structural drawings, layout drawings, drainage points, electrical points/installations, telephone installations, furnishing plans, cross sections, etc., detailed estimates and all such other particulars as may be necessary for preparation of bill of quantities.

2.5 Preparing pre-qualification documents for appointment of contractor and carrying out scrutiny of the same.

2.6 Preparing detailed tender documents for various trades viz., general builders work 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.

2.7 Preparing tender notices for issue by Bank for inviting tenders from prequalified / shortlisted parties on behalf of Bank, as the case may be for all trades and submitting assessment reports thereon, together with recommendations specifying abnormally high and low rated items, comparative statements, justification for acceptance of contract. Preparing contract documents and getting them executed by the concerned contractors.

2.8 The assessment report shall be based on detailed estimate, proper analysis of rates using data of market rates of materials and labour for major items of works costing about 90% of the estimated cost of the work.

2.9 All commercial conditions shall be evaluated in financial terms and shall be documented and shall not accept verbal communications regarding whether a condition may be accepted or not.

2.10 When conditions are not susceptible of 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 Bank may be adopted. The architect shall exercise all reasonable skill, care diligence in discharge of duties and to inspect an evaluate the work ongoing and where necessary clarify and decisions of drawings/specifications, attend conference/meeting to ensure that the project proceeds generally in accordance with conditions of the contract and keep Bank informed and render advice an actions if required and the Architect is responsible for the directions and integrations of the entire projects.

2.11 Preparing for the use of the Bank, the contractor and site staff, copies of contract document including all drawings, specifications and other particulars. Preparing such further details and drawings as are necessary for proper execution of the works.

2.12 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.

2.13 No deviations or substitutions should be authorized by the Architect without working out the financial implication, of 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.

2.14 Working out the theoretical requirement and actual consumption of cement and steel stone etc., and any other material specified for each bill.

2.15 Deploy a full time/temporary Site Engineer for supervision of proposed work.

2.16 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 Bank to make payments to the contractors and adjustments of all accounts between the contractors and the Bank. Architects shall assume full responsibility for all measurements certified by them. It shall be mandatory on the part of the Architect to check the measurements of various items to the extent of 100% of each item of work claimed, in each running bill if any.

2.17 The Architect / Consultant to issue certificate of payment as under:

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 the measurements to the extent of 100% of each item claimed in this bill. Hence the bill is recommended for payment of Rs. \_\_\_\_\_\_\_\_.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_ (Signature of the Architect)

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

2.19 The Architect shall certify after test / commissioning / final inspection and check as the case may be, the completion of the work and / or satisfactory completion of the work, as the case may be.

2.20 Submitting a detailed account of stone, cement and any other material that the employer may specify and certifying the quantities utilized in the works.

2.21 For furnishing / renovation work wherever permission is required from Municipal / other authorities, the same shall be obtained by the Architect. The liaisoning expenses for obtaining the permission shall be borne by the architect / consultant.

2.22 Appearing on behalf of the Bank before the municipal Assessor or such other authorities in connection with the settlement of the ratable value of the building and tendering advice in the matter to the employer.

2.23 On completion of the project, prepare “as made” completion drawings of architectural, structural and other services along with a brief report on the project and relevant structural design calculations and submitting copies of the same for the records of the Bank. A soft copy of the drawings as well as tender document shall also be submitted to the Bank.

2.24 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.

2.25 The Architects shall be wholly responsible for the successful completion of the project in all respects consistent with safety and structural stability from the inception up to the completion of the work.

2.26 The Architect shall assist the Bank in all arbitration proceedings between the contractors and the Bank and also defend the Bank in such proceedings.

2.27 The Architect shall furnish **two** complete set of structural designs, calculations and structural drawings for the Bank’s record.

2.28 The Architect / Consultant shall also assist the Bank in inspection and replying to the queries raised by vigilance / audit authorities.

2.29 The supervising staff deployed by the architect / consultant shall maintain registers such as Daily Progress Report, Site Order Book, Material testing record, High Value Material Receipt Register, Hindrance Register, etc. on daily basis.

2.30 The Architect / Consultant should conduct site meetings on weekly basis to be attended by the Bank / contractor’s representative.

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

2.32. In case it is established that due to fault of the Architect /Consultant, the Bank has to pay any extra amount due to over-run of the project, over measurements – faulty description of tender item or any other lapse on the part of the Architect / consultant necessary recovery may be effected from the Architect’s /Consultant’s fee as per provision of section 73 of Indian Contract Act 1872 under Section 30 of Architects Act 1972 (Central Act No.20 of 1972), besides Bank’s taking recourse to proceed against the Architect / Consultant for recovery of the extra amount incurred by the Bank. The Architect’s / Consultant’s liability may be however limited to 10 % of the fees paid to him.

2.33 In the event of any dispute, difference or question arising out of or touching or concerning assignment given to you at any of the field office, the same shall be referred, at the option of either party, to the arbitration of a sole Arbitrator mutually agreed upon and in default of such agreement both the parties shall appoint one arbitrator each and both the arbitrators shall appoint one presiding arbitrator (umpire). All the arbitrators shall be the Fellows of the Indian Institute of Architects or the Institution of Engineers (India). The said arbitration proceeding shall be under the provision of the Indian Arbitration and Conciliation Act, 1996 together with any statutory modifications thereof. The award of the arbitrator(s) or umpire, as the case may be, shall be final and binding upon the parties.

2.34. The Architect / Consultant shall take proper care in estimating the quantity of work required and shall not increase quantum of work after acceptance of contractor’s bid. The professional fee to be paid to the architect shall be restricted to a maximum of 3.5% fee on the value of accepted tender.

2.35. The Architect / Consultant shall not be recommending mobilization advance to any of the contracting agency. In case if the advance is to be paid, the same shall carry interest at the rate of MCLR and it shall be only on submission of Bank Guarantee for equal amount from **the Nationalized Bank.**

2.36. Under no circumstance you will be submitting recommendations of contract other than lowest.

Bank reserves the right to effect any modification/ amendment to the tender document or extend the proposal due date which will be posted in Bank’s website. Validity of the proposal application is 4 months

3. TERMINATION OF AGREEMENT:

The Bank, without any prejudices to its right against the Architect in respect of any delay or deficient services, by 15 days’ notice in writing absolutely terminate the contract in any of the following cases.

1. If the Architect being company shall pass a resolution or a court shall make an order that the company shall be wound up or if a receiver or a Manager on behalf of the creditor shall be appointed or if circumstances shall arise which entities the court to make up a winding order/ if the Architect is declared insolvent
2. If the Architect, in the opinion of the Bank, is not pursuing the project with due diligence and / or within the time line committed or fails to begin the work within the prescribed time
3. If the Architect commits breach of any terms of the agreement.

When the Architect has made himself liable for action under any of the cases aforesaid, the Bank shall have powers:

a) To cancel/terminate or rescind the agreement.

b) To engage another Architect to carry out the balance work debiting the Architect the excess amount, if any so spent and recovering such excess amount, if any, so spent and recovering such excess amount from the fees due to the Architect, the Security Deposit or from any other dues.

In the event of the termination of the agreement by the Bank, the Architect shall not be entitling to any compensation or damages by reason of such termination, but only on the fees for the serviced actually rendered, which have been duly approved by the Bank and subject to bank’s right to recover the dues from the running bills . The decision of the Bank as regards the actual work/service done shall be final and binding on the Architect, the bank shall be entitled to make use of all or any drawings, designs or other documents prepared by the architect.

The architect shall promptly notify the Bank of any change in the constitution of his firm. It shall be open to the Bank to terminate the agreement on the death, retirement, insanity or insolvency of any person being director in the said firm, or on the addition or introduction of a new director. But until its termination by the Bank as aforesaid, this contract agreement shall continue to be in full force and effect, notwithstanding any changes in the constitution of the firm by the death, retirement, insanity or insolvency of any of its director or addition or introduction of any new director. In case of death or retirement, the surviving or remaining directors of the firm shall be jointly and severally liable for the due and satisfactory performance and for compliance of all the terms and conditions of this contract agreement.

4. ABANDONMENT OF WORK:

If the Architect abandons the work for any reason whatsoever or becomes incapacitated from acting as aforesaid, the Bank may make full use of all or any of the drawings & details prepared by the Architect and the Architect shall be liable to refund all the Excess fees paid to him up to that date plus such damages as may be assessed by the Bank subject to a maximum of 10% of the total fees payable to the Architect under this agreement. Further the Bank shall be entitled to make use of all or any drawing(s) designs or other documents prepared by the Architect.

Assignment/sub contract is not permissible without written consent of the Bank.

The applicant shall not commercially use or disclose any Confidential Information or any materials derived there from to any other person or entity other than persons in the direct employment of the architect who have a need to have access to and knowledge of the Confidential Information solely for the Purpose authorized above.

The architect shall not disclose any information relating to examination, clarification., evaluation , recommendation for the selection of architect , make news releases, public announcements, give interviews, issue or publish advertisements or publicize in any other manner whatsoever in connection with this Agreement, the contents / provisions thereof, other information relating to this Agreement being Confidential Information, without the prior written approval of the other.

Indemnity: the architect shall subject to the provisions of this agreement indemnify the bank for an amount not exceeding…. 03 times the value of the agreement with Architect , for any loss or damage that is caused due to deficiency/negligence in service.

The Architect shall ensure compliance of all laws as applicable while carrying out the work.

Jurisdiction: Courts at Visakhapatnam will have jurisdiction to try matters relating to any disputing arising from the agreement.

The Architect shall be responsible for compliance of labour laws/minimum wages Act and other related laws while administering contract labours , payment of current minimum wages or arrears of wages and Bank shall have no responsibility/liability whatsoever in this regard

**5. Miscellaneous information**

5.1. Intending Architects are requested to furnish details about their firm, technical

experience, competence and evidence of their financial standing as per enclosed

Performa. If any Intending architect wishes to participate in the bidding process through his representative, the same is permitted only if he produces the PoA/Letter of Authority to the full satisfaction of Bank and decision of the Bank in this regard shall be final.

5.2. Selection of Architects will be based on the ability and competence required for good

quality jobs to be performed by them.

5.3. If the space provided in the Proforma is insufficient for furnishing full details, a

separate sheet may be used.

5.4. Information furnished to Bank will be kept as strictly confidential.

5.5. Decision of the Union Bank of India regarding selection of Architects / proposals will

be final and binding and no further correspondence will be entertained. The Bank

reserves the right for rejecting any or all applications received without assigning any

reason whatsoever. No claim will be entertained on account of non-acceptance of

pre-qualification.

5.6.The Selected Architect will have to sign an agreement in prescribed format on non-judicial stamp paper of Rs.200/- and more (as per stamp act).

5.7. Intending Architects are requested to read the application form carefully before

filling the particulars.

5.8. Applications should be duly filled in all respects and should be accompanied by all the

Annexures mentioned and arranged in sequence. Incomplete applications will not be

considered. Each page of the documents to be signed .

5.9. Information / details furnished by selected party, if found to be false at any time in

future or any information affecting empanelment is willingly / unwillingly withheld, if come to the notice of the Bank at any point of time, the party’s empanelment is liable for cancellation immediately. Misrepresentation /improper response by the applicant will lead to disqualification.

If the Architect needs an extension of time for completion of the work or if there can be a delay in completion of work beyond the due date, the architect shall apply to Bank for such extension at least 7 days before expiry of scheduled time and Bank, may at its sole discretion permit such extension on such terms as Bank may deems fit.

Language: The application/proposal with all accompanying documents and all communications in relation to selection process and work contract shall be in English

The Applicant shall maintain high degree of ethics during the selection process and till completion of the work and shall ensure that no conflict of interest and corrupt or fraudulent activity is practiced in the work undertaken.

Force Majeure: in the event both the parties are prevented from fulfilling the obligations under the contract/agreement, due to extra ordinary circumstances beyond human control such as an event of God, calamity, war, Pandemic, earthquake, such party who is unable to perform the contract shall inform the other in writing within 7 days from such date of inability to perform the contract for necessary action. In case performance under this contract is prevented due to force majeure beyond 90 days, Bank at its option shall terminate the contract on such terms as it deems fit.

5.10. Where copies are required to be furnished, these should be certified copies.

5.11. Application forms are not transferable.

5.12. The completed application forms duly signed and stamped be placed in a sealed envelope super-scribed as “Offer for appointment of Project Architect”. The envelope should be dropped in the Tender Box placed at the following address:

5.13. The last date for submission is 03.03.2022 at 15.00 hours. The applications will be opened on 03.03.2022 at 15.30 hours in the presence of applicants / authorized representatives at the above address.

**UNION BANK OF INDIA**

**Staff Training Centre,**

**Krishna Nagar, Maharanipeta,**

**Visakhapatnam - 560083**

**Tel: Tel:0891 -2546739, 2546740,**

**Email:** [abstcvpm@unionbankofindia.com](mailto:abstcvpm@unionbankofindia.com)

**Chief Manager**

**STAFF TRAINING CENTRE**

**VISAKHAPATNAM**

**BIO – DATA OF ARCHITECTURAL / CONSULTING FIRM**

1. Name of the firm :

Address (Head Office) :

Telephone No. :

Office :

Residence :

Mobile :

Fax :

E-Mail :

Address (Branch Office) :

Telephone No. :

Office :

Residence :

Mobile :

Fax :

E-Mail :

2 a) Whether proprietary/partnership/:

Pvt. Ltd. / Public Ltd. (certificate

of registration / partnership deed

to be enclosed as Annexure-I).

b) Name of the Proprietor/ :

Partners/ Directors

I)

II)

III)

c) Year of establishment :

3. Registration with Tax Authorities :

i) Income-tax (PAN) No. :

1. GST no. :
2. EPF Regn. No. :

(copies of certificates of registration with relevant authorities to be enclosed as Annexure-II-A, II-B, II-C)

4. Names of the Bankers with address & telephone Numbers:

I)

II)

5. Whether registered with Council of

Architecture, if so, please mention

the number.

(copy of certificate to be enclosed as Annexure-III)

6. Enclose copies of audited balance- :

Sheet and Profit & Loss A/C. for

the last 3 years as Annexure IV-A, IV-B and IV-C)

1. Certificate of Registration with Govt. / Public Sector / Banks (certificate of Registration to be enclosed as Annexure V)

|  |  |
| --- | --- |
| Name of the Organization | Year since empanelled |
|  |  |
|  |  |
|  |  |
|  |  |

8. Give details if at present involved in litigation in similar type of contracts

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sr. No. | Name of Project | Name of Employer | Nature of work | Work order dated | Date of completion of work | Value Rs. |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

9. Details of civil suit, if any, that arose :

during execution of contract in the

past 10 years.

10. Specify maximum value of single :

value project executed during the

last three years.

11. Name & relation, if any, with the staff :

member of Union Bank of India.

12. Details of similar/civil work executed during the last 3 years:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Type of work | Work executed for (name of the Institution / Body) | Nature of work (in brief) | Location | Value Rs. | Duration of work with date of  Commencement and date of completion | | If work left incomplete or terminated (give reasons) |
|  |  |  |  |  |  |  |  |

**Note**: Copies of work orders / appointment letters along with Xerox copies of relevant TDS certificate, satisfactory completion certificate obtained from the client to be enclosed as Annexure-VI. Please note without the copies of certificates, your application is liable to be rejected.

13. Details of work **on hand** (photo copies of performance certificate, work orders

issued by valued clients, preferably Banks, Govt., Semi-Govt. Bodies should be

enclosed as Annexure-VII).

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Type of work | Work executed for (name of the Institution / Body) | Nature of work (in brief) | Location | Value in Rs. | Duration of work, stipulated time | Present stage of work |
|  |  |  |  |  |  |  |

14. LIST OF NAME/S OF PROPRIETOR / PARTNERS & EMPLOYEES

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name | Qualifications | Experience | Particulars of work done | Employed in your firm since | Value of work done |
|  |  |  |  |  |  |

15. Turnover in last 3 years:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Sr. No. | Year | Turnover (Rs.in lacs) | Professional Fees. | Income-tax paid | Service Tax/  GST paid |
| 2 | 2017-18 |  |  |  |  |
| 3 | 2018-19 |  |  |  |  |
| 4 | 2019-20 |  |  |  |  |

Copies of income-tax returns / assessment orders for each year to be enclosed as Annexure-VIII A, B, C, D & E)

16. PRE-QUALIFICATION CRITERIA:

Mandatory Criteria: (Tick appropriate)

1. Must be registered with Council of Architects,

concerned Municipal Authorities, local Authorities. (Yes / No)

1. Must be registered with income tax authority (Yes / No)
2. Must be registered with GST authority (Yes / No)
3. Architect/Firm must be in business for the last 5 Years (Yes / No)

|  |  |  |  |
| --- | --- | --- | --- |
| Sr. No. | Criteria | Weightage | Self rating marks |
| 1 | Experience:  Experience in providing consultancy in 3 similar project of 0.99 cr above in last 3 years – **marks 30**  Experience in providing consultancy in 2 similar project of 0.99 cr above in last 3 years – **marks 25**  Experience in providing consultancy in 1 similar project of Rs 0.99 and above in last 3 years – **marks 20** | 30 |  |
| 2 | Inspection of Office/projects executed | 20 |  |
| 3 | Similar project executed for public sector undertaking/govt bodies in last 3 years   * Minimum 2 projects for Rs 50 lacs & above – **15 marks** * 1 project for Rs. 50 lacs & above – **10 marks** | 15 |  |
| 4 | Should have received average professional fee above Rs.10 **lacs** per annum during the last three financial years. | 20 |  |
| 5 | Should have adequate in house infrastructure of minimum following permanent staff:   1. Architects 03 nos. 2. Structural Engineers / Civil Engineers 03 nos. 3. Electrical & Mechanical Engineers 02 no. each | 05  05  05 |  |
|  | TOTAL | 100 |  |

NOTE: Criteria mentioned above is minimum requirement. The Bank at its discretion may upgrade the criteria. No complaint on this account will be entertained. Firms scoring 80 marks & above will only be considered for pre-qualification. Firms themselves have to fill in self-rating marks column in the above table.

17. DETAILS OF PRE-QUALIFYING WORK SATISFYING THE ADVERTISEMENT CRITERIA: (Attach separate sheet for more than one work).

|  |  |  |
| --- | --- | --- |
| 1 | Name of Client with address, name of contact persons and telephone numbers |  |
| 2 | Name & Location of the site |  |
| 3 | Description of Works completed | Civil work – |
| 4 | Type of Project |  |
| 5 | Cost of Work |  |
| 6 | Duration of Work | Date of Commencement:  Date of Completion: |
| 7 | Delay from original schedule |  |
| 8 | Whether any penalty imposed / Civil Suit / Arbitration |  |
| 10 | Enclose photographs of the work |  |

#### 18. LIST OF ENCLOSURES:

|  |  |  |
| --- | --- | --- |
| ANNEXURE NO. | PARTICULARS | TICK IF ENCLOSED |
| I | Certificate of registration of Company / partnership deed. |  |
| IIA, IIB, IIC | Certificates of registration with Income Tax, GST, EPF authorities. |  |
| III | Certificate of membership from the Council of Architects, concerned Municipal Authorities. |  |
| IVA, IVB,IVC | Audited Balance Sheet & Profit & Loss A/c. Statement for 2018, 2019 and 2020. |  |
| V | Certificates of Registration with Govt. / Public Sector / Banks. |  |
| VI | Copies of work orders along with Xerox copies of relevant TDS certificate, satisfactory completion certificate mentioning value of work. |  |
| VII | Copies of performance certificate, work orders issued by valued clients, preferably Banks, Govt., Semi-Govt. Bodies. |  |
| VIII | Copies of income-tax returns / assessment orders for each year from 2017-18, 2018-19 & 2019-2020 |  |

Note: In absence of any of the above enclosures, your application is likely to be rejected.

Place : SIGNATURE

NAME & DESIGNATION

Date : SEAL OF ORGANISATION

## D E C L A R A T I O N

1. I / We have read the instructions appended to the proforma and I / We understand that if any false information is detected at a later date, any future contract made between ourselves and Union Bank of India, on the basis of the information given by me / us can be treated as invalid by the Bank and I / We will be solely responsible for the consequences.
2. I / We agree that the decision of Union Bank of India in selection of contractors will be final and binding to me / us.
3. All the information furnished by me is correct to the best of my knowledge and belief.
4. I / We agree that I / we have no objection if enquiries are made about the work listed by me / us in the accompanying sheets.
5. I / We agree that I / we have not applied in the name of sister concern for the subject empanelment process.

Place : SIGNATURE

NAME & DESIGNATION

Date : SEAL OF ORGANISATION

###### PRICE BID

###### (To be submitted in separate sealed envelope)

## Appointment of project architect/consultant for Renovation of Premises at Staff Training Centre, Krishna Nagar, Maharanipeta, Visakhapatnam.

**FORMAT FOR PROFESSIONAL FEES (On Letter Head)**

To Date:

**Chief Manager**

**UNION BANK OF INDIA**

**Staff Training Centre,**

**Krishna Nagar, Maharanipeta,**

**Visakhapatnam - 530002**

**Tel:** [**Tel:08**](Tel:08)**91-2546739/2546740/2546742**

**Email: abstcvpm@unionbankofindia.com**

## SUB: Appointment of project architect/consultant for Renovation of Premises at Staff Training Centre, Krishna Nagar, Maharanipeta Visakhapatnam.

We have studied the Bank’s requirement for appointment of project architect/Consultant for Renovation of Premises at Union Bank Staff Training Centre, Krishna Nagar, Maharanipeta, Visakhapatnam – 530 002 Andhra Pradesh. The Bank has clearly spelt out scope of work and its requirement. After due consideration to the scope of the work mentioned herein above and giving due cognizance to duty list mentioned in the original prequalification bid, we submit herewith price-bid in respect of professional fee which is as under:

We hereby submit most reasonable quote for professional fees (in terms of %) as under:

|  |  |  |
| --- | --- | --- |
| Sr. No. | Parameter | Professional fees |
| 1. | Preparing standard layout / plans /.  The layout will be revised till it meets requirement of the Bank. The charges quoted will be inclusive of furnishing detailed plans, elevations, 3 D views etc. Preparation of estimates, Bill of quantity, rate analysis, preparation of required nos. of final tender documents to be issued to the contractors which will include detailed specifications of item including civil/ electrification etc. scrutinizing prequalification applications of contractors, recommendations, scrutiny of tenders, supervision, certification of bills, approvals from the statutory approvals and all other related functions not mentioned here but necessary for smooth completion of work etc. |  |
| a. | Professional fee in terms of % of actual value of work completed excluding readymade items not designed by the project architect. | \_\_\_\_\_ % of actual value of work |
| b. | Obtaining approvals from all statutory authorities whose approval is mandatory for commencement of construction and occupying the building upon its completion. | Rs. \_\_\_\_\_\_\_\_ |
| c. | Project Management Charges towards providing full time engineer (5 years experience diploma holder or 3 years experienced graduate Civil Engineer) for day to day site supervision during actual construction work till the completion of work and preparation of final bill. | Rs. \_\_\_\_\_\_\_\_\_ p.m. |
| d. | Visit Charges to the site during execution of work wherein the visit is required once in a week. These charges should include, traveling, lodging and boarding. | Rs. \_\_\_\_\_\_\_\_\_ per visit |
|  | Total |  |
|  | GST % @ applicable Rates |  |
|  | Gross Total |  |

Project Management Services mentioned in point 1c are optional, however Architectural firm must quote their charges for the same. The Bank reserves the right to appoint any other agency for the Project Management or deploy Bank’s staff for the purpose.

We agree to all terms and conditions spelled out by the Bank while calling Prequalification Bid.

Signature :

Name :

Designation :

Seal :