

ARCHITECT DIV, SUPPORT SERVICES DEPARTMENT,
CENTRAL OFFICE
**239. VIDHAN BHAVAN MARG, NARIMAN POINT,
MUMBAI-400021.**
Tel:022-22892589/2596/2587

Tender Notice

NOTICE INVITING LIMITED TENDER FOR APPOINTMENT OF ARCHITECTURAL & PROJECT MANAGEMENT CONSULTANT (APMC) FOR STRUCTURAL REPAIRS/RENOVATION WORK INCLUDING EXTERNAL PAINTING WORKS OF BANK'S RESIDENTIAL BUILDING SITUATED AT DAMODAR PARK GHATKOPAR, MUMBAI. (GROUND+13 FLOORS).

Limited tender from Bank's empanelled Architect (Category 1 -Repairs and Rehabilitation of Building including civil repairs upto Rs. 75.00 Lacs) is called for appointment of Architectural & Project management consultant (APMC) for structural repairs/renovation work including external painting works of bank's residential building situated at Damodar park Ghatkopar, Mumbai.

Sealed quotations to be submitted in one-bid system i.e. Price Bid. Envelope should contain only the price bid & should be super scribed as "APPOINTMENT OF PROJECT ARCHITECT / STRUCTURAL CONSULTANT FOR STRUCTURAL REPAIRS/RENOVATION WORK INCLUDING EXTERNAL PAINTING WORKS OF BANK'S RESIDENTIAL BUILDING (G+13 FLOOR) SITUATED AT GHATKOPAR, MUMBAI." The envelope should be dropped in the Tender Box placed at the following address:

Asst. General Manager.
Union Bank of India, Support Services Department
Union bank Bhawan.
239, Vidhan Bhavan Marg.
Nariman Point. Mumbai-400021.

Tender start date	: 30 /06/ 2022
Last date & Time for submission of tender	: 15 /07 /2022 at 3.00 PM
Date & Timing of opening of Bid	: 15 /07 /2022 at 3.30 PM

Ph No.- 022-22892589/2596/2587

The detailed information regarding, eligibility norms and tender document shall be available during aforesaid period at the Bank's website www.unionbankofindia.com. The Bank reserves the right to reject any or all applications without assigning any reasons whatsoever.

**ASST. GENERAL MANAGER
SSD, CO**

Annexure-I

GENERAL INFORMATION

The bank's building at Damodar Park, Ghatkopar comprises of RCC framed structure Ground +13 floors, 52 nos 1-BHK flats, 1 Staircase block and 2 nos passenger lifts. The building is solely utilized as staff residential quarters for bank officials. The building requires structural renovation work internally as well as externally including external painting works. The approximate area of building is 32500 Sq.ft. (Ground +13 floors). Estimated cost of the work is Rs.71.84 Lacs +GST as applicable.

SCOPE OF WORK

1. BRIEF DETAILS OF WORK:

The Bank intends to carry out Structural Repairs and renovation work including external painting, water proofing works of Bank's residential building at Ghatkopar, Mumbai.

The selected APMC is required to understand the requirement of Bank by visiting the site. The renovation plan is required to be submitted by the PMC to the local authorities for approval. The PMC 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 for appointment of contractor for carrying out repairs and renovation work and on the basis of evaluation works will be awarded to the L1 agency. During the execution, the APMC 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 APMC has to obtain completion certificate. The APMC is also required to plan civil construction, plumbing, sanitary works, sewerage, etc.

2. DUTIES / SCOPE OF WORK EXPECTED FROM THE PROJECT ARCHITECT

2.1 Taking the instructions from Bank, visiting the sites, preparing sketch designs which shall be in accordance with local governing codes / standards, regulations, etc. (including carrying out necessary revisions till the sketch designs are finally approved by the Bank), making approximate estimate of cost by cubic measurements, square meter or otherwise and preparing reports on the scheme so as to enable the Bank to take a decision on the sketch designs.

2.2 Submitting a proper PERT CHART / BAR CHART incorporating all the activities required for the completion of the project well in time i.e. preparation of working drawings, structural drawings, detailed drawings, calling tender, etc. The program should also include various stages of services to be provided by the Project Architect / Consultants.

2.3 Submitting required drawings to the Municipality and other local authorities and obtaining their approval.

2.4 Preparing architectural working drawings, structural calculations and structural drawings, layout drawings for water supply and drainage, electrical 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 bid documents and carrying out scrutiny.

2.6 Assist the bank in preparing detailed tender documents for various trades viz., general builders work and specialist services such as water supply and sanitary installation, electrical installation, furnishing, 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 assist the bank in 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. Assist the bank in preparing contract documents for all trades and getting them executed by the concerned contractors.

2.8 The assessment report shall be based on detailed estimate, proper analysis of rates with constants from an approved Standard Hand Book and market rates of materials and labour for major items of works costing about 90% of the estimated cost of the work.

2.9 All commercial conditions shall be evaluated in financial terms instead of merely saying whether a condition may be accepted or not.

2.10 Preparing for the use of the Bank, the contractor and site staff, 4 copies of contract documents for all trades including all drawings, specifications and other particulars. Preparing such further details and drawings as are necessary for proper execution of the works.

2.11 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.

2.12 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.

2.13 Working out the theoretical requirement and actual consumption of cement and steel and any other material specified for each bill.

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

2.15 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.

2.16 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)

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

2.18 The Architect shall certify after test / commissioning / final inspection and check as the case may be, the completion of the work and / or satisfactory functioning of the system in services and utilities, as the case may be.

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

2.20 Obtaining final building completion certificate and securing permission of Municipality and such other authority for occupation of the building and assisting in obtaining refund of deposit, if any, made by the Bank to the Municipality or any such other authority. For furnishing / renovation work wherever permission is required from Municipal / other authorities, the same shall be obtained by the Architect. The liasoning expenses for obtaining the permission shall be borne by the architect / consultant. The Bank will pay deposit / scrutiny fee.

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

2.22 On completion of the project, prepare “as made” completion drawings of architectural, structural, water supply, drainage, furnishing works and electrical and other services along with a brief report on the project and relevant structural design calculations and submitting 4 copies of the same for the records of the Bank. A soft copy of the drawings as well as tender document shall also be submitted to the Bank.

2.23 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.

2.24 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 upto the handing over for occupation to the Bank.

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

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

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

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 following registers on daily basis i.e. Daily Progress Report, Site Order Book, Material testing record, High Value Material Receipt Register, Hindrance Register, etc.

2.33 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 110% 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 PLR and again submission of Bank Guarantee for equal amount from the Prime Bank.

2.36. Under no circumstance the architect/ consultant shall be submitting recommendations of contract other than lowest.

2.37. 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 again submission of Bank Guarantee for equal amount from **the Nationalized Bank.**

3. TERMINATION OF AGREEMENT

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

- I. 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 arises which entitles the court to make up a winding order.
- II. If the Architect, in the opinion of the Bank, is not pursuing the project with due diligence and/ or within the timeline committed.
- III. 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 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 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 entitled to any compensation or damages by reason of such termination, but only on the fees for the service actually rendered, which have been duly approved by the Bank. 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 condition 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 Architect.

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 Proforma.
- 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. After opening of price bid, if more than one bidder emerging as L-1 in the evaluation, L-1 bidder for award of contract will be decided on the basis of technical evaluation marks of tender. If further tie, L-1 bidder will be decided on the basis of years of working experience.
- 5.4. If the space provided in the Proforma is insufficient for furnishing full details, a Separate sheet may be used.
- 5.5. Information furnished to Bank will be kept as strictly confidential.
- 5.6. 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.
- 5.7. The Selected Architect will have to sign an agreement in prescribed format.
- 5.8. Intending Architects are requested to read the application form carefully before filling the particulars.
- 5.9. Applications should be duly filled in all respects and should be accompanied by all the Annexure mentioned and arranged in sequence. Incomplete applications will not be considered.
- 5.10. 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.
- 5.11. Where copies are required to be furnished, these should be certified copies.
- 5.12. Application forms are not transferable.

5.13. 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:

**Asst. General Manager.
Union Bank of India, Support Services Department
Union bank Bhawan.
239, Vidhan Bhavan Marg.
Nariman Point. Mumbai-400021**

Tel: 022-22892589/2587/2596

5.14. The last date for submission is 15/07/2022 up to 15.00 hours. The applications will be Opened on 15/07/2022 at 15.30 hours in the presence of applicants / authorized Representatives at 7th floor SSD, Union bank of India, Central Office, 239 vidhan bhavan marg, Nariman Point, Mumbai. .

5.15. The bids must be submitted in sealed covers, and duly subscribed as ***“Commercial Bid for appointment of Project Architectural /Project Management Consultant for Structural Repairs/Renovation Work Including External Painting Works of Bank’s Residential Building at Damodar park, Ghatkopar.”*** All the envelopes should indicate name, address and Email Id of the vendor submitting the Bids.

**ASST. GENERAL MANAGER
SSD, CO**

Architect Division, Support Services Department, Central Office
 Union Bank Bhavan 239, Vidhan Bhavan Marg, Architect Division, Mumbai-400 021.
 Telephone: 22892587/2587/2596

Call for sealed quotation for appointment of Architectural & Project management consultant (APMC) for structural repairs/renovation work including external painting works of bank's residential building situated at Damodar Park Ghatkopar, Mumbai. (Ground+13 floors).

- ISSUE OF QUOTATION FORMAT: 30 / 06 / 2022 .
- LAST DATE OF SUBMISSION OF QUOTATION: 15 / 07 / 2022 Upto 3.00 PM
- THE SEALED QUOTATION WILL BE OPENED ON 15 / 07 / 2022 AT 3.30 PM AT SSD, 7TH FLOOR.

Sr. No.	Parameter	Professional fees
A.	Consultancy Charges: Professional fee in terms of % of actual value of work completed. (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 / interior / electrification / air conditioning / fire safety, 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.)	_____ % of actual value of work
B.	Obtaining approvals from all statutory authorities whose approval is mandatory for commencement of construction/repair work and occupying the building upon its completion. Please list down the details of approvals necessary for construction/ structural repairs. _____	Rs _____
C.	Project Management Charges towards providing full time engineer (5 year experience diploma holder or 3 year experienced graduate civil engineer) for day to day site supervision during actual construction work + one month for preparation of final bill (Execution Period: 6 Month) Total PMC charges for (six+one) 7 months	Rs _____ p.m. -----

D.	<p>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. Approx. 30 visits are required during execution period of 6 months.</p> <p>Total visit charges for 30 visits</p>	<p>Rs _____ per visit</p> <p>-----</p>
	Total	
	Discounts if any	
	Amount after discounts	
	GST	
	Grand Total	

Signature :
Name :
Designation :
Seal :

Note:

1. Sealed quotations for the above said work will be called from Bank's empanelled Architects (**Category 1 -Repairs and Rehabilitation of Building including civil repairs upto Rs. 75.00 Lacs**)
2. Under project management, qualified Engineer/ Architect will be deployed on site on full time basis for day-to-day supervision, ensuring execution of work as per contract terms and conditions, certification of bills/ claims submitted by the contractor, co-ordination with Bank officials.
3. GST as applicable will be paid over and above the charges as quoted above.
4. No separate visit charges will be paid during execution of work. Professional fee quoted shall be inclusive of all Visit charges, transportation, lodging, Boarding to the site during execution of work.
5. APMC/ representative shall make regular visit to site, no of visits shall not be limited to any nos.
6. APMC /representative shall attend meeting on site or Banks office as required by Bank.
7. We have studied the Bank's requirement for appointment of Architectural project management consultant for structural repairs/renovation work including external painting works of bank's residential building situated at Damodar Park Ghatkopar, Mumbai. (Ground + 13 floors).
8. The Bank has clearly spelt out scope of work and its requirement. We have also studied the duty list as per the Annexure enclosed herewith. We are agreeable to undertake the work as per the information furnished by the bank.
9. We hereby submit most reasonable quote.
Further, we also hereby agree to all terms and conditions spelled out by the Bank while calling Prequalification Bid.

Signature :

Name :

Designation :

Seal :