

Regional Office , Kozhikode
KSHB BUILDING , 1ST Floor , Vikas Nagar Chakkorathukulam , East Hill Road Kozhikode - 006
Tel: 0495 2772325
Email:rh.kozhikode@unionbankofindia.bank , smpdrokoz@unionbankofindia.bank

TECHNICAL BID

(To be submitted in separate sealed envelope)

NOTICE FOR APPOINTMENT OF
PROJECT ARCHITECT/CONSULTANT
FOR ESTABLISHING REGIONAL
OFFICE, BRANCH, ULP AND SARAL AT
CHEROOTTY ROAD KOZHIKODE
,KERALA

Regional Office , Kozhikode
KSHB BUILDING , 1ST Floor , Vikas Nagar Chakkorathukulam , East Hill Road Kozhikode - 006
Tel: 0495 2772325
Email: rh.kozhikode@unionbankofindia.bank , smpdrokoz@unionbankofindia.bank

**NOTICE FOR APPOINTMENT OF PROJECT ARCHITECT/CONSULTANT FOR ESTABLISHING
REGIONAL OFFICE, BRANCH, SARAL AND ULP AT PLOT SY NO 26/16,6 OF TOWN VILLAGE ,
KOZHIKODE TALUK KOZHIKODE DISTRICT.**

Union Bank of India invites applications in prescribed format for pre-qualification and Professional fee bid from eligible Architects/ Architectural firms **based in and around of Kerala** for appointment as Project Architect for development of property (Construction of Regional Office, Branch, ULP and Saral etc) at Cherooty Road Kozhikode Kerala, The approximate plot area to be developed is **17.10 CENTS** and built up area to be constructed is around **12336 Sq ft**. For the further details and application forms are also available on bank's website at www.unionbankofindia.co.in and www.eprocure.gov.in. The last date of submission of application is 11-07-2022 at 15.00 hours.

**DY. GENERAL MANAGER
REGIONAL OFFICE, KOZHIKODE**

NOTICE FOR APPOINTMENT OF PROJECT ARCHITECT/CONSULTANT FOR ESTABLISHING REGIONAL OFFICE, BRANCH, SARAL AND ULP AT PLOT SY NO 26/16,6 OF TOWN VILLAGE , KOZHIKODE TALUK , KOZHIKODE DISTRICT.

Union Bank of India invites applications for pre qualification and offer for professional fees from eligible Architects/ Architectural firms based in and around of Kerala , for appointment of Project Architect/Consultant for ESTABLISHING REGIONAL OFFICE, BRANCH, SARAL AND ULP at Cherootty Road , Kozhikode Kerala from the agencies based from Kerala State with Office/Branch in Kozhikode District.

The approximate area to be developed is **12336.00 Sq ft.** The eligible firm should have executed at least one similar project of value **Rs.550.00 Lacs** during last 7 years and received average professional fees of **Rs.9.62 Lacs** during last three financial years. The pre-qualification application forms can be collected from the undersigned at the above address against payment of **Rs.1000/- (non-refundable)** by way of pay order drawn from Nationalized Bank only in favour of “Union Bank of India” payable at Kozhikode during working hours from **21-06-2022 to 11-07-2022** upto **15.00 pm**. The application forms are also available during aforesaid period on bank’s website at www.unionbankofindia.co.in and & Government portal www.eprocure.gov.in.

Tenderer downloading documents from website, must submit pay order for document cost (**Rs.1000/-**) while submitting the tender in a separate envelope super scribing “tender cost” else tender will not be considered for opening.

The last date of submission of application is **11-07-2022 At 15.00 hours**. The applications will be opened on **11-07-2022** at **16.00 hours** at the above address in presence of applicants/ their authorized representatives.

The Bank reserves the right to reject any or all applications without assigning any reasons whatsoever. Please refer banks website and Govt. portal regarding any corrigendum for the subject tender till finalization.

**DY. GENERAL MANAGER
REGIONAL OFFICE, KOZHIKODE**

NOTICE FOR APPOINTMENT OF PROJECT ARCHITECT/CONSULTANT FOR ESTABLISHING REGIONAL OFFICE, BRANCH, SARAL AND ULP AT PLOT SY NO 26/16 OF TOWN VILLAGE , KOZHICODE , TALUK KOZHICODE DISTRICT.

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 be super scribed as “APPOINTMENT OF PROJECT ARCHITECT / CONSULTANT FOR DEVELOPMENT OF PROPERTY AT CHEROOTY ROAD KOZHICODE, KERALA” 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.

Tender start date : 21-06-2022

Tender document Fee : Rs.1000/-

Last date & Time for submission of tender : 11-07-2022 | 15.00 hours.

Date & Timing of opening of Bid : 11-07-2022 | 16.00 hours.

Date of pre-bid meeting : 27-06-2022 | 15.00 hours.

Ph No.- 0495- 2772313
0495- 2772325
Mob: 09995869586

Email Id - rh.kozhikode@unionbankofindia.bank
dyrh.kozhikode@unionbankofindia.bank
smpdrokoz@unionbankofindia.bank

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.

**DY. GENERAL MANAGER
REGIONAL OFFICE, KOZHICODE**

GENERAL INFORMATION

The bank is owing a plot admeasuring 17.10 Cents (6.92 ares) at Cheroorty Road, Kozhikode comprising in Sy No 26/16,6 of Town Village Kozhikode Taluk Kozhikode District. The Bank intends to demolishing existing building and develop the property to accommodate Branch , Saral, ULP , Conference room, Service Branch, E-Lobby, Regional Office, ATM, Security room, etc. The bank would like to utilize maximum permissible construction. The minimum covered area for construction of Regional Office building should be 12336.00 Sqft (Parking area, Ground Floor, First Floor, Second Floor, Third Floor and Terrace Area should include).

- **Demolition of existing structure :**
Total Building area 237 sqmt (G+1 Floor Building)
- **Ground Floor : Construction Area 279.08 sqmt.**
ATM, Entrance lobby, Security room, Wash rooms, Canteen and covered parking
- **First Floor : Construction Area 270.59 sqmt.**
Vigilance office, SARAL, Wash rooms and ULP (Union loan point)
- **Second Floor : Construction Area 270.59 sqmt.**
Regional Office, washrooms.
- **Third Floor : Construction Area 270.00 sqmt.**
Stationary room, Doctors room, Conference hall, Record room, Meeting room, wash rooms, etc.
- **Terrace Area : Construction Area 55.16 sqmt.**

SCOPE OF WORK

1. Brief details of the Project:

The selected Architect will have to understand the requirement of Regional Office, ,Branch ULP and Saral by visiting at least two centers and will have to prepare plans providing the best facilities to the employees. The plans shall be submitted to local authorities for approval. 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 civil construction, electrical, plumbing, sanitary works, sewerage, AC, furnishing, landscape, bore well etc.

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

2.1 Taking the instructions from Bank, visiting the sites, complete survey of the site, detailed soil testing, 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. 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, calling tender, etc. The programme should also include various stages of services to be provided by the Project Architect / Consultants.

2.3 Submitting required drawings to the Municipality/corporation and other local authorities and obtaining their approvals.

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 documents and carrying out scrutiny.

2.6 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 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 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 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 ensure that necessary fee, levies, security deposits and expenses in respect of statutory sanctions are complied with. The Architect shall exercise all reasonable skill, care diligence in discharge of duties and to inspect and evaluate the work on going and where necessary clarify any decisions, offer interpretations 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, 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.

2.12 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 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.

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 functioning of the system in services and utilities, as the case may be.

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

2.21 Obtaining final building Completion Certificate / Occupancy Certificate/NOCs 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 liaisoning expenses for obtaining the permission shall be borne by the architect / consultant. The Bank will pay deposit / scrutiny fee.

2.22 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.

2.23 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.

2.24 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 upto the handing over for occupation to the Bank.

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

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

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

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

2.30 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.

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

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

2.33. 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.

2.34 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. The Arbitrations proceedings and any legal action or proceedings arising out of this agreement may be brought in the Courts or Tribunal in Kozhikode

2.35. 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.

2.36. 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**.

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

3. TERMINATION OF AGREEMENT

The Bank , without any prejudices to its right against the Architect in respect of any delay of 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 entitles 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.

3. Miscellaneous information

- 3.1. Intending Architects are requested to furnish details about their firm, technical experience, competence and evidence of their financial standing as per enclosed Performa.
- 3.2. Selection of Architects will be based on the ability and competence required for good quality jobs to be performed by them.
- 3.3. If the space provided in the Proforma is insufficient for furnishing full details, a separate sheet may be used.
- 3.4. Information furnished to Bank will be kept as strictly confidential.
- 3.5. 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.
- 3.6. The Selected Architect will have to sign an agreement in prescribed format on non-judicial stamp paper of Rs.100 and more (as per availability).
- 3.7. Intending Architects are requested to read the application form carefully before filling the particulars.
- 3.8. 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.
- 3.9. 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.
- 3.10. Where copies are required to be furnished, these should be certified copies.
- 3.11. Application forms are not transferable.
- 3.12. 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:

Regional Office , Kozhikode
KSHB BUILDING , 1ST Floor , Vikas Nagar Chakkorathukulam ,
East Hill Road Kozhikode - 673006 Tel: 0495 2772325
Email: rh.kozhikode@unionbankofindia.bank , smpdrokoz@unionbankofindia.bank

3.12. The last date for submission is 11-07-2022 at 15.00 hours. The applications will be opened on 11-07-2022 at 16.00 hours in the presence of applicants / authorized representatives at the above address.

3.14 The Bidding will be in two parts: Technical bid and Price/Commercial bid. Both the bids must be submitted at the same time in separate sealed covers, and duly subscribed as “**Technical Bid for Appointment of Architect/ Consultant for Construction Work**” packed in one cover and “**Commercial Bid for appointment of Architect/ Consultant for Construction work**” packed in another sealed cover. These two covers should be packed in another sealed envelope. All the envelopes should indicate name, address and Email Id of the vendor submitting the Bids.

DY. GENERAL MANAGER
REGIONAL OFFICE, KOZHIKODE

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. :

ii) **GST no.** :

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

Name of the Organisation	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 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 5 years:

Sr. No.	Year	Turnover (Rs.in lacs)	Professional Fees.	Income-tax paid	Service Tax/ GST paid
1	2017-18				
2	2018-19				
3	2019-20				
4	2020-21				
5	2021-22				

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

Total Area of Construction: 12336 Sqft.approx
(Estimated Cost: Rs.550.00 lacs)

Sr. No.	Criteria	Weightage	Self rating marks
1	Should have executed during the last 7 years one single similar work of development of property of value Rs.550 lacs & above. The similar works means Construction of RCC Building for Residential/ Commercial / Institutional buildings admeasuring 12336 Sqft.	65	
2	Should have received average professional fee above Rs. 9.62 lacs per annum during the last three financial years.	20	
3	Should have adequate in house infrastructure of minimum following permanent staff: a) Architects 04 nos. b) Structural Engineers / Civil Engineers 04 nos. c) Electrical & Mechanical Engineers 02 no. each	05 05 05	
	TOTAL	100	

The value of executed works shall be brought to current costing level enhancing the actual value of work at simple rate of 7% per annum; calculated from the date of completion to last date of receipt of applications of tenders.

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 - Electrical 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	
11	Enclose initial approval certificates from Kozhikode Corporation	
12	Enclose final approval certificates from Kozhikode Corporation	

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 2021.	
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 2015-16 to 2020-21	



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

Place :

SIGNATURE

Date :

NAME & DESIGNATION

SEAL OF ORGANISATION

DECLARATION

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 :

Date :

SIGNATURE

NAME & DESIGNATION

SEAL OF ORGANISATION

Regional Office , Kozhikode
KSHB BUILDING , 1ST Floor , Vikas Nagar Chakkorathukulam ,East Hill Road Kozhikode - 006
Tel: 0495 2772325
Email:rh.kozhikode@unionbankofindia.bank , smpdrokoz@unionbankofindia.bank

PRICE BID

(To be submitted in separate sealed envelope)

**NOTICE FOR APPOINTMENT OF PROJECT
ARCHITECT/CONSULTANT FOR
ESTABLISHING REGIONAL OFFICE,
BRANCH, ULP AND SARAL AT
CHEROOTTY ROAD KOZHIKODE ,
KERALA**

Regional Office , Kozhikode
KSHB BUILDING , 1ST Floor , Vikas Nagar Chakkorathukulam ,East Hill Road Kozhikode - 006
Tel: 0495 2772325
Email:rh.kozhikode@unionbankofindia.bank , smpdrokoz@unionbankofindia.bank

SCOPE OF WORK FOR THE ARCHITECTURAL FIRMS SUCCESSFUL IN FINAL EVALUATION

FORMAT FOR PROFESSIONAL FEES (On Letter Head)

To

Date:

Dy. General Manager,
Union Bank of India
Regional Office , Kozhikode
KSHB BUILDING , 1ST Floor , Vikas Nagar
Chakkorathukulam ,East Hill Road Kozhikode - 006

**Sub : Scope of Work for Project Architect and format for Professional fees-
For Construction work of Bank's Building at Cherootty Road Kozhikode Kerala**

Having examined and studied various requirements in respect of the subject for Demolishing the existing building and Construction work of new Bank's Building at Cherootty Road Kozhikode District and discussions with Concern Banks Officials resting on the subject the scope of work of intending project architect is spelled out briefly as under:

- To survey the site and make physical verification of existing conditions and prepare a design conforming to Bank's requirements which includes total interior designing encompassing all elements like flooring, false ceiling, workstations, storage facilities, related civil works, electrical, fire safety system, CCTV system and security system etc. The design shall bring out ambience for the "feel good" factor in various parameters.
- To prepare such design, colour schemes, material specifications and present to the Bank total scheme which includes detailed layout plan, furniture& fixture details, elevation and 3D views in form of presentation drawings.
- The Project Architect shall prepare preliminary drawings to be discussed and finalized by Bank's Competent Authorities. The Architect shall prepare such preliminary drawings till the final layout is selected. Based on approval of the plan by the Bank, the Architect/Project Consultant will have to furnish detailed drawings, specifications, bill of quantity, detailed estimate and final tender documents for further review and approval by the Bank.

- On final acceptance to codify the plan, concept, and specification encompassing all relevant aspect in a very comprehensive manner ideally suited for practical implementation. More particularly, bill of quantities, detailed estimate, rate analysis, specifications, approved makes of materials and such required details, which shall be comprehensive and of required clarity for actual implementation of the project.
- To prepare proposal of the final layout plan fit to be submitted for approval to various local authorities , Fire Brigade, environment, Water department, Traffic etc., if needed and insisted by local authority only.
- To submit plan for revalidation time to time since the project is likely to spread over for several years (2-3 years). No separate out of pocket expenses shall be paid to the Project Architects for revalidation of approvals from statutory authorities, except official fee to be paid to the concerned local authorities.
- We have studied the Bank's requirement for development of Infrastructure for Regional Office at Kozhikode, Kerala. 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.
- After due consideration to the scope of work mentioned herein above and giving due cognizance to duty list mentioned in the original prequalification bid we submit our price bid in respect of professional fees as under.
- We hereby submit most reasonable quote for professional fees (in terms of %) as under:

Sr. No.	Parameter	Professional fees
01.	Consultancy Services:- 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 and walk through etc. Complete survey of the site, detailed soil testing and submission of report. 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.	
1.a	Professional fee in terms of % of actual value of work	_____ % of actual value of

	completed.	work. Professional fee will be Rs. _____.
1.b	Obtaining approvals from all statutory authorities whose approval is mandatory for commencement of construction and occupying the building upon its completion (i.e. Approval of scheme and No Objection Certificate (NOC) upon commencement and completion of the work from Building Proposal Department, BBMP, JDA, Fire Brigade, environment, Water department, Traffic, Panchayat etc. wherever required including getting completion certificate from Local Authority. Approval of work upon completion.)	_____ % of actual value of work. Professional fee will be Rs. _____.
02	PMC for a period of _____ months. Project Management Charges towards providing full time Engineer to be provided at site during execution of work. For supervision, min 5 year experienced Architect/Civil Engineer Degree Holder OR 8-year experience Architect/Civil Engineer Diploma Holder fully experienced in similar work be deployed at site. (max salary paid will be only for original completion period) for day to day site supervision during actual construction work, preparing Work Schedule/Bar Chart Program for execution of works, maintaining various records, joint measurements, quality control, certification of bills, final completion reports along with necessary drawings. i.e. approximately 18 Months + one month for preparation of final bill.	
2.a	PMC charges for one month.	Rs. _____
2.b	PMC charges for _____ months.	Rs. _____
03	Visit Charges to the site during execution of work wherein the visit is required once in a week. These charges should include traveling expense, lodging and boarding, other expenses. (Approx.60 visits are required during execution period of 18 months.)	
3.a	Visit charges for one visit.	Rs. _____
3.b	Visit charges for _____ visits.	Rs. _____
	Total of fee (1.a+1b+ 2.b + 3.b)	
	GST @ applicable Rates	
	Gross Total	

Note:

1. The readymade items include cost of higher side of electrical A.C.D.G. set, chairs, etc. and all items Bank purchase directly with professional guidance from the project Architect.
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. For approval of works, related to Fire Safety including Fire Hydrant System. Sprinkler System, Fire Alarm System etc., Architect will be allowed to take help of concerned contracting agency.
4. GST as applicable will be paid over and above the charges as quoted above.
5. Project Management Services mentioned 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.

Further, we also hereby agree to all terms and conditions spelled out by the Bank while calling Prequalification Bid.

Signature :
 Name :
 Designation :
 Seal :