

**Regional Office – Kollam**  
**2<sup>nd</sup> Floor, BSNL Telephone Exchange, Chinnakkada, Kollam 691001**

**NOTICE FOR APPOINTMENT OF PROJECT ARCHITECT/CONSULTANT FOR INTERIOR FURNISHING OF BRANCH PREMISES AT UNION BANK OF INDIA, CHENGANNUR BRANCH, Ground Floor, M/s T J Square, Thottakattu, Vellavore, Chengannur , Alappuzha District 689121.**

Union Bank of India invites applications in prescribed format for Professional fee bid from empaneled Architects/Architectural firms for appointment as Project Architect for Interior Furnishing of Chengannur Branch premises at Ground Floor, M/s T J Square , Thottakattu, Vellavore, Chengannur, Alappuzha District 689121. The approximate carpet area to be refurnished is approx. 1531.57 Sq ft. The application forms are also available on bank's website at [www.unionbankofindia.co.in](http://www.unionbankofindia.co.in) and [www.govtenders.nic.in](http://www.govtenders.nic.in) from 20.07.2022 to 27.07.2022. The last date of submission of application is 27.07.2022 at 15.00 hours sharp. The bank reserves the right to reject any or all applications without assigning any reasons whatsoever.

  
ASSISTANT GENERAL MANAGER  
REGIONAL OFFICE, KOLLAM.





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### **Tender Notice**

**NOTICE FOR APPOINTMENT OF PROJECT ARCHITECT/CONSULTANT FOR INTERIOR FURNISHING OF BRANCH PREMISES AT UNION BANK OF INDIA, CHENGANNUR BRANCH, Ground Floor, M/s T J Square, Thottakattu, Vellavore, Chengannur , Alappuzha District 689121**

Tender is to be submitted in single bid system i.e. Price Bid. The price bid should contain all the enclosures and documents sealed in the envelope. The envelope should superscribed as “APPOINTMENT OF PROJECT ARCHITECT/CONSULTANT FOR FURNISHING OF CHENGANNUR BRANCH AT Ground Floor, M/s T J Square , Thottakattu, Vellavore, Chengannur, Alappuzha District 689121” work will be allotted only to L1 of Financial Bid.

Tender start date : 20.07.2022  
Last date & Time for submission of tender : 27.07.2022 at 15:00 hours  
Sharp  
Date & Timing of opening of tender (Price Bid) : 27.07.2022 at 15:30 hours  
Ph No.- 0474-2746004

Email Id - cb8829fmd@unionbankofindia.com

The detailed information regarding, eligibility norms and tender document shall be available during aforesaid period at the Bank's website [www.unionbankofindia.co.in](http://www.unionbankofindia.co.in)

The Bank reserves the right to reject any or all applications without assigning any reasons whatsoever.

  
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## GENERAL INFORMATION

The bank has acquired a new premises at Ground Floor, M/s T J Square , Thottakattu, Vellavore, Chengannur, Alappuzha District 689121 on lease admeasuring carpet area of approx. 1531.57 sq.ft (143.28 sq.mt) for functioning of Chengannur Branch.

The Bank intend to furnish the above area to accommodate Chengannur Branch. The approximate carpet area for Furnishing, Electrical, Air Conditioning and Networking works to be developed is 1531.57 Sq Ft. Estimated cost: Rs.17.42 Lacs + GST as applicable.

## SCOPE OF WORK

### I. Brief details of work:

The Bank intends to carry out Interior Furnishing, Electrical, Air Conditioning & Networking Works of the leased premises with approx. carpet area of 1531.57 sq ft area at **Ground Floor, M/s T J Square , Thottakattu, Vellavore, Chengannur, Alappuzha District 689121**

The selected Architect will have to understand the requirement of Branch by visiting at least two times and will have to prepare plans providing the best facilities to the employees. The plans shall be submitted to local authorities for approval if any. 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 Interior furnishing, Electrical, Air Conditioning, Networking works etc.

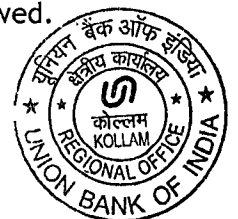
### 2. Duties / scope of work expected from the Project Architect

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. 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 program should also include various stages of services to be provided by the Project Architect / Consultants.

2.3 Preparing architectural working drawings for interior furnishing works with false ceiling drawings, electrical, telephone, data connection, air condition layout with specifications, firefighting system specifications, furnishing plans, cross sections, etc., detailed estimates and all such other particulars as may be necessary for preparation of bill of quantities.

2.4 Preparing architectural working drawings of furniture work and pre-qualification documents and carrying out scrutiny. The Architect shall also furnish specific conditions/ statutory stipulations / code procedure/ schedule of rate etc., desire to be followed.



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

2.6 Preparing detailed tender documents for furnishing works, false ceiling with electrical drawings, air conditioning layout drawings with specifications 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, including code of practice covering aspects like measurement, method of payments, quality control, procedures on materials, work and other conditions of work. Submitting assessment reports thereon, together with recommendations specifying abnormally high and low rated items, comparative statements, and 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 using data 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 compiled with. The Architect shall exercise all reasonable skill, care, diligence in discharge of duties and to inspect and evaluate the work on going and wherever necessary clarify any decisions, offer interpretations of drawings/ specifications, attend conference/ meeting to ensure that the project proceeds generally in accordance with the conditions of the contract and keep the Bank informed and render advice and actions if required and the Architect is responsible for the directions , integrations and successful completion 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 prior 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. Architect(s) shall assume full responsibility for all measurements certified by him/ 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 material at site that the bank 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 The Architect shall appear, 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 bank.

2.23 On completion of the project, prepare "as made" completion drawings of furnishing works, electrical, telephone, data cabling, air conditioning layouts and other services along with a brief report on the project 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/legal 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 following registers on daily basis i.e. Daily Progress Report, Site Order Book, Material inward register, Material testing record, High Value Material Receipt Register, Hindrance Register, etc. Such registers shall be made available for the inspection of the bank officials as and when required by the Bank.

2.30 The Architect / Consultant shall 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 Architects / Consultants fee as per provision of section 73 of Indian Contract Act 1872 and under Section 30 of Architects Act 1972 (Central Act No.20 of 1972), besides the 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. If the parties fail to appoint a mutually agreed sole arbitrator, 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 Kollam.

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 MCLR and again 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.

### 3. TERMINATION OF CONTRACT

3.1 The Bank may, without prejudice to its right against the Architect in respect of any delay or deficiency in service, terminate the contract by giving 15 days' notice in writing in any of the following cases.

- I. If the Architect being company pass a resolution or a court order that the company shall be wound up or if a receiver or a Manager is appointed on behalf of a creditor or circumstances arises which entitles the court to pass a winding up order,
- II. The Architect, in the opinion of the Bank, is not pursuing the project with due diligence and/or within the timeline agreed.
- III. If the Architect commits breach of any of terms of the agreement.

3.2 Once the agreement is terminated as narrated in clause 3.1 as above, the Bank shall be free to engage any other architect, of its own choice, to carry out the balance work. The bank shall debit the Architect the excess amount, if any, spent and recover such excess amount from the fees due to the Architect, the Security Deposit or from any other money due to the Architect.

3.3 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.

3.4 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. The Selected Architect will have to sign an agreement in prescribed format on non-judicial stamp paper of Rs. 200 and more (as per availability). The engagement shall be a period of 3 months from the date of MOU. The Bank reserves the right to extend the validity period on mutually acceptable terms and conditions.
- 5.2. Intending Architects are requested to read the application form carefully before filling the particulars.
- 5.3. Information / details furnished by selected party, if found to be false at any time in future or any information affecting engagement is willingly / unwillingly withheld, if come to the notice of the Bank at any point of time, the party's engagement is liable for cancellation immediately.
- 5.4. Where copies are required to be furnished, these should be certified copies.
- 5.5. Application forms are not transferable.
- 5.6. Copy of Empanelment letter issued by Union Bank of India to be enclosed along with the Tender document.
- 5.7. The completed application forms duly signed and stamped be placed in a sealed envelope super-scribed as "Offer for appointment of Project Architect-Chengannur Branch". The envelope should be dropped in the Tender Box placed at the following address

Union Bank of India  
Regional Office-Kollam  
2<sup>nd</sup> Floor, BSNL Telephone Exchange,  
Chinnakkada, Kollam  
Pin : 691001

- 5.7. The last date for submission is 27.07.2022 at 15.00 hours sharp. The applications will be opened on 27.07.2022 at 15.30 hours in the presence of applicants / authorized Representatives at the above address.
- 5.8 The bid must be submitted sealed covers, and duly subscribed as "Commercial Bid for appointment of Architect/Consultant for Furnishing work". The cover should be packed in another sealed envelope. All the envelopes should indicate name, address and Email Id of the vendor submitting the Bids.

ASSISTANT GENERAL MANAGER  
REGIONAL OFFICE, KOLLAM





# PRICE BID

(To be submitted in separate sealed envelope)

**NOTICE FOR APPOINTMENT OF PROJECT  
ARCHITECT/CONSULTANT FOR INTERIOR  
FURNISHING, ELECTRICAL & NETWORKING  
WORKS OF UNION BANK OF INDIA, GROUND  
FLOOR, M/S T J SQUARE, THOTTAKATTU,  
VELLAVORE, CHENGANNUR, ALAPPUZHA  
DISTRICT. PIN 689121**



**FORMAT FOR PROFESSIONAL FEES (On Letter Head of the applicant)**

To  
The Assistant General Manager,  
Union Bank of India  
Regional Office-Kollam  
BSNL Telephone Exchange  
Chinnakkada, Kollam 691001

Date:

**Sub: PROFESSIONAL FEE FOR ARCHITECTS / ARCHITECTURAL FIRM**

-For Civil, Electrical, Air Conditioning, Furnishing & Networking Works work of Bank's Chengannur Branch situated at Ground Floor, M/s T J Square , Thottakattu, Vellavore, Chengannur, Alappuzha District 689121.

Having examined and studied various requirements in respect of the subject for Civil, Electrical, Air Conditioning, Furnishing & Networking Works of Bank's Leased Premises for CHENGANNUR Branch at Ground Floor, M/s T J Square , Thottakattu, Vellavore, Chengannur, Alappuzha District 689121 and discussions with Concern Banks Officials resting on the subject the scope of work of intending project architect.

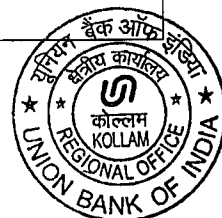
The Bank has clearly spelt out scope of work and its requirement, in brief details of which are as under:

- 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, electrical, air conditioning etc. The design shall bring out ambience for the "feel good" factor in various parameters.
- To prepare such design, color 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 like KSEB, Chengannur Municipality, 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 1-2 Months. 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.
- 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 original fees as under.

Sr. No.	Parameter	Professional fees
1.	<b>Consultancy Services:</b> 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. Preparation of required nos. of final tender documents to be issued to the contractors which will include detailed specifications of item, rate analysis including civil / interior / electrification / air conditioning / fire safety, etc. cross sectional details of officer's table, work station, credenza, side tables, chairs, sofa, center table, main entrance door, false ceiling, notice board, display board, storage and any other item required for furnishing and renovation, etc.	
1.a	Professional fee in terms of actual value of designed work completed excluding readymade items. Designed Items (90% of estimated cost).	_____ % of actual value of work. Professional fee will be Rs _____ .
1.b	Professional fee in terms of actual value of work completed on readymade items, which are not designed by the Project Architect. (Chairs/DG set/ Cost of AC machines) Bought out Items (10% of estimated cost)	_____ % of actual value of work. Professional fee will be Rs _____
1.c	<b>PMC for a period of 2 months.</b> Project Management Charges towards providing full time engineer 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 + one month for preparation of final bill.	Rs _____ per month
2.a	<b>PMC Charges for one Month</b>	Rs. _____
2.b	<b>PMC Charges for _____ Months</b>	Rs. _____
03	<b>Visit Charges</b> to the site during execution of work wherein the visit is required once in a week. These charges should include	



	travelling expense, other expenses. (Approximate 4 visits are required during execution period of 1 month)	
03.a	Visit charges for one visit	Rs. _____
03.b	Visit charges for _____ visits	Rs. _____
	Total of fee ( 1.a + 1.b + 2.b + 3.b )	Rs. _____
	GST	
	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 in point 1c are optional, however Architectural firm must quote their charges for the same. The Bank reserve the right to appoint any other agency for the Project Management or deploy Bank's staff for the purpose.
6. 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.
7. Architect/ representative shall make regular visit to site, no of visits shall not be limited to any nos.
8. Architect /representative shall attend meeting on site or Banks office as required by Bank.

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

Signature :

Name :

Designation :

Seal :

