

Regional Office: # 5-7-H 19 & 20, Behind Venkataramana Tata Motors Show Room, Opp: Janpahad Dargah, Cheruvu Bazaar, KHAMMAM - 507002

### TENDER NOTICE

Appointment of Project Architect from Empanelled Architects / Architectural Firms for Interior, Electrical, LAN and Air-Conditioning works at Regional Office, Khammam

(Only Empaneled Architects of Khammam Region has to apply)

Union Bank of India invites applications/ Bids for design and supervision in Single Bid system for appointment of Architect from Empanelled Architects/ Architectural firms with Union Bank of India Regional office Khammam for **additional Counters, Cabin works at Regional Office, Khammam.**

Estimated cost of project: Rs. 3.74 Lacs

Title of the Cover:

"Tender for Appointment of Project Architect for additional works at Regional Office-Khammam"

Name & Designation of the Official:  
Address of the Office:

Chief Manager, Operations Department,  
Regional Office: 5-7-H 19 & 20,  
Behind Venkataramana Tata Motors Show Room,  
Opp: Janpahad Dargah, Cheruvu Bazaar, KHAMMAM  
- 507002

The application forms are also available during aforesaid period on Banks website [www.unionbankofindia.co.in](http://www.unionbankofindia.co.in) and CPP portal [www.eprocure.gov.in](http://www.eprocure.gov.in). Application forms containing detailed information; eligibility norms, professional fees etc. can be collected from the above cited address of RO-Khammam during working hours from 10.00 A.M. up to 5.00 P.M.

Architect / Architectural firms empanelled with Union Bank of India Regional office, Khammam interested in it shall submit their duly filled bid in sealed covers super scribing application for Tender for Appointment of Project Architect for additional works at Regional Office-Khammam on or before 28.07.2022 05:00 PM.

The applications/Bids will be opened on 28.07.2022 at 05:30 PM at our Regional Office Khammam, 5-7-H 19 & 20, Behind Venkataramana Tata Motors Show Room, Opp: Janpahad Dargah, Cheruvu Bazaar, KHAMMAM - 507002, in the presence of applicants/their authorized representatives who wish to be present.

All addendum/ amendments if any, in respect of this Bid/Notice if any will be displayed on the bank's website [www.unionbankofindia.co.in](http://www.unionbankofindia.co.in) and [www.eprocure.gov.in](http://www.eprocure.gov.in) and no paper advertisement will be released.

Union Bank of India reserves the right for rejecting any or all applications received without assigning any reasons whatsoever.

Date: 19.07.2022  
Place: Khammam

Regional Head





**Regional Office:** # 5-7-H 19 & 20, Behind Venkataramana Tata Motors Show Room,  
Opp: Janpahad Dargah, Cheruvu Bazaar, KHAMMAM – 507002

### TENDER NOTICE

Union Bank of India invites applications/ Bids for supervision for appointment of Architect for additional Interior, Electrical, LAN and Air-Conditioning works for few Counters, Cabin, Storage etc. at Regional Office-Khammam.

Estimated cost of project approximately Rs. 3.74 Lacs

The last date for submission of duly filed bid is 28.07.2022 up to 05:00 PM. The applications/Bids will be opened on 28.07.2022 at 05:30 PM at our Regional Office, Khammam, 5-7-H 19 & 20, Behind Venkataramana Tata Motors Show Room, Opp: Janpahad Dargah, Cheruvu Bazaar and KHAMMAM - 507002 in the presence of applicants/their authorized representatives. Bidders are requested to be present during tender opening. No time extension is allowed and bids submitted after due date & time will not be entertained. Bank is not liable for any postal/transit delay/loss.

Bank reserves its right to open the bids even if no bidders/ authorised representatives of the bidders are present at the stipulated time.

All addendum/amendments in respect of this Bid/Notice, if any will be displayed on the Bank's website and no paper advertisement will be released. Intending bidders are advised to check website regularly.

Union Bank of India reserves the right to reject any or all applications received without assigning any reasons whatsoever. No communication will be entertained. Agreement shall be executed as per Bank's guidelines upon appointment of L1 bidder.

### GENERAL INFORMATION

Union Bank of India intends to carry out Interior, Electrical, LAN and Air-Conditioning works for additional works at Regional Office-Khammam. The estimated cost of the works is approximately Rs. 3.74 lacs. The Bank invites professional bids for PROFFESIONAL FEE FOR ARCHITECTS / ARCHITECTURAL FIRM for Interior, Electrical, LAN and Air-Conditioning works for additional works at Regional Office-Khammam up to Rs. 3.74 Lacs for appointment of project architect/consultant for availing the consultancy services and day to day monitoring of execution of the above works.



## SCOPE OF WORK:

### 1. Brief details of the Work:

The Bank intends to carry out total Interior, Electrical, LAN and Air-Conditioning works at premises of Regional Office-Khammam for creation of additional Counters, Cabin and Storage. The consultant so appointed will have to provide services such as preparing and furnishing plans, preparing bill of quantity, detailed estimate, all interior detailed drawing, tender and assist the Bank in completion of the project etc.

**Period of Completion- 25 days from the date of issue of work order to the contractor**

### 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 inspection reports, identification of activities, quantity survey, design/working drawings as required, 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. Obtaining statutory approval from local authority as required for execution of works, estimate along with rate analysis, tender specifications, NIT for inviting tenders for appointment of contractors, scrutiny of tenders and recommendation for appointment of contractor, Work schedule/BAR CHART PROGRAMM for execution of works, quality control, measurement of works, maintaining various registers for execution of works, certification of bills, final completion reports.

2.2 Submitting a proper PERTCHART / BAR CHART PROGRAM 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 Preparing architectural working drawings, structural calculations and structural drawings as per requirement, layout drawings for water supply and drainage, cross sections, etc., detailed estimates and all such other particulars as may be necessary for preparation of bill of quantities, assessment reports etc.

2.4 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. Preparing pre-qualification documents and carrying out scrutiny.

2.5 Preparing detailed tender documents for the activities to be accomplished for successful execution of the works 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.

2.6 Preparing tender notices for issue by Bank for inviting tenders for appointment of contractor, scrutiny of tenders 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.

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

2.8 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.

2.9 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.

2.10 Assuming full responsibility for supervision and proper execution of all works on day to day basis 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. Any deviation in quantity of items with financial implication is to report to the Bank in advance for necessary decision on the matter.

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

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

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

2.14 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.





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

Certified that the various items of work claimed in this **assigned work** running bill / final bill by the contractors M/s\_\_\_\_\_ 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)

2.16 The Architects/Consultants shall endorse the above certification in the relevant Measurements Books also.

2.17 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.

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

2.19 Architect has to coordinate with the Landlord and arrange for submission of 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 from the landlord and submitted to the Bank.

2.20 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.

2.21 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.

2.22 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.

2.23 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.

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





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

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

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

2.28 The supervising staff deployed by the architect / consultant shall maintain following registers on daily basis i.e. Daily Progress Report, Site Order Book, Cement Consumption Register, Steel Consumption Register, Material testing record, High Value Material Receipt Register, Hindrance Register, etc.

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

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

2.31. 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.

2.32 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.

2.33. 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.

2.34. 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 any Nationalized Bank.

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

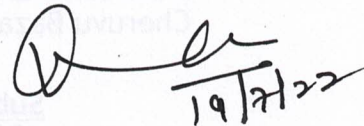




2.36. The completed application forms duly signed and stamped be placed in a sealed envelope super-scribed as **"Tender for Appointment of Project Architect for additional works at Regional Office-Khammam"**. The envelope should be dropped in the Tender Box placed at the following address:

Chief Manager, Operations Department,  
Union Bank of India, Regional Office-Khammam,  
5-7-H 19 & 20, Behind Venkataramana Tata Motors Show Room,  
Opp: Janpahad Dargah, Cheruvu Bazaar, KHAMMAM - 507002.

- 1.37. Bidders should submit bids in sealed covers super scribing **"Tender for Appointment of Project Architect for additional works at Regional Office-Khammam"** to reach on or before 28.07.2022 05:00 PM. The bids will be opened on 28.07.2022 at 05:30 PM at Regional Office, Khammam.

  
19/7/22

REGIONAL HEAD  
REGIONAL OFFICE, KHAMMAM



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

Date:

To  
The Deputy General Manager,  
Union Bank of India  
Regional Office  
Khammam Region  
# 5-7-H 19 & 20, Opp: Janpahad Dargah,  
Cheruvu Bazaar, Khammam - 507002

**Sub: PROFFESIONAL FEE QUOTATION FOR APPOINTMENT OF PROJECT  
ARCHITECT FOR ADDITIONAL WORKS AT REGIONAL OFFICE-KHAMMAM**

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Having examined and studied various requirements in respect of the subject for architectural services towards additional works including Interior, Electrical, LAN and Air conditioning works in Union Bank Of India, Regional Office-Khammam located at Khammam 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 visit the sites, design/working drawings as required, preparing sketch layout which shall be in accordance with Bank guidelines & standards etc. (including carrying out necessary revisions till the sketch layout plans are finally approved by the Bank), making approximate estimate of cost.
- To prepare estimates along with rate analysis, tender specifications, NIT for inviting tenders for appointment of contractors, scrutiny of tenders and recommendation for appointment of contractor, Work schedule/BAR CHART PROGRAMME for execution of works, quality control, measurement of works, maintaining various registers for execution of works, certification of bills, final completion reports.
- 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.





## PRICE BID

No.	Parameter	Professional fees
1	<b>Consultancy Services: -</b> i. Preparing standard layout / plans: The layout will be revised till it meets requirement of the Bank. ii. Preparation of detailed estimates and tender document iii. Evaluation of bids and recommendation of contractor iv. Periodical supervision of works executed by the contractor v. Verification and certification of bills submitted by the contractor and vi. Any works related to Architectural services	
	Professional fee-in terms of actual value of work completed.	_____ % of actual value of work. Professional fee will be Rs. _____
	<b>Total Fee (1a )</b>	
	<b>GST</b>	
	<b>Gross Total (including GST)</b>	

**Note:**

- Under project management Architect should be appointed for periodical supervision, ensuring execution of work as per contract terms and conditions, certification of bills/ claims submitted by the contractor, co-ordination with Bank officials.
- GST as applicable will be paid over and above the charges as quoted above.
- 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.
- Architect/ representative shall make regular visit to site, no of visits shall not be limited to any nos.
- Architect /representative shall visit and attend meeting on site or Bank's office at least once in a week or as required by Bank and they shall submit their weekly visit report to our Office & Branch.

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

Signature :  
Name :  
Designation :  
Seal :









