



**Support Services Department
CO-Annex building-Hyderabad**

5-9-11, 4th floor, Dr. Pattabhi Bhavan ,Secretariat Road ,
Saifabad ,Hyderabad -500004

Email Id : gad@unionbankofindia.bank Ph 040-23252439/2414

Notice for

**Appointment of Project Architect from Empanelled Architects / Architectural Firms for proposed repair/ renovation works in Ground & Mezzanine floor of Bank's Koti building, Hyderabad
(Only Empanelled Architects of Secunderabad Region have to apply)**

Union Bank of India invites applications/ Bids from Architects / Architectural firms empanelled under Union Bank Of India , Secunderabad Region in Single Bid system for appointment of Architect for rendering consultancy services towards proposed repair/ renovation works in Ground & Mezzanine floor of Bank's Koti building, Hyderabad works including Civil, Interior painting, UPVC windows and Electrical works.

Estimated cost of project: Rs. 13.50 Lacs

Title of the Cover:

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

**"Appointment of Project Architect for for
proposed repair/ renovation works in Ground
& Mezzanine floor of Bank's Koti building,
Hyderabad."**

**Chief Manager,
Support Services Department,
Union Bank Of India ,
CO-Annex building ,
5-9-11, 4th floor, Dr. Pattabhi Bhavan ,
Secretariat Road, Saifabad ,Hyderabad -
500004
Contact : 040-23252439,23252414**

The application forms are also available on Banks website www.unionbankofindia.co.in. Application forms containing detailed information, eligibility norms, professional fees etc. can be collected from the above cited address during working hours from 10.00 A.M. up to 5.00 P.M from 19.07.2022 to 25.07.2022.

Architect / Architectural firms empanelled with Union Bank of India, Secunderabad Region , interested in it shall submit their duly filled bid in sealed covers superscribing **“Appointment of Project Architect for proposed repair/ renovation works in Ground & Mezzanine floor of Bank’s Koti building, Hyderabad.”** on or before 25.07.2022 3:00 PM.

The applications/Bids will be opened on 25.07.2022 at 03:30 PM at Support Services Department, Annex-Hyderabad 5-9-11,4th floor, Dr. Pattabhi Bhavan ,Secretariat Road ,Saifabad ,Hyderabad -500004 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 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: Hyderabad

Chief Manager



**Support Services Department
CO-Annex building-Hyderabad**

5-9-11, 4th floor, Dr. Pattabhi Bhavan ,Secretariat Road ,
Saifabad ,Hyderabad -500004

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Appointment of Project Architect from Empanelled Architects / Architectural Firms for proposed repair/ renovation works in Ground & Mezannine floor of Bank's Koti building, Hyderabad.

(Only Empanelled Architects of Secunderabad Region have to apply)

Union Bank of India invites applications/ Bids for appointment of Architect for renovation/repair works in Bank's Staff Training Centre Hostel Kitchen at Financial District, Nanakramguda, Hyderabad, works including Civil, Plumbing , Commercial cooking range with exhaust and Electrical works.

Estimated cost of project: Rs.13.50 Lacs

The last date for submission of duly filled bid is 25.07.2022 up to 03:00 PM. The applications/Bids will be opened on 25.07.2022 at 03:30 PM at our Support Services Department , 5-9-11, 4th floor, Dr. Pattabhi Bhavan ,Secretariat Road ,Saifabad ,Hyderabad -500004 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 proposes to undertake repair/ renovation works in Ground & Mezzanine floor of Bank's Koti building, Hyderabad. The estimated cost of the works is approximately Rs. 13.50 lacs. The Bank invites financial bids from ARCHITECTS /

ARCHITECTURAL FIRMS(Empanelled with RO, Secunderabad) to quote professional fee for rendering their consultancy services.

SCOPE OF WORK:

1. Brief details of the Work:

The Bank intends to undertake repair/ renovation works in Ground & Mezzanine floor of Bank's Koti building, Hyderabad . Scope of work includes relaying of floor tiles, interior painting, Installation of UPVC windows & electric works etc. The appointed architect/architectural firm will have to provide services such as preparing and furnishing plans, preparing bill of quantity, detailed estimate, detailed drawing, preparation of tender document , evaluation of bids ,periodical supervision of works and assist the Bank in completion of the project and for issuance of necessary certificates etc.

Period of Completion- 30 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, 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. Preparation of 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.

2.2 Preparing architectural working drawings, as per requirement, detailed estimates and all such other particulars as may be necessary for preparation of bill of quantities, assessment reports etc.

2.3 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.

2.4 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.

2.5 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.

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

2.7 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.

2.8 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.

2.9 Assuming full responsibility for periodical 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. Any deviation in quantity of items with financial implication is to be reported to the Bank in advance for necessary decision on the matter.

2.10 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.

2.11 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.

2.12 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)

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

2.14 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.

2.15 The Architects shall be wholly responsible for the successful completion of the project in all respects consistent with safety and structural stability from the inception up to the handing over for occupation to the Bank.

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

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

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

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

2.20. 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.

2.21 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.

2.22. 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.

2.23. Under no circumstance the architect/architectural firm should not submit recommendations of contract other than lowest.

2.24. The completed application forms duly signed and stamped be placed in a sealed envelope super-scribed as **Appointment of Project Architect for proposed repair/ renovation works in Ground & Mezzanine floor of Bank's Koti building, Hyderabad**. to reach

on or before 25.07.2022 03:00 PM. The bids will be opened on 25.07.2022 at 03:30 PM at Support Services Department.

The envelope should be dropped in the Tender Box placed at the following address:

**Chief Manager, Support Services Department ,
Union Bank of India, CO Annex-building ,
5-9-11,4th floor, Dr. Pattabhi Bhavan ,Secretariat Road ,
Saifabad ,Hyderabad -500004**

**Chief Manager,
SSD:CO-ANNEX-HYDERABAD**

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

Date:

To
The Chief Manager,
Union Bank of India
Support Services Department
CO- Annex-Hyderabad
#5-9-11, Pattabhi Bhavan
Saifabad, Hyderabad-500004.

**Sub: PROFESSIONAL FEE QUOTATION FOR APPOINTMENT OF PROJECT
ARCHITECT FOR REPAIR/RENOVATION WORKS AT KOTI BUILDING,
HYDERABAD**

Having examined and studied various requirements in respect of the subject for architectural services towards repair/ renovation works in Ground & Mezzanine floor of Bank's Koti building, Hyderabad 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	Consultancy Services: - 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. _____
	Total Fee (1a)	
	GST	
	Gross Total (including GST)	

Note:

1. 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.
2. GST as applicable will be paid over and above the charges as quoted above.
3. 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.
4. Architect/ representative shall make regular visit to site, no of visits shall not be limited to any nos.

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

Signature :
Name :
Designation :
Seal :