



Regional Office, Cuttack,
M-14, Baramunda H B Colony,
Bhubaneswar-751003
Tel: 0674-2537900,2537902
Email: rh.cuttack@unionbankofindia.bank

NOTICE FOR APPOINTMENT OF PROJECT ARCHITECT / CONSULTANT FOR ESTABLISHING REGIONAL OFFICE ,BRANCH,CURRENCY CHEST, e-LOBBY, SARAL LITE, ULP, CONFERENCE HALL, STORE ROOM ,STAFF CANTEEN WITH KITCHEN & OTHER OFFICES AT PLOT NO-1359,CDA SECTOR-VI, CUTTACK.

Union Bank of India invites application for prequalification and offer for professional fees from eligible Architects / Architectural firms for appointment as Project Architect / Consultant for development of REGIONAL OFFICE, BRANCH, CURRENCY CHEST, e-LOBBY, SARAL LITE, ULP CONFERENCE HALL STORE ROOM, STAFF CANTEEN WITH KITCHEN AND OTHER OFFICE at CUTTACK from the agencies based from **Odisha/in and around Odisha with registered office in Cuttack/Bhubaneswar**. For details please visit the Bank's Website at www.unionbankofindia.co.in and Government portal at www.eprocure.gov.in. The last date for submission of application is 25-07-2022 at 16.00 hours.

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

**REGIONAL HEAD,
REGIONAL OFFICE, CUTTACK**

TECHNICAL BID

(To be submitted in separate sealed envelope)

NOTICE FOR APPOINTMENT OF PROJECT ARCHITECT / CONSULTANT FOR ESTABLISHING REGIONAL OFFICE ,BRANCH,CURRENCY CHEST, e-LOBBY, SARAL LITE, ULP, CONFERENCE HALL, STORE ROOM , STAFF CANTEEN WITH KITCHEN & OTHER OFFICES AT PLOT NO-1359,CDA SECTOR-VI, CUTTACK.



Regional Office, Cuttack

Tender Notice

NOTICE FOR APPOINTMENT OF PROJECT ARCHITECT / CONSULTANT FOR ESTABLISHING REGIONAL OFFICE ,BRANCH,CURRENCY CHEST, e-LOBBY, SARAL LITE, ULP, CONFERENCE HALL, STORE ROOM STAFF CANTEEN & OTHER OFFICES WITH KITCHEN AT PLOT NO-1359,CDA SECTOR-VI, CUTTACK.

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 ESTABLISHING REGIONAL OFFICE ,BRANCH,CURRENCY CHEST, e-LOBBY, SARAL LITE, ULP, CONFERENCE HALL, STORE ROOM STAFF CANTEEN WITH KITCHEN & OTHER OFFICES AT PLOT NO-1359,CDA SECTOR-VI, CUTTACK.”

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	: 03-07-2022
Tender document Fee (non refundable)	: Rs.1000/- by DD/PO and drawn in Favor of Union Bank of India payable at Bhubaneswar. Micro and Small Enterprises (MSEs) as defined in MSE Procurement policy issued by Department of Micro, Small and Medium Enterprises (MSME) or are registered with the Central Purchase Organization or the concerned Ministry or Department are exempted from Tender Document Fee subjected to submission of necessary proof documents.
Last date & Time for submission of tender	: 25-07-2022 at 16:00 hours
Date & Timing of opening of Bid	: 25-07-2022 at 16:30 hours
Date of pre-bid meeting	: 12-07-2022 at 15:30 hours

Email Id - ssd.rocuttack@unionbankofindia.bank

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

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Regional office, Cuttack**



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In the state of Odisha, Plot No. 1359, admeasuring 6400 sq.ft of land at Sector-VI, Bidanasi, Cuttack. The minimum covered area for construction of REGIONAL OFFICE building should be 16000 sq. ft.(including Basement+ Ground +First floor+ Second floor+ Third floor). The common minimum infrastructure of Regional office, Currency Chest, Branch office, e-Lobby, Saral Lite, ULP, Conference Hall, Store Room & Staff Canteen with Kitchen & other offices should include:

- **Basement: Construction area 3200 sq. ft.**
- Parking, Lift & Staircase
- **Ground Floor: Construction area 3200 sq.ft.**
- Lift, Entrance Lobby, Staircase
- Currency Chest, Cash counting Room, Guard Room, Guard Rest Room
- Two toilet facilities (separate for Gents & women and physically challenged friendly),
- **First Floor: Construction area 3200 sq.ft.**
- Branch, Saral Lite & ULP, Lift, Stair case
- Two toilet facilities (separate for Gents & women and physically challenged friendly) for each office.
- **Second Floor: Construction area 3200 sq.ft**
- Regional Office, Lift, Stair case
- **Third Floor: Construction area 3200 sq.ft.**
- Conference Hall, Lift, Stair case
- Pantry, Record Room & Library & Stationery Room
- Two toilet facilities (separate for Gents & women and physically challenged friendly),

SCOPE OF WORK

I. Brief details of the project:

The selected Architect will have to understand the requirement of Regional office, Currency Chest, Branch & other offices 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, borewell etc.

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

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

2.2 Submitting a proper 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 Submitting required drawings to the Municipality and other local authorities and obtaining their approval.

2.4 Preparing architectural working drawings, structural calculations and structural drawings, layout drawings for water supply and drainage, electrical installations, telephone installations, furnishing plans, cross sections, etc., detailed estimates and all such other particulars as may be necessary for preparation of bill of quantities.

2.5 Preparing pre-qualification 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.

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

2.22 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 one 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.

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. 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 proforma.

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. Intending Architects are requested to read the application form carefully before filling the particulars.

3.7. 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.

- 3.8. 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.
- 3.9. Where copies are required to be furnished, these should be certified copies.
- 3.10. Application forms are not transferable.
- 3.11. 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:

UNION BANK OF INDIA

Regional Office, Cuttack,

M-14, Baramunda H B Colony,

Bhubaneswar-751003

Tel: 0674-2537900,2537902

Email: rh.cuttack@unionbankofindia.bank

- 3.12. The last date for submission is 21-07-2022 at 16.00 hours. The applications will be opened on 21-07-2022 at 16.30 hours in the presence of applicants / authorized representatives at the above address.

**REGIONAL HEAD
REGIONAL OFFICE, CUTTACK**

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 Organization	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	Date of Work order	Date of completion of work	Value in 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 in Rs.	Duration of work with date of Commencement & 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	Qualification	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)	Income-tax paid	Service Tax/ GST paid
1	2016-17			
2	2017-18			
3	2018-19			
4	2019-20			
5	2020-21			

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

(Estimated Cost: Rs. 400.00lacs)

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. 400.00 lacs & above. The similar works means Construction of RCC Building for Residential / Commercial / Institutional buildings admeasuring 16,000 sq. ft.(B+G+3)	65	
2	Should have received average professional fee above Rs. 8.00 lacs during the last three financial years.	20	
3	Should have adequate in house infrastructure of 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 are minimum requirements. 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	

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.	
IVA, IVB, IVC	Audited Balance Sheet & Profit & Loss A/c. Statement for 2015, 16 and 17.	
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 2016-17 to 2020-21.	

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

Place :

Date :

**SIGNATURE
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 Architect/Consultants 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 :

SIGNATURE

Date :

NAME & DESIGNATION

SEAL OF ORGANISATION

PRICE BID

(To be submitted in separate sealed envelope)

NOTICE FOR APPOINTMENT OF PROJECT ARCHITECT / CONSULTANT FOR ESTABLISHING REGIONAL OFFICE ,BRANCH,CURRENCY CHEST, e-LOBBY, SARAL LITE, ULP, CONFERENCE HALL, STORE ROOM & STAFF CANTEEN WITH KITCHEN & OTHER OFFICES AT PLOT NO-1359,CDA SECTOR-VI, CUTTACK.

FORMAT FOR PROFESSIONAL FEES (On Letter Head)

To
The Regional Head,
Regional Office, Cuttack,
M-14, Baramunda H B Colony,
Bhubaneswar-751003
Tel: 0674-2537900,2537902
Email: rh.cuttack@unionbankofindia.bank

Date:

Sub : NOTICE FOR APPOINTMENT OF PROJECT ARCHITECT / CONSULTANT FOR ESTABLISHING REGIONAL OFFICE ,BRANCH,CURRENCY CHEST, e-LOBBY, SARAL LITE, ULP, CONFERENCE HALL, STORE ROOM , STAFF CANTEEN WITH KITCHEN & OTHER OFFICES AT PLOT NO-1359,CDA SECTOR-VI, CUTTACK.

- We have studied the Bank's requirement for development of infrastructure for Regional Office at m-14, Baramunda H B Colony, Bhubaneswar-751003. NOTICE FOR APPOINTMENT OF PROJECT ARCHITECT / CONSULTANT FOR ESTABLISHING REGIONAL OFFICE & OTHER OFFICES AT PLOT NO-1359,SECTOR-VI, BIDANASI, CUTTACK. 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 and we submit herewith price-bid in respect of professional fee which is as under:
- We hereby submit most reasonable quote for professional fees (in terms of %) as under:

Sr. No.	Parameter	Professional fees
1.	Preparing standard layout / plans: The layout will be revised till it meets requirement of the Bank. The charges quoted will be inclusive of furnishing detailed plans, elevations, 3 D views etc. Preparation of estimates, Bill of quantity, rate analysis, preparation of required nos. of final tender documents to be issued to the contractors which will include detailed specifications of item including civil / interior / electrification / air conditioning / fire safety, etc. scrutinizing prequalification applications of contractors, recommendations, scrutiny of tenders, supervision, certification of bills, approvals from the statutory approvals and all other related functions not mentioned here but necessary for smooth completion of work etc.	

a.	Professional fee in terms of % of actual value of work completed	_____ % of actual value of work
b.	Obtaining approvals from all statutory authorities whose approval is mandatory for commencement of construction and occupying the building upon its completion. Please list down the details of approvals necessary for construction. _____ _____ _____	` _____
c.	Project Management Charges towards providing full time engineer (5 year experience diploma holder or 3 year experienced graduate civil engineer) for day to day site supervision during actual construction work i.e. approximately 14 months + one month for preparation of final bill	` _____ p.m.
d.	Visit Charges to the site during execution of work wherein the visit is required once in a week. These charges should include, traveling, lodging and boarding. Approx. 60 visits are required during execution period of 15 months.	` _____ per visit
	Total	
	Service Tax	
	Gross Total	

Seal

Signature :
Name :
Designation :