

क्षेत्रीय कार्यालय,
द्वितीय तल, महालक्ष्मी मॉल ,
सी-2, आर.डी. सी, राजनगर गाज़ियाबाद,
उत्तर प्रदेश- 201001
फोन:0120-2802215



Regional Office
2nd floor Mahaluxmi Mall,
C-2, RDC, Rajnagar,
Ghaziabad, UP-201001
Phone:0120-2802215

TECHNICAL CUM PRICE BID FOR APPOINTMENT OF PROJECT ARCHITECT FOR SUPERVISION OF FURNISHING (INTERIOR FURNISHING, ELECTRICAL, LAN, AC) OF PART OF UNION BANK OF INDIA REGIONAL OFFICE GHAZIABAD & EXTENSION OF EXISTING CONFERENCE HALL.

Union Bank of India invites sealed bid for design and supervision in **TWO BID** system for pre-qualification and professional fee bid from eligible Architect / Architectural firms **from Delhi-NCR & Meerut only** for Supervision of furnishing work of part of Regional Office Ghaziabad. The approximate area to be furnished is around 400 Sft. and extension of existing conference hall of RO Ghaziabad.

Tender containing detailed information; eligibility norms etc. and format for Technical and professional bid can be collected from the above address from 10:00 AM to 1.00 PM during working days during **27-07-2022 to 17-08-2022 by depositing a Demand draft of Rs. 500 in favor of Union Bank of India, Payable at Ghaziabad.** The application form shall also be available at the Bank's website <http://www.unionbankofindia.co.in/> and www.eprocure.gov.in the last date for submission is **18-08-2022 at 03:00 PM.** The **Technical bids will be opened on 18-08-2022 at 4:00 PM.**

All addendum/ amendments in respect of this project if any will be displayed on the bank's website only and no paper advertisement will be released.

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

Though the date of opening bid is as per above but in case of any holiday/strike or local bandh the next working day will be considered as day of opening bid and the time will remain same.

क्षेत्रीय कार्यालय,
द्वितीय तल, महालक्ष्मी मॉल ,
सी-2, आर.डी. सी, राजनगर गाज़ियाबाद,
उत्तर प्रदेश- 201001
फोन:0120-2802215



Regional Office
2nd floor Mahaluxmi Mall,
C-2, RDC, Rajnagar,
Ghaziabad, UP-201001
Phone:0120-2802215

तकनीकी सह मूल्य बोली

यूनियन बैंक ऑफ इंडिया, क्षेत्रीय कार्यालय गाज़ियाबाद के भाग की फर्निशिंग (आंतरिक फर्निशिंग, विद्युत, लैन, एसी) और मौजूदा सम्मेलन कक्ष के विस्तार हेतु पर्यवेक्षण के लिए परियोजना वास्तुकार (PROJECT ARCHITECT) की नियुक्ति.

यूनियन बैंक ऑफ इंडिया क्षेत्रीय कार्यालय गाज़ियाबाद, अपने एक भाग के फर्निशिंग कार्य के पर्यवेक्षण के लिए केवल दिल्ली-एनसीआर एवं मेरठ से पात्र वास्तुकार (Architect) / वास्तुकला संबंधी फर्मों (Architectural firms) से पूर्व योग्यता और व्यावसायिक शुल्क बोली के लिए दो बोली (TWO BID) प्रणाली में डिजाइन और पर्यवेक्षण हेतु सीलबंद बोली आमंत्रित करता है। फर्निशिंग किए जाने वाला अनुमानित क्षेत्र लगभग 400 वर्ग फुट तथा क्षेत्रीय कार्यालय गाज़ियाबाद का मौजूदा सम्मेलन कक्ष का विस्तार शामिल है।

निविदा की विस्तृत जानकारी, योग्यता मानदंड आदि और तकनीकी एवं व्यावसायिक बोली के लिए प्रारूप 27-07-2022 से 17-08-2022 में कार्य दिवसों के दौरान उपरोक्त पते से सुबह 10:00 बजे से दोपहर 1.00 बजे तक यूनियन बैंक ऑफ इंडिया के पक्ष में राशि रु500 का डिमांड ड्राफ्ट जो की गाज़ियाबाद में देय हो को जमा कर कर एकत्र किया जा सकता है। आवेदन पत्र बैंक की वेबसाइट <http://www.unionbankofindia.co.in/> और www.eprocure.gov.in पर भी उपलब्ध होगा. जमा करने की अंतिम तिथि 18-08-2022 अपराह्न 03:00 बजे तक है। तकनीकी बोली के सीलबंद लिफाफे 18-08-2022 को 16:00 बजे खोले जाएंगे।

इस परियोजना के संबंध में सभी परिशिष्ट/संशोधन यदि कोई हों तो केवल बैंक की वेबसाइट पर प्रदर्शित किए जाएंगे और किसी अखबार में विज्ञापन जारी नहीं किया जाएगा।

बैंक बिना कोई कारण बताए किसी भी या सभी आवेदनों को अस्वीकार करने का अधिकार सुरक्षित रखता है।

यद्यपि बोली खोलने की तिथि उपरोक्त के अनुसार है लेकिन किसी भी छुट्टी/हड़ताल या स्थानीय बंद के मामले में अगले कार्य दिवस को बोली खोलने का दिन माना जाएगा और समय वही रहेगा।

SIGNATURE & STAMP OF BIDDER

- 1) Sealed tenders in two bid system (Technical & Financial) are invited from established & experienced Architects located in Delhi-NCR & Meerut for Furnishing & Renovation works including allied civil, AC, Electrical works at part of Union Bank of India, Regional Office Ghaziabad, at 2nd floor, Mahaluxmi Mall, C-2, RDC, Rajnagar Ghaziabad, UP-201001. The approximate area to be furnished is around 400 Sft.

1.	Area of Premises	400 SQFT (Approx.) + Extension of existing Conference hall.
2.	Cost of the Work	Rs. 10.75 lakh Approx.
3.	Tender Cost	Rs. 500/-
4.	Date of Issue of Tender	27-07-2022
5.	Place of Submission of Tender	Union Bank of India Regional Office 2 nd floor, Mahaluxmi Mall, C-2, RDC, Rajnagar Ghaziabad, UP-201001.
6.	Last date of submission of Tender	18-08-2022 till 3:00 PM
7.	Date & Time of opening the Tender	18-08-2022, 4:00 PM, in presence of bidders

- 2) The tender document can be obtained from the office of the UNION BANK OF INDIA, Regional Office, 2nd floor, Mahaluxmi Mall, C-2, RDC, Rajnagar Ghaziabad, UP-201001 on payment of Rs. 500/- (non-refundable) by way of pay order/Demand Draft in favor of UNION BANK OF INDIA payable at Ghaziabad. Duly sealed stamped and signed (on each page) tender Document should be submitted in original in the same office. The tender documents can also be downloaded from bank's website www.unionbankofindia.co.in and government portal www.eprocure.gov.in.
- 3) The item rates under the contract include for full, final & entire completion of all works in all respects described in contract. Tenders will be opened in the presence of contracting agencies or their authorized representatives.
- 4) Tenders are to be submitted in one sealed envelope cover duly super scribed "Tender for Appointment of Project Architect for Total Furnishing work of Regional Office Ghaziabad, 2nd floor, Mahaluxmi Mall, C-2, RDC, Rajnagar Ghaziabad, UP-201001 and consisting of two separately sealed envelope; Where envelope 01 would contain technical bids, requisite documents, Tender fees etc and envelope 02 would consist only price bid & duly sealed, the unsealed price bids would be rejected.
- 5) The tenderer must use only the tender forms issued for the purpose to fill in the rates. Intimation of tender quoted by letter, telegram / telex will not be acceptable.
- 6) Tenderers are advised not to make any alteration/modification in the tender documents, Item of work or in any respect whatsoever. Violation of this requirement will make the Tender Liable for rejection.
- 7) In case of postal delivery, the tenderer has to ensure that tender is reached before the due date and time. The bank will not be responsible for damage in the transit and delay of receipt of tender, if any or sent by a special messenger. **Tender received after 18.08.2022 at 3:00 PM shall be rejected.**
- 8) Every page of the tender documents should be signed by the authorized person / persons submitting the tender as token of his/their having acquainted himself/themselves with the General and Special Conditions of Contract, Specifications etc. as laid down. **Any tender with any of the documents not so signed will be subjected to rejection.**
- 9) No consideration will be given to a tender received after the time stipulated above and no extension will be allowed for submission of the tender.

SIGNATURE & STAMP OF BIDDER

- 10) The Union Bank of India shall not be bound to accept the lowest tender and reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever.
- 11) This notice inviting tenders, the conditions of tender and the duly completed form of tender etc. will form part of the Agreement to be executed by the successful tenderer with the bank.
- 12) Any corrigendum / addendum / clarification with respect to the tender shall only be posted on Bank's website www.unionbankofindia.co.in & www.eprocure.gov.in . All interested bidders are hereby advised to regularly visit the mentioned website.



SIGNATURE & STAMP OF BIDDER

PRE-QUALIFICATION OF ARCHITECTS / ARCHITECTURAL FIRM

General Information.

General information for the Architects who wish to submit application for the subject work are requested to read following instructions before filling in the forms.

1. Intending Architect /Architectural firms are requested to furnish the details as per enclosed format for consideration.
2. If the space provided in the proforma is insufficient for giving full details, separate sheet of paper may be used.
3. Information furnished to Bank will be kept as strictly confidential.
4. Decision of the Union Bank of India regarding selection / rejection for appointment will be final and binding and no further correspondence will be entertained. Architects / Architectural firms pre-qualified will be informed by e-mail only.
5. Information and details furnished by firm / party if found to be false at any time in future or any information withheld, come to the notice of the Bank on later date, the appointment will be cancelled immediately.
6. The proforma or part thereof shall be signed by any one or more persons on behalf of the firm holding the power of attorney to do so.
7. Where copies are required to be furnished, these should be certified copies.
8. No tender will be received after the expiry of the time notified for receiving tenders under any circumstances whatsoever.
9. Professional fee Bid of Architects who qualify in technical bid and fulfills all criteria shall only be opened.
10. The cost of prequalification and price bid documents shall be Rs.500 (Rupees Five hundred only) (non-refundable) in form of pay order/demand draft only from nationalized bank favoring Union Bank of India, payable at Ghaziabad. Architects/firms downloading documents from website shall submit the tender cost along with technical bids.
11. **Technical bid and price bid shall be enclosed in two separate sealed envelopes super scribing Technical and Price bid and both put in 3rd sealed envelope. Technical bid shall be opened first.**
12. Price bids of those who qualify in technical bid shall only be opened.

Scope of works:

The Bank intends to carry out Renovation and furnishing including Electrical Work, Data Cabling work and Air-Conditioning work at Union Bank of India Regional Office Ghaziabad, at 2nd floor, Mahaluxmi Mall, C-2, RDC, Rajnagar Ghaziabad, UP-201001 for **400 sq. ft Carpet Area and extension of existing conference hall**. 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 document for appointment of

SIGNATURE & STAMP OF BIDDER

contractors, getting requisite approvals from various departments and assist the Bank in completion of the project etc.

Selection Procedure:

Tender invited is in two bid system i.e. **technical and professional fee (Price) bid**. The Bank will visit the qualifying work site to confirm/ascertain the workmanship and quality of work claimed. The Bank will also be calling Confidential Report from the clients of the applicant. **The agencies that are satisfying the requirement and getting weightages above 80 will be selected for prequalification.** The price bid of the agencies so pre-qualified will be opened and L1 agency will be selected for placing the order.

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 Preparing comprehensive interior layout, drawing, electrical/AC Layout, Layout of data cables, telephone cable, 3D Views to explain the scheme. **Preparing plan for expansion of existing conference room of Regional office as per Bank's requirement.**

2.3 Submitting required drawings to the Municipality and other local authorities and obtaining their approval, if required.

2.4 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.

2.5 Preparing pre-qualification documents for contractors and carrying out scrutiny.

2.6 Preparing detailed tender documents for various trades viz. civil furnishing, electrical, AC, Fire safety 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 prequalification and price bids of contractors 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. After receiving of Bids of contractors by Bank, Project Architect to prepare comparative analysis sheet of the contractors bid as per BOQ.

2.8 The assessment report shall be based on detailed estimate, proper analysis of rates with constants from an approved Standard Handbook 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.

SIGNATURE & STAMP OF BIDDER

2.10 When conditions are not susceptible of evaluation, the alternative procedure of calling all the tenderers for clarifications/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 are necessary for proper execution of the works.

2.12 Assuming full responsibility for supervision and proper execution of all works by General and Specialist Contractors who are engaged from time to time, including control over quantities during the execution to restrict variation, if any, to the minimum.

2.13 No deviations or substitutions should be authorized by the Architect without working out the financial implication, of any, to the contractor and obtaining approval of the Bank. However, where time does not permit and where it is expedient, the Architect may take decisions on behalf of the Bank, the total cost of the item/deviation of which should not exceed Rs.10,000/-. This deviation shall be got subsequently ratified from the Bank duly justifying his action at the earliest.

2.14 Preparing comparative statements of all bids of contractors received and submission of the same to Regional office.

2.15 Working out the theoretical requirement and actual consumption of any material specified for each bill.

2.16 Checking measurements of works at site. Checking contractor's bills, issuing periodical certificates for payments and passing and certifying accounts, so as to enable the Bank to make payments to the contractors and adjustments of all accounts between the contractors and the Bank. Architects shall assume full responsibility for all measurements certified by them. It shall be mandatory on the part of the Architect to check the measurements of various items to the extent of 100% of each item of work claimed, in each running bill.

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

Certified that the various items of work claimed in this _____ running bill / final bill by the contractors _____ have been completed to the extent claimed and at appropriate rates and that the items are in accordance with and fully conforming to the standard / prescribed specifications and drawings. We further certify that we have checked the measurements to the extent of 100% of each item claimed in this bill. Hence the bill is recommended for payment of Rs._____.

Date _____

(Signature of the Architect)

2.18 The Architects shall endorse the above certification in the relevant Measurements Books also.

SIGNATURE & STAMP OF BIDDER

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 any material that the bank 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 liaisoning expenses for obtaining the permission shall be borne by the architect / consultant. The Bank will pay deposit / scrutiny fee.

2.22 Appearing on behalf of the Bank before the municipal Assessor or such other authorities in connection with the settlement of the rate able value of the building and tendering advice in the matter to the employer.

2.23 On completion of the project, prepare “as made” completion drawings of architectural, structural, water supply, drainage, furnishing works and electrical and other services along with a brief report on the project and relevant structural design calculations and submitting 4 copies of the same for the records of the Bank. A soft copy of the drawings as well as tender document shall also be submitted to the Bank.

2.24 Further, the Architect shall verify and confirm that identification marks are made on all service installations/cables/wiring, etc. for easy identifications to carry out maintenance jobs.

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

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

2.27 The Architect shall furnish 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 Architect/Consultant shall be the Bank's representative during work period. The Architect/Consultant shall periodically visit the site to familiarize himself generally with the progress and the quality of the work and to determine in general, if the work is proceeding in accordance with the Contract Document. During such visits and on the basis of his observations while at the site he shall keep the bank informed of the progress of the work, shall endeavor to guard the Bank against defects and deficiencies in the work of the Contractor and he/she shall arrange to rectify/reject work which fails to conform to the Contract Documents. He/She shall have authority to stop the work whenever such

SIGNATURE & STAMP OF BIDDER

stoppage may be necessary in his reasonable opinion to ensure the proper execution of the Contract.

2.31 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.**

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

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

2.34 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), and subsequent amendment/revision and /or Architect/ Consultant may be debarred from employment for specified period and / or black listed depending on gravity of the lapses of the Architect/Consultant. 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.**

2.35 If work supervised by the Architect/Consultant is found to be sub-standard or unduly delayed on his account, the Bank will report the matter to IBA, and IBA will in turn will inform all the member banks, after examination the veracity of the Bank's version not to deal with such Architect/Consultant.

2.36 Any dispute / disapproval shall be referred to the Competent Authority of the Bank i.e. General Manager (SSD) of Bank whose decision shall be final and binding.

2.37. 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.**

2.38. **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 PLR and again submission of Bank Guarantee for equal amount from the Prime Bank.

2.39. Under no circumstance Project Architect will be submitting recommendations of contractor other than lowest.

3. 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

SIGNATURE & STAMP OF BIDDER

agreement. Further, the Bank shall be entitled to make use of all or any drawing(s), designs or other documents prepared by the Architect.

4. Miscellaneous information

4.1 If the space provided in the proforma is insufficient for giving full details, separate sheet of paper may be used.

4.2 Information furnished to Bank will be kept as strictly confidential.

4.3 Decision of the Union Bank of India regarding selection / rejection for pre-qualification will be final and binding and no further correspondence will be entertained. Architects pre-qualified will be informed by post/ Email.

4.4 Information and details furnished by pre-qualified firms if found to be false at any time in future or any information withheld, come to the notice of the Bank on later date, the pre-qualification will be cancelled immediately.

4.5 The proforma or part thereof shall be signed by any one or more persons on behalf of the firm holding the power of attorney to do so.

4.6 Where copies are required to be furnished, these should be certified copies.

4.7. Intending Architects are requested to furnish details about their firm, technical experience, competence and evidence of their financial standing as per enclosed proforma.

4.8. Selection of Architects will be based on the ability and competence required for good quality jobs to be performed by them.

4.9. 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.

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

4.11. Applications should be duly filled in all respects and should be accompanied by all the Annexure mentioned and arranged in sequence. **Incomplete applications will not be considered.**

4.12. 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.

4.13. Application forms are not transferable.

4.14. Transfer of Interests: **The Consultant shall not assign, sublet or transfer their Interest in this agreement, without the written consent of the Employer.**

SIGNATURE & STAMP OF BIDDER

BIO - DATA OF ARCHITECTURAL / CONSULTING FIRM

1. Name of the firm :

1 a) Address (Head Office) :

Telephone No. :

Office :

Residence :

Mobile :

Fax :

E-Mail :

1 b) 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)

SIGNATURE & STAMP OF BIDDER

5. Whether registered with Council of Architecture, if so, please mention the number.
(copy of certificate to be enclosed as Annexure-III)
6. Enclose copies of audited balance- :
Sheet and Profit & Loss A/C. for
the last 3 years as Annexure IV-A, IV-B and IV-C)
7. Certificate of Registration with Govt. / Public Sector / Banks (certificate of Registration to be enclosed as Annexure V)

Name of the Organisation	Year since empanelled

8. Give details if at present involved in litigation in similar type of contracts

Sr. No.	Name of Project	Name of Employer	Nature of work	Work order dated	Date of completion of work	Value Rs.

9. Details of civil suit, if any, that arose :
during execution of contract in the
Past 10 years.
10. Specify maximum value of single :
Value project executed during the
Last three years.
11. Name & relation, if any, with the staff :
Member of Union Bank of India.
12. Details of work executed during the last 3 years:

SIGNATURE & STAMP OF BIDDER

Type of work	Work executed for (name of the Institution / Body)	Nature of work (in brief)	Location	Value Rs.	Duration of work with date of Commence & 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 (photocopies 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 Rs.	Duration of work, stipulated time	Present stage of work

SIGNATURE & STAMP OF BIDDER

14. LIST OF NAME/S OF PROPRIETOR / PARTNERS & EMPLOYEES

Name	Qualifications	Experience	Particulars of work done	Employed in your firm since	Value of work done

15. Turnover in last 5 years:

Sr. No.	Year	Turnover (Rs.in lacs)	Income-tax paid	Service Tax paid
1	2017-2018			
2	2018-2019			
3	2019-2020			
4	2020-2021			
5	2021-2022			

Copies of income-tax returns / assessment orders for each year to be enclosed as Annexure-VIII A, B, C, D & E)

SIGNATURE & STAMP OF BIDDER

DETAILS OF PREQUALIFYING WORKS - I (mandatory to furnish details, along with letter from respective client, in case no information is furnished application will be rejected)

1.	NAME OF FIRM & ADDRESS FOR WHOM THE WORK IS EXECUTED	
2.	DETAILS OF WORK DONE BY THE FIRM	1. CIVIL WORK = Rs. _____ 2. GENERAL FURNISHING = Rs. _____ 3. MODULAR FURNISHING =Rs. _____ 4. AC _____ = Rs. _____ 5. ELECTRICALS =Rs. _____ 6. CCTV ACCESS CONTROL =Rs. _____ 7. FIRE SAFETY MEASURES =Rs. _____ 8. AREA OF RENOVATION = _____ SFT. _____
3.	NAMES OF THE CONTRACTING AGENCIES WHO EXECUTED THE WORK	
4.	VALUE OF CONTRACT EXECUTED	
5.	BRIEF DISCRIPTION OF THE WORK	
6.	PERIOD DURING WHICH THE CONTRACT IS EXECUTED	
7.	WORK ORDER REFERENCE (PLEASE ENCLOSE COPY OF THE WORK ORDER)	
8.	COMPLETION CERTIFICATE REFERENCE (PLEASE ENCLOSE COPY OF THE COMPLETION OF WORK)	
9.	DEALING IN EXECUTION OF WORK	
10.	WHETHER TIME SCHEDULE IS ADHERED TO	
11.	ANY OTHER INFORMATION WHICH YOU CONSIDER WILL HELP US IN TAKING OUR DECISION.	

PLACE:

SIGNATURE WITH OFFICE SEAL

DATE:

SIGNATURE & STAMP OF BIDDER

DETAILS OF PREQUALIFYING WORKS - II

12.	NAME OF FIRM & ADDRESS FOR WHOM THE WORK IS EXECUTED	
13.	DETAILS OF WORK DONE BY THE FIRM	1. CIVIL WORK = Rs. _____ 2. GENERAL FURNISHING = Rs. _____ 3. MODULAR FURNISHING = Rs. _____ 4. AC = Rs. _____ 5. ELECTRICALS = Rs. _____ 6. CCTV ACCESS CONTROL = Rs. _____ 7. FIRE SAFETY MEASURES =Rs. _____ 8. AREA OF RENOVATION = _____ SFT.
14.	NAMES OF THE CONTRACTING AGENCIES WHO EXECUTED THE WORK	
15.	VALUE OF CONTRACT EXECUTED	
16.	BRIEF DISCRIPTION OF THE WORK	
17.	PERIOD DURING WHICH THE CONTRACT IS EXECUTED	
18.	WORK ORDER REFERENCE (PLEASE ENCLOSE COPY OF THE WORK ORDER)	
19.	COMPLETION CERTIFICATE REFERENCE (PLEASE ENCLOSE COPY OF THE COMPLETION OF WORK)	
20.	DEALING IN EXECUTION OF WORK	
21.	WHETHER TIME SCHEDULE IS ADHERED TO	
22.	ANY OTHER INFORMATION WHICH YOU CONSIDER WILL HELP US IN TAKING OUR DECISION.	

PLACE:

SIGNATURE WITH OFFICE SEAL

DATE:

SIGNATURE & STAMP OF BIDDER

16. PRE-QUALIFICATION CRITERIA:

16.1 Mandatory criterion: Agencies must confirm by striking out applicable option.

- Must be registered with Income Tax Yes/No
- Must be registered with GST Yes/No
- Must be in the professional practice for a period not less than 7 years Yes/No
- Must be member of Council of Architects Yes/No

A. Furnishing work:

Sr. No.	Criteria	Weightage	Self-rating marks
1	Should have executed during the last 3 years Similar 1 work of renovation of Bank Branch / Offices of similar size i.e. 400 SQFT and above, costing not less than ₹ 8.60 lacs, and comprising of civil work related to renovation, interior, furnishing, modular workstations. The similar works encompass furniture (wooden modular workstations / wooden onsite fabrication, Chairs, curtains, false ceiling, civil work, Electrical, Data cabling & Air-conditioning. Building construction activity will not be counted)	50	
3	Should have adequate in-house infrastructure of Architects / Engineers Architects - 2 nos. - 5 Marks Engineers (Civil) -2 nos.- 5 Marks Engineers (Electrical/ Mechanical)-2 nos - 5 Marks	15	
3	Experience with Govt. organization/Bank (Minimum 3 Years)	25	
4	Should have received average professional fees amounting not less than Rs. 1.20 Lacs (02% of 15 lacs / quarter) per annum during last 03 years.	10	
	Total	100	

NOTE:

1. Criteria mentioned above are just minimum requirement. The Bank at its discretion may upgrade the criteria. **No complaint on this account will be entertained. Architect / consultants scoring 80 marks & above will only be considered for pre-qualification.** Architects / consultants themselves have to fill in self-rating marks column in the above table.

SIGNATURE & STAMP OF BIDDER

17. LIST OF ENCLOSURES:

ANNEXURE NO.	PARTICULARS	TICK IF ENCLOSED
I	Certificate of registration of Company / partnership deed, KYC documents of Proprietor/Partner/ Directors, KYC of Proprietor/Directors/ Authorized signatory/ Partner	
IIA, IIB, IIC	Certificates of registration with Income Tax, GST, EPF authorities.	
III	Certificate of registration with the Council of Architecture.	
IVA, IVB, IVC	Audited Balance Sheet & Profit & Loss A/c. Statement for the last three years.	
V	Certificates of Registration/Empanelment with Govt. / Public Sector / Banks.	
VI	Copies of work orders / appointment letters 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.	
VIIIA, VIIIC, VIIIE	Copies of income-tax returns / assessment orders for previous 05 years.	

Note: In absence of any of the above enclosures, the application will be rejected.



DECLARATION

1. I / We have read the instructions appended to the proforma and I / We understand that if any false information is detected at a later date, any future contract made between ourselves and Union Bank of India, on the basis of the information given by me / us can be treated as invalid by the Bank and I / We will be solely responsible for the consequences.
2. I / We agree that the decision of Union Bank of India in selection of contractors will be final and binding to me / us.
3. All the information furnished by me hereunder 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 appointment process.

Place :
Date :

SIGNATURE
NAME & DESIGNATION
SEAL OF ORGANISATION

SIGNATURE & STAMP OF BIDDER

क्षेत्रीय कार्यालय,
द्वितीय तल, महालक्ष्मी मॉल ,
सी-2, आर.डी. सी, राजनगर गाज़ियाबाद,
उत्तर प्रदेश- 201001
फोन:0120-2802215



Regional Office
2nd floor Mahaluxmi Mall,
C-2, RDC, Rajnagar,
Ghaziabad, UP-201001
Phone:0120-2802215

PRICE BID

This should be submitted in a separate sealed envelope. The price bid will be opened only of those satisfying the criteria of pre-qualification. Unsealed Price Bids would be rejected.



SIGNATURE & STAMP OF BIDDER

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

To

Date: _____

The Regional Head,
Union Bank of India,
Regional Office,
Ghaziabad

**Sub: PROFFESIONAL FEE FOR ARCHITECTS / ARCHITECTURAL FIRM FOR SUPERVISION OF
FURNISHING OF REGIONAL OFFICE GHAZIABAD.**

We have studied the Bank's requirement for mentioned work. 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, related civil works, electrical, fire safety system, CCTV system and security system etc. The design shall bring out ambience for the "feel good" factor in various parameters.
- To prepare such design, colour schemes, material specifications and present to the Bank total scheme which includes detailed layout plan, furniture & fixture details, elevation.
- 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, specifications, approved makes of materials and such required details, which shall be comprehensive and of required clarity for actual implementation of the project.
- 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:
- All Services detailed out in Scope of works.

SIGNATURE & STAMP OF BIDDER

Note: - It is mandatory to fill all the Blank spaces, unfilled and conditional tender shall be rejected.

Sr. No.	Parameter	Professional fees
01.	Consultancy Services: - Preparing standard layout / plans: The layout will be revised till it meets requirement of the Bank. The charges quoted will be inclusive of furnishing detailed plans, elevations, 3 D views and walk through. 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/ Cost of Ac machines/ Sofa etc.) Bought out Items (10% of estimated cost)	_____ % of actual value of work. Professional fee will be Rs. _____
02	PMC for a period of _____ months. Project Management Charges towards providing full time engineer 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.	
2.a	PMC charges for one month.	Rs. _____
2.b	PMC charges for _____ months.	Rs. _____
03	Visit Charges to the site during execution of work wherein the visit is required once in a week. These charges should include traveling expense other expenses. (Approx.4 visits are required during execution period of 1 month.)	
3.a	Visit charges for one visit.	Rs. _____
3.b	Visit charges for _____ visits.	Rs. _____
	Total of fee (1.a + 1b.+ 2.b + 3.b)	
	GST	
	Gross Total	

SIGNATURE & STAMP OF BIDDER

Terms & Conditions: -

1. Time is essence of contract and no delay shall be entertained and the work order would be terminated without giving any prior notice at any stage of work. Bank may at its discretion appoint other suitable agency to carry out further works and no claim in this account shall be entertained.
2. The quality of work and adherence to specification is prime responsibility of Architect. If any deviation is observed at any stage of work, then the work order would be terminated without giving any prior notice at any stage of work. Bank may at its discretion appoint other suitable agency to carry out further works and no claim in this account shall be entertained.
3. Payment shall be made as per actual and after completion of the work as per above.
4. In many cases, it is observed that bidders quote negligible amount to become L1 and later become unable to effectively monitor and execute the projects as per specification and time schedule. Hence to wipe out unhealthy competition and to ensure that bidders quote a reasonable amount towards their professional fee as Project Architect, Bank will select the Project Architect after analyzing the feasibility of the fees applied by the Architects. & the award of contract to L-I bidder will be as per Bank's guidelines and sole discretion of the bank.
5. Architect to ensure that work is done within the time frame mentioned by Architect in PMC period in above table.

Signature:

Name:

Designation:

Seal:

Email ID:

Contact No:

Submitted by: -

SIGNATURE & STAMP OF BIDDER