



(A Government of India Undertaking)

Offer document for

Selection of Architect for rendering  
Professional Services as Interior Designer cum Architect for Creation of  
infrastructure for Canara Bank Regional office Navi Mumbai & MSME Sulabh

Tender Reference No: GACOMUM/ARCH/001/2024-25

Issued by

GENERAL ADMINISTRATIVE SECTION  
2<sup>nd</sup> Floor, B Wing, C-14 G-Block,  
BKC, MUMBAI - 400 051

TEL: 022- 26728407, 26728443 email: [premisescomcity@canarabank.com](mailto:premisescomcity@canarabank.com)



Selection of Consultant for rendering professional services as Interior Designer cum Architect for Canara Bank Regional Office Navi Mumbai & MSME Sulabh

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Internal



Selection of Consultant for rendering professional services as Interior Designer cum Architect for Canara Bank Regional Office Navi Mumbai & MSME Sulabh

### NOTICE INVITING OFFERS (NIO)

**Name of work: Selection of Architect for rendering Professional Services as Interior Designer cum Architect for Canara Bank Regional Office Navi Mumbai & MSME Sulabh**

Canara Bank, a body Corporate and a Premier Public Sector Bank established in the year 1906 and nationalized under the Banking Companies (Acquisition and Transfer of Undertaking Act 1970) having its Head Office at 112, J.C. Road Bengaluru - 560002 and among others, having Circle Office at BKC Mumbai. Canara Bank proposes to carryout Interior works of new Regional Office Navi Mumbai & MSME Sulabh.

The property is about 7,800 sft located at 2<sup>nd</sup> floor , A Wing, Mahaavir Icon, Sector 15, Plot -89 & 90, CBD Belapur, Navi Mumbai-400614

Offers from eligible Architects are invited in the prescribed format under Single-bid concept.

DESCRIPTION	DETAILS
RFP No. and Date	GACOMUM/ARCH/001/2024-25 dtd 14.08.2024
Brief Description of the RFP	Selection of Architect for rendering Professional Services as Interior Designer cum Architect for creation of infrastructure for Canara Bank Regional Office Navi Mumbai & MSME Sulabh at CBD Belapur.
Bank's Address for Communication	Assistant General Manager, General Administration Section Canara Bank Circle Office C-14, G- Block, BKC, Mumbai-400051, Email: premisescomcity@canarabank.com
Date of Issue of RFP	Date: 14.08.2024 Can be downloaded free of cost from Canara Bank's web site, <a href="https://canarabank.com/tenders">https://canarabank.com/tenders</a>



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Last Date and Time for Submission of Bids	28.08.2024, 03.00 PM
Venue for opening of Bid to Eligibility Criteria.	General Administration Section Canara Bank Circle Office C-14, G- Block, BKC, Mumbai-400051, Email: premises comcity@canarabank.com
Date, Time & Venue of opening Bids	28.08.2024, 03.30 PM
Pre-bid Meeting Date & Time	Pre-bid meeting will be held on <b>19.08.2024</b> at <b>3.00 PM</b> at <i>2<sup>nd</sup> floor, General Administration Section, Canara Bank Circle Office, C-14, G- Block, BKC, Mumbai-400051</i> Pre bid queries should be submitted as per prescribed format to e-mail <a href="mailto:premisescomcity@canarabank.com">premisescomcity@canarabank.com</a> and must reach us on or before <b>18.08.2024, 05.00 PM.</b>
Other Details	Subsequent changes made based on the suggestions and clarifications as per pre-bid meeting shall be deemed to be part of the RFP document and shall be uploaded only on the Bank's corporate website <a href="http://canarabank.com/tenders">http://canarabank.com/tenders</a> No suggestions or queries shall be entertained after pre-bid meeting.
<p><b><u>This document can be downloaded from following websites:</u></b>  <a href="http://canarabank.com/tenders">http://canarabank.com/tenders</a></p> <p>Any amendments, modifications, Pre Bid replies &amp; any communication etc. will be uploaded in the Bank's website only (<a href="http://canarabank.com/tenders">http://canarabank.com/tenders</a>).</p> <p>No individual communication will be sent to the individual bidders.</p> <p>The bank will 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</p>	

PLACE: MUMBAI

ASSISTANT GENERAL MANAGER  
GENERAL ADMINISTRATION SECTION



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### BRIEF DETAILS OF THE WORK

- Canara Bank has taken a premises of approx. 7,800 sft on lease Located at 2<sup>nd</sup> floor, Mahaavir Icon, Sector-15, Plot -89 & 90, CBD Belapur, Navi Mumbai- 400614
- Bank proposes to undertake creation of infrastructure for the new regional office & MSME Sulabh at CBD Belapur. Hence Bank is inviting competitive Offers from eligible empaneled **Architects** in the prescribed format under single-bid concept for managing the Works pertaining to planning and designing of interior office layouts, preparation of drawings/ tender documents, estimation, tendering, supervision of works, Supervision of strong room construction, measurement, certification of bills etc. for interior furnishing works comprising civil, furniture, sanitary, plumbing and various allied services such as electrical and electromechanical works, heating, ventilation and air-conditioning system (HVAC), fire-alarm system, Audio-Video and associated works, etc.”

#### **Note:**

- ***The Block estimate for the purpose of tender evaluation is arrived at Rs.100 Lacs. The actual estimated costs may vary subject to the requirements.***
- ***The completion period for the project shall be 3 months, including planning, designing, construction, operationalization, obtaining service connections, statutory permissions etc.***

Note: The above is only an estimated requirement and Bank reserves the right to change the user requirement, add or delete area etc. Bank reserves the right to abandon or change the entire scope of work, add or delete part scope etc.

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## GENERAL RULES & INSTRUCTIONS TO APPLICANTS

1. The documents consisting of Notice inviting the Offer, General rules and instructions to Architects, conditions of contract, Proforma - A,B,C,D,E,F,G,I & Financial bid in Proforma H, can be downloaded in the Bank's website [www.canarabank.com](http://www.canarabank.com)

### 2. BIDDING PROCEDURE

Nature of the document: OFFLINE SINGLE BID TENDERING

### 3. SUBMISSION AND OPENING OF TENDERS:

- a) Tenders on prescribed form should be placed in closed sealed single envelope, with the name of work, Name of Tenderer and due date written on the envelopes.
- b) The authorised person of the firm/ company shall sign in all the pages of the application with seal of the company/firm.
- c) **Date of submission of RFP: on or before 28.08.2024 up to 3:00 PM.** If last day of submission of bids is declared a holiday under NI Act by the Government subsequent to issuance of NIO, the next working day will be deemed to be the last day for submission of the offer. No offer will be accepted by any other mode.
- d) **The bid will be opened on 28.08.2024 at 3:30 PM,** in the presence of the tenderer or their authorized representatives if they desire to attend. Bank shall open the tenders on the specified date & time even if the tenderer or their authorized representatives are not present.
- e) After submission of the tender the bidder can re-submit revised bid any number of times but before last time and date of submission of tender as notified.

Offer shall be submitted on prescribed Form only (i.e. as per documents issued/downloaded from website) and no other format shall be used. Wherever required, particulars can be submitted in annexure but such details shall be clearly mentioned in respective columns in the original document. All the documents, enclosures, and correspondence will form the part of contract. Offer in any other format other than the prescribed form shall be liable for rejection. The Architect shall submit an undertaking in [Proforma C](#) stating that he has fully



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- understood the particulars of tender document and accept the terms and conditions.
4. The **fees quoted** shall be inclusive of all fees / charges payable to the associate Architects, other taxes, TDS etc., **but excluding GST**. Applicable TDS will be deducted as per the statutory rules.
  5. The Bank's decision in the selection process is final and Bank will neither entertain any correspondence in this regard nor will be bound to furnish any explanation. The acceptance of an offer will rest with the Bank which does not bind itself to accept the lowest offer and reserves to itself the authority to reject any or all of the offers received without assigning any reason.
  6. Offers which are incomplete in any respect are liable to be rejected.
  7. Canvassing in connection with tenders is strictly prohibited and the offers submitted by the Architects who resort to canvassing will be liable for rejection.
  8. The Architect shall furnish the list of his relatives working in the Canara Bank with their present place of posting in the [Proforma A](#).
  9. The offer shall remain open for acceptance for a **period of 180 days from the date of opening**. No offer can be modified or withdrawn by the Architect after submission of the Bid. If any Architect withdraws his offer before the said validity period or makes any modifications in the terms and conditions of the offer which are not acceptable to the Bank, then the Bank shall, without prejudice to any other right or remedy
  10. The Architect or their authorized representatives with an authorization letter as per [Proforma B](#), are requested to be present during the opening of the bids. This is optional. Bank will proceed with opening of the bid on the stipulated date & time unless otherwise modified with prior intimation to the Applicants.
  11. It will be obligatory on the part of the Architect to tender and sign the offer documents for all the component parts and pages.
  12. The successful Architect shall execute the agreement as per the conditions of Contract provided in this NIO on a stamp paper of appropriate value within **7 days** from the date of acceptance of the offer. Until a formal agreement on stamp paper is prepared and signed, this offer document along with the correspondence



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shall constitute a binding contract between the Architect and the Bank/Employer.

13. On acceptance of the offer, the name of the accredited representative(s) of the Architect who would be responsible for taking instructions from the Bank/Employer shall be communicated to the Bank/Employer.

14. **Conditional offers shall summarily be rejected.**

15. The Architect shall inspect the site to ascertain the site conditions, constraints and any other information required for making the offer. For any assistance for visiting the site / building intending Architects may contact General Administration Section, CO, Mumbai.

16. Bank reserves the right to disqualify the Architect if the details furnished by the Architect are found to be false.

**17. Pre bid queries and clarification to Tender:**

The tenderer should carefully examine and understand the scope of works/ service, terms and conditions of the Tender and may seek clarifications, if required. The tenderer in all such cases seek clarification in writing in a word document (.doc) in the same serial order of that of the Tender by mentioning the relevant page number and clause number of the Tender. The soft copy of the pre-bid queries should be sent by E-Mail to [premisescomcity@canarabank.com](mailto:premisescomcity@canarabank.com) and the pre-bid query should be in the following format:

Sl No	Page No	Tender Clause No	Tender Clause	Query

All communications regarding points requiring clarifications and any doubts shall also be given in writing to General Administration Section, Canara Bank Circle Office Mumbai or by e-mail to [premisescomcity@canarabank.com](mailto:premisescomcity@canarabank.com) by the intending tenderers before **18.08.2024 by 05.00 PM**. No oral or individual consultation shall be entertained. No queries will be entertained from the tenderers after the pre-bid meeting.

**Pre-Bid meeting:**

A pre-bid meeting of the intending tenderers will be held as scheduled below to clarify any point /doubt raised by them in respect of this Tender document:





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Date	Time	Venue
19.08.2024	03.00 PM	2 <sup>nd</sup> Floor, GA Section, Canara Bank Circle Office, BKC MUMBAI

Bidders intending to participate in the pre bid meeting should send their request in this regard to the mail: [premisescomcity@canarabank.com](mailto:premisescomcity@canarabank.com).

No separate communication will be sent for this meeting. If the meeting date is declared as a holiday under NI Act by the Government subsequent to issuance of RFP, the next working day will be deemed to be the pre-bid meeting day. Authorized representatives of interested tenderers shall be present during the scheduled time.

The Bank will consolidate all the queries and discussions during the pre-bid meeting and the consolidated replies for the queries shall be made available in the Bank's website and no individual correspondence shall be made. The replies/clarification of the Bank in response to the queries raised by the bidder/s, and any other clarification / amendments / corrigendum furnished hereof will become part and parcel of the Tender document and it will be binding on the tenderers.

Non-reply to the queries raised by any of the Tenderer shall not be accepted as a valid reason for non-submission of the Tender. In addition, non-reply to any query may not be deemed the version of the Tenderer as reflected in the query has been accepted by the Bank.

**18. Amendment to Tender document :**

At any time prior to deadline for submission of Tender, the Bank, for any reason, whether, at its own initiative or in response to a clarification requested by prospective bidder may modify the Tender document by amendment. Notification of amendments will be made available on the Bank's website ([www.canarabank.com](http://www.canarabank.com)) and will be binding on all tenderers and no separate communication will be issued in this regard. In order to allow prospective tenderers reasonable time in which to take the amendment into account in preparing their tender, the Bank, at its discretion, may extend the deadline for a reasonable period as decided by the Bank for the submission of tender.

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## CONDITIONS OF CONTRACT

### 1. DEFINITIONS:

For the purpose of the agreement, the following words and expression shall have the meaning hereby assigned to them except where the context otherwise requires: -

- (i) 'Approved' means approved by Bank's representative in writing including subsequent confirmation of previous approval and 'Approval' means approval by Bank's representative in writing as above said.
- (ii) 'Bank' means the CANARA BANK which expression shall unless excluded by or repugnant to the context include its representative.
- (iii) 'Bank's representative' means the **Assistant General Manager, Canara Bank, Circle Office Mumbai** or any person authorised by him as in charge of the work and would sign the agreement on behalf of the CANARA BANK.
- (iv) "Architect" means M/s. \_\_\_\_\_ or their assigns or successors in office and authorised representative.
- (v) "Contractor" means the person, firm and / or Company whose tender/tenders for Creation of infrastructure works are accepted by the Bank for execution of the works and includes the contractor's personal representative, successors and assigns.
- (vi) "Work" shall mean rendering Professional Services as Interior Designer cum Architect for creation of infrastructure for Canara Bank Regional office Navi Mumbai & MSME Sulabh .
- (vii) "Site" means property 2<sup>nd</sup> floor, A wing ,Mahaavir Icon, Sector 15, plot 89 & 90, CBD Belapur Navi Mumbai
- (viii) "Project" shall mean proposed creation of infrastructure work for Canara Bank Regional Office Navi Mumbai & MSME Sulabh.

2. The Architect shall undertake the services by themselves except for the specialist/ service associate consultant and shall not sublet or assign or transfer or sub contract any part of the services.



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3. No personnel employed by the Architect or associate consultant for the work will be liable for any sort of compensation or employment in the Bank.

#### 4. NATURE OF WORKS -

The nature of work shall include Interior Designing of the office with state of the Art Designs, for optimum utilization of space at 2<sup>nd</sup> floor of proposed premises for Canara Bank Regional Office Navi Mumbai & MSME Sulabh located at 2<sup>nd</sup> floor, A wing, Mahaavir Icon, Plot No 89 & 90, CBD Belapur, Navi Mumbai-400614.

- a) Interior/MEPF Designing and drawings including 3D designs (4 -6 views).
- b) Design of HVAC system using heat load calculation.
- c) HVAC Duct layout as per Interior Layout.
- d) Fire Fighting Work - Sprinkler/Smoke Detectors/Piping layout to suit interior layout.
- e) LT Electrical Works including DG set backup, capacitor bank, fire alarm, CCTV etc.
- f) Design of audio systems, video conference system
- g) Supervision in construction of strong room etc.

#### 5. SCOPE OF WORK, ROLES & RESPONSIBILITIES

##### I. PRELIMINARY STAGE:

The Architect shall:

- a) Make visit to the proposed premises and collect all the data and work flow in consultation with the bank Officials.
- a) Preparing sketch designs which shall be in accordance with local governing codes / standards, regulations mentioned National Building Code (NBC) and Local Fire Authority and local bodies etc. (including carrying out necessary revisions till the sketch designs are finally approved by the employer), making approximate estimate of cost by cubic measurements, square meter, or otherwise and preparing reports on the scheme so as to enable the employer to take decision on the sketch designs. Obtain the approval of the Bank and if necessary make changes within the ambit original planning as per the direction of the Bank.
- b) It is required to submit 4-6 nos of 3D view design of the proposed Interior work of Regional Office and MSME Sulabh.



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- c) Submitting a proper Critical Path Method (CPM) Chart/Bar Chart incorporating all the activities required for the completion of the project well in time i.e., preparation of construction drawings for all trades i.e. plans, sections, elevations of interior decoration work, layout, further detailing for all floors, work stations, partitions, cabins, lobbies, conference halls, etc., which includes preparation of detailed tender specifications, GCC, Technical specifications, make of manufacturer, presentation of 2D and 3D views. The program should also include various stages of services to be done by the Consultants.
- a) The Architect shall indicate the names of his consultants for various services their organization, qualifications and experience and get the approval of the Bank to their employment by the Architect. The Architect shall be fully responsible for the correctness and accuracy of services, designs and the safety of the structure shall be entirely that of the Architect notwithstanding the approval by the Bank of these designs. The Architect and his consultants shall certify in writing that the designs are in accordance with the up-to-date and relevant codes of practice.
- b) Program the works by incorporating all activities from planning till completion of the work and indicate the time required for the work and arrangements to be made by the bank for making available the premises.

**II. WORKING AND TENDERING STAGE: -**

- (a) Preparation of working and detailed drawings of views in all directions, detailed drawing of all elements etc., and interior layout including the relevant items referred in the BOQ.
- (b) Preparation of detailed estimate and specifications for all items of the works along with details of quantities in terms of L,B,D, analysis of rates. The rate should be based on the market rate for the similar items. Detailed rate analysis should be carried out based on the market rate for materials and labour component and related factors. Wherever Bank's specifications & rates are specified the same shall be adopted.
- (c) Obtaining approval of the Bank to above and modify them if considered necessary by the Bank.
- (d) Prepare tenders documents according to the approved form of the Bank for various trades for calling tenders with articles of agreement, specifications, conditions, bill of quantities. All works shall be accurately



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described in measurable form, scheduled and cross-referenced to specification and/or drawings. The Bill of Quantities shall follow required format. Bank shall invite the tenders and Architect/Consultant shall supply adequate copies of the tender documents. Assist Bank in conducting pre-bid meeting with contractors if required.

- (e) Scrutinize of the tenders and submission of recommendation on the tenders based on estimate rates, evaluation of technical, commercial, financial and other conditions stipulated by tenderer, identifying freak rates, assist the Bank in the negotiations with contractors, attend pre-award meetings, recommend for award of work
- (f) Prepare four copies of contract documents for all trades including drawings, specification etc. complete.

**III. EXECUTION STAGE: -**

- (a) Assist the contractor to prepare a works progress schedule showing each activity of work.
- (a) Issue working drawings, such further drawings, specification and details with approval of the Bank to the contractor which may be required for proper execution of the work.
- (b) 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.
- (c) Obtain Bank's prior approval for any substitution, omission, addition or deviation in design or cost or the working drawings or schedule and specifications or items of work from the approved contract by working out financial implications.
- (d) Obtain Banks approval for the samples or materials before allowing them in the works and Conduct pre-dispatch inspections of the materials where ever stipulated in the tenders/required.
- (e) Conduct site meeting with all vendors assigned to different works of the site if necessary.



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- (f) Assume full responsibility of supervision. Provide necessary supervision and inspection of the works to ensure that the work is executed as per contract, drawings and specifications time schedule, compliance of all conditions of the contract, labour regulations, safety aspects and submit periodical progress reports to the Bank.
- (g) Exercise effective control over quantities and cost of various trades, advise Bank sufficiently in advance with justification if the total of sanctioned expenditure on various item of work is likely to be exceeded.
- (h) Advise if the contract time is likely to be varied and reasons thereof.
- (i) Advise Bank on changes, if necessary for technical reasons.
- (j) Check the measurement of all the authorized item of the work executed at site at appropriate time before cancelling, pre-measurement of demolition items and show the abstract quantities.
- (k) Certificate for payments:
- Check contractor's application for payment, evaluation of work completed for interim and final payments and issue certificates authorizing payment.
  - Such certificates shall show details of measurements & quantities of various items of work, abstract of quantities, rates and amount, advances on material if any or any other advances, recoveries of advances, recoveries of material used & issued, cost adjustments gross and net amounts payable.
  - Further the Architect/consultant shall grant such certificates on the understanding that he shall be held personally responsible for any over-payment, temporary or otherwise, which may occur in consequence thereof or any defective work.
  - All certificates should contain a confirmation that the works are carried out as per the tender specifications and the quantities claimed are verified to be correct.
- (l) Certify accounts of work, materials etc.
- (m) Certify the final completion of work/project.
- (n) Prepare completion drawings and supply two sets of completion drawings to the Bank, verify and confirm identification marks on service installation, cables, wires etc., for easy identification.
- (o) Architects shall assist the Bank in all arbitration proceedings between the contractors and the Bank and also defend the Bank in such proceedings.



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(p) To maintain the under noted records at the site of work, in addition to normal routine requirements of an office.

- Work Site Order Book.
- Instruction by Bank's officers.
- Log Book of Defects.
- Maintain a Hindrance Register giving details of commencement and removal of each hindrance.
- Dismantled Materials Accounts Register.

**(q)Site Engineer: Qualified site engineer should be provided by Architect for supervision of work. Site engineer should be available for atleast 4 hours daily at site to ensure that work are carried out as per tender specifications and to guide the contractors in carrying out the works.**

## 6. ASSOCIATE CONSULTANTS

The Architect, if not available in their firm, may engage the services of well qualified Specialists in the relevant field as his associate consultants pertaining to the above services and coordinate with them. The Architect shall indicate the names of his associate consultants for various services and their organization, qualifications and experience and get the prior approval of the Bank before availing their services by the Architect. The Bank reserves the right to reject the name of any of the associate consultant proposed to be engaged by the Architect

The Architect shall also be responsible for all the work, action, and omissions of such associate consultants. The Architect shall be fully responsible for the correctness and accuracy of the Consultant notwithstanding the approval by the Bank of these designs.

Associate Consultants:-

1. Electrical Consultant
2. HVAC Consultant
3. Audio/Video Consultant

During the course of consultancy, the associate consultant would be required to interact with the Bank for which nothing extra shall be payable.

The fees to the Associate consultants appointed for the above services shall be payable by the Architect, within the overall approved fee payable to the Architect by the Bank including expenses incurred by the associate consultants towards site / office / market visits required in connection with the project.



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## 7. FEE TOWARDS ARCHITECTURAL SERVICES

The Architect shall quote their fees for the architectural services in the [Proforma-H \(Financial Bid\)](#) of this Notice Inviting the Offers (NIO). The fee quoted should be in percentage of the value of works like interior furnishing, electrical, HAVC, Fire detection system etc., carried out in the premises.

The fees quoted by the Architect shall be inclusive of fees payable by the Architect to their associate consultants, if any.

The fees payable to the Architect shall be in full discharge of functions to be performed by the Architect and their associates, site engineers and no claim whatsoever against the Bank in respect of any proprietary right or copy right by the Architect or any other party will be entertained. The Architect shall indemnify and keep indemnified the Bank against all cost and expenses paid by the Bank in defending such claims.

Architect's fee is also inclusive of responsibilities of carrying out modifications, additions in approved designs and drawings, if any, required during execution of work due to site conditions or any other reason. The fee quoted should include all the services detailed in [clause \(5\)](#) above and all miscellaneous, incidental expenses and compliance of the conditions detailed in this NIO.

The quoted fee is inclusive of all statutory taxes except GST. Income tax and GST TDS as payable as per statutory orders / laws shall be deducted at source. TDS certificate shall be issued for such deductions.

All running / stage Payments made to Architect are on account and shall be adjusted against final fee payable. The running / stage payments will be calculated on the basis of the **latest available** estimates or accepted tendered cost. The final installment of the fees shall be adjusted on the basis of the actual cost of the works subject to the ceiling after deducting the previous payments. For claiming the payment Consultant shall submit necessary bills in duplicate. Payments due to Architect will be made within 15 days of submission of bills of the corresponding stage subject satisfactory performance.

The fee quoted should include all these services and **Bank shall pay only statutory payments to be made to the statutory/local authorities against demand from such authorities or reimburse the same to the Architect on production of receipts issued by these authorities & paid in the name of the bank.** The bank may make payments directly to the statutory authorities on demand or on production of receipts towards application fee, deposits and service charges etc. issued by statutory authorities. The





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fees quoted should include all the above services and it shall also include all miscellaneous and incidental expenses to be incurred for getting approval, NOC"s.

The fee quoted is inclusive of any **extension of time** permitted for the works or delay in completion of the works by the contractors.

**8. STAGES OF PAYMENT OF FEE:**

The fee will be paid in stages as specified below, subject to recovery of security deposit as per [clause \(10\)](#) below:

SR NO	STAGE	Cumulative % of fees
1	On submitting final preliminary drawings / designs /along with the estimate of cost and on approval of the same by Bank, 2 sets coloured copies on A2 size white paper and on submission of budgetary cost on sq.ft. basis or otherwise with sufficient Supporting documents to invite prequalification application	5.00
2	On submission of tender drawings, tender documents, Measurement sheets, estimated cost with all supporting documents , like Rate Analysis, samples of the material being proposed for the interior decoration/scheme, catalogues of various material to the Bank for their acceptance sufficient for inviting the tenders from the empanelled / specialized agencies by the Bank with 2D and 3D perspectives floorwise, areawise. Hard copies 2 sets on A1 /A3 size white paper and soft copy in CD/ Pen drive/ Hard drive. The soft copies of interior decoration layouts will be issued to the Project Architect for incorporating various services like HVAC, LT Electrical, IBMS, etc. Obtaining statutory approval from local authorities if required.	15.00
3	On approval of the tender drawing, tender document with modifications suggested by the Client sufficient for inviting the Tender for all tread and submission of 3 sets of tender Documents, drawings in hard and soft copy for modification by the Bank, if any. Sufficient to invite the tender .Obtaining statutory approval from local authorities if required.	25.00

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4	<p>Assisting Bank for prequalification of the tenderers, Finalization of agencies, Inviting the tenders, arranging Prebid Meeting in coordination with Bank, Replying / Preparation of Common Set of Conditions acceptable to the Bank, Attending tender opening procedure, Scrutiny and recommendations to the Client till award of the work. The fees will be paid on pro-rata basis, tread wise. The Bank may invite combine tender or individual tenders for following. - Interior decoration floorwise comprising of flooring, false ceiling, partitions, cabins, storages, etc. for individual or group of floors.</p> <ul style="list-style-type: none"> <li>- Work stations</li> <li>- Chairs</li> <li>- dinning area and allied facilities</li> <li>- Conference halls, Board room with allied facilities</li> <li>- Decorative fittings and fixtures.</li> </ul>	30.00
5	<p>On issuance of Good for construction drawings complete. 6 sets through the Bank for execution purpose. The drawings and details should be sufficient for the work to be executed at site by appointed contractor. The fees will be paid on prorata basis tread wise.</p>	40.00
6	<p>During course of construction work on site (in instalments) as construction work proceeds and in proportion to the value of work executed. Periodical supervision, attending weekly meeting at Site.</p> <p>This fees will be paid based on certification of RA bill payment by Bank and further recommendations by the Interior Designer on prorata basis.</p>	80.00
7	<p>On Completion of work (Balance if any) &amp; Obtaining statutory approval from local authorities if required taking inventory for individual floors, trades, handing over of the same to Client, Advising and arranging rectification of the defective work from contractors before handing over the same to the Bank. The necessary deductions, if any to be pointed out /brought to the notice of Bank. Assisting Bank in replying the queries raised by the Inspection Authority/ Central Vigilance Commission and other authorities.</p>	90.00
8	<p>Remaining 10% amount shall be released on successful Completion of rectification of the work by the contractors i.e. On expiry of DLP of 12 months or satisfied compliance of queries, / observations by Authorities mentioned in Sr. no. 7 hereinabove, whichever is later.</p>	100.00



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## 9. COST OF WORKS:

The cost of work for the purpose of computing the Architect/Consultants fees shall exclude the following: -

- (a) Deposits and fees payable to local and/or statutory body by the Bank.
- (b) Cost of any services, fittings and fixtures which are not designed, planned and supervised by the Architect.
- (c) Any infructuous expenditure as a result of demolition etc., ordered by the Architect and cost of any rejected work.
- (d) Cost of supervisory and other establishment employed on work by the Architect or the Bank.
- (e) Contingent expenditure like press advertisement, publicity, inauguration ceremonies etc.,
- (f) Escalation in the cost of work due to increase in rates of materials and labour after award of work.
- (g) Any deviation in the items of work not authorized by the Bank prior to its execution.
- (h) Cost of any old items disposed along with the tender.

In computing the cost of the work for computing the Architects fees, liquidated damages or deduction from the contractor due on account of defective work or other reasons will not be accounted for as deduction in cost.

The fees shall exclude the cost of the bought out items like readymade chairs, sofa, tables, Amirah, carpets, fans, air-conditioners etc., similar items which are readily available in the market. If however bought-out items need estimates, specification, selection and inspection by the Architect/Consultant 50% of the basic fee for the concerned item shall paid.

## 10. RETENTION MONEY:

An amount equivalent to 5% of the total amount payable to the Architect shall be deducted progressively from each bill towards retention money for fulfilling the terms of contract faithfully and honestly. The Retention Money will be refunded after the completion of the guarantee period detailed under [clause 16](#).



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## 11. ADDITIONS AND ALTERATIONS:

- (i) The Bank shall have the right to request in writing changes, additions, modifications or deletions in the design and drawing of any part of the work and to request in writing additional work in connection there with and the Architect shall comply with such request provide necessary services for completion of such works.
- (ii) That if the Bank deviates substantially from the original scheme which involves for its proper execution extra services, expenses and extra labour on the part of the Architect for making changes and additions to the drawings, specifications and other documents due to rendering major part of whole of his work in fructuous, the Architect may then be compensated for such extra services and expenses on quantum merit basis at percentages applicable under this contract and to be determined mutually unless such changes, alteration are due to Architect own omission and / or discrepancies. The decision of the Bank shall be final on whether the deviations and additions are substantial as requiring any compensation to be paid to the Architect. However, for the minor modification or alteration which does not affect the entire design, planning etc., no such amount will be payable.
- (iii) If it is found after call of tenders that the tender is not within the sanctioned amount, the Architect shall if so desired by the Bank take steps to carry out the necessary modifications in the design and specifications to see that the tendered cost does not exceed the amount of corresponding sanction by more than 10%. The Architect shall not be paid anything extra for such modification.
- (iv) The Architect shall not make any material deviation, alteration, additions to or omission from the work shown and described in the contract documents except for structural safety and emergencies, without first obtaining the written consent of the Bank.
- (v) The Architect shall also prepare the necessary draft letters for any major changes for Banks approval and execution in accordance with the contract documents and shall have authority to order minor changes in the work not involving any adjustment of the contract sum or any adjustment in contract time and which is not inconsistent with the terms of contract documents.
- (vi) All extra items, omissions deviations and substituted items and their proposed rates shall be brought by the Architect to the notice of the Bank and supported by analysis of rates, statement of financial benefit, if any, to the contractor and Banks approval shall be obtained before authorizing the contractor to execute them, except up to



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the total cost of Rs. 10,000/- where it is expedient to take such decisions and get them ratified by the Bank.

(vii)The cost of individual works shall not exceed the sanctioned estimate as approved by the Bank. Bank's approval in advance shall be taken for any such increase anticipated giving full justification.

**12. TIME SCHEDULE ::**

SR NO	STAGE	Time Schedule
1	Submission of Sketch Plans	Within 3 days from the date of receipt of instructions from the Employer.
2	Submission of detailed drawings ,3D Design and Detailed estimate complete in all respects for the project	Within 7 days from the date of Employer's approval of the sketch plans.
3	Submission of the required drawings to the for tender purpose. Interior decoration and MEPF floor plan, Sections, Elevations, work station, cabins, partitions, storage, tables and chairs at cabins, staff and visitors, waiting area, conference hall, board room etc. complete. Discussion with client for finalization of the same. Necessary modifications to be arranged as suggested.	Within 10 days from the Date receipt of Employer's approval of the sketch plans.
4	Submission of tender drawings and draft tender for above. The splitting of tender shall be decided by the employer. Tender document comprising of NIT, GCC, Special conditions, Technical specification, approved make of manufacturer, detailed bill of quantities with rate, along with measurement sheets, Rate Analysis and quotations from market for Non DSR items. Modifications of the same suggested by employer and resubmission of the same.	Within 10 days from the Date receipt of Employer's approval of the sketch plans.
5	Submission of drawings in autocad form Incorporating the LT Electrical services, HVAC	Within 10 days from the Date receipt of Employer's

Internal



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	low side (LV) requirement, and all other related interlinked activities to the Project Architect through client.	approval of the sketch plans.
6	Participating in tender process till award of the work in close coordination with Bank.	As per tender dates
7	Submission of Good for Construction /working Drawings on award of the work by the employer , which will be sufficiently for execution of the work by the appointed agency. Further detailing to be provided as the work progress and as per the requirement of the Client for completion of project as per the tender drawings, tender specifications and to suit the site conditions. The client may modify the scheme during the Execution of the work as per the requirement and the modification to be carried out by interior designer cum Architect without any extra /additional fees/ remuneration.	Within 7 days after approval from the Bank

NOTE: - The above time periods may vary depending upon the quantum of the project and Bank's discretion.

**13. NUMBER OF DRAWINGS SETS ETC. AND COPYRIGHT:**

All the estimates, details of quantities, detailed design, reports and any other details envisaged under this contract including drawings of civil, structural, electrical, water supply, sanitary or other services should be supplied by the Architect without any extra cost. *Apart from submitting the hard copies, soft copies of all the drawings, details, designs shall also be submitted to the Bank for bank's record & future reference at no extra cost.* The Architect shall also provide the following drawings :

- i) All such drawings and copies as required are to be submitted to the local authorities for approval of drawings and for sanctioning all service connections, including all drawings required for resubmissions incorporating any changes or amendments required by such authorities.
- ii) One set of all drawings for the Site engineer.
- iii) One set of all drawings for all other Consultants whether employed by the Architects or the Bank.



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- iv) Three number of all drawings for Bank.
- v) If any changes are made in the drawings already issued, whether by the Architect or as required by the Bank, additional copies of drawings as mentioned in (i) to (iii) above, shall be issued.

All the above details & drawings will become the property of the Bank and the Bank will have the right to use the same for the project. The drawings cannot be issued to any other persons, firm or authority or used by the Architect for any other project. No copies of any drawings or documents shall be issued to any one except the Bank and its authorised representative.

**14. LIQUADATED DAMAGES:**

The time allowed for carrying out the work as specified in [clause-12](#), shall be deemed to be the essence of the contract on the part of the Architect. The work shall throughout the stipulated period of the contract be processed with all diligence and in the event of failure of the Architect to complete their services/ work within time schedule as specified above or subsequently notified to him, the Architect shall pay as compensation amount equal to **0.5 (half) per cent or such smaller amount as the Bank may decide on the total fee payable for every week that the services/work remains unfinished after the specified date subject to a maximum of 10%**. The delays at each stage shall be totaled to arrive at the cumulative delay. The cumulative delays solely attributable to the Architect (including his associates shall be considered while arriving at the delay.

**15. EXTENSION OF TIME:**

If the Architect's work is unavoidably hindered in carrying out the designs / drawings on account of delayed decision or the approval by the Bank which are necessary to carry out further work beyond the time specified under [clause-12](#) above, he shall be allowed suitable extension of time by Bank, whose decision shall be final and binding on the Architect. No claim of any kind shall be entertained from the Architect for such delayed approvals/decisions by the Bank, except request for suitable extension of time.

**16. GUARANTEE:**

The Architect shall agree to redesign at his cost any portion of his engineering and design work, which due to his failure to use a reasonable degree of design skill shall



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be found to be defective within one year from the date of completion of the work. The Bank shall grant right of access to the Architect to these portions of the work claimed to be defective, for inspection.

The Bank may make good the loss incurred by the Bank by recovery from the dues/security deposits of the Architect in case of failure to comply with the above clause.

**17. RESTRICTION/SUSPENSION:**

The Bank reserves the right of restricting the Architect's services at any stage and makes other arrangements for continuing the balance services after with-drawing such services from him or suspend the work.

The Bank shall have the liberty to omit, postpone or not to execute any work and / or any item of work and the Architect shall not be entitled to any compensation or damages for such omission, postponement, or non- execution including whole of project of the work and / or any item of work, except the fees which have become payable to them for the services actually rendered by them.

**18. TERMINATION OR RECESSION OF AGREEMENT:**

The Bank without any prejudices to its right against the Architect in respect of any delay or deficient service by notice in writing absolutely determine the contract in any of the following cases;

1. If the Architect being a company shall pass a resolution or the court shall make an order that the company shall be wound up or if a receiver or a (Manager on behalf of the creditor shall be appointed or if circumstances shall arises which entitle the court or the creditor to appoint a receiver or Manager or which entitles the court to make up a winding order.
2. If the Architect is not pursuing the project with due diligence within the time lines committed or commits breach of any of the terms of the contract and when the Architect has made himself liable for action under any of the cases aforesaid the Bank shall have powers:
  - a. To determine or rescind the contract
  - b. To engage another Architect to carryout the balance work debiting the Architect the excess amount if any so spent.





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In the event of the termination of the contract by the Bank the Architect shall not be entitled to any compensation or damages by reason of such termination, but only to the fees for the service actually rendered, which have been duly approved by the Bank. The decision of the Bank as regards the actual work/ service done and the amount of the fees due to the Architect on the basis of actual service /work done shall be final and binding on the Architect .The Bank shall be entitled to make use of all or any drawing(s), designs or other documents prepared by the Architect .

The Architect shall promptly notify the Bank of any change in the constitution of his firm. It shall be open to the Bank to terminate the Contract on the death, retirement, insanity or insolvency of any person being Director in the said firm, or on the addition or introduction of a new Director. But until its termination by the Bank as foresaid, this contract shall continue to be in full force and effect, notwithstanding any changes in the constitution of the firm by death, retirement, insanity or insolvency of any of its Director or addition or introduction of any new Director. In case of death or retirement, the surviving or remaining Directors of the firm shall be jointly and severally liable for the due and satisfactory performance and for compliance of all the terms and condition of this contract.

#### 19. ABANDONMENT OF WORK:

That if the Architect abandons the work for any reasons 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 that 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 contract. Further the Bank shall be entitled to make use of all or any drawing(s), designs or other documents prepared by the Architect.

Provided, however that in the event of the termination of the contract being under proper notice as provided in the clause hereinafter, the Architect shall be **liable only to refund any excess payment made to him over and above** which is due to him in accordance with the terms of this contract for the services performed by him till the date of termination of contract.

If the Architect closes their business or abandons the work or if this contract is terminated as provided for in [clause 18, clause 19](#) hereinbefore, the Bank shall be entitled to make use of all or any drawing(s), designs or other documents prepared by the Architect.



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## 20. ARBITRATION

That if any dispute, difference or question shall at any time arise between the parties in respect of the meaning or construction of this agreement, or covering anything therein contained or arising out of this agreement, or the validity of the enforcement thereof which cannot be settled mutually, shall within 30 days ( or such longer period as may be mutually, agreed upon) from the date one party informs the other in writing that such dispute or disputes or disagreement exists, be referred to sole arbitration by a person selected by the Architect out of the panel of three names supplied by the Bank and appointed by The General Manager, General Administration Section, Circle Office,..... within 30 days from such selection by the Architect.

The arbitration proceedings will be conducted in accordance with and be subject to the Indian Arbitration Act 1996 as amended from time to time and the decision of the arbitrator shall be final and binding on the parties.

The Arbitrator will have his seat at Mumbai or at such places in India as decided by the appointing authority. The Arbitrator may, with the written consent of the parties, extend time for making and publishing the award.

The Architect shall continue to perform his duties with diligence notwithstanding the fact that the dispute has been referred to Arbitration or any dispute or difference has arisen.

It is also the term of the agreement that if the Architect does not make any demand for arbitration in respect of any item in writing within 90 days of receiving intimation from the Bank that the final bill is ready for payment, the claim of the Architect will be deemed to have been waived and absolutely barred and the Bank shall be discharged and released of all liabilities under the agreement in respect of these claims.

## 21. FORCE MAJEURE

- a) For the purpose of this clause, "Force Majeure" shall mean an event beyond reasonable control of the parties, due to or as a result of or caused by acts of God, acts of public enemy, civil or military wars, fires, floods, earthquakes, epidemics, quarantine restrictions, strikes, labour disputes, freight embargoes, events not foreseeable but does not include any fault or negligence or carelessness on the part of the Architect to this agreement resulting in such a situation.
- b) The Architect shall forthwith notify the Bank as soon as it becomes aware of the occurrence of such Force Majeure condition.



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- c) If there is any such delay, then the periods for the completion of the Architect's obligations hereunder shall be automatically extended by the period of such delay subject to other provisions of this clause.

Notwithstanding the provisions hereof, if the Force Majeure event continues for a continuous period of 180 days from the date of its occurrence, then Bank, by serving the notice in writing to the other Party of its intention to terminate the Agreement, may forthwith terminate the Agreement after expiry of continuous period of 365 from the date of occurrence of Force Majeure event.

## 22. OTHER CONDITIONS

- a) The Bank may have the details & designs submitted by the Architect inspected at any time by any officer nominated by the Bank / any external agency who shall be at liberty to examine the records check estimates, structural designs, drawings, works etc. The above inspections by bank, does not absolve the Architect of his responsibility. The Architect shall remain solely responsible for all the services rendered by him.
- b) Architect shall ensure timely flow of working drawing / instructions. He shall ensure that there is no delay in the execution of work on account of supply of design, drawings and details.
- c) Rendering every assistance, guidance and advice in general to the BANK on any matter concerning the technical aspects of the projects.
- d) The Architect shall be fully responsible for all the services including the technical soundness of the designs.
- e) All instructions to the contractor affecting the rules and provisions of contract shall be issued by the Architect in writing after obtaining proper approval in writing of the Bank and copies of such instructions shall simultaneously be supplied to the Bank.
- f) The Architect shall be required to maintain his own accounts for certifying the contractor's bill and progress of work etc. These shall be properly handed over to the Bank before final payment under this contract.
- g) The Architect hereby agrees that the fees to be paid as provided herein (clause 8) will be in full discharge of function to be performed by him and no claim whatsoever shall be against the Bank in respect of any proprietary rights or copy rights on the



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part of any other party relating to the plans and drawings. The Architect shall indemnify and keep indemnified the Bank against any such claims and against all cost and expenses paid by the Bank in defending itself against such claims.

- h) Notwithstanding the completion of the work as per Contract entered hereto, the Architect agrees and undertakes the responsibility to suitably reply to the Bank's queries that may be raised by any authorised inspection agency of the Bank or the Government of India like CVC or any other departments.
- i) In case it is established that due to fault of Project Architect or external agencies / consultant appointed by the Architect, if the Bank has to pay any extra amount due to over-run of the Project, or any other lapse on the part of project Architect necessary recovery may be effected from the Project Architect/Consultant's fees as per provision of Section 73 of Indian Contract Act 1872 under section 30 of Consultants Act 1972 (Central Act No.20 of 1972) and/or project Consultant/Architect may be debarred from employment for specified period and/or black listed depending on gravity of the lapses on the Project Architect.
- j) If work carried out by the Project Architect or consultants appointed by Architect is found to be sub-standard or un-duly delayed on his account, the bank shall report to Indian Bank Association (IBA) & Council of Architect, the misbehavior of the Project Architect and IBA in turn may inform all the member banks, after examining veracity of the Bank's version, not to deal with such Project Architect by way of punishment to him.

For and on behalf of

M/s. \_\_\_\_\_

**IN THE PRESENCE OF::**

1.

2.

For and on behalf of the

**CANARA BANK**

**NAME & SIGNATURE OF ARCHITECT**



Selection of Consultant for rendering professional services as Interior Designer cum Architect for Canara Bank Regional Office Navi Mumbai & MSME Sulabh

**PROFORMA A - DETAILS LIST OF RELATIVES WORKING IN CANARA BANK**

**Name of Work: Selection of Consultant for rendering Professional Services as Interior Designer cum Architect for creation of infrastructure for Canara Bank Regional Office Navi Mumbai & MSME Sulabh**

NAME OF THE OFFICIAL	DESIGNATION	ADDRESS OF THE OFFICE / BRANCH

(If “NIL” write the same by crossing the table from left lower corner to right top corner)

**Signature and seal of Architect**



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**PROFORMA B - AUTHORISATION LETTER**

To,

Assistant General Manager,  
General Administration Section,  
Circle Office, Mumbai

**Name of Work: Selection of Consultant for rendering Professional Services as Interior Designer cum Architect for creation of infrastructure for Canara Bank Regional Office Navi Mumbai & MSME Sulabh office**

This has reference to your above subject Mr/Ms ..... is hereby authorized to attend the bid opening on \_\_\_\_\_ on behalf of our organization.

The specimen signature is attested below:

\_\_\_\_\_  
Specimen Signature of Representative

\_\_\_\_\_  
Signature of Authorizing Authority  
of the Architect

\_\_\_\_\_  
Signature of Attesting Authority

\_\_\_\_\_  
Name of Authorizing Authority  
of the Architect



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## PROFORMA C - CONFIRMATION FOR ACCEPTANCE OF THE TERMS & CONDITIONS

To,

Assistant General Manager,  
General Administration Section,  
Circle Office, Mumbai.

**Name of Work: Selection of Consultant for rendering Professional Services as Interior Designer cum Architect for creation of infrastructure for Canara Bank Regional Office & MSME Sulabh**

I/We have read and understood the Notice Inviting offer and all its components the draft contract to be entered with the Bank and understood all other relevant particulars.

I/We are fully qualified to provide the architectural services to the said work and agree with all the contents of this NIO. We are agreeable to extend our Consultancy services for the subject project and the professional charges have been conveyed separately in "**Financial-bid in Proforma-H**" furnished.

I/We fully understand that you are not bound to accept the lowest or any offer you may receive.

I/We agree that until a regular contract is executed, this document with the Bank's written acceptance thereof shall constitute a binding contract between us.

DATE:

Signature of the Architect



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## PROFORMA D - AGREEMENT FORMAT

Memorandum of agreement, made at \_\_\_\_\_ this \_\_\_\_\_ day of the month of \_\_\_\_\_ in the year \_\_\_\_\_ between CANARA BANK having its Head Office, 112 J C Road, Bangalore - 560 002 amongst others a Circle Office, Mumbai represented by its duly constituted attorney (hereinafter referred to as Bank) which expression shall unless excluded by or repugnant to the context be deemed to include their successors, and assigns in office) of the one part  
and

M/s. \_\_\_\_\_ Architect,  
having its office at \_\_\_\_\_  
(hereinafter referred to as the Architect) which expression shall unless excluded by or repugnant to the context, be deemed to include their successors and assigns) of the other part.

WHEREAS the Bank is desirous of undertaking \_\_\_\_\_ Name of work \_\_\_\_\_ in accordance with the general requirements, and whereas the Architect have agreed to perform the services as set out and subject to the terms and conditions set forth in the said “**Conditions of contract**” of document herein under.

NOW, these present witnesseth and it is hereby agreed and delivered by between the parties hereto as follows:

1. The Bank appoints the Architect and the Architect accepts the work on a clear understanding that the Architect shall not be an employee of Bank for any reason whatsoever including for the reason of his appointment by virtue of this agreement and on the **terms and conditions** (i.e. Conditions of Agreement) set forth as stated in the foregoing, which shall form part and parcel of the agreement.
2. The following documents not inconsistent with these presents shall be deemed to form and be read and construed as part of this agreement viz.,
  - a. The Tender Document comprising Notice inviting the tender , General rules & Instruction to tenderers, General Conditions of the Contract, Special; conditions , Proforma A to .. , Priced schedule of quantities,
  - b. Corrigendum to tender document if any.





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- c. Letter from Architect dt. \_\_\_\_\_ in response to the negotiation meeting discussions held on \_\_\_\_\_
- d. Letter of Acceptance issued to Architect by Bank letter Ref: \_\_\_\_\_ dated \_\_\_\_\_
3. In consideration of the payments to be made by the Bank to the architect, the architect hereby covenants and agrees with the Bank to execute, complete and perform the works in conformity in all respects with the Tender document as mentioned in the aforesaid documents which shall from part of this agreement

IN witness whereof, the parties hereunto have set their hands and seals the day and year first above written.

For and on behalf of

M/s. \_\_\_\_\_

For and on behalf of the

CANARA BANK

In the presence of:

- 1.
- 2.



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### PROFORMA F - INDEMNITY BOND FORMAT

THIS DEED OF INDEMNITY BOND executed at Mumbai on this \_\_\_\_\_ day of \_\_\_\_\_ month of year (2024) By M/s \_\_\_\_\_ duly represented by proprietor / one of its partners Sri \_\_\_\_\_, aged \_\_\_\_\_ years, son/daughter of Sri \_\_\_\_\_, residing at \_\_\_\_\_

In favour of Canara Bank, a body corporate constituted under the Banking companies (Acquisition and Transfer of undertakings) Act, 1970, having its Head Office, at 112, J.C.Road, Bangalore - 560002.

Whereas I am the proprietor/authorised partner of M/s \_\_\_\_\_ and had applied for rendering architectural services for \_\_\_\_\_

Whereas as my company was shortlisted for issue of tenders and my firm/company became successful in securing the subject work through competitive tendering and the work of \_\_\_\_\_ has been awarded in our favour by Canara Bank, Circle Office, Mumbai vide their letter ref: \_\_\_\_\_ dated \_\_\_\_\_

And where as for undertaking the \_\_\_\_\_ work, my company has entered into contract agreement with Canara Bank on \_\_\_\_\_.

Now this Deed Witnessed that in pursuance of the aforesaid contract agreement dated \_\_\_\_\_ and in consideration of Canara Bank having agreed to make payments on the bills claimed by me/my company based on the works completed by me/my company in respect of \_\_\_\_\_ and referred to above,

I hereby undertake to indemnify and keep harmless the Canara Bank & its Architect and its officials/ staff from any damages, prosecution, other legal suits and claims arising out of any mishaps occurring at the site due to faulty work, faulty construction and for violating rules and regulations, any possible damage to the building and members of public in course of execution of the work for which I shall be solely responsible.

**Signature of Architect with seal**



Selection of Consultant for rendering professional services as Interior Designer cum Architect for Canara Bank Regional Office Navi Mumbai & MSME Sulabh

**PROFORMA G - NON BLACKLISTING LETTER**

To

Assistant General Manager,  
General Administration  
Section,  
Circle Office, Mumbai

**Name of Work: Selection of Consultant for rendering Professional Services as Interior Designer cum Architect for creation of infrastructure for Canara Bank Regional Office Navi Mumbai & MSME Sulabh**

Ref: \_\_\_\_\_

I / We hereby declare that I / We have not been banned or blacklisted or debarred by any Government, Quasi Government Agencies, Public Sector Undertakings, Public Sector Banks anywhere, anytime.

Should it be observed anytime during currency of the empanelment selection process or during period of empanelment of the work that I / We have been banned, blacklisted or debarred by any of the above Agencies, then I / We agree for forfeiture of our EMD/Security deposit by CanaraBank without any recourse.

**Date:**  
**Place:**

**Signature of Architect with seal**



Selection of Consultant for rendering professional services as Interior Designer cum Architect for Canara Bank Regional Office Navi Mumbai & MSME Sulabh

### PROFORMA I - UNDERTAKING FOR GST REGISTRATION

To

Assistant General Manager,  
General Administration Section  
Circle Office, Mumbai

**Name of Work: Selection of Consultant for rendering Professional Services as Interior Designer cum Architect for creation of infrastructure for Canara Bank Navi Mumbai & MSME Sulabh**

Ref: \_\_\_\_\_

I / We hereby declare that If work is awarded to me, I/we shall obtain GST registration certificate of the State, in which work is to be taken up, within one month from the date of receipt of award letter or before release of any payment by Bank, whichever is earlier, failing which I/We shall be responsible for any delay in payments which will be due towards me/us on a/c of the work executed and /or for any action taken by Bank or GST department in this regard.

Date:  
Place:

Signature of Architect with seal



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### PROFORMA H - FINANCIAL BID - FEE STRUCTURE

To,

Assistant General Manager,  
Premises & Estate Section,  
Circle Office,  
Mumbai.

**Name of work: Selection of Consultant for rendering Professional Services as Interior Designer cum Architect for creation of infrastructure for Canara Bank Regional Office Navi Mumbai & MSME Sulabh**

This is with reference to your Notice Inviting offers for Selection of Architect for the above mentioned works project.

I/We have read and understood the Notice inviting offer (NIO) and its contents. I/We also understand that Bank reserves its right to accept or reject any or all the offers partially or wholly.

I/We are fully qualified to provide Architectural services for the said work and agree with all the contents of this NIO i.e. Eligibility Criteria, brief details of work, General rules& instructions to the applicants, Method of Selection of Consultant, Conditions of the contract. Accordingly, we are agreeable to extend our services for the subject work as per the terms & conditions of this NIO on the following fees:

1. **Fee for the services** as per [clause 5](#) of the “Conditions of Contract” :

Fee in figures: .....(%)

& in words: ..... Percentage



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The above fee is exclusive of GST which is payable extra by the Bank and including all other incidental charges and taxes.

Note: For the purpose of evaluation of bids, the cost of project shall be considered as Rs. 100 Lakhs.

I/We agree that the TDS as payable to statutory authorities will be deducted from the above quoted fees.

I/We fully understand that you are not bound to accept the lowest or any offer you may receive.

**Date:**

**Place:**

**Signature & seal of the Architect**