



**Offer document for**

**Selection of Architect for Construction of Bank's Building at Alappuzha**

**Tender Reference No: PECOTVM/ALPY /2/2023-24**

**Issued by**

General Administration Section  
Canara Bank Circle Office  
Spencer Junction, MG Road  
Trivandrum- 695001  
Ph. No: 0471 2331340  
E-mail: pecotvm@canarabank.com

Selection of Architect for Construction of Building at Alappuzha

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**NOTICE INVITING OFFERS (NIO)**

**Name of work: Selection of Architect for Construction of Building at Alappuzha**

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 Spencer Junction, MG Road, Trivandrum-695001. The Bank is having Pan India presence with 24 Circle Offices, 176 Regional Offices & 9734 Branches situated across the states. Canara Bank proposes to carryout construction of office-cum-residential building at Alappuzha.

The property at Alappuzha is about Alappuzha is about 19.60 Cents located at Sy. No: 12 in Alappuzha West Village, Ambalappuzha Taluk, Alappuzha District.

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

1. Nature of the document: SINGLE STAGE TWO BID CONCEPT (Online E-Tendering)

2. The offer document comprises of the following:

**A. TECHNICAL BID:**

- a) Eligibility criteria.
- b) Brief details of the work
- c) General Rules & Instructions to the Applicants.
- d) Method of selection of Architect.
- e) Conditions of contract
- f) Application Format.
- g) Proforma - A,B,C, D, E, F & G

**B.FINANCIAL BID-FEE STRUCTURE:** Financial bid in [Proforma-H](#) is to be submitted.

Description	Details
RFP No. and Date	PECOTVM/ALPY /2/2023-24 dated <b>31.01.2024</b>
Brief Description of the RFP	Selection of Architect for Construction of Office-cum-residential building at Sy. No: 12 in Alappuzha West Village, Ambalappuzha Taluk, Alappuzha District.

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Bank's Address for Communication	Assistant General Manager, General Administration Section Canara Bank Circle Office Spencer Junction, MG Road Trivandrum - 695001 Email: <a href="mailto:pecotvm@canarabank.com">pecotvm@canarabank.com</a>
Date of Issue of RFP	Date: <b>31.01.2024</b> Can be downloaded free of cost from Canara Bank's web site, <a href="https://canarabank.com/tenders">https://canarabank.com/tenders</a> & Central Public Procurement (CPP) portal <a href="http://www.eprocure.gov.in">www.eprocure.gov.in</a> as well as from e-Procurement portal <a href="http://www.gerpegov.com/canarabank">www.gerpegov.com/canarabank</a>
Earnest Money Deposit (Refundable)	<b>Rs.80,000/-</b>
Last Date and Time for Submission of Bids	<b>21.02.2024 at 3.00 pm</b>
Date, Time & Venue for opening of Technical Bid to Eligibility Criteria.	Tender Response to be submitted in online through the e-Procurement portal <a href="http://www.gerpegov.com/canarabank">www.gerpegov.com/canarabank</a>  <u>For any queries regarding submission of the tender kindly call or mail on the below mentioned details:</u>  M/s Antares Systems Limited Bangalore City Karnataka - 560079 Contact person: Smt. Sushmitha B Email ID: <a href="mailto:sushmitha.b@antaressystems.com">sushmitha.b@antaressystems.com</a> Phone: 8951944383
Date, Time & Venue of opening of Technical Bids	<b>21.02.2024 at 3.30 pm; Online</b>
Pre-bid Meeting Date & Time	Pre-bid meeting will be held on <b>06.02.2024 at 11:30 AM</b> at 7 <sup>TH</sup> floor, General Admin. Section, Canara Bank Circle Office, Spencer Junction, MG Road, Trivandrum - 695001 Pre bid queries should be submitted as per prescribed format, Pre-bid Queries to e-mail <a href="mailto:pecotvm@canarabank.com">pecotvm@canarabank.com</a> must reach us on or before <b>05.02.2024 by 05.00 pm.</b>

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Other Details	<p>The bidders must fulfil the Pre-Qualification criteria for being eligible to bid.</p> <p>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></p> <p>No suggestions or queries shall be entertained after pre-bid meeting.</p>
<p>This document can be downloaded from following website <a href="http://canarabank.com/tenders">http://canarabank.com/tenders</a>, <a href="https://eprocure.gov.in/eprocure/app">https://eprocure.gov.in/eprocure/app</a>, and <a href="http://www.gerpegov.com/canarabank">www.gerpegov.com/canarabank</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>	

ASSISTANT GENERAL  
 MANAGER  
 P & E SECTION  
 CIRCLE OFFICE

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**ELIGIBILITY CRITERIA**

**Name of work: Selection of Architect for Construction of Building at Alappuzha**

Canara Bank proposes to carryout construction of office-cum-residential building at Alappuzha.

Online two bids system (Technical Bid and Financial Bid) are invited for Selection Of Architect For the aforementioned project as described in this document. A Firm submitting the proposal in response to this RFP shall hereinafter be referred to as Bidder.

Interested Reputed firms/ Companies who meets the following Eligibility Criteria may respond.

Sl. No	Criteria	Documents Required
01	The Architect should have minimum of 5 years experience in Architectural/Engineering Consultancy services as on <b>31.12.2023</b> .	Work order copies OR satisfactory certificates from the clients. The documents shall be prior to <b>31.12.2023</b> .
02	The Architect should have provided Architectural/Project Management Consultancy services comprising Planning, Design and Supervision of Construction works for at least Three(3) similar works each costing Rs. 400 Lakhs OR Two (2) similar works each costing Rs. 500 Lakhs OR One(1) similar work costing Rs. 800 Lakhs  During the last 5 (Five) years ending with <b>31.12.2023</b> <b>“Similar work”</b> means architectural services comprising Planning, Design and Supervision of Construction works of RCC framed office/residential building as detailed in Chapter B - Brief details of the Work.	Satisfactory completion certificates from the clients clearly indicating the nature of service, cost & nature of work and month & year of commencement & completion (as per format in Appendix-I). Preference will be given for works undertaken for Central/ state government/ PSU / Banks during last 5 years
03	The Architect must have valid GST registration number and PAN number.	Copies of the registration certificate and PAN card copy shall be enclosed.
04	Architect's Office	SHOULD HAVE OFFICE/ BRANCH SETUP IN KERALA (or) prepared

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		to setup an adequate office setup with in-house capability & infrastructure in Kerala within 30 days from the date of award of contract provided they are qualified for the project through laid down process, Supporting documents for the same to be enclosed. Preference will be given for having office in Alappuzha, Kottayam, Kollam, Pathanamthitta and Ernakulam. An undertaking to be submitted by the Architect to this effect along with their application.
05	The bidder should be a registered member with Council of Architecture (COA) or Indian Institute of Architects ( IIA )	Copy of valid registration certificate from Council of Architecture (COA) or Indian Institute of Architects ( IIA )
07	The bidder should not be blacklisted/barred/disqualified by any regulator/statutory body as on date of submission of bid.	Self-declaration to be submitted as per Bank's prescribed format - <a href="#">Proforma G</a>
08	Average Turnover for last three years ending 31.03.2023 shall be atleast 12.00 Lacs	Certificate from chartered accountant as in Appendix-II to be submitted
09	Preference will be given for works undertaken by firm with GRIHA certification During the last 5 (Five) years ending with <b>31.12.2023</b>	Copy of GRIHA certification of the project along with copy of work order to be submitted

**Note:**

- 1) The Value of work in all the above cases shall mean the cost of construction and services excluding the cost of land and architect's fee.
- 2) The consultancy service shall include all professional consultancy services related to the building including supervision.

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**BRIEF DETAILS OF THE WORK**

**Name of work: Selection of Architect for Construction of Building at Alappuzha**

1) Brief details of the building/ plot and works are as under

- The property Alappuzha is vacant land about 19.60 Cents located at Sy. No: 12 in Alappuzha West Village, Ambalappuzha Taluk, Alappuzha District. Bank proposes to undertake construction of new building consists of Stilt+3 floors with lift facility to accommodate office space and residential flats. Brief details are as below:
  - Approximate total built-up area of 1860 sqm
  - Ground Floor- Branch + ATM of approx.2200sft and parking
  - First floor to accommodate Bank's units RAH & MSME Sulabh with separate strong rooms - approx.4600 sft
  - Second floor to accommodate Bank's administrative office (RO) - approx.. 4500sft.
  - Third floor - Four numbers of executive flats with built up area of 1200 sft may be incorporated.
- Construction of multi-storied RCC framed structure building with RCC foundation, Portico, Stilt Parking, Ramp, Compound wall, Services etc.
- Leveling, Landscaping, sewer lines, Filter water supply distribution line, storm water drains, Overhead Tank, Borewell, Septic Tank, Compound wall, Horticulture work etc. with all internal and external works including all electrical and plumbing works, lift, fire-fighting, furnishing of branch, office space and flats etc.
- The building should be designed to keep the green building standards as Bank intends to obtain Minimum 3 star certification from GRIHA for the same

**Note:**

- ***The Block estimate for the purpose of tender evaluation is arrived at Rs 10.00 Crores. The actual estimated costs may vary subject to assessment of the construction potentials of the respective plots.***
- ***The scope of the work may vary, and the Bank may decide to construct the buildings depending upon the need, available vacant space/ground coverage etc.***
- ***The construction period for the project shall be 24 months, including planning, designing, construction, operationalization, obtaining service connections, statutory permissions, occupancy certificate 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**

**Name of work: Selection of Architect for Construction of Building at Alappuzha**

1. The documents consisting of Notice inviting the Offer, Eligibility criteria, General rules and instructions to Architects, Method of selection, conditions of contract , Application Format, Proforma - A,B,C,D,E, F,G & Financial bid in Proforma H can be downloaded in the Bank's website [www.canarabank.com](http://www.canarabank.com) & e-Procurement portal <http://eprocure.gov.in> & [www.gerpegov.com/CANARABANK](http://www.gerpegov.com/CANARABANK). Details of service provider for e-procurement through portal [www.gerpegov.com/CANARABANK](http://www.gerpegov.com/CANARABANK) is:

M/s Antares Systems Limited  
 Bangalore City  
 Karnataka - 560079  
 Contact person: Smt. Sushmitha B  
 Email ID: [sushmitha.b@antaressystems.com](mailto:sushmitha.b@antaressystems.com)  
 Phone: 8951944383

**2. BIDDING PROCEDURE**

Nature of the document: ONLINE TENDERING

- 2.1. Submission of Documents: In addition to uploading the documents in the e-tendering portal, Bidder should also submit the following in email or hardcopy to the address notified in the Bid Schedule on or before the due date mentioned in Bid Schedule.

- a) Acknowledgement issued by e-tendering system for having received the bid through e-tendering system

**2.2. Contents of the bid.**

- 2.2.1 Contents of the Technical Bid: The following documents are to be signed in all pages and scanned documents of the same to be uploaded in the e-Procurement portal [www.gerpegov.com/CANARABANK](http://www.gerpegov.com/CANARABANK).

- a) All pages of this RFP as downloaded from the website duly signed on all pages.
- b) Power of Attorney / authorization with the seal of the bidder's company / firm in the name of the person signing the RFP documents.
- c) Authorization letter for attending the bid opening as per Annexure.
- d) Earnest Money Deposit (EMD) in the prescribed form. Original EMD should be submitted physically to TIA's office before last date of submission of the bid
- e) Documents in support of all eligibility criteria.
- f) All annexures available in the tender duly filled & signed on all pages should be uploaded as per given formats

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2.2.2 Contents of the Financial Bid: Signed copy of financial bid for line item should be submitted in the e-Procurement portal [www.gerpegov.com/CANARABANK](http://www.gerpegov.com/CANARABANK).

3. SUBMISSION AND OPENING OF TENDERS:

- a) Tenders to be submitted only through online from the e-Procurement portal [www.gerpegov.com/CANARABANK](http://www.gerpegov.com/CANARABANK)., for any queries regarding the submission of the tenders online the vendors can contact on the below mentioned details

Name	M/s Antares Systems Limited
E-mail ID	sushmitha.b@antaressystems.com
Official Mobile No	8951944383

**Note: Tenders submitted through any other form will be rejected.**

- b) Date of submission of RFP: on or before **21.02.2024, 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
- c) The technical bid will be opened on **21.02.2024 at 3.30 PM** through online in e-Procurement portal [www.gerpegov.com/CANARABANK](http://www.gerpegov.com/CANARABANK)
- d) The date for opening of financial bid will be intimated subsequently only to such firms who comply and score qualifying points in the Eligibility criteria and scrutiny of the technical details as a part of Technical evaluation. The shortlisted applicants are requested to participate during the opening of the financial bids
4. 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 E](#) stating that no changes, alterations are made in the offer documents issued by the Bank or downloaded from the website and same is submitted to the Bank.
5. Shortfall of any documents as per guidelines will be intimated through e-mail and the same shall be submitted online in the tender portal.

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6. The **fees quoted** shall be inclusive of all fees / charges payable to the associate architects, other taxes, TDS etc., but excluding GST. Applicable TDS shall be made as per the statutory rules.
7. 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 a 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.
8. Offers which are incomplete in any respect are liable to be rejected.
9. Canvassing in connection with tenders is strictly prohibited and the offers submitted by the Architects who resort to canvassing will be liable for rejection.
10. The architect shall furnish the list of his relatives working in the Canara Bank with their present place of posting in the [Proforma A](#).
11. The offer shall remain open for acceptance for a **period of 120 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, be at liberty to **forfeit full value of the Earnest Money Deposit** as aforesaid.
12. 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 technical bids / financial bids on the stipulated date & time unless other wise modified with prior intimation to the Applicants.
13. It will be obligatory on the part of the Architect to tender and sign the offer documents for all the component parts and pages.
14. 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 shall constitute a binding contract between the Architect and the Bank/Employer. If the successful Architect fails to sign the agreement within the

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aforesaid period Bank will be at liberty to **forfeit full value of the Earnest Money Deposit.**

15. 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.
16. Conditional offers shall summarily be rejected.
17. 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, Trivandrum
18. During the course of technical evaluation if found necessary the Bank may seek supplementary price bids to bring the evaluation at par and any such price bids shall be prepared and submitted online. Such supplementary price bid shall be opened simultaneously with the original price bid on the prescribed date and taken into consideration in its evaluation.
19. Voluntary submission of the supplementary price bid by the contractor/vendor /tenderer shall not be accepted and supplementary bids shall be limited to the details sought for by the Employer only. Any other un-related price variations furnished in supplementary price bids shall not be recognised and might be liable for rejections if undue information is furnished.
20. In case of other un-qualified Architect (i.e. Architects who fail to comply with the eligibility criteria), EMD shall be returned on notifying as unqualified.
21. In case of unsuccessful Architects (i.e. those Architects who qualify in the technical bid and emerge as unsuccessful in the financial bid) the EMD shall be returned within 30 days of opening of financial bids on submission of their Bank account details.
22. In case of bidder whom works are awarded, EMD will be returned after satisfactory completion of stage 6 IV a and b.
23. Bank reserves the right to call for opinion directly from the clients of the Architects on the work orders and performance certificates or any other matters.
24. Bank reserves the right to disqualify the Architect if the details furnished by the Architect are found to be false and **forfeit their Earnest Money Deposit.**

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25. Earnest Money Deposit is exempted for the Applicants with Udyam registration (MSE)/National Small Industries Corporation Ltd (NSIC) registration, with specific exemptions permitted by NSIC. Necessary proof shall be submitted along with the tender in the Technical bid.

**26. 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 [pecotvm@canarabank.com](mailto:pecotvm@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 Spencer Junction, MG Road, Trivandrum - 695001 or by e-mail to [pecotvm@canarabank.com](mailto:pecotvm@canarabank.com) by the intending tenderers before **05.02.2024 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:

Date	Time	Venue
<b>06.02.2024</b>	<b>11.30 am</b>	Seventh Floor, Canara Bank Circle Office, Spencer Junction, MG Road, Trivandrum - 695001

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

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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.

**27. 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.

**28. Digital Signature:**

For the purpose of participation in e tender, the intending bidders must have a valid digital signature, active e mail ID and PAN Number. Any intending bidders presently not having digital signature may procure it from any registering Authority (Certified by the Government of India) issuing of such signature.

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**METHOD OF SELECTION OF ARCHITECT**

**Name of work: Selection of Architect for Construction of Building at Alappuzha**

1. The offers of architects will be evaluated based on the compliance of the eligibility criteria prescribed in this document.
2. Compliance of all the stipulated eligibility criteria is mandatory for further processing. Compliance of all the stipulated criteria is mandatory.
3. Offers satisfying the prequalification criteria mentioned in the tender only will be short listed. Clear supporting evidence like certificates issued by client's organizations, photographs, signed and stamped copy of relevant documents for aforesaid qualifying criteria need to be uploaded and submitted along with the bid. However, merely fulfilling the prescribed eligibility criteria shall not entitle the Consultant/ Architect for shortlisting and invitation for participation in the proposed price bid submission for the project. The shortlisting as well as final selection of Architect for the project shall be subject to independent verification of credentials, inspection of project sites, calling confidential reports from the present/previous employers etc.
4. The technical details submitted with the offer will be evaluated and assessed by the Selection Committee of the Bank.
5. The bidders shall mandatorily submit a 'Proposal' which shall include a 2 D plan of the proposed construction, elevation, architectural drawings satisfying local bye laws etc. The proposal will be analyzed by a committee and shall have a weightage in finalizing the L1 bidder.

SN	Criteria	Maximum Points
a)	Value of largest single project handled in the last 5 years ended as on 31.12.2023 I. Three(3) similar works each costing Rs. 400 Lakhs OR Two (2) similar works each costing Rs. 500 Lakhs OR One(1) similar work costing Rs. 800 Lakhs [ Mark : 6] II. One Similar work costing 801-1400 lac 801 - 900 lac- 6.5 marks ; 901-1000 lacs - 7.00 marks 1001-1100 lacs -7.50 marks; 1101-1200 lacs -8.00 marks 1201-1300 lacs 8.50 marks; 1301-1400 lacs -9.00 marks	10

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	III. One Similar work costing more than 1400 lac <b>10 marks</b> “Similar work” means planning, designing and project management services of RCC framed office/residential building as detailed in Chapter B - Brief details of the Work.																			
c)	Registration member with Council of Architecture (COA) or Indian Institute of Architects ( IIA ) -05 marks No registration - NIL	05																		
d)	Office in Kerala - 05 marks ;No Office- NIL	05																		
e)	Overall Financial Strength of the Architect Turnover of Last three years ending 31.03.2023* (firm should be in profit) Above 30 lacs: 10 marks Above 20 lacs: 07 marks Above 12 lacs: 05 marks *Average turn over in last three years will be taken into account	10																		
f)	Experience in works undertaken for Central/ state government/ PSU / Banks during last 5 years	5																		
g)	<p>Marks Awarded by Committee for the ‘ Proposal’ submitted by the party which shall include a 2 D plan of the proposed construction, elevation and Architectural drawings satisfying local municipal bye laws. The ‘Proposal’ submitted by the Architect Shall be evaluated by a committee for the following parameters:</p> <table border="1"> <thead> <tr> <th>S.NO</th><th>Criteria</th><th>Maximum Marks</th></tr> </thead> <tbody> <tr> <td>1</td><td>Main thematic vision, Originality of the concept, Aesthetics and innovation (Scale of 1 to 10)</td><td>10</td></tr> <tr> <td>2</td><td>Cost effectiveness of the design (Scale of 1 to 5)</td><td>5</td></tr> <tr> <td>3</td><td>Quality and efficiency of design (Scale of 1 to 10)</td><td>10</td></tr> <tr> <td>4</td><td>Sustainability, Ease and cost towards Maintenance (Scale of 1 to 10)</td><td>10</td></tr> <tr> <td>5</td><td>Space management, uniqueness of the design satisfying local building rules and front elevation of the proposed design (Scale of 1 to 10)</td><td>10</td></tr> </tbody> </table>	S.NO	Criteria	Maximum Marks	1	Main thematic vision, Originality of the concept, Aesthetics and innovation (Scale of 1 to 10)	10	2	Cost effectiveness of the design (Scale of 1 to 5)	5	3	Quality and efficiency of design (Scale of 1 to 10)	10	4	Sustainability, Ease and cost towards Maintenance (Scale of 1 to 10)	10	5	Space management, uniqueness of the design satisfying local building rules and front elevation of the proposed design (Scale of 1 to 10)	10	45
S.NO	Criteria	Maximum Marks																		
1	Main thematic vision, Originality of the concept, Aesthetics and innovation (Scale of 1 to 10)	10																		
2	Cost effectiveness of the design (Scale of 1 to 5)	5																		
3	Quality and efficiency of design (Scale of 1 to 10)	10																		
4	Sustainability, Ease and cost towards Maintenance (Scale of 1 to 10)	10																		
5	Space management, uniqueness of the design satisfying local building rules and front elevation of the proposed design (Scale of 1 to 10)	10																		
h)	Experience of consultancy works in GRIHA certified projects (Copy of GRIHA certification shall be attached along with work order)	5																		



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i)	Organizational set up including staff strength, infrastructural facilities (Details to be attached) Consultant / Associated including in-house capabilities for various services (Details to be attached) More than 10 permanent staff - 10 marks 5 to 10 permanent Staff - 5 marks	10
	Projects completed in the area of the project or nearby Centre (ie within Kerala state) during the last 7 years ended as on 31.12.2023 1. Project cost above 14 crores - 05 marks 2. Project cost above 8 crore - 03 marks	05
	<b>TOTAL</b>	<b>100</b>

- The technical details submitted with the offer will be evaluated and assessed by the Selection Committee of the Bank.
- The Financial bids will be opened only in respect of bidders who have scored more than or equal to 75 points in evaluation of their technical details on a pre-notified date & time.
- The merit rank and the fees quoted will be taken into account for the final selection of the bidder with weightage of **70% for the merit** ( ie technical details ) and **30% for the Fee quoted**. Fee quoted will be sum of (1), (2), (3) & (4) of [Proforma-H](#). The percentage fee quoted will be converted into Rupee taking into consideration the project cost as **Rs.1000 Lakhs** The weightage will be applied as per the example given below:

**Example:** Let us assume 3 participating Architects scoring more than 70 scoring points in the design competition (technical bid) and their quoted fee is as under:

Sl. No.	Description	Scoring points awarded by the Evaluation Committee	Fee quoted by the agency (Amount in lakhs of Rs. )
1	Architect A	85	20
2	Architect B	80	15
3	Architect C	75	18

The maximum scoring points i.e 85 scoring points will be given 100 percentage and percentage of the other Architects will be worked out on proportionate basis and thereafter weightage of 70% will be applied on marks so obtained. Similarly the minimum fee i.e Rs. 15 lakhs will be given 100 percentage and percentage of the other Architects will be worked out on proportionate basis and thereafter weightage of 30% will be applied on marks so obtained. The marks so obtained by all the Architects will be added and the Architect scoring maximum marks will be considered for appointment.

<b>Marks obtained by Architect A - <math>(85 / 85) \times 70 + (15/20) \times 30 = 92.50</math> marks</b>
<b>Marks obtained by Architect B - <math>(80 / 85) \times 70 + (15/15) \times 30 = 95.88</math> marks</b>



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**CONDITIONS OF CONTRACT**

<b>Name of work: Selection of Architect for Construction of Building at Alappuzha</b>
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**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 **General Manager, Canara Bank, Circle Office Trivandrum** 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 Construction of Buildings at Alappuzha is/ are accepted by the Bank for execution of the works and includes the contractor's personal representative, successors and assigns.
- (vi) "Work" shall mean Proposed Construction of Buildings at Alappuzha.
- (i) "Site" means property at Sy. No: 12 in Alappuzha West Village, Ambalappuzha Taluk, Alappuzha District.
- (ii) "Building/ Project" shall mean proposed Construction of office-cum-residential building at the site

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

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

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#### 4. NATURE OF WORKS -

- ☐ Construction of multi- storied RCC framed structure office-cum-residential building Sy. No: 12 in Alappuzha West Village, Ambalappuzha Taluk, Alappuzha District.
- ☐ The scope of the work may vary, and the Bank may decide to construct the buildings depending upon the need, available vacant space/ground coverage etc.
- ☐ The building should be designed to keep the green building standards as Bank intends to obtain **Minimum 3 star certification from GRIHA** for the same.

#### 5. GENERAL SCOPE OF SERVICES

##### a) Consultancy services

The scope of services shall include the Planning, designing, working drawings, completion Drawings, 3-D rendering, elevation design , sectional and perspective drawings, designing of support & safety systems, drafting of specifications, bill of quantities, detailed Estimates, preparation of pre-qualification documents for selection of contractors or preparation of tender documents for execution of works, scrutiny of tenders, advising on award of work, inspection of the works, full responsibility of supervision, compliance of labour & safety regulations, quality control, certifications of the contractors bills for payments and certify the completion of the works, advising on obtaining statutory permissions wherever required; all upto satisfaction of Bank incorporating necessary revisions as and when suggested by Bank. The stages of the above services are more detailed in [clause \(6\)](#) below.

The responsibility of getting all statutory permissions & permissions from Local Municipal authorities from commencement of work to occupancy of the building by the Bank shall be that of the Architect. This includes submission of necessary drawings & applications duly authenticated by Bank to all necessary statutory authorities, Fire Department, Pollution Control Board, local governing bodies for getting NOC's / clearances / permissions.

The Architect should provide the following:

- a) Layout Plans, Building plans, Sections & Elevations by ensuring Green building norms
- b) Site survey
- c) Soil investigation tests if necessary.
- d) Structural Design & Drawings
- e) All design and layouts for Building services comprising of Electrical, Plumbing, HVAC, Fire fighting, Surveillance etc.
- f) Obtaining Sanction of Plans as per prevailing bylaws.
- g) Detailed working drawings and Design Calculations
- h) Drawings showing calculations of quantity of each item

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- i) Detailed bill of quantities
- j) Schedule of rates for all scheduled items
- k) Rate analysis of all items of tender & non-tendered items if any during execution.
- l) The specifications for the Non-scheduled items should also be detailed in the estimate.
- m) Safety measures etc.
- n) Any other services / systems as may be found necessary for functional requirement of the building.
- o) Tentative time plan for execution of the work incorporating all heads of the work & activities. Submission of CPM/PERT chart.
- p) Getting done the testing of samples of materials used (steel, cement, concrete etc) in certified laboratories and ensuring confirmation to standards.
- q) Coordination and obtaining necessary permission from statutory/ local authorities, Fire department and any others, if required for commencement of work till occupancy.
- r) Structural stability certificate from certified structural engineer.
- s) Maintenance of hindrance register, attendance registers etc.
- t) Ensuring compliance of labour laws, safety standards by the contractors.

**b) Construction Management services**

Provide **full time** day to day on-site supervision of the works through experienced & qualified Site engineer. The number of site engineer shall be **ONE (1)**. The site engineer shall be **diploma in Civil engineering** with minimum of **3 years** of supervisory work experience or **B-Tech in Civil engineering** with minimum of **2 year** of supervisory work experience. The Architect shall be fully responsible for the services rendered by the site Engineer engaged by him. The complete details of these services, roles and responsibilities are more detailed in [clause \(6\)](#) below.

The scope of service and assignment described in (a) and (b) above is not exhaustive i.e. does not mention all the incidental services required to be carried out for complete execution of the work. The services shall be provided, all in accordance with true intent and meaning, regardless of whether the same may or may not be particularly described, provided that the same can be reasonably inferred there from. There may be several incidental services & assignments, which are not mentioned herein but will be necessary to complete the work in all respects. All such incidental services/assignments thereof which are not mentioned herein but are necessary to complete the work shall be deemed to have been included in the rate quoted by the architect. Nothing extra shall be payable beyond the rate quoted by the Architect.

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## 6. STAGES OF SERVICES, ROLES & RESPONSIBILITIES:

The roles and responsibilities and services to be rendered by the Architect at different stages are as under:

### I. PLANNING & DESIGN & DRAWING STAGE:

- a) Prepare Site survey plan showing contours, features and services and facilities available, general layout of buildings and services, preliminary sketch and designs with drawings, giving details of useful areas, services area, circulation area and total plinth area and cost estimate on format of the Bank to provide information in respect of magnitude of work and its components and services and cost of all such items involved.
- b) Preliminary planning of all internal and external utility services like water supply, sewerage, storm water drainage, electrical, fire-fighting, acoustics, interior decoration (if required), HVAC (if required), street/compound lighting landscaping, surveillance (if required), development plans showing roads, paths, parks, paved areas, drains, culverts, compound walls, external lighting indicating scope, specifications and costs separately of such sub-heads. However, the Bank reserves the right to exclude any of the above services from the scope of the Architect's work. At this stage, preparation of elevation images, perspective views and 3D view (both in hard & soft copy form) showing the external & internal details of the proposed building complex, will be necessary and the same shall be undertaken by Architect at no extra cost.
- c) Obtain the approval of the Bank to (a) & (b) above and to all computations of all structural designs and all services designs which shall be in accordance with the latest IS Codes of practice and/or the codes of practice applicable in the area, Town, City where the work is located. Most features applicable for 'Green building' such as energy conservation, use of solar and other renewable sources of energy, rain water harvesting, use of natural light to the maximum extent etc. will have to be taken into account during planning, design, and execution stages. Such detailed computations of all designs shall be made available to the Bank in duplicate along with drawings for any check the Bank may like to exercise for scrutiny before sanction of detailed estimates and call of tenders. The Architect shall indicate the names of his Architects for various services and structural designs, their organization, qualifications and experience. The Architect shall be fully responsible for the correctness and accuracy of structural and 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



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shall certify in writing that the designs are in accordance with the up-to-date and relevant codes of practice.

- d) Programming of work by PERT / CPM/Bar charts, incorporating all activities from planning till completion of the work .This shall include all activities required for completion of the project well in time, i.e., preparation of working drawings, structural drawings, detailed drawings, calling tenders etc. including stages of services to be done by the Architects in coordination with the Architect, work of various contracting agencies etc. and obtaining various service connections.
- e) Technical assessment of the project, getting done exploration work for deciding safe bearing capacity, depth & type of foundation work through specialized consulting firm (the cost of field and laboratory work will be directly paid to such firm by the bank).

**II. ESTIMATE & TENDERING STAGE:-**

The preparation of working and detailed drawings with details incorporating services and schedule of quantities will be involved in this stage. This will include:-

- a) Obtaining plan approval, commencement certificate, other preliminary approvals etc. and make any changes required by them if necessary.
- b) Preparation of working and detailed architectural and structural drawings and detailed estimate and specifications for all items of the above works including internal and external utility services, along with details of quantities, analysis of rates and details of structural design.
- c) Obtaining approval of the Bank to above and modify them if considered necessary by the Bank and/or if the cost exceeds the estimated cost by over 5%.
- d) Prepare prequalification documents for selection of agencies, prepare according to the approved form of the Bank all contract documents for various trades for calling tenders with articles of agreement, specifications, conditions of contract, special conditions, bill of quantities including analysis of rates based on market rates/CPWD, time and progress charts, and obtain approval of the Bank to such final document. Bank shall invite the tenders and Architect shall supply adequate number of copies of drawings required to be attached to the tender to clarify the item(s) in the bill of quantities in the tender.
- e) Scrutiny of the tenders and submission of recommendation on the tenders based on proper analysis of rates, market rates of materials and labour for major

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items costing about 90% of the cost, evaluation of commercial and other conditions stipulated by tenderers, to assist the Bank in the negotiations with contractors and the final selection of the contractor, prepare contract documents for all trades including drawings, specification etc. complete.

- f) Submission of complete working details, schedules, specifications and bill of quantities to describe the whole project adequately for the purposes of taking Bank's approval and placing the main and other subsidiary contracts.
- g) Preparation and submission of model of the work to a suitable scale as and when required by the Bank. The cost of the model shall be approved and borne by the Bank. However the cost of any computer 3D modeling or walkthrough's for the purpose of presentation shall be borne by the Architect and Bank will not consider any request in this regard.

**III. CONSTRUCTION STAGE: -**

- a) Assume **full responsibility of supervision** of the works and to ensure that the works executed by the contractors are as per contract.
- b) Advising Bank and contractor sufficiently in advance to enable him to get permits, quota certificates, licenses and foreign exchange, if required.
- c) Assist the contractor to prepare a works progress schedule.
- d) Supply the contractor such further drawings, specifications and details which may be required for proper execution of the work.
- e) Check and approve the quality of all materials and obtain approval of the Bank where ever insisted by the Bank.
- f) Ensure maintaining various registers at site as detailed in [clause \(j\)](#) of "Duties of Site Supervisor".
- g) Periodic supervision of the work by the Architect/Architect's consultants to ensure that the work is executed as per drawings, designs and specifications and to certify the same in every bill and certify that the measurements recorded and the bill prepared is in order as per contract agreements for the works
- h) 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 item of work from the approved scheme/contract by working out financial benefit, if any, to the contractor, if total cost of all such exceeds Rs.10,000/-.



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- i) Attend meeting at site or Bank's Administrative office at Circle Office, Spencer Junction, MG Road, Trivandrum - 695001 or Regional Office, BSNL Building, Near Iron Bridge, Alappuzha - 688011 related to the construction works whenever necessary and called by the Bank.
- j) Check and approve shop drawings submitted by the contractor.
- k) Have 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. Advise the bank on the cost implications on any changes in the contract.
- l) Advise Bank if the contract time is likely to be varied and reasons thereof.
- m) Advise Bank on changes, if necessary, for technical reasons.
- n) Submit fortnightly progress report to the Bank till completion of all the works and handing over of possession of the building to the bank.
- o) To watch that the concerned contract does not lapse for want of extension of time. Therefore, to keep it alive and in operation from point of consideration that "Time is the essence of contract".
- p) To ensure that progress on every contract is in accordance with the appropriate stage of its Time and Progress Chart. The effective communication between various agencies/vendors contractors will have to be ensured by the architect. The problems/ hindrances/ bottlenecks need to be sorted out/ removed by arranging site meetings of all concerned including Canara Bank and record of such meetings, decisions taken etc. need to be maintained in a chronological manner kept in a separate register.
- q) Check contractor's application for payment, evaluation of work completed for interim and final payments and issuing certificates for authorizing payment. Such certificates shall show details of quantities of various items of work which shall be checked by the Architect in each running bill and certified, abstract of quantities, rates and costs and shall indicate separately advances of materials, if any, or any other advances, recoveries of advances, recoveries of materials used and issued with theoretical consumption and actual consumption of cement and steel etc. for each bill, gross and net amounts payable and shall be specifically certified by the Architect about its correctness and that the work included for payment is as per the contract, approved drawings and specifications. The Architect shall check the measurements for each item of the works. The Architect shall

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grant such certificates on the understanding that he shall be held personally responsible for any overpayment, temporary or otherwise, which may occur in consequence thereof or any defective work.

- r) Certify accounts of work, materials etc.
- s) Certify the final bills of the contractors verifying the compliance of all the contract terms with justification for variations.
- t) Certify the final completion of work
- u) Ensure that the contractor executes the works by observing all the safety rules.
- v) Ensure implementation of labour laws of Central/ State Government by themselves as well as by the contractors. Ensuring that the contractor observes laws pertaining to labour and wages paid are not less than the minimum stipulated.
- w) Ensuring that the contractor has taken out the requisite insurance policies to cover workmen under the Workmen's Compensation Act, loss/damage caused by accidental collapse/fire/earthquake (as applicable) to partially constructed work, materials and plant at site and against claims (third parties) fir injury/damage.
- x) The scope of service and assignment described above for this stage is general but is not exhaustive i.e., does not mention all the incidental services required to be carried out for complete execution of the work. The services shall be provided, all in accordance with true intent and meaning, regardless of whether the same may or may not be particularly described, provided that the same can be reasonably inferred there from. There may be several incidental services & assignments, which are not mentioned herein but will be necessary to complete the work in all respects. All such incidental services/assignments thereof which are not mentioned herein but are necessary to complete the work shall be deemed to have been included in the rate quoted by the architect. Nothing extra shall be payable beyond the rate quoted by the Architect.

**IV. COMPLETION STAGE:**

- a) Prepare completion/'As built' drawings including elevation and sections and structural details indicating all details of building and all services and supply adequate number of completion drawings to the Bank in A-1 size and soft copies in .dwg & .pdf formats as well, verify and confirm identification marks on service installation, cables, wires etc., for easy identification.

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- b) Obtain completion and occupation certificates, other statutory certificates from the local bodies after completion of work and supply the same to the Bank
- c) Assist the Bank in arbitration, litigation case, Inspection by internal and external authorities that may arise out of the contract entered into in respect of the above work.
- d) During the defects liability period carrying out periodical inspection along with representatives of Bank & contractor, preparation of the list of defects list and arrange for its rectification from contractor.

**V. CONSTRUCTION MANAGEMENT:-**

Provide one **full time ON-SITE** site engineer for site supervision and inspection of the works from the date of commencement of works. The Architect shall employ experienced and qualified site Engineer at site to ensure that the Contractor executes the works strictly in accordance with the contract, working drawings, specifications and as per time plan. The duties, responsibilities & powers of site Engineer are as detailed below under [clause \(VI\)](#). The Architect shall furnish the details of credentials of the site engineers to prove the academic & experience records of the site engineer engaged by him to Bank, for prior approval of the bank.

**VI. RESPONSIBILITIES, DUTIES & POWERS OF SITE ENGINEER**

The word “competent authority” used in this clause shall mean Architect.

**(A) ROLES AND RESPONSIBILITIES**

The Site Engineer is responsible for the following:

- a) Obtaining working drawings from the Architects and implementing the same after getting them approved by the competent authority.
- b) Ensuring that architectural/structural/working and other details are made available at the site before the need for them arises.
- c) Ensuring that samples of building materials used in construction, workmanship, finishes and fittings are approved by the Competent authority and that their display and safe custody at site are arranged.
- d) Ensuring appropriate collection of samples of materials, concrete etc. for testing and timely submission of the samples for testing by the contractor and obtaining test certificates.

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- e) Ensuring that the work progresses smoothly bottlenecks anticipated and effectively removed with the aim of successfully completing the project within the time schedule.
- f) Coordinate the works of general building contractor or an appropriate work agency engaged in works.
- g) Ensuring that decisions on various aspects in connection with site works are obtained from Competent Authority well in advance of the actual commencement of the items of work by the contractor including any addition to, or alteration of, substitution to or deletion of or any item or part thereof with or without the incidence of extra items.
- h) Ensuring that instructions received verbally or in writing from the Competent Authority are properly complied with. It shall also be seen that verbal instructions given by visiting officers are confirmed in writing by the concerned officers.
- i) Ensuring that floors under construction are not overloaded with stacks of material or plant.
- j) Ensuring that holes for anchors/conduits/pipes are left in masonry or concrete at appropriate time and anchors/conduits/pipes are embedded or built in as required.
- k) Ensuring that partially constructed work is cased in or protected from damage.
- l) Keeping the Bank informed of the site events regularly.
- m) Maintaining good and healthy relations with and between the various contractors/agencies working at site.
- n) Ensuring that all operations are carried out with complete safety to life and property.
- o) Maintaining safe custody of site records and office equipments.
- p) Supervise the works to ensure that the works executed by the contractors are as per contract.
- q) Immediate reporting of any emergencies occurring at site.

**(B) DUTIES OF SITE ENGINEER**

- a) The duties of the Site Engineer are as follows:

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- b) To make a thorough study of contract documents, drawings and other details so as to bring out ambiguities/discrepancies between them and to obtain clarification from the Competent Authority well in time to avoid delays.
- c) To render a certificate to the Competent Authority to the effect that he has studied the contract documents, drawings and specifications.
- d) To approve the centre-line layout of building pegged out on site by the contractor and the benches for ground floor and other levels.
- e) To take charge of objects of value and antiquity found on site or in excavations, immediately, after their discovery, to hold them in safe custody and to hand them over to the Competent Authority of the Bank for further action.
- f) To approve the foundation strata when the appropriate depth of excavation is reached in consultation with the architects.
- g) To ensure that the quality of materials and workmanship as laid down in the contract is maintained and the accuracy of dimensions shown on drawings is attained in the construction.
- h) To watch the validity of the permissions issued by the Local Authority and to ensure that the revalidation, if necessary, is obtained well in time.
- i) To arrange periodical reconciliation of cement and steel account and ensure that prompt recoveries are effected from contractor's running account bills.  
Obtain the invoices for the receipt of the important materials including steel, cement, tiles, fittings etc.
- j) Maintain the under noted records at the site of work:
  1. Daily Progress Record.
  2. Work Site Order Book
  3. Instruction by Bank's Officers.
  4. Cement Statement (Receipt/Consumption/Balance).
  5. Steel register/any other costly Material Register.
  6. Concrete Pour Reports including Slump Test Record.
  7. Concrete Cube Test Register.
  8. Materials receipt register.
  9. Concrete Cube Test Register.
  10. Test Registers for all kind of material/fixtures with regard to receipt, consumption and balance.

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11. Register of Drawings and Working details.
  12. Log Book of Defects.
  13. Hindrance Register giving details of commencement and removal of each hindrance.
  14. Dismantled Materials Accounts Register.
  15. Snag list as per time chart
- k) To study the quality of approved coarse and fine aggregate and get the design of the concrete mix in accordance with modern practice. The Site Engineer shall ensure that the mix design for RCC work shall be carried out by the Architect/Structural Consultant, if applicable.
  - l) To record measurements of completed work jointly with the contractor, record measurement of all concealed items before concealing, take pre-measurement of items of dismantling and to process them in running account bills and maintain safe custody of the measurements books.
  - m) To receive running account bills from the contractor and to forward them after checking, to the Competent Authority with his comments and recommendations and accompanied by all supporting documents.
  - n) To submit the Progress Report fortnightly to the Competent Authority.
  - o) To watch that the concerned contract does not lapse for want of extension of time. Therefore, to keep it alive and in operation from point of consideration that “Time is the essence of contract”.
  - p) To ensure that progress on every contract is in accordance with the appropriate stage of its Time and Progress Chart
  - q) To prevent contractor from proceeding with any work on which the contractor has got intentions of raising claims of extra/deviated items, until the Competent Authority approve the work to continue.
  - r) To receive the Final Bill from the contractor, to check it, and forward it with his comments and recommendations to the Competent Authority with all the supporting documents duly attached.
  - s) To submit the final summary of costs for the project to the Competent Authority.



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- t) To submit to the Competent Authority authentic information on and the under noted records pertaining to the completed work in order to enable the Competent Authority to finalise them in the due course.
- (a) Record i.e., as completed drawings.
  - (b) Record of Standard Measurements for periodical services.
  - (c) Inventory of fittings and fixtures.

**(C) POWERS OF SITE ENGINEER**

Powers that Site Engineer can exercise without reference to higher authority (but of which he shall make contemporary note in Daily Progress Record and/or Work Site Order Book and keep Competent Authority informed) are as follows:

- a) To give directions to the contractor for the construction of a temporary office for the use of the Site Engineer at Site
- b) To give direction to the contractor on construction of pillars for centre-lines of layout and benches for ground floor level.
- c) To give notice to the contractor about the use of sub-standard materials and workmanship and warn him that the work is liable to be suspended until such defects are rectified.
- d) To issue warning to the contractor for work carried out in the absence of supervision.
- e) N.B. the notice should also state that all work done subsequent to the defective work pointed out shall be liable to be pulled down and rebuilt to the satisfaction of the Site Engineer.
- f) To caution the contractor for work carried out in the absence of supervision.
- g) To issue notice to the contractor to suspend work during inclement weather and in circumstances where working would be dangerous to life and property.
- h) To submit samples of cement and any other materials for testing, when necessary, to an approved laboratory.
- i) To take concrete Test Cubes from concreting for RCC work and samples of materials forward them for testing to an approved laboratory.

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- j) To prevent overloading of floors of building under construction and to take appropriate steps for support.
- k) To intimate to the contractor that he intends to measure up the work.
- l) To issue interim certificate (running account bills) for the value of work done and unfixed materials at site and to effect recoveries for the Bank's materials, jointly with the Architects.
- m) To certify expenses incurred by the Bank for rectification of contractor's defective work, when the latter defaults in doing so, and recovering the same from the contractor's bill.

## **7. ASSOCIATE CONSULTANTS**

The Architect shall 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 structural designs 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 structural designs and services designs and the safety of the structure shall be entirely that of the Architect notwithstanding the approval by the Bank of these designs.

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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## 8. CONSULTANCY AND CONSTRUCTION MANAGEMENT FEE & FEES FOR OBTAINING THE STATUTORY PERMISSIONS SERVICES

The architect shall quote their fees for the professional services towards the Consultancy and Construction Management services in the [Proforma-H](#) (Financial Bid) of this Notice Inviting the Offers (NIO).

The Consultancy and Construction management services fees shall be calculated as percentage quoted (in [Proforma-H](#)) based on the actual cost of works.

The fees quoted by the architect shall be inclusive of fees payable by the Architect to their associate consultants, cost of soil investigation, site engineer's salary during the execution of the works and other incidental expenses, nothing extra shall be payable by the Bank.

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 \(6\)](#) 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 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 Architect shall submit necessary bills in duplicate. Payments due to Architect will be made within one month of submission of bills of the corresponding stage subject satisfactory performance.

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

The duration of payment of Construction management fees shall be based on the actual period of execution. In case of absence of the site engineer, no construction management fee shall be paid for the period of absence.

## 9. STAGES OF PAYMENT OF FEE:

The fee will be paid in stages as specified below, subject to recovery of security deposit as per [clause \(11\)](#) below::

### A. For Consultancy services and Construction Management:

Sl. No:	Stages	Percentage of Total fee payable
01	On satisfactory completion of Planning & design & Drawing stage ie all items item 6 I (a, b, c, d,e) based on the estimated cost	10 %
02	On satisfactory completion of item 6 II (a,b,c) of the Estimate & Tendering stage	20 %
03	On satisfactory completion of item 6 II (d,e) of the Estimate & Tendering stage.	10 %
04	On satisfactory completion of item 6 II (f) of the Estimate & Tendering stage	15 %
05	Construction stage - On commencement of works by contractors <b>in proportion</b> to the certified value of the bills of the contractors.	40%
06	On satisfactory completion of item 6 IV (a), (b), (c) of the Completion stage	5 %

### B. For obtaining statutory approvals:

Sl. No:	Stages	Percentage of Total fee payable
01	On receipt of plan approval, commencement certificate, other preliminary approvals etc.	<b>Upto 50 %</b>

Selection of Architect for Construction of Building at Alappuzha

02	On receipt of Occupation Certificate and all other statutory and local body clearances	Remaining 50 %
----	--	----------------

**C. For Construction Management Fee :** The Architect will be paid **monthly** the quoted amount proportionately for providing full time on-site supervision for rendering various services mentioned above from the date of commencement of construction work at site, till completion of the construction work subject to a **maximum period of 24 months only.**

**10. COST OF WORKS:**

The cost of work for the purpose of working out of fees shall be the actual cost of works subject to ceiling and shall **exclude** the following:-

- a) Cost towards the approval / NOC's from statutory authorities (against which receipt is issued by the respective statutory authorities).
- b) Cost of any fittings and fixtures which are not designed, planned and supervised by the Architect such as light fittings, fans, Geysers factory assembled AC units etc.
- c) Any in fructuous expenditure as a result of demolition etc., ordered by the Architect and cost of any rejected work.
- d) Contingent expenditure like press advertisement, publicity, cost of tender documents etc.,
- e) Escalation in the cost of work due to increase in rates of materials and labour after award of work.
- f) Any deviation in the items of work not authorised by the Bank prior to its execution.
- g) Credit received for the salvable items due to demolition of the old structure

In computing the cost of the work for computing the 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.

**11. SECURITY DEPOSIT:**

The successful architect/firm shall deposit an amount equivalent to 3% of the total fee payable as per quote as the initial security deposit. Further, an amount equivalent to 5% of the total amount payable to the Architect shall be deducted progressively from each bill towards security deposit for fulfilling the terms of contract faithfully and honestly. The security deposit will be refunded after the completion of the guarantee period detailed under [clause 17.](#)

**12. 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

Selection of Architect for Construction of Building at Alappuzha

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. If the Bank is convinced that the trend of market rates is such that the work cannot be done within the amount of sanctioned estimate, the Architect shall submit a revised estimate expeditiously for obtaining sanction of the competent authority.
- (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 the total cost of Rs. 10,000/- where it is expedient to take such decisions and get them ratified by the Bank.

Selection of Architect for Construction of Building at Alappuzha

(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.

### 13. TIME SCHEDULE ::

**Commencement of work::** The commencement of services will be considered from 7<sup>th</sup> day after the date of issue of acceptance letter to the Architect :

- a. Completion of various services mentioned in [clause 6 I](#) (a, b, c, d, e, f & g) within 30 days from the date of receipt of acceptance letter.
- b. Completion of various services mentioned in [clause 6 II](#) (a, b) within 14 days after approval for 6 I.
- c. Completion of services mentioned in [clause 6 II](#) (c) within 21 days after obtaining after approval for 6 I.
- d. Completion of services mentioned in [clause 6 II](#) (d) within 7 days from the date of opening of the tenders.
- e. During the construction the services under [clause 6 III](#) (a) to (u) and any clarifications shall be attended and cleared within 5 days unless permitted by the Bank. All the running bills of the contractors shall be certified within 7 days from the date of receipt of bills.
- f. Completion of services as mentioned in [clause 6 IV](#) (b) within 15 days after completion of the works by contractor.
- h. Assistance in assessment arbitration and Inspection whenever required.

### 14. 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 are required to be submitted to the local authorities for approval of drawings and for sanctioning all service connections,

Selection of Architect for Construction of Building at Alappuzha

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.
- iv) 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 (ii) to (iv) 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.

**15. LIQUADATED DAMAGES:**

The time allowed for carrying out the work as specified in [clause-13](#), 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.

**16. 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.
- d) 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.

**17. 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-13](#) 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.

**18. 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 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 by recovery from the dues/security deposits of the Architect in case of failure to comply with the above clause.

**19. 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.

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

Selection of Architect for Construction of Building at Alappuzha

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.
3. If any Corporate Insolvency Proceedings or Bankruptcy Proceedings, as the case may be, have been initiated and is admitted by NCLT against the Architect and an Insolvency Resolution Professional or a Bankruptcy Trustee has been appointed.

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.



Selection of Architect for Construction of Building at Alappuzha

**21. 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 19,20](#) hereinbefore, the Bank shall be entitled to make use of all or any drawing(s), designs or other documents prepared by the Architect.

**22. 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 Thiruvananthapuram 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.

Selection of Architect for Construction of Building at Alappuzha

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.

### 23. 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) Green building features to the extent possible shall also be incorporated in the design of the buildings for **GRIHA** certification
- c) 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.
- d) Rendering every assistance, guidance and advice in general to the BANK on any matter concerning the technical aspects of the projects.
- e) The Architect shall be fully responsible for all the services including the technical soundness of the designs.
- f) 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.
- g) 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.
- h) The Architect hereby agrees that the fees to be paid as provided herein ([clause 9](#)) 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

Selection of Architect for Construction of Building at Alappuzha

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.

- i) 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.
- j) 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 Architect'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/Consultant may be debarred from employment for specified period and/or black listed depending on gravity of the lapses on the Project Architect.
- k) 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) & Public Works Departments (CPWD/Kerala PWD), 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 Architect for Construction of Building at Alappuzha

**APPLICATION FORMAT**

<b>Name of work: Selection of Architect for Construction of Building at Alappuzha</b>
---

1. Name of the Architect :

Address of Main Office :

Address of Office in Kerala :

Telephone No.

Office :  
 Mobile :  
 Fax :  
 E-Mail :

2. a) Status of the Firm(Whether company/  
 Partnership / proprietary) :

b) Name of the Proprietor/ Partners/ Directors  
 (With professional qualifications, if any):

I)

II)

c) Year of establishment :

3. Registration with Tax Authorities :

a) Income-tax No.      PAN NO :  
 (Furnish copies of Income-tax returns)

b) GST Regn Number :

Selection of Architect for Construction of Building at Alappuzha

4. Details of the works executed during all 5 years prior to **31.12.2023** ( please mention only such works relevant to **eligibility criteria 1** )

Sl No.	Name of the work	Work executed for (name of the organization with address, concerned office and telephone number)	Nature of work (in brief)	Location of the work with month & year of execution	Actual Value of the works
Year 1					
Year 2					
Year 3					
Year 4					
Year 5					

(these details can also be furnished in separate page as Annexure duly quoting the para reference )

Note: Copies of work orders or satisfactory completion certificate from the client's shall be enclosed (for all 5 years prior to **31.12.2023**).

5. Details of the works executed during the last 5 years (please mention only such works relevant to **eligibility criteria 2**)

Sl No.	Name of the qualifying work	Work executed for (name of the organization with address, concerned office and telephone number)	Nature of work (in brief)	Location of the work with month & year of execution	Actual Value of the works	Name ,address and phone number of two reference personnel associated with the work from client's side

Selection of Architect for Construction of Building at Alappuzha

(These details can also be furnished in separate page as Annexure duly quoting the para reference)

Note: **Original satisfactory completion certificate** obtained in sealed cover from the clients as in **Appendix-I** shall be enclosed. The photo images of these works also shall be enclosed.

6. Key personnel permanently employed in your organization:

Sl No	Name	Qualifications	Experience	Particulars of work done	Employed in your firm since	Any other

(These details can also be furnished in separate page as Annexure duly quoting the para reference)

7. Furnish the details of AWARDS, CITATIONS etc received in recognition of your services in projects designed/ associated

YEAR	Name of the Award with details	Name of the organization from whom award was received	Name of the project for which such award was received

**DECLARATION**

1. All the information furnished by me / us here above is correct to the best of my knowledge and belief.
2. I / We agree that the decision of CANARA BANK in selection will be final and binding to me / us.

Place :  
Date :

NAME, SIGNATURE & SEAL  
OF THE ARCHITECT



Selection of Architect for Construction of Building at Alappuzha

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

(To be submitted in the letter head of firm)

<b>Name of work: Selection of Architect for Construction of Building at Alappuzha</b>
---

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**



Selection of Architect for Construction of Building at Alappuzha

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

(To be submitted in the letter head of firm)

To,

Assistant General Manager,  
General Admin. Section,  
Circle Office,  
Trivandrum.

**Name of work: Selection of Architect for Construction of Building at Alappuzha**

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 professional Consultancy 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 enclose herewith a Demand draft No..... of ..... Bank for Rs ..... /- towards the Earnest Money deposit.

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

Selection of Architect for Construction of Building at Alappuzha

**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, Spencer Junction, MG Road, Trivandrum-695001 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.
  - c. Letter from architect dt. \_\_\_\_\_ in response to the negotiation meeting discussions held on \_\_\_\_\_

Selection of Architect for Construction of Building at Alappuzha

- d. Letter of Acceptance issued to architect by Bank letter Ref: \_\_\_\_\_ dated \_\_\_\_\_
- e. Letters from and to the Contractor, if any, leading to and prior to acceptance letter.
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 form 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.





Selection of Architect for Construction of Building at Alappuzha

**PROFORMA F - INDEMNITY BOND FORMAT**

THIS DEED OF INDEMNITY BOND executed at Thiruvananthapuram 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 prequalification of architects/engineering architects 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, Trivandrum 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 Architect for Construction of Building at Alappuzha

**PROFORMA G - NON BLACKLISTING LETTER**

(To be submitted in the letter head of firm)

To

Assistant General Manager,  
General Admin. Section,  
Circle Office,  
Trivandrum.

Subject: Selection of Architect for Construction of Canara Bank Owned Building at Alappuzha.

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 or Private Companies 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 empanelment by Canara Bank, without any recourse.

Date:  
Place:

Signature of Architect with seal

Selection of Architect for Construction of Building at Alappuzha

**APPENDIX - I - CLIENT'S CERTIFICATE**

Name of Client with full address:

Details of work executed by: Shri / M/s

Sr. No.	Particulars	Remarks
1	Name of work with brief particulars	
2	Agreement No. and date	
3	Agreement amount	
4	Date of commencement of work	
5	Stipulated date of completion	
6	Actual date of completion	
7	Details of compensation levied for delay (indicate amount) if any	
8a	Final certified amount of the construction work completed**	
8b	Gross amount paid to the architect**	
9	Name and address of the authority under whom works executed	
10a	Whether the architect employed qualified staff?	
10b	Whether the supervision of construction was included in scope of work? If yes, mention period of supervision	
11	i. Quality of work (indicate grading)	
	ii. Amount of work paid on reduced rates	
12	i. Did the architect go for arbitration?	Outstanding / Very Good / Good / Satisfactory / Poor
	ii. If yes, total amount of claim	

Selection of Architect for Construction of Building at Alappuzha

	iii. Total amount awarded	
13	Comments on the capabilities of the	
	a) Technical Proficiency	Outstanding / Very Good / Good / Satisfactory / Poor
	b) Financial soundness	Outstanding / Very Good / Good / Satisfactory / Poor
	c) Mobilization of adequate T&P	Outstanding / Very Good / Good / Satisfactory / Poor
	d) Mobilization of manpower	Outstanding / Very Good / Good / Satisfactory / Poor

Note: All columns should be filled in properly please tick one of the multiple options.

**Signature of the Reporting Officer\* with office seal**

\*Officer of the rank of Asst. Executive Engineer/Divisional/Chief Manager or equivalent

\*\* Amount excluding GST.

(Reports must be submitted in sealed cover addressed to The Assistant General Manager, Premises & Estate Section, Canara Bank Circle Office, Thiruvananthapuram - 695001)

Selection of Architect for Construction of Building at Alappuzha

## APPENDIX - II - CHARTERED ACCOUNTANT'S CERTIFICATE

(In Letter Head of Auditor Firm)

No.

Date:

To

The Assistant General Manager,  
General Admin. Section,  
Canara Bank Circle Office,  
Thiruvananthapuram - 695001 Dear Sir,

Tender Reference No. \_\_\_\_\_

This is to certify that we, \_\_\_\_\_,

vide our registration No. \_\_\_\_\_, Auditors of the company/firm

M/s \_\_\_\_\_ do hereby certify

that, the company/firm has turnover and net profit for last three financial Year from  
the type of work for which the application is submitted is given as under:-

FY	Assessment Year	Turnover	Net profit after tax
2019-20	2020-21		
2020-21	2021-22		
2021-22	2022-23		

The certificate has been based on information and documents produced before us. (Copy of the certified documents attached for your reference)

Yours faithfully

(Name & Signature with Seal)

For and on behalf of M/s \_\_\_\_\_ (UDIN: \_\_\_\_\_)

Place:

Note: This CA Certificate should be on the letter head of the Auditor Firm and should be signed by a competent person of the Firm.

Selection of Architect for Construction of Building at Alappuzha

**PROFORMA H - FINANCIAL BID - FEE STRUCTURE**

To,

Assistant General Manager,  
General Admin. Section,  
Circle Office,  
Trivandrum.

**Name of work: Selection of Architect for Construction of Building at Alappuzha**

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 consultancy and construction management 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 Architect, 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. **Consultancy fees** as per [clause 5\(a\)](#) & [Clause\(8\)](#) of the “Conditions of Contract” :

Fee in figures: .....(%) of total work value

& in words: ..... Percentage

2. **Construction Management fees** as per [clause 5\(b\)](#) & [Clause\(8\)](#) of the “Conditions of Contract”:

Fee in figures: Rs. .... per month

& in words: Rs. .... per month

3. **Consultancy fees for obtaining the statutory permissions services** as per [clause \(5\)](#) of Scope of works and [Clause\(8\)](#) of Conditions of contract:



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Fee in figures: Rs.....

& in words: Rupees.....

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. 1000 Lakhs. For making payment in respect of the construction management fee, the fee per month will be arrived considering the projection cost as 1000 lacs and time period of construction as 24 months.

**Method of arriving total fee for considering in arriving L1**

- 1) Consultancy fees as per clause 5(a) of the "Conditions of Contract" :
  - a. Fee in figures & words: .....(%) : say A
 

Percentage of Fee only to be quoted
- 2) Construction Management fees as per clause 5(b) of the "Conditions of Contract" :
  - b. Fee in figures & words: .....(%) : Say B
 

Percentage of Fee only to be quoted
- 3) Consultancy fees for obtaining the statutory permissions services as per clause (5) of Scope of works and Clause(8) of Conditions of contract:
  - c. Fee in figures & words: ..... (%) : say C
 

Amount to the nearest rupee to be quoted

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

Total Fee will be calculated as under:  $[(A \times 1000/100) + (B \times 24) + C]$

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**

Selection of Architect for Construction of Building at Alappuzha

**CHECK LIST OF DOCUMENTS ATTACHED**

**LIST OF DOCUMENTS/ CERTIFICATES/ ANNEXURES ATTACHED:**

**(Mention if not enclosed)**

Document	Enclosed (Yes/No)
Address Proof of Main Office	
Address Proof of Kerala Office	
Proof of company/Partnership / proprietary (Please enclose copy of partnership deed/Articles of Association/Memorandum of Association/Affidavit as Annexure -B)	
ID Proof of Proprietor/ all Partners/all Directors	
Proof for year of establishment	
GSTIN Form GST REG - 06	
Copy of PAN Card of firm/proprietor	
Copy of valid registration certificate from Council of Architecture (COA) or Indian Institute of Architects ( IIA ) (Hard copy to be submitted at TIA's office)	
Proof of Eligibility Criteria 1: Copies of work orders or satisfactory completion certificate from the clients shall be enclosed (for all 5 years prior to 31.12.2023) (Hard copy to be submitted at TIA's office)	
Annual Turnover from the type of works for which RFP is called for the last three FY and Annual Profit to be submitted as Chartered Accountant's certificate as per Appendix-II in CA's letter head. Original certificate to be submitted. (Hard copy to be submitted at TIA's office)	
*Copy of GRIHA certification for the project undertaken by the firm 5 years prior to 31.12.2023 (Hard copy to be submitted at TIA's office)	
Details of Key Personnel in permanent role Employed in your firm	
*Details of awards, citations received	
PROFORMA A - DETAILS LIST OF RELATIVES WORKING IN CANARA BANK (In firm's letter head) (Mention Nil in Proforma-A if no relatives are working in Canara Bank)	
PROFORMA B - AUTHORISATION LETTER (In firm's letter head)	
PROFORMA C - CONFIRMATION FOR ACCEPTANCE OF THE TERMS & CONDITIONS (In firm's letter head)	
PROFORMA E - UNDERTAKING LETTER (In firm's letter head)	
PROFORMA G - NON BLACKLISTING LETTER (In firm's letter head)	
PROFORMA - H FINANCIAL BID - FEE STRUCTURE	

Selection of Architect for Construction of Building at Alappuzha

Any other relevant document	
Signed copy of all pages of the tender document	

\* Not mandatory documents

**Note:** Hardcopies of the documents wherever mentioned to be submitted at the TIA's office before last date of submission of the bids along with original EMD and tender documents signed and sealed by authorised personnel of the bidder