



Date: 25/08/2023

TENDER DOCUMENT

FOR

“APPOINTMENT OF ARCHITECTS TOWARDS CARRYING OUT THE FOLLOWING WORKS,

**EXTERIOR/ INTERIOR REPAIRING AND PAINTING WORK
AT BANK OWNED QUARTERS AT
11, DOVER PARK KOLKATA.**

Issued by
**PREMISES AND ESTATE SECTION
PREMISES & ESTATE SECTION, CIRCLE OFFICE, 21, CAMAC STREET, KOLKATA
Ph: 033-22831501**

e-mail:

**pecokol@canarabank.com
Tender No. PECOKOL/2023-24/80/SP**

Signature of Architect (With Seal)

NOTICE INVITING TENDER(N.I.T)

Canara Bank, CIRCLE OFFICE, KOLKATA invites Sealed tenders for appointment of architects from empanelled Architects (Class A Only) for the works mentioned below -

1.	Name of the Work& Location	:	EXTERIOR/ INTERIOR REPAIRING AND PAINTING WORK AT BANK OWNED QUARTERS AT 11, DOVER PARK KOLKATA
2.	EMD Amount (to be submitted along with the tender)	:	NOT REQUIRED
3.	Date of Submission	:	Sealed envelopes to be submitted on or before 02/09/2023 upto 15:00 Hrs to the office of “The Asst. General Manager, PREMISES & ESTATE SECTION, 5th floor, 21, Camac Street,KOLKATA”
4.	Time & Date of Opening	:	Tenders will be opened on 04/09/2023 at 1:00 PM

The tenders with the rates duly filled in and signed in each page of the tender shall be submitted in sealed cover prescribing the name of work and the due date for opening. The sealed tender must be dropped in tender box kept at CIRCLE OFFICE within the above stipulated time. The tenders shall be opened in CIRCLE OFFICE at the above specified time. The tenderers / authorized representative are requested to be present at the time of opening. If there is a holiday on the date of opening of the Tender then the tenders shall be opened at same time on next Working day.

Canara Bank reserves the right to reject any or all the tenders without assigning any reason thereof.

ASSISTANT GENERAL MANAGER

Signature of Architect (With Seal)

BRIEF DETAILS OF THE WORKS:

S. No	Name of the Work & Location	Details of the building
1	EXTERIOR/ INTERIOR REPAIRING AND PAINTING WORK AT BANK OWNED QUARTERS AT 11, DOVER PARK KOLKATA.	2 Blocks with 32 no. 2BHK & 5 no. 3 BHK Flats.

Eligibility criteria:

1. Only Empanel Architect of Category A are eligible for NIT.
2. Architect/ Firms have to submit minimum 3 work order for Architect/Consultancy for similar nature of works i.e. Residential/Commercial Building repairing, RCC structural repairing, Roof treatment work, Plumbing, sanitary etc. from Govt. Organization/PSU/PSB or any reputed private organization during last 5 years.
3. Architect/ Firm have to submit the completion certificate of the above orders.

DUTIES/FUNCTIONS OF ARCHITECT

The Architect shall render the following services in connection with Bank's proposed renovation works as mentioned above.

- a) Taking the Bank's instructions, studying the requirements, visiting the site, preparing sketch designs which shall be in accordance with local governing codes / standards, regulations, etc. and also in line with the Bank's Guidelines (including carrying out necessary revisions till the sketch designs are finally approved by the Bank), preparing cost estimates for Interior and repair work based on the prevailing market rates substantiated by rate analysis for major/unusual items. (Proposals for Interior work shall be simple but elegant, consistent with functional and aesthetic requirements and shall avoid lavish and ostentatious expenditure), discussing with the Bank for finalization of estimates and preparing report on the scheme to enable the Bank to take a final decision on the sketch designs and estimates.
- b) Submitting 3D views covering all angles for the approved layout and for subsequent changes made if any.
- c) Submitting a proper schedule chart incorporating all the activities required for the completion of the proposed work well in time. The schedule should also include various stages of services to be done by the Architects in co-ordination with the Bank.
- d) Preparing detailed working drawings, layout drawings for furniture, cabins, water supply and drainage, electrical installations, telephone installations, Lan cabling works, air-conditioning units installation, etc. and preparing detailed estimates and all such other particulars as may be necessary for preparation of bill of quantities.
- e) Complete tendering process for interior furnishing, electrical and AC works along with pre-bid meeting, tender opening, post tender meeting briefing the expectations, Work execution, supervision and Bill certification
- f) Assuming full responsibility for supervision and proper execution of all work by general and specialist contractors who are engaged from time to time including control over quantities during the execution.
- g) Ensuring quantity and quality of material being used as per the specification given by the Bank.

Signature of Architect (With Seal)

The consignment of the vendor is to be checked for quality in the presence of the representative of the Bank.

h) Architect shall not authorize any deviations or substitutions in the work without working out the financial implication, if any, to the Contractor and without obtaining prior approval of the Bank.

k) Checking measurements of work at site. Checking Contractor's bills, issuing periodical certificates for payments, and passing and certifying accounts, so as to enable the Bank to make payments to the Contractors and adjustments of all accounts between the Contractors and the Bank. Architect shall assume full responsibility for all measurements certified by them. A recommended certification Performa for the purpose is given below:

“Certified that the various items of work claimed in this running bill/ final bill by the Contractors have been completed to the extent claimed and at appropriate rates and that the items are in accordance with and fully confirming to the standard/ prescribed specifications and hence the bill is recommended for payment of Rs.....(Rupees.....)”

l) Preparing, on completion of the work, a brief report on the project and submitting 2 copies of the same along with important drawings of the project for the records of the Bank.

m) The Architect shall be wholly and solely responsible for the successful completion of the work in all respects consistent with safety and structural stability from the inception upto the handing over for occupation to the Bank.

n) The Architect shall assist the Bank in all arbitration proceedings between the contractors and the Bank and also defend the Bank in such proceedings.

o) Any other services connected with the work usually and normally rendered by the Architect, but not referred to herein above.

Arbitration

If any dispute, differences or question shall at any times arise between the parties as to the construction of this Agreement or concerning anything herein contained or arising out of the Agreement or as to the rights, liabilities and duties of the parties hereunder except in respect of matters for which it is provided hereunder that the decision of the Bank is final and binding, the same shall be referred to arbitration and final decision after giving at least 30 days' notice in writing to the other (hereinafter referred to as the “Notice for Arbitration” clearly setting out the items of dispute) to a sole arbitrator who shall be appointed as hereinafter provided. For this purpose of appointing the sole arbitrator referred to above, the Bank shall send to the Architects within thirty days of the “Notice of Arbitration” a panel of three names of persons who shall be presently unconnected with the organization of the Bank or the Architects.

The Architects shall, on receipt of the names as aforesaid, select any one of the persons so named to be appointed as the Sole Arbitrator and communicate his name to the Bank within 15 days of receipt of the names. The Bank shall there upon without any delay appoint the said person as the Sole Arbitrator. If the Architects fail to communicate such selection as provided above within the period specified, the Bank shall make the selection and appoint the sole arbitrator from the panel notified to the Architects. If the Bank fails to send to the Architect the panel of three names as aforesaid within the period specified, the Architects shall send to the Bank a panel of three names of persons who shall be unconnected

with either party. The Banks shall on receipt of the names as aforesaid, select any of the persons and appoint him as the Sole Arbitrator. If the Bank fails to select the person and appoint him as the Arbitrator within 30 days of the receipt of the panel and inform the Architect accordingly, the Architects shall be entitled to appoint one of the persons from the panel as Sole Arbitrator and communicate his name to the Bank. If the Arbitrator so appointed is unable or unwilling to act or refuses his appointment or vacates his office due to any reason whatsoever another Sole Arbitrator shall be appointed. The arbitration shall be governed by the Arbitration & Conciliation Ordinance 1996 as in force from time to time. The award of the Arbitrator shall be binding and final on the parties. It is hereby agreed that in all disputes referred to the Arbitration, the Arbitrators shall give a separate award in respect of each dispute or difference in accordance with the terms of reference and the award shall be reasoned award. The fees, if any of the Arbitrator shall, if required to be paid before the award is made and published, be paid in equal proportion by each of the parties. The cost of the arbitration including the fees if any, of the Arbitrator shall be borne and paid by such party or parties to the dispute in such manner or proportion as may be directed by the Arbitrator in the award. The Bank and the Architects also hereby agree that the arbitration under this clause shall be a condition precedent to any right of action under the contract with regard to the matters hereby expressly agreed to be so referred to arbitration.

The Arbitrator or Arbitrators or Umpire, as the case may be, will be Fellows of the Indian Institute of Architects or Fellow of Institute of Engineers (India). The award of the Arbitrator(s) or Umpires, as the case may be, shall be final and binding upon the parties to the Arbitration.

All disputes arising out of the or in connection with the agreement shall deemed to have arisen in the city where project is being executed & only the said courts in the city shall have the jurisdiction to determine the same.

MODE OF PAYMENT TO ARCHITECT

S.No.	STAGE	%AGE OF FEES
1	On the completion of sketch design and preliminary estimates and on approval of the same by Bank.	15%
2	On completion of detailed architectural working drawings and 3D Views for the approved drawings (sufficient for preparing detailed estimates of cost)	35%
3	On preparation of detailed estimates, preparation of tender documents and advising on tenders received	60%
4	For making periodic visits for inspection and quality surveillance preparing other details and drawings as may be required during execution along with variation control, certification of bills	95%
5	Issue of completion certificate and Defect Liability of period of contracts	100%

Note:

a) The fees as stated hereinabove will be adjusted on the basis of the latest available estimated cost or if tenders have been received then on the lowest bonafide tendered cost. For stage (4) progressive payment will be made on the basis of cost of works done.

b) The final instalment of fees shall be adjusted on the basis of actual cost of works.

Signature of Architect (With Seal)

FINANCIAL BID

Date:

To,
The Assistant General Manager,
Premises & Estate Section,
PREMISES & ESTATE SECTION,
5th floor, 21, Camac Street
KOLKATA

Dear Sir,

REG: APPOINTMENT OF ARCHITECT FOR PROPOSED RENOVATION EXTERIOR / INTERIOR REPAIRING AND PAINTING WORK AT BANK OWNED QUARTERS AT 11, DOVER PARK KOLKATA.

1. We refer to the tender Ref No. ----- dated ----- inviting offer for appointment of Architect regarding the captioned subject.
2. We have read the requirement and have understood them fully. We quote our professional fees as under

S. No.	Name of Work	Quoted Fees
1.	EXTERIOR REPAIRING AND PAINTING WORK AT BANK OWNED QUARTERS AT 11, DOVER PARK KOLKATA.	_____ % (In Words: _____ _____) of the estimated cost (Excluding GST) or actual cost (Excluding GST) whichever is less plus GST extra for rendering the architectural services for the captioned work.

Note:-TA/DA and any other charges will not be payable.

3. We understand that the cost of items, if any, to be directly purchased by the bank will not be included in the cost of the project for the purpose of calculating professional fees.

Thanking You

Yours faithfully

Signature of Architect (With Seal)

NOTE: FINANCIAL BID TO BE SUBMITTED IN SEPARATE ENVELOPE ONLY

Signature of Architect (With Seal)