

# TENDER DOCUMENT

## NAME OF WORK

**ARCHITECTURAL SERVICES FOR LAYOUT, 3D DRAWING, CIVIL MONITORING & INTERIOR FURNISHING WORKS INCLUDING RELATED ELECTRICAL WORK & LAYOUT PLANNING FOR AIR CONDITIONING (HVAC), SMOKE DETECTION, FIRE ALARM SYSTEM AND CCTV SURVEILLANCE SYSTEM OF PROPOSED REGIONAL OFFICE BHAGALPUR**

## OWNER

**CANARA BANK**

## Issued by

**GENERAL ADMINISTRATION SECTION  
3<sup>RD</sup> FLOOR, LUV KUSH TOWER  
EXHIBITION ROAD  
PATNA – 800 001  
Ph. 0612 – 23 23 405**

Email: [premisescopat@canarabank.com](mailto:premisescopat@canarabank.com)



## NOTICE OF INVITATION OF TENDER

GENERAL ADMINISTRATION SECTION: PATNA CIRCLE OFFICE  
4 TH FLOOR, LUV KUSH TOWER, EXHIBITION ROAD, PATNA -800001

INVITES SEALED TENDER FROM EMPANELLED ARCHITECTS UNDER CLASS A CATEGORY HAVING SOUND TECHNICAL FOR THE WORKS MENTIONED BELOW:

- 1). THE WORK OF : ARCHITECTURAL SERVICES FOR LAYOUT, 3D DRAWING, CIVIL MONITORING & INTERIOR FURNISHING WORKS INCLUDING RELATED ELECTRICAL WORK & LAYOUT PLANNING FOR AIR CONDITIONING (HVAC), SMOKE DETECTION, FIRE ALARM SYSTEM AND CCTV SURVEILLANCE SYSTEM OF SHIFTING OF PROPOSED REGIONAL OFFICE BHAGALPUR
- 2) DATE OF ISSUE: 26.02.2024 to 04.03.2024 up to 1.00 PM
- 3).DATE OF SUBMISSION :SEALED ENVELOPES TO BE SUBMITTED LATEST BY 04.03.2024. BEFORE 2.00 PM
- 4). DATE OF OPENING : 04.03.2024 AT 3.00 PM

TENDER DOCUMENT ISSUED TO:

DATE: 21.02.2024

SIGNATURE OF ISSUING AUTHORITY

**(I) GENERAL RULES & INSTRUCTIONS TO ARCHITECTS**

1. The architect, on his own expense, shall inspect the site to ascertain the site conditions, constraints and any other information required.
2. The tender/ offer is "TWO ENVELOPE CONCEPT" and shall be submitted in two separate sealed envelopes as detailed below:-

The first envelope (Envelope 1) to be super scribed as **“Technical Bid FOR ARCHITECTURAL SERVICES FOR LAYOUT, 3D DRAWING, CIVIL MONITORING & INTERIOR FURNISHING WORKS INCLUDING RELATED ELECTRICAL WORK & LAYOUT PLANNING FOR AIR CONDITIONING (HVAC), SMOKE DETECTION, FIRE ALARM SYSTEM AND CCTV SURVEILLANCE SYSTEM OF PROPOSED REGIONAL OFFICE BHAGALPUR ”** should contain all pages of bid document.

**Note: Financial aspects of the offer should not be disclosed in any way, in the technical bid and such technical bids consisting financial aspects are liable for rejection.**

The second envelope (Envelope 2) to be super scribed as **“Financial Bid ARCHITECTURAL SERVICES FOR LAYOUT, 3D DRAWING, CIVIL MONITORING & INTERIOR FURNISHING WORKS INCLUDING RELATED ELECTRICAL WORK & LAYOUT PLANNING FOR AIR CONDITIONING (HVAC), SMOKE DETECTION, FIRE ALARM SYSTEM AND CCTV SURVEILLANCE SYSTEM OF PROPOSED REGIONAL OFFICE BHAGALPUR”** should only contain price offer quoting fee for complete services in Financial Bid Proforma.

No other terms and conditions or information shall be furnished in the financial bid other than the fee. The offerer is requested to refer to the terms and conditions in the draft agreement enclosed while quoting the fees.

These above two envelopes put in an outer envelope (Envelope 3) to be super scribed as **“Offer ARCHITECTURAL SERVICES FOR LAYOUT, 3D DRAWING, CIVIL MONITORING & INTERIOR FURNISHING WORKS INCLUDING RELATED ELECTRICAL WORK & LAYOUT PLANNING FOR AIR CONDITIONING (HVAC), SMOKE DETECTION, FIRE ALARM SYSTEM AND CCTV SURVEILLANCE SYSTEM OF SHIFTING OF PROPOSED REGIONAL OFFICE BHAGALPUR”** should be submitted to the address as detailed below:-

**GENERAL ADMINISTRATIVE SECTION,  
CANARA BANK CIRCLE OFFICE PATNA,  
3<sup>RD</sup> FLOOR, LUV KUSH TOWER,  
EXHIBITION ROAD, PATNA, BIHAR-800001**

**Inviting Offers (NIO). All envelopes are to be duly sealed. Submission of open envelopes shall make the offer liable for rejection.**

Only original offer documents issued/downloaded from website have to be duly filled and submitted and no other format shall be used, except for Proforma which shall be submitted in the letter head. 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. Necessary details to ascertain the eligibility criteria for short listing shall be furnished in the required format only. The details furnished elsewhere or in the format in deviation from the format required will not be considered.

3. The sealed offers should be submitted to the office of the Assistant General Manager, Canara Bank, P&E section, Circle Office Patna **on or before the time and date stipulated**. If last day of submission of bids is declared a holiday by the Government next working day will be deemed to be the last day for submission of the offer. **No offer will be accepted by email or FAX.**

4. The First envelope (Technical bid) & Second envelope (Financial bid) will be opened in the said office on as specified.
5. The tender documents are not transferable.
6. All corrections such as cuttings, interpolations, omissions and over-writings shall be number as 'c', 'i', 'o' and 'ow' and initialed.
7. All fees shall be quoted on the proper form. Quoting of fees different from prescribed in this document will be liable for rejection. **The fees quoted** shall be inclusive of all fees / charges payable to the associate consultants, Income tax (TDS) but exclusive of GST.
8. **The Bank's decision in the selection process is final and Bank will neither entertain any correspondence in this regard nor will be bound to furnish any explanation. The acceptance of an offer will rest with the Bank which does not bind itself to accept the lowest offer and reserves to itself the authority to reject any or all of the offers received without assigning any reason.**
9. Offers which are incomplete in any respect are liable to be rejected.
10. At any stage of the tender if any information submitted by any of the bidders is found incorrect, the offer of the concerned bidder shall be summarily rejected.
11. Canvassing in connection with tenders is strictly prohibited and the offers submitted by the Architects who resort to canvassing will be liable for rejection.
12. The offer shall remain open for acceptance for a **period of 90 days from the date of opening**. No offer can be modified or withdrawn by the Architect after submission of the Bid.
13. Bank may distribute the architect work for Regional Offices if there is time constraint/administrative exigencies at the lowest bidder rate.
14. The Architect or their authorized representatives with an authorization letter as per **Proforma F** are requested to be present during the opening of the bids. If any of the Architect or all the Architects who submitted are not present during the specified date and time of opening it will be deemed that such Architect is not interested to participate in the opening of the Bid/s and the Bank will proceed further with opening of the technical bids / financial bids in their absence.
15. It will be obligatory on the part of the Architect to tender and sign the offer documents for all the component parts and that, after the assignment is awarded, he / they will have to enter into an agreement for each component with the competent authority of the Bank.
16. The successful Architect shall execute the agreement on a stamp paper of appropriate value and 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.
17. 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 Employer.
18. Conditional offers shall be summarily rejected.
19. The architect shall inspect the site to ascertain the site conditions, constraints and any other information required for making the offer.
20. All the contents of this document and financial bid with quoted fees shall form a part of the contract document. The successful Architect on acceptance of his tender by the Accepting Authority, shall sign an agreement on stamp paper contract consisting of the following within 14 days from the date of acceptance of the tender:-
  - (a) Standard form of Agreement on stamp paper.
  - (b) All the contents of this offer document and financial bid with quoted fees, any correspondence leading to acceptance of offer by the Bank, etc.
21. The Bank reserves the right to modify any or all of the Eligibility criteria.
22. The Bank reserves right to cancel the tender at any stage without assigning any reasons thereof.

## (II) CONDITIONS OF AGREEMENT

**ARCHITECTURAL SERVICES FOR LAYOUT, 3D DRAWING, CIVIL MONITORING & INTERIOR FURNISHING WORKS INCLUDING RELATED ELECTRICAL WORK & LAYOUT PLANNING FOR AIR CONDITIONING (HVAC), SMOKE DETECTION, FIRE ALARM SYSTEM AND CCTV SURVEILLANCE SYSTEM OF SHIFTING OF REGIONAL OFFICE CHAPRA TO ALTERNATE PREMISES AND PROPOSED REGIONAL OFFICE.**

### 1. DEFINITIONS:

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

- (i) 'Approved' means approved by Bank's representative in writing including subsequent confirmation of previous approval and 'Approval' means approval by Bank's representative in writing as above said.
- (ii) 'Bank' means the CANARA BANK which expression shall unless excluded by or repugnant to the context include its representative.
- (iii) 'Bank's representative' means the Assistant General Manager, Canara Bank, CO Patna 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) "Project Management consultant" means M/s. \_\_\_\_\_ or their assigns or successors in office and authorised representative engaged by the Bank for supervising and managing the project.
- (vi) "Contractor" means the person, firm and / or Company whose tender/tenders for \_\_\_\_\_ is/ are accepted by the Bank and includes the contractor's personal representative, successors and assigns.
- (vii) "Work/ Project" shall mean Proposed Interior, modular, electrical, air-conditioning works at **PROPOSED REGIONAL OFFICE BHAGALPUR.**
- (viii) "Site" means **PROPOSED REGIONAL OFFICE BHAGALPUR.**
- (ix) "Site engineer" shall mean the engineer appointed by the architect.

### 2. SCOPE OF SERVICES:

The scope of consultancy work shall include the planning, layout plan, sections and perspective in the scale of 1:100 designing, Architectural drawings, preparing preliminary as well as detailed working drawings & completion Plans/Drawings and specifications, bill of quantities, Preliminary & detailed Estimates for the following works

1. Layout preparation of Regional Office as per norms.

2. Approval of layout from Bank.
3. Issue of Civil layout to landlord upon approval of layout by Bank & technical guidance to landlord for completion of civil work as per bank's requirement.
4. Civil work monitoring & issuance of certificates for civil works after completion.
5. Interior furnishing designing, providing of 3 D drawing of entire Regional Office as per latest trend & Bank's guidelines.
6. Electrical and Planning & Designing of Air-conditioning works (HVAC) & Installations
7. Electrical power distribution
8. Smoke detection, fire alarm system and CCTV Surveillance System.
9. Any other services / systems as may be found necessary for functional requirement of the Regional Office.
10. Estimate preparation of Interior Furnishing & Electrical Works along with required drawings.
11. Planning, Designing and regular supervision of the work during execution.
12. Verification of quality for workmanship and verification of quality of bills and certifying them for payment.
13. Issue certificate towards final completion of work as per plan, estimate & specification, issue of certificate towards final cost of the work (Interior Furnishing & Electrical Work) and recommending & certifying final bills of contract.

The scope of work of any of the above items may be deleted or added by the Bank at its sole discretion and the decision of the Bank will be final in this regard.

- a) The architect shall take complete responsibility of planning, designing & supervision of the work including getting necessary approvals, if any from local authorities for completion of works as detailed elsewhere in the document.

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

#### PRELIMINARY STAGE:

a. Obtain the input data from the Bank Officials regarding the facilities, amenities to be created in the proposed building, Prepare floor plans for Regional Offices as per norms & Regional Offices requirement. Preliminary planning of all internal utility services like electrical, HVAC (Heating, Ventilation and air/conditioning) fire-fighting, acoustics, indicating scope, specifications and costs separately of such sub-heads shall include. 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. Such detailed work outs and computations of all designs shall be made available to the Bank along with drawings. Architect shall indicate the names of his consultants for various services, their organization, qualifications and experience and get the approval of the Bank to their employment by Architect. Architect shall be fully responsible for the correctness and accuracy of services designs and the safety of the same shall be entirely that of Architect notwithstanding the approval by the Bank of these designs. Architect and his consultants shall certify in writing that the designs are in accordance with the up-to-date and relevant codes of practice.

- b. Assist bank in pre-qualification of Contractors for various category of works by preparing the comparative charts along with their recommendations for pre-qualifications and as well as for rejection of the applications of contractors, if any.
- c. Obtain approval of the floor plans and scheme of works, materials specifications to be adopted in the works from bank authorities. Prepare detailed Estimates, Bill of Quantities and Specifications for all categories of works.
- d. After getting the approval from bank prepare tender documents for various categories of works, assist bank in inviting the tenders and prepare the rate tenders comparative statements and recommending the award of works in various categories. Submission of rates of materials and labour for major items costing about 90% of the cost, evaluation of commercial and other conditions stipulated by tenderer, to assist the Bank in the negotiations, if any with contractors and the final selection of the contractor, prepare and complete execution of four copies of contract documents for all trades including drawings, specification etc. complete.
- e. Overall supervision of all works during execution of works, coordinating with Bank authorities and various contractor agencies, arranging and attending site meetings to ensure smooth progress of works as per designs. It is also necessary to suggest planning the type of electrical fixtures, Air-conditioner units like Centralized, Split AC etc for various areas indicated above and drawings shall show the location of such fixtures, routing of the ducts, cables, power & UPS wiring to match / suit the proposed interiors. Programming of works by PERT/CPM/Bar charts, incorporating all activities from planning till completion of the Works. Supply the contractors such further drawings, specifications and details which may be required for proper execution of the Work.
- f. Certification of bills of contractors, recording of detailed measurements of works jointly with the representative of the Bank, recommendation for payment of bills to bank for various works. Advising Bank and contractor sufficiently in advance to enable him to get permits, quota certificates, licenses, if required.

#### 4. SUPERVISION BY ARCHITECT

Supervision services to be provided by the Architect will include:

- (a) Check and approve drawings submitted by the contractor (if any).
- (b) Give necessary site supervision and inspection regularly.
- (c) 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.
- (d) Advise BANK if the contract time is likely to be varied and reasons thereof.
- (e) Advise BANK on changes, if necessary, for technical reasons.
- (f) 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 check measured 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, 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 approved drawings and specifications and measurements have been checked of each item. The Architect shall grant such certificates on the understanding that he shall be held personally responsible for any over-payment, temporary or otherwise, which may occur in consequence thereof or any defective work.

- (g) Certify accounts of work, materials etc.,
- (h) Certify the final completion of work
- (i) Assist the BANK in arbitration, litigation case that may arise out of the contract entered into in respect of the above work.

**5. PAYMENT OF REMUNERATION:**

**(a) The consultancy fees:**

The BANK agrees to pay to the Architect for the professional services to be rendered by him as herein above described in the financial Bid.

- (b) The fees mentioned in the financial bid are inclusive of fees payable by the Architect to any other consultants and the associates and nothing extra shall be payable by the BANK. **It shall include all miscellaneous and incidental expenses to be incurred for sanction of service connections, occupation certificate, etc but will exclude statutory charges payable for service connections, statutory levies and non refundable deposits, which will be paid by BANK directly on demand / against receipt.**

Any amount paid to the Architect as adhoc payment for the preparation of project report and conceptual drawings shall be adjusted in the first bill against above mentioned fees at

(a) above.

The consultancy fee mentioned in the financial bid will be paid in installments as specified below::

- (i) On finalization of drawings & approved by HO: Rs.10000.00.
- (ii) On Completion of Civil work by landlord & upon issuance of certificate from you about the Completion of Civil work : Rs.5000.00
- (iii) On receipt of tenders, advising on tenders, finalization and award of all contracts, including specifications and handing over constructional drawings to contractor: Rs.10000.00
- (iv) Remaining amount of quoted architectural fee as mentioned in financial bid after deduction of already paid fee as per point (i),(ii) & (iii) after completion of all work and certification of final bills.

**5. TIME SCHEDULE::**

**Commencement of work::** The commencement of work will be considered from 2<sup>nd</sup> day after the date of issue of award letter to the Architect :

SL. NO.	ACTIVITY	TIME DURATION
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1	Site inspection & submission of preliminary drawings & project report	05 days from the date of receiving the work order
2	Preparation of detailed working drawings for Interior, electrical, acoustical & AC and Submission of detailed estimate & BOQ of works, tender documents along with detailed drawings.	07 days from the date of approval of the layout by bank.
3	Certification of contractor's interim / final bills	7 days for interim bills 15 days for final bill with verification of all measurements.

Assistance in assessment arbitration -whenever required.

**6. 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 prepared by the Architect and that the Architect shall be liable to refund all the 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 agreement.

Provided, however that in the event of the termination of the agreement 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 agreement, for the services performed by him till the date of termination of agreement.

**7. TERMINATION:**

That this agreement may be terminated at any time by either party upon giving one month notice and in the event of such termination the Architect shall be liable to refund the excess payment if any made to him over and above what is due in terms of this agreement on the date of termination. The BANK shall make payment of fees for the services already rendered by the Architect and the BANK may make full use of all or any of the drawings and details prepared by the Architect.

**8. 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 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 Bangalore or at such places in India as decided by the appointing authority. The Arbitrator may, with the written consent of the parties, extend time for making and publishing the award.

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



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

**9. DETERMINATION OR RECESSON OF AGREEMENT:**

The BANK without any prejudices to its right against the consultants in respect of any delay by notice in writing absolutely determines the contract in any of the following cases;

- i. 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.
  - ii. 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 agreement 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 agreement
    - b. To engage another Architect to carry out the balance work debiting the Architect the excess amount if any so spent.
- 10. i)** The BANK may have the work inspected at any time by any officer nominated by the BANK who shall be at liberty to examine the records check estimates, designs and verify measurements and the quality of work.
- ii)** The appointment of BANKs own supervisory staff if any, does not absolve the Architect of his responsibility of supervision. The Architect shall remain solely responsible for the quality of material, workmanship, structural soundness designs and construction and for all provisions of the contract so as to satisfy the particular requirement of the specifications.
- 11. (a)** The Architect shall be fully responsible for the technical soundness of the work and furnish a certificate to that effect including the work of consultants and specialist engaged, if any, by him and also ensure and give a certificate at every bill stage that the work is carried out strictly in accordance with drawings and specification.
- (b)** The Architect shall supply to the supervising staff, if so engaged by the BANK, copies of all documents, instructions issued to contractors relating to the work drawings, specifications, bills of quantities and also other documents as may be required for proper supervision, free cost.
- 12.** 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.

13. 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.
14. The Architect hereby agrees that the fees to be paid as provided herein (clause 5) 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 part of any other party relating to the plans, models 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.
15. Notwithstanding the completion of the work as per Agreement entered hereto, the Architect agrees and undertakes the responsibility to suitably reply to the BANK's queries that may be raised by any authorized inspection agency of the BANK or the Government.
16. (a) 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, over measurements - faulty description of tender item or any other lapse on the part of project architect necessary recovery may be effected from the Project

Architect/Consultant's fees as per provision of Section 73 of Indian Contract Act 1872 under section 30 of Architects Act 1972 (Central Act No.20 of 1972) and/or project Architect/Consultant may be debarred from employment for specified period and/or black listed depending on gravity of the lapses on the Project Architect.

(b) 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 concerned BANK should report to IBA, misbehavior of the Project Architect and IBA in turn should 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”

Signature of the Architect



**FINANCIAL BID**

The Assistant General Manager  
General Administrative section,  
Canara Bank Circle Office Patna  
3rd Floor, Luv Kush Tower,  
Exhibition Road, Patna  
Bihar-800001

**Subject: ARCHITECTURAL SERVICES FOR LAYOUT, 3D DRAWING, CIVIL MONITORING & INTERIOR FURNISHING WORKS INCLUDING RELATED ELECTRICAL WORK & LAYOUT PLANNING FOR AIR CONDITIONING (HVAC), SMOKE DETECTION, FIRE ALARM SYSTEM AND CCTV SURVEILLANCE SYSTEM OF PROPOSED REGIONAL OFFICE BHAGALPUR**

This is with reference to your bid for appointment of Architect for the above mentioned project.

I/We have read the notice inviting offer, general rules and instructions and the draft agreement to be entered by the successful offerer. 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 services for the said work and have understood the scope of services, terms and conditions. Accordingly, we are agreeable to extend our professional services for the subject work on the following charges:

Layout preparation, Civil Monitoring work, layout planning ,**Consultancy fees for Interior furnishing works including related electrical work** as per clause 5(a) of the "Conditions of Agreement", for complete Architectural/Structural and other consultancy services (B).

Fee in figures: ..... (%) of the final bill of contractors.

& in words..... Percentage of the final bill of contractors.

The above fee is payable based on the cost as indicated in clause 6 of the Conditions of Agreement **plus applicable GST.**

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

Date:

Signature of the Architect

Place: