



(A Government of India Undertaking)

Offer document for

Selection of Architect for Construction of Bank's Buildings at Thrissur Punnamm

Tender Reference No: PECOTVM/PNKNM /1/2023-24

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 Thrissur Punkunnam

NOTICE INVITING OFFERS (NIO) 3

ELIGIBILITY CRITERIA 6

BRIEF DETAILS OF THE WORK 8

GENERAL RULES & INSTRUCTIONS TO APPLICANTS 9

METHOD OF SELECTION OF ARCHITECT 15

CONDITIONS OF CONTRACT 19

DECLARATION 46

PROFORMA A - DETAILS LIST OF RELATIVES WORKING IN CANARA BANK 47

PROFORMA B - AUTHORISATION LETTER 48

PROFORMA C - CONFIRMATION FOR ACCEPTANCE OF THE TERMS & CONDITIONS 49

PROFORMA D - AGREEMENT FORMAT 50

PROFORMA E - UNDERTAKING LETTER 52

PROFORMA F - INDEMNITY BOND FORMAT 53

PROFORMA G - NON BLACKLISTING LETTER 54

APPENDIX - I - CLIENT’S CERTIFICATE 55

APPENDIX - II - CHARTERED ACCOUNTANT’S CERTIFICATE 57

PROFORMA H - FINANCIAL BID - FEE STRUCTURE 58

CHECK LIST OF DOCUMENTS ATTACHED 60

Selection of Architect for Construction of Building at Thrissur Punkunnam

NOTICE INVITING OFFERS (NIO)

Name of work: Selection of Architect for Construction of Buildings at Thrissur Punkunnam

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 residential building at Thrissur Punkunnam.

The property at Thrissur Punkunnam is about 13.98 Cents located at No. 24/129, Sy. No: 1898/1-16, 1898/3-24 & 1895/1-21 in Punkunnam, Thrissur Village, Thrissur Taluk, Thrissur 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/PNKNM /1/2023-24 dated 31.01.2024
Brief Description of the RFP	Selection of Architect for Construction of Residential Staff Quarters at No. 24/129, Sy. No: 1898/1-16, 1898/3-24 & 1895/1-21 in Punkunnam, Thrissur Village, Thrissur Taluk, Thrissur District.



Selection of Architect for Construction of Building at Thrissur Punkunnam

Bank’s Address for Communication	Assistant General Manager, General Administration Section Canara Bank Circle Office Spencer Junction, MG Road Trivandrum - 695001 Email: pecotvm@canarabank.com
Date of Issue of RFP	Date: 31.01.2024 Can be downloaded free of cost from Canara Bank’s web site, https://canarabank.com/tenders & Central Public Procurement (CPP) portal www.eprocure.gov.in as well as from e-Procurement portal www.gerpegov.com/canarabank
Earnest Money Deposit (Refundable)	Rs.40,000/-
Last Date and Time for Submission of Bids	20.02.2024 at 3.00 pm
Submission of Tender Documents.	Tender Response to be submitted in online through the e-Tender portal www.gerpegov.com/canarabank <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: sushmitha.b@antaressystems.com Phone: 8951944383
Date, Time & Venue of opening of Technical Bids	20.02.2024 at 3.30 pm; Online
Pre-bid Meeting Date & Time	Pre-bid meeting will be held on 06.02.2024 at 11:00 AM at 7 TH floor, General Admin. Section, Canara Bank Circle Office, Spence Junction, MG Road, Trivandrum - 695001 Pre bid queries should be submitted as per prescribed format, Pre-bid Queries to e-mail pecotvm@canarabank.com must reach us on or before 05.02.2024 by 05.00 pm.

Selection of Architect for Construction of Building at Thrissur Punkunnam

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 http://canarabank.com/tenders</p> <p>No suggestions or queries shall be entertained after pre-bid meeting.</p>
<p>This document can be downloaded from following website http://canarabank.com/tenders, https://eprocure.gov.in/eprocure/app, and www.gerpegov.com/canarabank</p> <p>Any amendments, modifications, Pre Bid replies & any communication etc. will be uploaded in the Bank's website only http://canarabank.com/tenders.</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

Selection of Architect for Construction of Building at Thrissur Punkunnam

ELIGIBILITY CRITERIA

Name of work: Selection of Architect for Construction of Buildings at Thrissur Punkunnam

Canara Bank proposes to carryout construction of residential building at Thrissur Punkunnam.

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 31.12.2023 .	Work order copies OR satisfactory certificates from the clients. The documents shall be prior to 31.12.2023 .
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. 260 Lakhs OR Two (2) similar works each costing Rs. 325 Lakhs OR One(1) similar work costing Rs. 520 Lakhs During the last 5 (Five) years ending with 31.12.2023 “ Similar work ” means architectural services comprising Planning, Design and Supervision of Construction works of RCC framed 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

Selection of Architect for Construction of Building at Thrissur Punkunnam

		SETUP IN KERALA (or) prepared 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 Thrissur, Palakkad, Malappuram and Ernakulam districts. 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/barrred/disqualified by any regulator/statutory body as on date of submission of bid.	Self-declaration to be submitted as per Bank’s prescribed format - Proforma G
08	Average Turnover for last three years ending 31.03.2023 shall be atleast 7.8 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 31.12.2023	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.

Selection of Architect for Construction of Building at Thrissur Punkunnam

BRIEF DETAILS OF THE WORK

Name of work: Selection of Architect for Construction of Buildings at Thrissur Punkunnam

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

- The property is about 13.98 Cents located at No. 24/129, Sy. No: 1898/1-16, 1898/3-24 & 1895/1-21 in Punkunnam, Thrissur Village, Thrissur Taluk, Thrissur District with two independent apartments in dilapidated condition. Bank proposes to undertake construction of new building consists of G+3 floors with lift facility to accommodate residential flats. Brief details are as below:
 - Approximate total built-up area of 1110 sqm
 - Ground floor parking
 - First, Second and Third floor to accommodate two flats in each floor of approx.1000sqft carpet area each
- 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 the flats etc.
- The building should be designed to keep the green building standards 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 6.50 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 12 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.

Selection of Architect for Construction of Building at Thrissur Punkunnam

GENERAL RULES & INSTRUCTIONS TO APPLICANTS

Name of work: Selection of Architect for Construction of Buildings at Thrissur Punkunnam

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 & e-Procurement portal <http://eprocare.gov.in> & www.gerpegov.com/CANARABANK. Details of service provider for e-procurement through portal 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
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.

- 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.



Selection of Architect for Construction of Building at Thrissur Punkunnam

f) All annexures available in the tender duly filled & signed on all pages should be uploaded as per given formats

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.

3. SUBMISSION AND OPENING OF TENDERS:

a) Tenders to be submitted only through online from the e-Procurement portal 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 **20.02.2024, 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 **20.02.2024 at 3.30 PM** through online in e-Procurement portal 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.

Selection of Architect for Construction of Building at Thrissur Punkunnam

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 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 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
06.02.2024	11.00 am	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.

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.



Selection of Architect for Construction of Building at Thrissur Punkunnam

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) 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.

Selection of Architect for Construction of Building at Thrissur Punnunam

METHOD OF SELECTION OF ARCHITECT

Name of work: Selection of Architect for Construction of Buildings at Thrissur Punnunam
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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. 200 Lakhs OR Two (2) similar works each costing Rs. 250 Lakhs OR One(1) similar work costing Rs. 400 Lakhs [Mark : 6] II. One Similar work costing 401-1000 lac 401- 500 lac- 6.5 marks ; 501-600 lacs - 7.00 marks 601-700 lacs -7.50 marks; 701-800 lacs -8.00 marks	10

Selection of Architect for Construction of Building at Thrissur Punkunnam

	801-900 lacs 8.50 marks; 901-1000 lacs - 9.00 marks III. One Similar work costing more than 1000 lac 10 marks “ Similar work ” means planning, designing and project management services of RCC framed 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 20 lacs: 10 marks Above 10 lacs: 07 marks Above 7.8 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" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">S.NO</th> <th style="width: 60%;">Criteria</th> <th style="width: 30%;">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																		

Selection of Architect for Construction of Building at Thrissur Punkunnam

h)	Experience of consultancy works in GRIHA certified projects (Copy of GRIHA certification shall be attached along with work order)	5
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 Staggs - 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 7 crores - 05 marks 2. Project cost above 4 crore - 03 marks	05
	TOTAL	100

6. The technical details submitted with the offer will be evaluated and assessed by the Selection Committee of the Bank.
7. 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.
8. 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.650 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.

Selection of Architect for Construction of Building at Thrissur Punkunnam

Marks obtained by Architect A - $(85 / 85) \times 70 + (15/20) \times 30 = 92.50$ marks
Marks obtained by Architect B - $(80 / 85) \times 70 + (15/15) \times 30 = 95.88$ marks
Marks obtained by Architect C - $(75 / 85) \times 70 + (15/18) \times 30 = 86.76$ marks

As per the weightage, the Architect B gets the maximum over all marks and will be considered for appointment on the basis of overall marks.

9. Architects satisfying all the eligibility criteria will be termed as qualifying architects. Financial bids corresponding to those qualifying architects will be opened on a specified date and time which will be intimated to those qualifying architects well in advance. The financial bids of qualified architects only shall be opened in presence of their authorized representatives as specified.
10. For the purpose of evaluation of bids, the cost of project shall be considered as **Rs. 650 Lakhs**.
11. The qualifying architect whose fee is competitive & reasonable will be considered for entrusting the services as Architect to the subject work.
12. The decision of the Bank in selection of the Architect shall be final and binding on the participating Architects.

Selection of Architect for Construction of Building at Thrissur Punnunnam

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.

4. NATURE OF WORKS -

- ▯ Construction of multi- storied RCC framed structure building for staff Quarters (6 No's) at No. 24/129, Sy. No: 1898/1-16, 1898/3-24 & 1895/1-21 in Punnunnam, Thrissur Village, Thrissur Taluk, Thrissur 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.

Selection of Architect for Construction of Building at Thrissur Punkunnam

- 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
- 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

Selection of Architect for Construction of Building at Thrissur Punkunnam

quoted by the architect. Nothing extra shall be payable beyond the rate quoted by the Architect.

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

Selection of Architect for Construction of Building at Thrissur Punkunnam

- 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 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

Selection of Architect for Construction of Building at Thrissur Punkunnam

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 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) for 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

Selection of Architect for Construction of Building at Thrissur Punkunnam

.dwg & .pdf formats as well, verify and confirm identification marks on service installation, cables, wires etc., for easy identification.

- 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.

Selection of Architect for Construction of Building at Thrissur Punkunnam

- 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.
- 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.

Selection of Architect for Construction of Building at Thrissur Punkunnam

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.
 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.



Selection of Architect for Construction of Building at Thrissur Punkunnam

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.

Selection of Architect for Construction of Building at Thrissur Punkunnam

The fees 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 in proportion 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.	Upto 50 %

Selection of Architect for Construction of Building at Thrissur Punkunnam

02	On receipt of Occupation Certificate and all other statutory and local body clearances	Remaining 50 %
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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 12 months.**

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 Thrissur Punkunnam

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 Thrissur Punkunnam

(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 7th 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 Thrissur Punkunnam

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.

Selection of Architect for Construction of Building at Thrissur Punkunnam

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 arise 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 Thrissur Punkunnam

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 Thrissur Punkunnam

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. _____

For and on behalf of the

CANARA BANK

IN THE PRESENCE OF::

1.

2.

NAME & SIGNATURE OF ARCHITECT

Selection of Architect for Construction of Building at Thrissur Punkunnam

APPLICATION FORMAT

Name of work: Selection of Architect for Construction of Buildings at Thrissur Punkunnam

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)

Selection of Architect for Construction of Building at Thrissur Punkunnam

b) GST Regn Number :

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 Thrissur Punkunnam

(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 Thrissur Punkunnam

PROFORMA A - DETAILS LIST OF RELATIVES WORKING IN CANARA BANK

(To be submitted in the letter head of firm)

Name of work: Selection of Architect for Construction of Buildings at Thrissur Punkunnam

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 Thrissur Punkunnam

PROFORMA B - AUTHORISATION LETTER

(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 Buildings at Thrissur Punkunnam

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

The specimen signature is attested below:

Specimen Signature of Representative

Signature of Authorizing Authority
of the Architect

Signature of Attesting Authority

Name of Authorizing Authority
of the Architect



Selection of Architect for Construction of Building at Thrissur Punkunnam

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 Buildings at Thrissur Punkunnam

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

Public

Selection of Architect for Construction of Building at Thrissur Punkunnam

- 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

For and on behalf of the

M/s. _____

CANARA BANK

In the presence of:

- 1.
- 2.

Selection of Architect for Construction of Building at Thrissur Punkunnam

PROFORMA E - UNDERTAKING LETTER

(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 Buildings at Thrissur Punkunnam

Dear Sir,

This has reference to your above Notice inviting the offer (NIO) published in your banks web site and NIC web site.

We hereby state that we M/s _____ have submitted the above offer documents duly filling at the appropriate places without making any alterations , corrections , omissions in the NIO issued by the bank or downloaded from the web site.

Signature & Name of the Architect

Selection of Architect for Construction of Building at Thrissur Punkunnam

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 Thrissur Punnamm

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 Thrissur Punnamm.

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 Thrissur Punkunnam

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 Thrissur Punkunnam

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 Buildings at Thrissur Punkunnam

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

Selection of Architect for Construction of Building at Thrissur Punkunnam

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

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. 650 Lakhs**. For making payment in respect of the construction management fee, the fee per month will be arrived considering the projection cost as 650 lacs and time period of construction as 12 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: $[(A \times 650/100) + (B \times 12) + C]$

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 Thrissur Punkunnam

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