

NOTICE INVITING TENDER FROM EMPANELLED ARCHITECT

OFFER DOCUMENT FOR

ARCHITECTURAL SERVICES FOR INTERIOR WORKS COMPRISING OF PREPARATION OF LAYOUT, SPECIFICATIONS, ESTIMATES, ANALYSIS OF RATE, BOQ, PREPARATION OF TENDER DOCUMENT AND FINALIZATION OF CONTRACTORS ONLY.

ISSUED BY

GENERAL ADMINISTRATION SECTION, CIRCLE OFFICE,  
54-15-4B, LAKSHMI AVENUE, 2<sup>nd</sup> FLOOR, SRINIVASA NAGAR BANK COLONY,  
VIJAYAWADA- 520 008.

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(I) NOTICE INVITING OFFERS (NIO)

**Subject: ARCHITECTURAL SERVICES FOR INTERIOR WORKS COMPRISING OF PREPARATION OF LAYOUT, SPECIFICATIONS, ESTIMATES, ANALYSIS OF RATE, BOQ, PREPARATION OF TENDER DOCUMENT AND FINALIZATION OF CONTRACTORS ONLY FOR REGIONAL OFFICE BUILDING BHIMAVARAM.**

Canara Bank, a reputed Public Sector organization, proposes to undertake the subject works for accommodating Regional Office, Bhimavaram in the leased premises building (acquiring is in progress) located at Bhimavaram. The carpet area of the proposed building is **10850 sft**. Offers are invited from empanelled Architects of Canara Bank Circle Office **Vijayawada** for availing their services **FOR PREPARATION OF LAYOUT, SPECIFICATIONS, ESTIMATES, ANALYSIS OF RATE, BOQ, PREPARATION OF TENDER DOCUMENT AND FINALIZATION OF THE CONTRACTORS WORK ONLY** for the premises of Regional Office Bhimavaram.

1.	Nature of the document	:	SINGLE BID CONCEPT
2.	Contents of the offer document	:	<p>A. <i>SINGLE BID (Single envelope)</i></p> <p>a) Eligibility criteria  b) Brief details and objectives of the work  c) General Rules &amp; Instructions to the Architect  d) Method of selection of Architect  e) Conditions of Agreement  f) Proforma - A, B, D, E, F &amp; G  g) Financial bid for the proposed consultancy services in Proforma-C</p>
3.	Earnest Money Deposit	:	NIL
4.	Date of Issue of offer document	:	From <b>27.03.2024</b> to <b>06.04.2024</b> during office hours (BOTH DAYS INCLUSIVE).
5.	Last Date of Submission	:	<p>Sealed Envelope to be submitted on or before <b>06.04.2024</b> up to <b>3.00 PM</b>.  <u><b>The offer should reach to the office of</b></u>  The Assistant General Manager,  General Administration Section,  54-15-4B, Lakshmi Avenue, 2<sup>nd</sup> Floor,  Srinivasa Nagar Bank Colony, Vijayawada- 520 008.</p>
6.	Date of Opening of Bid	:	<b>Will be opened on 06.04.2024 at 3.30 PM</b>

Date: 27.03.2024  
Place: Vijayawada

Assistant General Manager

GENERAL ADMINISTRATION SECTION, CIRCLE OFFICE, VIJAYAWADA  
(II) ELIGIBILITY CRETERIA

Sl. No	Criteria	Documents Required
1	The Architect should be a registered member with Council of Architecture (COA)	A valid registration certificate
2	The Architect must have GST registration number and PAN number	Copies of the registration certificate and PAN card copy shall be enclosed.
3	The Architects should have their office/branch in the state of <b>Andhra Pradesh</b> and / or <b>Telangana</b> for operational convenience.	1. Copy of the registration Certificate/ Trade license of the office to be enclosed.
4	<b>BLACKLISTING / DEBARRED CERTIFICATE</b> Bidders who have been debarred / blacklisted by any of the above said organisations will not be considered.	In this respect, the Bidders shall submit declaration as outlined in Proforma G on their Company Letter headed paper duly sealed & signed.

**(III) BRIEF DETAILS & SCOPE OF WORKS**

- a) Canara Bank (hereinafter known as Employer or Bank) proposes to undertake the following interior works as per Sl. No. III.C in the leased Premises located at Bhimavaram. The carpet area proposed is approx. 10850 sft.
- b) It is proposed to house administrative units such as Regional Office, other administrative & operation units etc in the above premises as per the prevailing local rules and regulations of the area.
- c) The proposed scope of work shall comprise of the following:
  1. Interior furnishing
  2. Modular furnishing (if any)
  3. Electrical, LAN & Telephone
  4. Air conditioning
  5. Fire alarm & Public address system
  6. CCTV
  7. Any other services/systems as may be found necessary later for functional requirement of the Circle office.
  8. Other civil works required for completion of interior works etc.
- d) The work to be carried out by the architect includes Planning, designing, submission of preliminary drawings & project report, preparation of detailed working drawings, tender documents & getting necessary approvals, if any from concerned authorities for the completion of interior works as detailed elsewhere in the document.

**IV) 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 "SINGLE ENVELOPE CONCEPT" and shall be submitted in sealed envelopes as detailed below:-

2.1 The envelope (Envelope 1) to be super scribed as “**BID FOR ARCHITECTURAL SERVICES FOR INTERIOR WORKS OF REGIONAL OFFICE BUILDING AT BHIMAVARAM**”. It should contain offer document duly signed in all pages consisting of:

- a. Eligibility criteria
- b. Brief details and objectives of the work
- c. General Rules & Instructions to the Architect
- d. Method of selection of Architect
- e. Conditions of Agreement
- f. Proforma - A, B, D, E, F & G
- g. Price offer quoting fee for complete services in **Proforma-C**.

**Note: Any offer not containing EMD and/or Application Fee as specified shall be summarily rejected. No consideration in such respect shall be entertained.**

**Offerors shall make a note that as per guidelines issued by the Govt of India, all units registered under MSME are exempted from paying Application Fee & Earnest Money Deposit for Government/PSU tenders. All such offerors who are registered as MSME units are hence exempted from paying application fee & Earnest Money. In case any offerer claims exemption from paying such fees, he/she shall mandatorily submit certificate issued by competent authority for such exemption along with application in ENVELOPE. Any application submitted without prescribed fees as well as exemption certificate, shall be summarily rejected. No consideration for same shall be entertained at the time of opening the bids.**

2.2 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.

2.3. These above envelopes should be submitted to the address as detailed in Notice Inviting Offers (NIO). **The envelope is to be duly sealed. Submission of open envelope shall make the offer liable for rejection.**

2.4. 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 address as detailed in Notice Inviting Offers (NIO) **on or before the time and date stipulated in NIO**. 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 envelope (Single bid) will be opened in the said office on as specified in NIO.

5. The applicants are requested to participate during the opening of the tender.

6. The tender documents are not transferable.

7. All corrections such as cuttings, interpolations, omissions and over-writings shall be number as

'c', 'i', 'o' and 'ow' and initialled.

8. 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.
9. **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.**
10. Offers which are incomplete in any respect are liable to be rejected.
11. 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.
12. Canvassing in connection with tenders is strictly prohibited and the offers submitted by the Architects who resort to canvassing will be liable for rejection.
13. The applicant shall furnish the list of his relatives working in the Canara Bank with their present place of posting in the **Proforma E**.
14. The offer shall remain open for acceptance for a **period of 120 days from the date of opening**. No offer can be modified or withdrawn by the Architect after submission of the Bid.
15. 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 bid in their absence.
16. 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.
17. 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.
18. 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.
19. Conditional offers shall be summarily rejected.
20. The architect shall inspect the site to ascertain the site conditions, constraints and any other information required for making the offer.
21. 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.

23. The Bank reserves the right to modify any or all of the Eligibility criteria.

24. The Bank reserves right to cancel the tender at any stage without assigning any reasons thereof.

#### (V) METHOD OF SELECTION OF ARCHITECT

1. The architects /consultants, who are empanelled in Canara Bank Circle Office Vijayawada and Hyderabad and having their office at Andhra Pradesh or Telangana are eligible to submit the bid.
2. All the contents of this document along with the Financial/Price bids of the Architects who submit within the date of submission will be considered for opening. The final selection may include getting opinion from the previous clients, visiting their projects, if necessary.

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## (VI) CONDITIONS OF AGREEMENT

**Subject: ARCHITECTURAL SERVICES FOR INTERIOR WORKS COMPRISING OF PREPARATION OF LAYOUT, SPECIFICATIONS, ESTIMATES, ANALYSIS OF RATE, BOQ, PREPARATION OF TENDER DOCUMENT AND FINALIZATION OF CONTRACTORS ONLY FOR THE PREMISES OF REGIONAL OFFICE BUILDING BHIMAVARAM.**

### 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 VIJAYAWADA 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 their authorised representative engaged by the Bank for supervising and managing the project.
- (v) "Contractor" means the person, firm and / or Company whose tender/tenders for the proposed work/s is/ are accepted by the Bank and includes the contractor's personal representative, successors and assigns.
- (vi) "Work/ Project" shall mean the proposed Interior works as defined in the scope of work detailed in NIT.
- (vii) "Site" means the premises proposed for housing Bank's Bhimavaram Regional Office.
- (viii) "Site engineer" shall mean the engineer appointed by the architect.

### 2. SCOPE OF SERVICES:

The scope of consultancy work shall include the planning, preparation of layout plans, 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, preparation of tenders, evaluation of tenders **ONLY**.

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.

### 3. STATUTORY PERMISSIONS

The architect shall guide the landlord in getting necessary approvals if any required from the concerned authorities for the completion of the interior works as detailed elsewhere in this document.



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

##### 4.1 PRELIMINARY STAGE:

- a. Obtain the input data from the Bank Officials regarding the facilities & amenities to be created in the proposed building as per the scope of works as detailed in III c) above, prepare floor plans with required number of toilets in each floor, Conference hall, VC room, seating arrangement showing the location of cabins, work stations, file storage compactors etc. Preliminary planning of all internal utility services like electrical, air conditioning, fire-fighting, acoustics, indicating scope, specifications and costs separately of such sub-heads shall include. All services designs 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. 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. Supply the contractors such further drawings, specifications and details which may be required for proper execution of the 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 at 2, 3 & 4 at the following fees: -

A fee calculated at the rate of a lumpsum amount irrespective of the cost of work for complete Architectural and other consultancy services as narrated in clause 6, below.

- (b) The above fees at 5(a) 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 by the Architect for the professional services to be rendered by him.

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Any amount paid to the Architect as adhoc payment for the preparation of required documents and conceptual drawings shall be adjusted in the first bill against above mentioned fees at (a) above.

**6. ADDITIONS AND ALTERATIONS:**

- a. The BANK shall have the right to request in writing changes, additions, modifications or deletions in the design and drawing of any part of the work and to request in writing additional work in connection there with and the Architect shall comply with such request.
- b. 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 agreement and to be determined mutually unless such changes, alteration are due to consultants own commission and / or discrepancies including changes under clause 4.1 (a) and (d) due to changes required by Architect of all internal, external services. 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.

**7. TIME SCHEDULE:**

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

SL. NO.	ACTIVITY	TIME DURATION
1	Site inspection & submission of preliminary drawings & project report for the scope of works as detailed in III c) above	05 days from the date of receiving the work order
2	Preparation of detailed working drawings for the scope of works as detailed in III c) above and submission of detailed estimate of works.	05 days from the date of approval of the preliminary drawings & project report by bank.
3	Preparation of tender documents for the scope of works as detailed in III c) above along with detailed drawings for floating the tender	05 days from the date of clearance from bank to proceed with the tender process.

**10. PENALTY:** The time allowed for carrying out the work as specified in clause 9, 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 the 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 work remains unfinished after the specified date subject to a maximum of 10%.

**11. 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.

**13. TERMINATION:**

That this agreement may be terminated at any time by either party upon giving three months' notice normally and in exigent circumstances with one-month notice to the other 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.

**14. 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 Vijayawada 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.

**15. NUMBER OF DRAWINGS SETS ETC. AND COPY RIGHT:**

All the estimates, details of quantities, detailed design, reports and any other details envisaged under this agreement including detailed drawings for the scope of works as detailed in III c) above 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.*

- a. Two sets of all drawings for contractors of various trades
- b. Two sets of all drawings for clerk of works/Site Engineer
- c. One set of drawings for all consultants, whether employed by the Architect or the BANK.
- d. Two sets of all drawings to the BANK.
- e. Two sets of final completion drawings including structural and services drawings with all amendments, services identification marks and layouts of all services to the BANK, along with one complete set of final structural and services design with calculation. One complete set out of this shall be reproducible copy on A 1 size. Cost of

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supplying copies of drawings over and above the above sets shall be reimbursed by the BANK. All these drawings will become the property of the BANK and the BANK will have the right to use the same anywhere else. 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 anyone except the BANK and its authorized representative.

- f. 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 (v) above, shall be issued.

**16. GUARANTEE**

The architect shall agree to redesign at his cost any portion of his engineering and design work, which due to his failure to use a reasonable degree of design skill shall be found to be defective within one year from the date of completion of the work. The BANK shall grant right of access to the Architect to these portions of the work claimed to be defective, for inspection.

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

**17. 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 determine 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.

18.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.

19. 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.

20. 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.

21(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

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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”

For and on behalf of

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

For and on behalf of

**CANARA BANK**

**IN THE PRESENCE OF:**

1.

2.

**PROFORMA - A**

**“CONFIRMATION FOR ACCEPTANCE OF THE OFFER”**

**Subject: ARCHITECTURAL SERVICES FOR INTERIOR WORKS COMPRISING OF PREPARATION OF LAYOUT, SPECIFICATIONS, ESTIMATES, ANALYSIS OF RATE, BOQ, PREPARATION OF TENDER DOCUMENT AND FINALIZATION OF CONTRACTORS ONLY FOR THE PREMISES OF REGIONAL OFFICE BUILDING BHIMAVARAM.**

1. I/We have read and examined the Notice Inviting offer, the draft agreement to be entered with and understood all its contents and all other relevant particulars.
2. I/We are fully qualified to provide the professional consultancy services to the said work and have understood the scope of services, terms and conditions, BANK's time schedule.
3. I/We are agreeable to extend our professional services for the subject project and the professional charges have been conveyed in "**Proforma -C**" furnished.
4. I/We fully understand that you are not bound to accept the lowest or any offer you may receive.
5. I/We agree that until a regular agreement is executed, this document with the BANK written acceptance thereof shall constitute a binding contract between us.

DATE:

Signature of the Architect.

(Please submit this acceptance letter in your letter head as a covering letter to the offer document.)

**PROFORMA - B**  
**“APPLICATION FORMAT”**

**Subject: ARCHITECTURAL SERVICES FOR INTERIOR WORKS COMPRISING OF PREPARATION OF LAYOUT, SPECIFICATIONS, ESTIMATES, ANALYSIS OF RATE, BOQ, PREPARATION OF TENDER DOCUMENT AND FINALIZATION OF CONTRACTORS ONLY FOR THE PREMISES OF REGIONAL OFFICE BUILDING BHIMAVARAM.**

1. (a) Name of the Applicant :  
Address :

Telephone :  
Office :  
Residence :  
Mobile :  
E-Mail :

(b) Office Address :

(c) Local Office Address :  
(AP (or) Telangana)

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

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

I)

II)

III)

c) Year of establishment :

3. Whether registered with Registrar of  
Companies/ firm. If so, No. & Date :

4. Registration with Tax Authorities :

a) Income-tax No. PAN/GIR NO;  
(Furnish copies of Income-tax returns)

b) GST Regn Number :  
(Furnish the latest copies of the returns filed)

c) Registration Number with Council of Architects:

d) GST registration details :

5. Key personnel permanently employed in your organization:

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

6. Furnish the names of three responsible clients/ persons to whom the major works carried out by the applicant with address and telephone number who will be in a position to certify about the quality as well as past performance of your organization.

NAME OF THE OFFICIAL	ORGANISATION & ADDRESS	CONTACT NUMBERS

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 have no objection if enquiries are made about the work listed by me / us in the accompanying sheets / annexure.
3. I / We agree that the decision of Bank in selection will be final and binding to me / us.

Place :  
Date :

SIGNATURE  
NAME & DESIGNATION  
SEAL OF ORGANISATION

**PROFORMA-C**  
**“FINANCIAL BID - FEE STRUCTURE”**  
(To be submitted in separate sealed ENVELOPE)

To,

The Assistant General Manager,  
General Administration Section,  
Circle Office, Canara Bank,  
VIJAYAWADA- 520 008.

**Subject: ARCHITECTURAL SERVICES FOR INTERIOR WORKS COMPRISING OF PREPARATION OF LAYOUT, SPECIFICATIONS, ESTIMATES, ANALYSIS OF RATE, BOQ, PREPARATION OF TENDER DOCUMENT AND FINALIZATION OF CONTRACTORS ONLY FOR THE PREMISES OF REGIONAL OFFICE BUILDING BHIMAVARAM.**

This is with reference to your notice inviting offers 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:

1. **Consultancy fees** as per clause 5(a) of the “Conditions of Agreement”, for complete Architectural /other consultancy services.

Fee in figures: .....

& in words: .....

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

The offer shall remain open for acceptance for a **period of 120 days from the date of opening.** No offer can be modified or withdrawn by the Architect after submission of the Bid.

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:

PROFORMA D

AGREEMENT WITH THE ARCHITECT

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

WHEREAS the Bank is desirous of undertaking Interior works comprising of Interior furnishing, Modular furnishing, Electrical, LAN & Telephone, Air conditioning, Fire alarm, Public address system & CCTV works of proposed premises for its Bhimavaram Regional Office & other Units having an approximate carpet area between 10850 sft in accordance with the general requirements, and whereas the Architect have agreed to perform the services as set out and subject to the terms and conditions set forth in the said “**Conditions of Agreement** ” herein under.

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

The Bank appoints the Architect and the Architect accepts the work on a clear understanding that the Architect shall not be an employee of Bank for any reason whatsoever including for the reason of his appointment by virtue of this agreement and on the terms **and conditions** (i.e. Conditions of Agreement) set-forth as stated in the foregoing, which shall form part and parcel of the agreement.

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.

To,

**PROFORMA - E**

The Assistant General Manager,  
General Administration Section,  
Circle Office, Canara Bank,  
Vijayawada- 520008.

**Subject: ARCHITECTURAL SERVICES FOR INTERIOR WORKS COMPRISING OF PREPARATION OF LAYOUT, SPECIFICATIONS, ESTIMATES, ANALYSIS OF RATE, BOQ, PREPARATION OF TENDER DOCUMENT AND FINALIZATION OF CONTRACTORS ONLY FOR THE PREMISES OF REGIONAL OFFICE BUILDING BHIMAVARAM.**

1. Details List of relatives working in Canara bank-

NAME OF THE OFFICIAL	DESIGNATION	ADDRESS OF THE OFFICE / BRANCH

2. Details/ List of retired Government / PSU/ Bank employees, employed by the applicant :

NAME OF THE RETIRED OFFICIAL	DESIGNATION	NAME & ADDRESS OF THE PREVIOUS EMPLOYER

Name & Signature of Architect

To,

**PROFORMA - F**

The Assistant General Manager,  
General Administration Section,  
Circle Office, Canara Bank,  
Vijayawada- 520008.

Subject: ARCHITECTURAL SERVICES FOR INTERIOR WORKS COMPRISING OF PREPARATION OF LAYOUT, SPECIFICATIONS, ESTIMATES, ANALYSIS OF RATE, BOQ, PREPARATION OF TENDER DOCUMENT AND FINALIZATION OF CONTRACTORS ONLY FOR THE PREMISES OF REGIONAL OFFICE BUILDING BHIMAVARAM.

This has reference to your above subject.

Mr/Miss/Mrs. \_\_\_\_\_ hereby authorized to attend the bid opening  
\_\_\_\_\_ on behalf of our organization. on

The specimen signature is attested below:

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

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

To

**PROFORMA - G**

The Assistant General Manager,  
General Administration Section,  
Circle Office, Canara Bank,  
Vijayawada- 520008.

**Subject: ARCHITECTURAL SERVICES FOR INTERIOR WORKS COMPRISING OF PREPARATION OF LAYOUT, SPECIFICATIONS, ESTIMATES, ANALYSIS OF RATE, BOQ, PREPARATION OF TENDER DOCUMENT AND FINALIZATION OF CONTRACTORS ONLY FOR THE PREMISES OF REGIONAL OFFICE BUILDING BHIMAVARAM.**

(DECLARATION TO BE SUBMITTED ON LETTER HEAD OF THE BIDDER)

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 or Private Companies anywhere, anytime.

Should it be observed anytime during currency of the bidding process or during execution of the work that I / We have been banned, blacklisted or debarred by any of the above Agencies, then I / We agree for termination of the contract forthwith and also agree for forfeiture of our Earnest Money Deposit and Security cum Performance Deposit, if any, by Canara Bank, without any recourse.

Dated:

Name & Signature of the Architect

