

CANARA BANK
(A Government of India Undertaking)

PREMISES AND ESTATE SECTION,
CANARA BANK CIRCLE OFFICE,
HUBBALLI - 580030

REQUEST FOR PROPOSAL
SELECTION OF ARCHITECT FOR REPAIR & RENOVATION OF BANK OWN BUILDING AT
GULEDGUD - BAGALKOT,

ELIGIBILITY – EMPANELLED ARCHITECTS UNDER HUBBALLI CIRCLE ONLY

**CANARA BANK
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NOTICE INVITING OFFERS (NIO)

SUBJECT: Selection of Architect for Repair & Renovation of Bank Own Building at Guledgud - Bagalkot,

Canara Bank proposes to Select Architect for Repair & Renovation of Bank Own Building at Guledgud - Bagalkot,

1. Nature of the document : SINGLE STAGE TWO BID CONCEPT

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, F & G

B.FINANCIAL BID-FEE STRUCTURE: Financial bid for the proposed Architectural services in Proforma-E and to be submitted in a separate envelope.

Description	Details
RFP No. and Date	RFP-01/PECOHUB/GULEDGUD/24 Dtd : 01.05.2024
Brief Description of the RFP	Selection of Architect For Repair & Renovation of Bank Own Building at Guledgud - Bagalkot,
Bank's Address for Communication	Assistant General Manager, Canara Bank, Premises & Estate Section, Circle Office , HUBBALLI -580030 Telephone- 0836-2239424 Email: pecohub@canarabank.com
Date of Issue of RFP	From 01.05.2024 onwards.
Earnest Money Deposit (Refundable)	Nil
Probable Amount of Contract	Rs 50 Lakhs (excluding GST)
Last Date and Time for Submission of Bids	14.05.2024 AT 3.00 pm
Date, Time & Venue of opening of Technical Bids	14.05.2024 AT 3.30 pm

Selection of Architect for Repair & Renovation Of Bank Own Building At Guledgud - Bagalkot

Pre-bid Meeting Date & Time	Pre-bid meeting shall be conducted at site location on 04.05.2024 at 11.00 AM. Pre bid queries should be submitted as per prescribed format, Pre-bid Queries to e-mail pecohub@canarabank.com must reach us on or before 03.05.2024 by 04.00 pm.
Other Details	The bidders must fulfil the Pre-Qualification criteria for being eligible to bid. 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 communicated accordingly vide email only.

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.

Place: Hubballi
Date: 30.04.2024

Assistant General Manager
Canara Bank, P&E Section,
Circle Office Hubballi.

A. ELIGIBILITY CRETERIA

SUBJECT: Selection of Architect for Repair & Renovation of Bank Own Building at Guledgud – Bagalkot.

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 Premises & Estate Section at Canara Bank Circle Office, Centrum Building, II Floor, Gokul Road, Hubballi-580030. The Bank is having Pan India presence with 24 Circle Offices, 176 Regional Offices & 9495 Branches situated across the states. Canara Bank proposes for Repair & Renovation of Bank Own Building at Guledgud – Bagalkot.

Offline two bids system (Technical Bid and Financial Bid) are invited for Selection of Architect for Repair & Renovation of Bank Own Building at Guledgud – Bagalkot, 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.

S. No	Eligibility Criteria	Documents Required
01	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)
02	The bidder should have minimum of 7 years' experience in architectural services related to construction of commercial/office buildings, preferably for Banks, Financial Institutions as on 30.11.2023	Copies of work orders & related work completion certificates older than 5 years from the date of RFP from the institutions/ clients. Preference will be given to experience in Central/ State Government/ PSU / Banks/ corporate offices/ large scale private units.
03	The bidder should have rendered similar services at least during the last 7 years ending with 30.11.2023 as detailed below : A) Atleast one (1) similar work –Project cost not less than Rs 40 Lakhs OR B) Atleast Two (2) similar works- Project cost not less than Rs 25 Lakhs each OR C) Atleast Three (3) similar works- Project	Copies of work orders and satisfactory work completion certificates from the institutions/ clients clearly indicating the project cost & nature of work.

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	<p>cost not less than Rs 20 Lakhs each</p> <p>D) "SIMILAR WORKS" means Architectural services comprising Planning, Design and Supervision of construction of commercial/office building to any Central/ State Government/ PSU / Banks/ corporate offices/ large scale private units.</p>	
05	<p>The bidder should not be blacklisted/debarred/disqualified/banned by any regulator/statutory body, any Government, Quasi Government Agencies, Public Sector Undertakings or Private Companies anywhere anytime as on date of submission of bid.</p>	<p>Self-declaration to be submitted as per Bank's prescribed format – Proforma G</p>
06	<p>The Bidder should have their representative/local branch office in Karnataka for operational convenience.</p>	<p>Copy of representative/ local branch address along with document proof i.e. lease agreement of the firm entered with landlord.</p>

B. BRIEF DETAILS OF THE WORK

Canara Bank, Circle Office, Premises & Estate Section, Hubballi - 580030 (hereinafter known as Employer or Bank) proposes to undertake Repair & Renovation of the building as detailed below. The site is located at CTS NO 2180B, WARD NO III, GULEDGUD, BAGALKOT DISTRICT. Canara Bank proposes to **undertake repair and renovation of the existing building.**

C. GENERAL RULES & INSTRUCTIONS TO THE BIDDERS

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,F & Financial bid in Proforma E.

2. BIDDING PROCEDURE.

Nature of the document: **OFFLINE TENDERING**

2.2. Contents of the bid.

2.2.1 Contents of the Technical Bid: The following documents are to be signed in all pages before submission.

- a. All pages of this RFP 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. **Documents in support of all eligibility criteria.**
- e. All annexures available in the tender duly filled & signed on all pages should be uploaded
- f. All the Technical Bid documents are to be submitted in a separate envelope with clearly super scribed as "Technical Bid"

2.2.2 Contents of the Financial Bid.

Financial bid for line item should be submitted in a separate envelope with clearly super scribed as "Financial Bid"

3. SUBMISSION AND OPENING OF TENDERS:

- a) Tenders to be submitted only through post, to the following address with :

Assistant General Manager
Canara Bank, Premises & Estate Section,
Circle Office Hubballi, 2nd Floor,
Centrum Building, Airport Road,
Hubballi-580030

- b) Date of submission of RFP: on or before **14.05.2024, 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 date for opening of financial bid will be intimated subsequently only to such firms who comply and score qualifying points in the Eligibility criteria, Design competition, 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. Earnest Money Deposit: Nil
5. Offer shall be submitted on prescribed Form only ie as per documents issued have to be duly filled and submitted and no other format shall be used, except for Proformas 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. Offer in any other format other than the prescribed in this document shall be liable for rejection. The applicant shall submit an under taking in proforma F 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.
6. The fees quoted shall be inclusive of all fees / charges payable to the associate architects, Income tax (TDS) but exclusive of Goods & Service tax, which shall be paid on production of proof of payment.
7. The Bank's decision in the selection process is final and Bank will neither entertain any correspondence in this regard nor will be bound to furnish any explanation. The acceptance of a offer will rest with the Bank which does not bind itself to accept the lowest offer and reserves to itself the authority to reject any or all of the offers received without assigning any reason.
8. Offers which are incomplete in any respect are liable to be rejected.
9. Canvassing in connection with tenders is strictly prohibited and the offers submitted by the Architects who resort to canvassing will be liable for rejection.
10. The applicant shall invariably furnish the list of his relatives if any, working in the Canara Bank with their present place of posting in the Proforma A else mention NONE.
11. The applicant shall furnish the list of retired Government /PSU / Banks employees, employed by him with full details of their previous employment in Proforma A.

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12. The offer shall remain open for acceptance for a period of 120 days from the date of opening. No offer can be modified or withdrawn by the Architect after submission of the Bid. If any Architect withdraws his offer before the said validity period or makes any modifications in the terms and conditions of the offer which are not acceptable to the Bank, then the Bank shall, without prejudice to any other right or remedy, be at liberty to take decision up to blacklisting the firm if any default in completion of the work.
13. The Architect or their authorized representatives with an authorization letter as per Proforma B, are requested to be present during the opening of the bids. This is optional. Bank will proceed with opening of the technical bids / financial bids on the stipulated date & time unless other wise modified with prior intimation to the Applicants.
14. It will be obligatory on the part of the Architect to tender and sign the offer documents for all the component parts.
15. The successful bidder shall execute the agreement on a stamp paper of appropriate value within 7 days from the date of acceptance of the offer, 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.
16. 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.
17. Conditional offers shall be summarily rejected.
18. The architect shall inspect the site to ascertain the site conditions, constraints and any other information required before making the offer.
19. During the course of technical evaluation if found necessary the Bank may seek supplementary price bids to bring the evaluation at par and any such price bids shall be prepared as stated in the tender and submitted in sealed envelopes superscribing "Supplementary Price Bid for Repair & Renovation Of Bank Own Building At Guledgud - Bagalkot." Such supplementary price bid shall be opened simultaneously with the original price bid on the prescribed date and taken into consideration in its evaluation.
20. Voluntary submission of the supplementary price bid by the Architect/ Consultant/ tenderer shall not be accepted and supplementary bids shall be limited to the details sought for by the Employer only. Any other un-related price variations furnished in supplementary price bids shall not be recognized and might be liable for rejections if undue information is furnished.

21. 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 pecohub@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 can also be given in writing to the Assistant General Manager, Canara Bank, Premises & Estate Section, Circle Office, – 580030 by the intending tenderers before **04:00 pm on 03.05.2024.**–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
04.05.2024	11.00 AM	Guledgud - Bagalkot

Bidders intending to participate in the pre bid meeting should send their request in this regard to the mail: pecohub@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.

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.

22. 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 through email only 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.

D. METHOD OF EVALUATION OF TENDER

SUBJECT: Selection of Architect for Repair & Renovation of Bank Own Building at Guledgud - Bagalkot

1. The technical bids of the applicants will be evaluated against the stipulated eligibility criteria of the Bank. Compliance of all the stipulated criteria is mandatory.
2. Further for evaluating the design competency of the firm, model schemes & 3D rendered views of the building, showing the elevation, façade features are to be furnished if requested by Bank.
3. Further evaluation & shortlisting will be carried by the following scoring method on the basis of details furnished by them. The minimum qualifying points shall be 60.

SN	Criteria	Points
a)	Experience in similar works during last 7 years	7 & above years - 20 Marks 3 to 7 years – 10 Marks Less than 3 years – 0 Marks
b)	Experience in similar works undertaken for Central/ state government/ PSU / Banks during last 7 years	20
c)	Project Cost :	
	At least one (1) similar work –Project cost not less than Rs 40 Lakhs	20 Marks
	At least Two (2) similar works- Project cost not less than Rs 25 Lakhs each	10 Marks
	At least Three (3) similar works- Project cost not less than Rs 20 Lakhs each	5 Marks
d)	Based at Karnataka	40 Marks
	TOTAL	100 Marks

4. The technical details submitted with the offer will be evaluated and assessed by the Selection Committee of the Bank.
3. The Financial bids will be opened only in respect of bidders who have scored more than 60 points in evaluation of their technical details on a pre-notified date & time.
4. **The merit rank and the fees quoted will be taken into account for the final selection of the bidder with weight age of 60% for the merit (ie technical details) and 40% for the Fee quoted.** The weightage will be applied as per the example given below:

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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	3.5
2	Architect B	80	2.5
3	Architect C	75	3.0

The maximum scoring point's i.e 85 scoring points will be given 100 percentages and percentage of the other Architects will be worked out on proportionate basis and thereafter weightage of 80% will be applied on marks so obtained. Similarly the minimum fee i.e Rs. 2.50 lakhs will be given 100 percentages and percentage of the other Architects will be worked out on proportionate basis and thereafter weightage of 20% 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.

Marks obtained by Architect A – $(85 / 85) \times 80 + (2.50/3.50) \times 20 = 94.29$ marks
Marks obtained by Architect B – $(80 / 85) \times 80 + (2.50/2.50) \times 20 = 95.29$ marks
Marks obtained by Architect C – $(75 / 85) \times 80 + (2.50/3.00) \times 20 = 87.25$ 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.

- In case of tie, architect will be selected based on the least number on going works allocated by Circle Office Hubballi.
- The decision of the Bank in selection of the Architect shall be final and binding on the participating applicants.

E. TERMS & CONDITIONS OF CONTRACT

SUBJECT: Selection of Architect for Repair & Renovation of Bank Own Building at Guledgud - Bagalkot"

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, P&E Section, Circle Office.** or any person authorised by him as in charge of the work and would sign the agreement on behalf of the CANARA BANK.
 - (iv) "Architect" means M/s. _____ or their assigns or successors in office and authorised representative.
 - (v) "Project Management Consultant" means agency engaged by the Bank for the supervising and managing the project.
 - (vi) "Contractor" means the person, firm and / or Company whose tender/tenders for _____ is/ are accepted by the Bank and includes the contractor's personal representative, successors and assigns.
2. "Building/ Project" shall mean **Repair & Renovation Of Bank Own Building At Guledgud - Bagalkot,**
 3. 'Site' means Canara Bank Property Situated at Bank Own Building at Guledgud - Bagalkot.
 4. The successful ARCHITECT shall undertake the services by themselves except for the specialist / service associate consultant and shall not sublet or assign or transfer or sub contract any part of the services. No personnel employed by the ARCHITECT or associate consultant for the work will be liable for any sort of compensation or employment from the Bank.

5. SCOPE OF SERVICES:

Canara Bank, Premises & Estate Section, Circle Office, Hubballi, (hereinafter known as Employer or Bank) proposes to Select Architect for Repair & Renovation of Bank Own Building at Guledgud - Bagalkot,

The scope of Architectural work shall include planning, elevations, sections and perspective along with computer generated layouts, Architectural drawings, preparing preliminary drawings, preliminary block estimates, Getting necessary drawing approval and permission from local/statutory bodies if required.

Bank proposes to carry out the works through separate project management consultancy like CPWD or Private Contractors. The architect shall co-ordinate with the project management consultant in providing relevant drawings, source files etc.

Post completion of works or on intimation by the Bank, the architect shall prepare as-built drawings for obtaining all necessary approvals, permissions required for the occupation of building.

The scope of the works of the Architect is as below:

- a) Conducting structural stability test, soil testing etc of the building through certified structural engineer and providing the detailed report.
- b) Based on structural stability and soil test, preparation of Layout Plans, Building plans, structural design, Sections & Elevations, Interior furnishing layouts, by ensuring compliance to local bye laws.
- c) All design and layouts for Building services comprising of Electrical, Plumbing, HVAC, Fire fighting etc.
- d) Obtaining Sanction of Plans, commencement certificate from the concerned government authorities if required.
- e) Preparation of preliminary block estimate for the building including services, site developments, furnishing etc based on the plinth area rates of CPWD & market rates (*where CPWD rates are not available*).
- f) Co-ordination with the contractors while execution stage.
- g) Attend meeting at site during execution of works wherever necessary.

6. STATUTORY PERMISSIONS:

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.

7. EXECUTION STAGE:

- a) Supply all architectural drawings, service drawings including the source file to the project management consultant/contractor.

- b) Visit the site of work, wherever necessary to clear any site details not concurring with the drawings or any other problems related to site calling for modifications in the drawings.
- c) Attend meeting at site during execution of works wherever necessary.

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. 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/obtaining approvals 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 consultant. Nothing extra shall be payable beyond the rate quoted by the Architect.

8. COMPLETION STAGE:

- (a) Preparation of as-built drawings (scale as informed by Bank), in co-ordination with the project management consultant/contractor indicating the details of the building, as completed, and supply of 4 sets of completion drawings in A-1 size to the Bank and also hand over the originals of the completion drawings to the Bank. One soft copy of the completion drawings shall also be submitted. Provide identification marks on service installation, cables, wires etc., for easy identification.
- (b) Submission of completion drawings, other relevant documents duly authenticated by Bank to statutory authorities for obtaining their permissions/approval for occupying the building

9. ARCHITECTURAL Service FEE:

The Architect shall quote their fees for the professional services towards the Architectural fees & statutory approval charges in the Proforma-E of this Notice Inviting the Offers (NIO).

The fees payable to the Architect shall be in full discharge of functions to be performed by the Architect and no claim whatsoever against the Bank in respect of any proprietary right or copy right by the consultant 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.

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The fee quoted should include all these services and Bank shall pay only statutory payments to be made to the statutory/local authorities against demand from such authorities or reimburse the same to the Architect on production of receipts paid in the name of the bank. The bank may make payments directly to the statutory authorities on demand or on production of receipts towards application fee, deposits and service charges etc. issued by statutory authorities. The fees quoted should include all the above services and it shall also include all miscellaneous and incidental expenses to be incurred for getting approval, NOC's.

The fee quoted should include all the services detailed above and all miscellaneous, incidental expenses (like TA, DA, Halting etc) and compliance of the conditions detailed in this NIO. No extra amount is payable.

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. Payments due to Architect will be made within one month of submission of bills of the corresponding stage subject to satisfactory performance.

The Architect need to continue the services in case of any extension of term is granted to contractor during execution and the quoted fee shall cover services during such extensions.

BANK GSTIN: 29AAACC6106G1ZX to be incorporated in all invoices.

10. STAGES OF PAYMENT OF FEE:

Stages of payment for the Architectural service is as detailed below:

A. For Consultancy Services:

(Fee payable is indicated as the % of Fee Quoted as per Sl.1 of Financial Bid)

Sl. No	Stage wise	Percentage of the total fee payable
01	Conducting structural stability test, soil testing etc of the building, satisfactory completion of designs/architectural drawings and estimates	30 % of Amount A + Amount B in Financial Bid.
02	Upon completion of all civil Construction Stage : On	30 % of Amount A

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	coordinating with Project Management Consultant and carrying out revisions, modifications in the drawings, if any during the course of construction till completion	
03	Upon completion of Interior, Electrical, Plumbing, Fire fighting, Surveillance etc.	40% of Amount A

Note: The above payment stages will be arrived and paid to the successful Architect as per Bank discretion on satisfactory completion of each stages.

11. SECURITY DEPOSIT:

The successful architect/firm shall deposit an amount equivalent to 2% of the total fee payable as per quote as 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. Further the balance amount after adjustment of security deposit shall be deducted from the final bills & running bills to bring the total security deposit to 5%. 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 for changes, additions, modifications or deletions in the design and drawing of any part of the work and to request in writing for additional work in connection there with and the Architect shall comply with such requests & 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 labor 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 Architect's own omission and / or discrepancies including changes under clause (7 & 8). 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.

13. TIME SCHEDULE ::

Commencement of work:: The commencement of services will be considered from 7th day after the date of issue of award letter to the Architect and the following works are to be carried out as per below time schedule:

- Conducting structural stability test of the building and soil testing (if required) - within 10 days.

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- Preliminary drawings as per requirements conveyed by Bank - within 10 days
- Revision in drawings as per Bank requirements – within 7 days
- Detailed section, elevation views, furnishing layouts, services line diagrams - within 10 days.
- To Liaison and getting the drawings approved from Municipal Authorities - 20 Working Days
- Obtaining occupancy certificate – 20 days from the date of completion of works intimated by the Bank.

14. **CONSULTANTS:** The Architect shall have in house consultants for structural design, Electrical, Plumbing, Fire fighting, HVAC works and the design should comply with Green building norms. Else the Architect should avail the services of reputed consultants in the respective field at no extra cost and should certify that the building design is in compliance with the latest Building norms, satisfying green building norms if requested by Bank.

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 the work within time schedule as specified above or subsequently notified to him, the Architect shall pay as compensation amount equal to 1 (one) per cent or such smaller amount as the Bank may decide on the sub head of the fee payable for every week that the work remains unfinished after the specified date subject to a maximum of 10%.

16. **EXTENSION OF TIME:**

If the Architect's work is unavoidably hindered in carrying out the designs / drawings on account of delayed decision or the approval by the Bank which are necessary to carry out further work beyond the time specified under clause- 13 above, he shall be allowed suitable extension of time by Bank, whose decision shall be final and binding on the Architect. No claim of any kind shall be entertained from the Architect for such delayed approvals/decisions by the Bank, except request for suitable extension of time.

17. **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.

18. **RESTRICTION / SUSPENSION:** The Bank reserves the right of restricting the Architect's services at any stage and make other arrangements for continuing the balance services after withdrawing such services from him or suspend the work.

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The Bank shall have the liberty to omit, postpone or not to execute any work and / or any item of work and the Architect shall not be entitled to any compensation or damages for such omission, postponement, or non- execution including whole of project of the work and / or any item of work, except the fees which have become payable to them for the services actually rendered by them.

19. TERMINATION OR RECESSION OF AGREEMENT:

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 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.

In the event of the termination of the agreement 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 Agreement 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 agreement 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 agreement.

20. 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

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the drawings & details prepared by the Architect and that the Architect shall be liable to refund all the Excess fees paid to him up to that date plus such damages as may be assessed by the Bank subject to a maximum of 10% of the total fees payable to the Architect under this agreement. Further the Bank shall be entitled to make use of all or any drawing(s), designs or other documents prepared by the Architect.

Provided, however that in the event of the termination of the 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.

If the Architect closes their business or abandons the work or if this agreement is terminated as provided for in clause 19 hereinbefore, the Bank shall be entitled to make use of all or any drawing(s), designs or other documents prepared by the Architect. Bank reserves the right to forfeit the security deposit.

21. ARBITRATION

That if any dispute, difference or question shall at any time arise between the parties in respect of the meaning or construction of this agreement, or covering anything therein contained or arising out of this agreement, or the validity of the enforcement thereof which cannot be settled mutually, shall within 30 days (or such longer period as may be mutually, agreed upon) from the date one party informs the other in writing that such dispute or disputes or disagreement exists, be referred to sole arbitration by a person selected by the Architect out of the panel of three names supplied by the Bank and appointed by The General Manager, Circle Office, within 30 days from such selection by the Architect.

The arbitration proceedings will be conducted in accordance with and be subject to the Indian Arbitration Act 1996 as amended from time to time and the decision of the arbitrator shall be final and binding on the parties.

The Arbitrator will have his seat at 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.

22. 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

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to examine the records, check the estimates, structural designs, drawings 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) The Bank or any officer nominated by Bank will have the liberty to meet Architect and / or his associate Consultants at mutually agreed meeting time and shall be at liberty to inspect and examine their records and designs in their office.
- c) The design shall be based on National code of practice and design norms, IS codes and other sound engineering practices. Two sets in hard copies, along with a soft copy, of design Civil, Structural, Electrical and all other services shall be submitted to the Engineer-in-Charge for proof checking / vetting.
- d) 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.
- f) Architect shall interact with one or more proof consultants appointed by the Bank, hold discussions with the proof consultants, make necessary changes in the drawings as per mutual discussions and decision by the Bank and shall submit brief report covering major points of discussions to the Bank.
- g) Rendering every assistance, guidance and advice in general to the BANK on any matter concerning the technical aspects of the projects.
- h) The Architect will function as part of the team for the project. The Architect shall prepare design/drawings keeping in view the economy and aesthetic considerations.
- i) The Architect shall be fully responsible for all the services including the technical soundness of the designs and shall assume full responsibility for the design and furnish a certificate to that effect including for the services rendered by their associate consultants and specialist engaged, if any, by him and also ensure and give a certificate at every stage.
- j) The Architect hereby agrees that the fees to be paid as provided herein (clause 10) 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 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.
- k) 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 of India.
- l) Assist the Bank in arbitration, litigation case that may arise out of the contract entered into in respect of the above work with the contractors.
- m) 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

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

- n) 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 IBA 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

For and on behalf of the

M/s. _____

CANARA BANK

IN THE PRESENCE OF:

- 1.
- 2.

F - APPLICATION FORMAT

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

Telephone No. :
Office :
Residence :
Mobile :
Fax :
E-Mail :
- (b) Address of Local office in :
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) Goods & Service Tax Regn Number :
(Furnish the latest copies of the returns filed)
- c) Registration Number with Council of Architects:

Selection of Architect for Repair & Renovation Of Bank Own Building At Guledgud - Bagalkot

5. Names of the Bankers with address :

I)

II)

6. Turnover of the Company/firm (Please attach copy of documents in support of the details).

(Indicate only Professional fees received and not cost of works)

Sl. No.	Year	Turnover in ₹
1	01.04.2020 to 31.03.2021	
2	01.04.2021 to 31.03.2022	
3	01.04.2022 to 31.03.2023	

7. Registration with Government / Public Sector / Banks / Corporates if any

NAME OF THE ORGANISATION	NATURE OF WORKS	VALUE OF WORKS	DATE OF REGISTRATION

8. Details of the works executed or in progress during the last 5 years (please mention only such works of comparable nature)

SI 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	Actual Value of the works

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Note: Copies of client's satisfactory completion certificate shall be enclosed. Also, photo images, Videos, power point presentations of works handled, in soft copy form may be submitted.

9. . Key personnel permanently employed in your organization:

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

10. 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

11. 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 / Annexures.
3. I / We agree that the decision of CANARA BANK in selection will be final and binding to me / us.

Place :
Date :

NAME & SIGNATURE OF THE ARCHITECT

PROFORMA – A

1. Details List of relatives working in Canara bank;

NAME OF THE OFFICIAL	DESIGNATION	ADDRESS OF THE OFFICE / BRANCH

Name & Signature of Architect

PROFORMA – B

To,

The Assistant General Manager
Canara Bank, P&E Section
Circle Office, Hubballi 580030

**SUBJECT: Selection of Architect for Repair & Renovation Of Bank Own Building At
Guledgud – Bagalkot.**

This has reference to your above subject Mr. Miss/Mrs. _____
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

PROFORMA – C

To,
The Assistant General Manager
Canara Bank, P&E Section
Circle Office, Centrum Building,
II Floor, Gokul Road, Hubballi-580030

SUBJECT: Selection of Architect for Repair & Renovation Of Bank Own Building At
Guledgud – Bagalkot,

:: CONFIRMATION FOR ACCEPTANCE OF THE TERMS & CONDITIONS:

I/We have read and examined the Notice Inviting offer and all its components the draft agreement to be entered with the Bank and understood all other relevant particulars.

I/We are fully qualified to provide the professional Architectural / consultancy services to the said work and have understood the scope of services, terms and conditions, Bank's time schedule. We are agreeable to extend our Architectural / consultancy services for the subject project and the professional charges have been conveyed separately in "Financial-bid in Proforma-E" furnished.

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

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 with technical bid.)

**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, Bengaluru - 560 002 amongst othersrepresented 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 Repair & Renovation Of Bank Own Building At Guledgud – Bagalkot, in accordance with the general requirements, and whereas the Architect have agreed to perform the services as set out and subject to the terms and conditions set forth in the said "Conditions of contract " herein under.

NOW, these present witnessed 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.

PROFORMA – E
“FINANCIAL BID – FEE STRUCTURE”

To,
The Assistant General Manager
Canara Bank, P&E Section
Circle Office, Centrum Building,
II Floor, Gokul Road, Hubballi-580030

SUBJECT: Selection of Architect for Repair & Renovation of Bank Own Building at
Guledgud – Bagalkot,

This is with reference to your Notice Inviting offers for selection of Consultant 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 Architectural/ consultancy services for the said work and agree with all the contents of this NIO i.e. Eligibility Criteria, brief details of work, scope of services, General rules& instructions to the applicants, Method of selection of Consultant, Terms & 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:

Consultancy fees for the Architectural and other services as per clause 5, 7, and 8 of the “Terms & Conditions of Contract”:

1. Amount A

Fee in figures: %..... (not **less than 1.5 %**) of Block estimate % of actual executed work

& in words:

2. Amount B

Fees for the conducting structural stability test, soil testing (if required) and obtaining the statutory permissions services as per clause (6) for works as per clause (5) of the Terms & Conditions of Contract:

Fee in figures: Rs

& in words:

The above fee is exclusive of GST which is payable extra by the Bank.

Selection of Architect for Repair & Renovation Of Bank Own Building At Guledgud - Bagalkot

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.

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

Place:

(submit this financial bid in a separate sealed envelope)

*** For arriving at L-1 Price, the total expenditure involved for the Bank i.e. Amount A on 50 lakhs + Amount B will be calculated.**

PROFORMA - F (UNDERTAKING LETTER)

To,
The Assistant General Manager
Canara Bank, P&E Section
Circle Office, Centrum Building,
II Floor, Gokul Road, Hubballi-580030

SUBJECT: Selection of Architect for Repair & Renovation of Bank Own Building at
Guledgud - Bagalkot,

Dear Sir,

This has reference to your above Notice inviting the offer (NIO).

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 offer issued by the bank or downloaded from the web site.

Signature & Name of the Applicant

PROFORMA - G

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

RFP-01/PECOHUB/GULEDGUD/24

Dtd: 01.05.2024

I / We hereby declare that I / We have not been blacklisted, banned or delisted 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, delisted 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:

Signature & Name of the Bidder with seal