

கனரா வங்கி केनरा बैंक Canara Bank

ஓர் இந்திய அரசு நிறுவனம்

भारत सरकार का उपक्रम

A Government of India Undertaking



சிண்டிகேட் சிண்டிகேட் Syndicate

(A Government of India Undertaking)

Offer document for

Selection of Consultant for rendering
Professional Services as Interior Designer cum Architect for Creation of
Infrastructure for Canara Bank Circle Office Madurai

Tender Reference No: MDR-194/GA-379/CO ARCHITECT/2025

Issued by

General Administration Section
Canara Bank Circle Office -
Madurai, St. Mary's Campus,
East Veli Street,
Madurai - 625001

Ph: 0452-2337040

Email: pecomdu@canarabank.com



Selection of Consultant for rendering professional services as Interior Designer cum Architect for Canara Bank Circle Office Madurai

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NOTICE INVITING OFFERS (NIO)

Name of work: Selection of Consultant for rendering Professional Services as Interior Designer cum Architect for Canara Bank Circle Office Madurai

Canara Bank, a body Corporate and a Premier Public Sector Bank established in the year 1906 and nationalized under the Banking Companies (Acquisition and Transfer of Undertaking Act 1970) having its Head Office at 112, J.C. Road Bengaluru - 560002 and among others, having Circle Office at Madurai. Canara Bank proposes to carryout Interior works of **alternate** premises of Circle Office at Madurai.

The property is unoccupied building with about 15,000 sft located at Sambakulam, Madurai -625 007 (Near to Mattuthavani Bus stand).

Offers from eligible **Architects** are invited in the prescribed format under Two-bid concept.

1. Nature of the document: 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 Consultant.
 - e) Conditions of contract
 - f) Application Format.
 - g) Proforma - A,B,C, D, E, F, G, I & J
 - h) Annexure -I,II,III

B. FINANCIAL BID-FEE STRUCTURE: Financial bid in [Proforma-H](#) is to be submitted.

DESCRIPTION	DETAILS
RFP No. and Date	MDR-194/GA-379/CO ARCHITECT/2025 DT 01/03/2025
Brief Description of the RFP	Selection of Consultant for rendering Professional Services as Interior Designer cum Architect for creation of infrastructure for Canara Bank Circle Office Madurai.



Selection of Consultant for rendering professional services as Interior Designer cum Architect for Canara Bank Circle Office Madurai

Bank's Address for Communication	Assistant General Manager, General Administration Section Canara Bank Circle Office Madurai, St. Mary's Campus, East Veli Street, Madurai - 625001 Ph: 0452-2337040, Email: pecomdu@canarabank.com
Date of Issue of RFP	Date: 01/03/2025 Can be downloaded free of cost from Canara Bank's web site, - https://canarabank.com/tenders & Central Public Procurement (CPP) portal https://eprocure.gov.in/cppp
Earnest Money Deposit (Refundable)	Rs.12,500/-, Bidders having valid MSME Udyam Registration Certificate are exempted from EMD.
Last Date and Time for Submission of Bids	21/03/2025, 03.00 PM
Venue for opening of Technical Bid to Eligibility Criteria.	General Administration Section Canara Bank Circle Office Madurai, St. Mary's Campus, East Veli Street, Madurai - 625001
Date, Time & Venue of opening of Technical Bids	21/03/2025, 04.00 PM
Pre-bid Meeting Date & Time	Pre-bid meeting will be held on 11/03/2025 at 03.30 PM at First Floor, General Administration section, Circle, Office, Madurai, St. Mary's Campus, East Veli Street, Madurai - 625001. Pre bid queries should be submitted as per prescribed format to e-mail pecomdu@canarabank.com and must reach us on or before 10/03/2025, 03.00 PM.



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Other Details	<p>The bidders must fulfil the Pre-Qualification criteria for being eligible to bid.</p> <p>Subsequent changes made based on the suggestions and clarifications as per pre-bid meeting shall be deemed to be part of the RFP document and shall be uploaded only on the Bank's corporate website http://canarabank.com/tenders</p> <p>No suggestions or queries shall be entertained after pre-bid meeting.</p>
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This document can be downloaded from following websites:

<http://canarabank.com/tenders>

<https://eprocure.gov.in/cppp>

Any amendments, modifications, Pre Bid replies & any communication etc. will be uploaded in the Bank's website only (<http://canarabank.com/tenders>).

No individual communication will be sent to the individual bidders.

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: MADURAI
DATE: 01/03/2025

ASSISTANT GENERAL MANAGER
GENERAL ADMINISTRATION SECTION
CIRCLE OFFICE, MADURAI



Selection of Consultant for rendering professional services as Interior Designer cum Architect for Canara Bank Circle Office Madurai

ELIGIBILITY CRITERIA

Name of work: Selection of Consultant for rendering Professional Services as Interior Designer cum Architect for creation of infrastructure for Canara Bank Circle Office Madurai.

Canara Bank proposes to carryout infrastructure work for Canara Bank Circle Office Madurai.

Two bids system (Technical Bid and Financial Bid) are invited for Selection of Consultant For the aforementioned project as described in this document. A Firm submitting the proposal in response to this RFP shall hereinafter be referred to as Bidder.

Interested Reputed firms/ Companies who meets the following Eligibility Criteria may respond.

Sl. No	Criteria	Documents Required
01	The intending Architects should have minimum experience of 7 years as on 28/02/2025 in the field of planning and designing of the modern office layouts, interior furnishing works, electrical installations, Lan cabling electro- mechanical services, air-conditioning, sanitary, plumbing, fire-fighting, data- communication, Audio-Video and various associated allied services, etc. and other necessities of a modern office building for making the office functional.	Work order copies OR satisfactory completion certificates from the clients. The documents shall be up to 28.02.2025.

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02	<p>The Architect should have provided consultancy services comprising planning, designing and project management for interior works for at least</p> <p>Three (3) similar works each costing Rs.100 Lakhs OR Two (2) similar works each costing Rs.150 Lakhs OR One (1) similar work costing Rs.200 Lakhs</p> <p>During the last 7 (Seven) years ending with 28.02.2025.</p> <p>Similar work means “Works pertaining to planning and designing of interior office layouts for modern office buildings, preparation of drawings/ tender documents, estimation, tendering, supervision of works, measurement, certification of bills etc. for interior furnishing works comprising civil, furniture, sanitary, plumbing and various allied services such as electrical and electromechanical works, heating, ventilation and air-conditioning system (HVAC), fire-alarm system, Audio-Video and associated works, etc.”</p>	<p>The past experience in similar nature of work should be supported by work orders & completion certificates issued by the client’s organization indicating the nature of service, cost & nature of work and month & year of commencement & completion.</p> <p>In case the work experience is of Private sector, the completion certificate shall be supported with copies of the Letter of Award/ Contract Agreement and Corresponding TDS Certificates. Value of work will be considered commensurate with the value of TDS Certificates.</p> <p>Preference will be given for works undertaken for Central/ state government/ PSU / Banks during last 7 years.</p>
03	<p>The Architect must have valid GST registration number and PAN number.</p>	<p>Copies of the registration certificate and PAN card copy shall be enclosed.</p>

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04	Architect's Office	SHOULD HAVE OFFICE/ BRANCH SETUP with in-house capability & infrastructure such as Studio Room, Plotter, Auto Cad/Revit, 3D rendering facilities etc. in TAMILNADU (or) prepared to setup an temporary adequate office setup in Tamilnadu within 30 days from the date of award of contract provided they are qualified for the project through laid down process, supporting documents for the same to be enclosed. An undertaking as per Proforma-J to be submitted by the Architect to this effect along with their application.
05	The bidder should be a registered member with Council of Architecture (COA) or Indian Institute of Architects (IIA)	Copy of valid registration certificate from Council of Architecture (COA) or Indian Institute of Architects (IIA). Registration should be in the name of proprietor/ partner/ directors. If registration certificate submitted belongs to employee of the firm appointment letter, TDS certificate and salary certificate for last 1 year to be submitted.
06	The bidder should not be blacklisted/barred/disqualified by any regulator/statutory body as on date of submission of bid.	Self-declaration to be submitted as per Bank's prescribed format - Proforma G .
07	Turnover for last three FY ending 31.03.2024- Average turnover for the last three years shall be at least 7 Lacs.	Certificate from chartered accountant as in Appendix-II to be submitted.

Additional documents to be submitted for award of marks

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Sl. No	Criteria	Documents Required
01	<p>Value of largest single project handled in the last 7 years ended as on 28/02/2025</p> <p>I. Three (3) similar works each costing Rs. 100 Lakhs</p> <p style="text-align: center;">OR</p> <p>Two (2) similar works each costing Rs. 150 Lakhs</p> <p style="text-align: center;">OR</p> <p>One (1) similar work costing Rs. 200 Lakhs [Mark : 10]</p> <p>II. One Similar work costing 200-1000 lac 200- 350 lac- 11.00 marks 351-500 lacs -12.00 marks 501-650 lacs -14.00 marks 651-800 lacs -16.00 marks 801-1000 lacs -18.00 marks</p> <p>III. One Similar work costing more than1000 lac 20 marks</p> <p>Similar work means “Works pertaining to planning and designing of interior office layouts for modern office buildings, preparation of drawings/ tender documents, estimation, tendering, supervision of works, measurement, certification of bills etc. for interior furnishing works comprising civil, furniture, sanitary, plumbing and various allied services such as electrical and electromechanical works, heating, ventilation and air-conditioning system (HVAC), fire-alarm system, fire-fighting system, lifts, solar electric system, IT networking, Audio-Video and associated works, etc.”</p>	<p>The past experience in similar nature of work should be supported by certificates issued by the client’s organization indicating the nature of service, cost & nature of work and month & year of commencement & completion.</p> <p>In case the work experience is of Private sector, the completion certificate shall be supported with copies of the Letter of Award/ Contract Agreement and Corresponding TDS Certificates. Value of work will be considered commensurate with the value of TDS Certificates.</p>
02	<p>Registered member with Council of Architecture (COA) or Indian Institute of Architects (IIA)</p> <p>Registration in the name of proprietor/ partner/ directors - 10 marks</p> <p>Registration in the name of permanent employee - 5 marks</p>	<p>Copy of valid registration certificate from Council of Architecture (COA) or Indian Institute of Architects (IIA). Registration should be in the name of proprietor/ partner/ directors. Proof of proprietor/ partner/ directors.</p>

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03	Existing Office in TAMIL NADU- 10 marks ; No Office-NIL	Address proof of office in Tamil nadu
04	<p>Overall Financial Strength of the Architect Turnover of Last three years ending 31.03.2024*</p> <p>Above 20 lacs: 15 marks Above 10 lacs: 10 marks Above 7 lacs: 05 marks *Average turn over in last three years will be taken into account</p> <hr/> <p>Firm is in profit for: Last three years - 15 marks Last two years - 10 marks Last one years - 05 marks</p>	Certificate from chartered accountant as in Appendix-II to be submitted
05	<p>Experience in similar works undertaken for Central/ state government/ PSU / Banks during last 7 years.</p> <p>Similar work means “Works pertaining to planning and designing of interior office layouts for modern office buildings, preparation of drawings/ tender documents, estimation, tendering, supervision of works, measurement, certification of bills etc. for interior furnishing works comprising civil, furniture, sanitary, plumbing and various allied services such as electrical and electromechanical works, heating, ventilation and air-conditioning system (HVAC), fire-alarm system, fire-fighting system, lifts, solar electric system, IT networking, Audio-Video and associated works, etc.”</p>	The past experience in similar nature of work undertaken for Central/ state government/ PSU / Banks should be supported by certificates issued by the client’s organization indicating the nature of service, cost & nature of work and month & year of commencement & completion.
06	Organizational set up including Staff strength, infrastructural facilities, Consultant / Associated including in-house capabilities for various services, certification, citations (Details to be attached)	
	<p>More than 10 permanent staff - 10 marks 5 to 10 permanent Staff - 05 marks Less than 5 staff- 0 marks</p>	List of permanent employees along with their appointment letter, TDS certificate and salary certificate for last 1 year be submitted.

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07	Award or citations from reputed organizations/institutions-05 Marks	Copy of certificate
08	<p>Similar works completed in nearby Centre (i.e. within Tamilnadu state) during the last 7 years ended as on 31.01.2025</p> <ol style="list-style-type: none"> 1. Project cost above 2 crores -10 marks 2. Project cost above 1.5 crores - 06 marks 3. Project cost above 1 crore - 03 marks <p>Similar work means “Works pertaining to planning and designing of interior office layouts for modern office buildings, preparation of drawings/ tender documents, estimation, tendering, supervision of works, measurement, certification of bills etc. for interior furnishing works comprising civil, furniture, sanitary, plumbing and various allied services such as electrical and electromechanical works, heating, ventilation and air-conditioning system (HVAC), fire-alarm system, IT networking, Audio-Video and associated works, etc.”</p>	<p>The past experience in similar nature of work should be supported by certificates issued by the client’s organization indicating the nature of service, cost & nature of work and month & year of commencement & completion.</p> <p>In case the work experience is of Private sector, the completion certificate shall be supported with copies of the Letter of Award/ Contract Agreement and Corresponding TDS Certificates. Value of work will be considered commensurate with the value of TDS Certificates.</p>

Note:

- 1) The Value of work in all the above cases shall mean the cost of interior infrastructure works and services excluding the cost of land and Architect fee. For arriving at cost of similar works, the value of executed works shall be brought to current costing level by enhancing the actual value of the work at simple rate of 7 % per annum calculated from the date of completion to date of bid opening.
- 2) The consultancy service shall include all professional consultancy services related to planning and designing of the modern office layouts, interior furnishing works, electrical installations, electro-mechanical services, air-conditioning, sanitary, plumbing, fire-fighting, data-communication, Audio-Video and various associated allied services, etc. and other necessities of a modern office building for making the office functional.



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BRIEF DETAILS OF THE WORK

- Canara Bank has taken a premises of approx. 15,000 sft of a multi storied building (2nd and 3rd Floor) on lease Located at Sambakulam, Madurai, Tamil nadu 625007 (Near Mattuthavani Bus stand).
- Bank proposes to undertake creation of infrastructure for the new Circle Office Madurai. Hence Bank is inviting competitive Offers from eligible **Architects** in the prescribed format under Two-bid concept for managing the Works pertaining to planning and designing of interior office layouts, preparation of drawings/ tender documents, estimation, tendering, supervision of works, measurement, certification of bills etc. for interior furnishing works comprising civil, furniture, sanitary, plumbing and various allied services such as electrical and electromechanical works, heating, ventilation and air-conditioning system (HVAC), fire-alarm system, Audio-Video and associated works, etc.”

Note:

- ***The Block estimate for the purpose of tender evaluation is arrived at Rs.250 Lacs. The actual estimated costs may vary subject to the requirements.***
- ***The completion period for the project shall be 3 months, including planning, designing, construction, operationalization, obtaining service connections, statutory permissions etc.***

Note: The above is only an estimated requirement and Bank reserves the right to change the user requirement, add or delete area etc. Bank reserves the right to abandon or change the entire scope of work, add or delete part scope etc.



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GENERAL RULES & INSTRUCTIONS TO APPLICANTS

1. The documents consisting of Notice inviting the Offer, Eligibility criteria, General rules and instructions to Architects, Method of selection, conditions of contract , Application Format, Proforma - A,B,C,D,E,F,G,I,J & Financial bid in Proforma H, Appendix-I-III can be downloaded in the Bank"s website www.canarabank.com & e-Procurement portal <https://eprocure.gov.in/cppp>

2. BIDDING PROCEDURE

Nature of the document: OFFLINE TWO BID TENDERING

The Bidders shall submit Technical Bid and Financial bid in two separate sealed envelopes and put both the envelopes in a separate big sealed envelope super scribing "Tender for Selection of Consultant for rendering professional services as Interior Designer cum Architect for Canara Bank Circle Office Madurai". The Sealed envelope (containing Envelope 1 & 2 as given below) addressed to

**The Assistant General Manager,
General Administration Section,
Canara Bank, Circle Office,
Madurai**

St. Mary's Campus, East Veli Street, Madurai - 625001

A. TECHNICAL BID: (first envelope) consisting of following should be signed and hardbound/spiral bound to be submitted in a separate envelope-

- a) Eligibility criteria.
- b) Brief details of the work
- c) General Rules & Instructions to the Applicants.
- d) Method of Selection of Consultant.
- e) Conditions of contract
- f) Application Format.
- g) Proforma - A,B,C, D, E, F, G, I & J
- h) Annexure -I, II,III

B. FINANCIAL BID-FEE STRUCTURE:

FINANCIAL BID (second envelope): consisting of following should be hardbound/spiral bound and submitted below in a separate envelope-

Financial bid in [Proforma-H](#) is to be submitted.



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3. SUBMISSION AND OPENING OF TENDERS:

- a) Tenders on prescribed form should be placed in two envelopes one sealed envelope consisting of “Technical bid” duly super scribed as “Technical bid” and other sealed envelope consisting “Financial bid” duly super scribed as “Financial Bid” and both envelopes shall be kept in one bigger sealed single envelope, with the name of work, Name of Tenderer and due date written on the envelopes.
- b) The authorised person of the firm/ company shall sign in all the pages of the application with seal of the company/firm.
- c) **Date of submission of RFP: on or before 21/03/2025 up to 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.
- d) **The technical bid will be opened on 21/03/2025 at 4:00 PM,** in the presence of the tenderer or their authorized representatives if they desire to attend. Bank shall open the tenders on the specified date & time even if the tenderer or their authorized representatives are not present.
- e) Technical bids will be evaluated based on the Bank’s eligibility criteria’s. Wherever bidders are submitting consolidated completion certificates, then the Bank may request for supporting documents for split-up of works certified from the client / project architects as per the eligibility criteria’s. Bank’s decision in this regard is final and shall be binding on all.
- f) Documentary proof for the work orders and completion certificates and or such other documents shall be submitted along with the application. Incomplete applications or applications without proper proof for establishing their credentials will be liable for rejection and no correspondence will be entertained in this regard.
- g) The date for opening of financial bid will be intimated subsequently only to such firms who comply with the Eligibility criteria and scrutiny of the technical details as a part of Technical evaluation. The shortlisted applicants are requested to participate during the opening of the financial bids.
- h) After submission of the tender the bidder can re-submit revised bid any number of times but before last time and date of submission of tender as notified.

Offer shall be submitted on prescribed Form only (i.e. as per documents issued/downloaded from website) and no other format shall be used. Wherever



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required, particulars can be submitted in annexure but such details shall be clearly mentioned in respective columns in the original document. All the documents, enclosures, and correspondence will form the part of contract. Offer in any other format other than the prescribed form shall be liable for rejection. The Architect shall submit an undertaking in [Proforma C](#) stating that he has fully understood the particulars of tender document and accept the terms and conditions. The Architect shall submit an undertaking in [Proforma E](#) stating that no changes, alterations are made in the offer documents issued by the Bank or downloaded from the website and same is submitted to the Bank.

4. Shortfall of any documents as per guidelines will be intimated through e-mail and the same shall be submitted off line.
5. The **fees quoted** shall be inclusive of all fees / charges payable to the associate Architects, other taxes, TDS etc., **but excluding GST**. Applicable TDS shall be made as per the statutory rules.
6. 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.
7. Offers which are incomplete in any respect are liable to be rejected.
8. Canvassing in connection with tenders is strictly prohibited and the offers submitted by the Architects who resort to canvassing will be liable for rejection.
9. The Architect shall furnish the list of his relatives working in the Canara Bank with their present place of posting in the [Proforma A](#).
10. 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 **forfeit full value of the Earnest Money Deposit** as aforesaid.
11. 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



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on the stipulated date & time unless otherwise modified with prior intimation to the Applicants.

12. It will be obligatory on the part of the Architect to tender and sign the offer documents for all the component parts and pages.
13. The successful Architect shall execute the agreement as per the conditions of Contract provided in this NIO on a stamp paper of appropriate value within **7 days** from the date of acceptance of the offer. 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. If the successful Architect fails to sign the agreement within the aforesaid period Bank will be at liberty to **forfeit full value of the Earnest Money Deposit**.
14. 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 Bank/Employer.
15. **Conditional offers shall summarily be rejected.**
16. The Architect shall inspect the site to ascertain the site conditions, constraints and any other information required for making the offer. For any assistance for visiting the site / building intending Architects may contact General Administration Section, CO, Madurai.
17. Voluntary submission of the supplementary price bid by the bidder 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.
18. In case of other un-qualified Architect (i.e. Architects who fail to comply with the eligibility criteria), EMD shall be returned on notifying as unqualified.
19. In case of unsuccessful Architects (i.e. those Architects who qualify in the technical bid and emerge as unsuccessful in the financial bid) the EMD shall be returned within 30 days of opening of financial bids on submission of their Bank account details.
20. In case of bidder whom works are awarded, EMD will be returned after satisfactory completion of work.

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21. Bank reserves the right to call for opinion directly from the clients of the Architects on the work orders and performance certificates or any other matters.
22. Bank reserves the right to disqualify the Architect if the details furnished by the Architect are found to be false and **forfeit their Earnest Money Deposit.**
23. Earnest Money Deposit is exempted for the Applicants with Udyam registration (MSE)/National Small Industries Corporation Ltd (NSIC) registration, with specific exemptions permitted by NSIC. Necessary proof shall be submitted along with the tender in the Technical bid.

24. 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 pecomdu@canarabank.com and the pre-bid query should be in the following format:

Sl No	Page No	Tender Clause No	Tender Clause	Query

All communications regarding points requiring clarifications and any doubts shall also be given in writing to General Administration Section, Canara Bank Circle Office Madurai, **St. Mary’s Campus, East Veli Street, Madurai - 625001** or by e-mail to pecomdu@canarabank.com by the intending tenderers before **10/03/2025 by 03.00 PM**. No oral or individual consultation shall be entertained. No queries will be entertained from the tenderers after the pre-bid meeting.

Pre-Bid meeting:

A pre-bid meeting of the intending tenderers will be held as scheduled below to clarify any point /doubt raised by them in respect of this Tender document:

Date	Time	Venue
11/03/2025	03.30 PM	First Floor, General Administration Section, Canara Bank Circle Office, Madurai, St. Mary’s Campus, East Veli Street, Madurai - 625001

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

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METHOD OF SELECTION OF CONSULTANT

1. The offers of Architects will be evaluated based on the compliance of the eligibility criteria prescribed in this document.
2. Compliance of all the stipulated eligibility criteria is mandatory for further processing. Compliance of all the stipulated criteria is mandatory.
3. Offers satisfying the prequalification criteria mentioned in the tender only will be short listed. Clear supporting evidence like certificates issued by client's organizations, photographs, signed and stamped copy of relevant documents for aforesaid qualifying criteria need to be uploaded and submitted along with the bid. However, merely fulfilling the prescribed eligibility criteria shall not entitle the Consultant/ Architect for shortlisting and invitation for participation in the proposed price bid submission for the project. The shortlisting as well as final Selection of Consultant for the project shall be subject to independent verification of credentials, inspection of project sites, calling confidential reports from the present/previous employers etc.
4. The technical details submitted with the offer will be evaluated and assessed by the Selection Committee of the Bank.
5. The bidders will be awarded marks out of total of 100 marks based on the following evaluation criteria: -

SN	Criteria	Maximum Points
a)	Value of largest single project handled in the last 7 years ended as on 28/02/2025 IV. Three (3) similar works each costing Rs. 100 Lakhs OR Two (2) similar works each costing Rs. 150 Lakhs OR One (1) similar work costing Rs. 200 Lakhs [Mark : 10] V. One Similar work costing 200-1000 lac 200- 350 lac- 11.00 marks 351-500 lacs -12.00 marks 501-650 lacs -14.00 marks 651-800 lacs -16.00 marks 801-1000 lacs -18.00 marks VI. One Similar work costing more than1000 lac 20 marks Similar work means "Works pertaining to planning and designing of	20

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	interior office layouts for modern office buildings, preparation of drawings/ tender documents, estimation, tendering, supervision of works, measurement, certification of bills etc. for interior furnishing works comprising civil, furniture, sanitary, plumbing and various allied services such as electrical and electromechanical works, heating, ventilation and air-conditioning system (HVAC), fire-alarm system, fire-fighting system, lifts, solar electric system, IT networking, Audio-Video and associated works, etc.”	
b)	Registration member with Council of Architecture (COA) or Indian Institute of Architects (IIA) Registration in the name of proprietor/ partner/ directors - 10 marks Registration in the name of permanent employee - 5 marks	10
c)	Existing Office in Tamil Nadu - 10 marks ; No Office- NIL	10
d)	Overall Financial Strength of the Architect Turnover of Last three years ending 31.03.2024* Above 20 lacs: 15 marks Above 10 lacs: 10 marks Above 6.75 lacs: 05 marks *Average turn over in last three years will be taken into account	15
	Firm is in profit for: Last three years - 15 marks Last two years - 10 marks Last one years - 05 marks	15
e)	Experience in works undertaken for Central/ state government/ PSU / Banks during last 7 years	5
f)	Organizational set up including Staff strength, infrastructural facilities, Consultant / Associated including in-house capabilities for various services, certification, citations (Details to be attached)	
	More than 10 permanent staff - 10 marks 5 to 10 permanent Staff - 05 marks Less than 5 staff- 0 marks	10
	Award or citations from reputed organizations/institutions	05

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g)	Similar works completed in nearby Centre (i.e. Tamilnadu state) during the last 7 years ended as on 28.02.2025 1. Project cost above 7.5 crores -10 marks 2. Project cost above 5 crores - 06 marks 3. Project cost above 3 crore - 03 marks	10
	TOTAL	100

6. The Financial bids of all bidders satisfying the **prequalification** criteria will be opened on a pre-notified date & time.
7. The merit rank and the fees quoted will be taken into account for the final selection of the bidder with weightage of 60% for the merit (i.e. technical details) and 40% for the Fee quoted. The percentage fee quoted will be converted into Rupee taking into consideration the project cost as 250 Lacs. The weightage will be applied as per the example given below:

Example: Let us assume 3 participating Architects satisfying the prequalification criteria mentioned in (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	8
2	Architect B	80	6
3	Architect C	75	10

The maximum scoring points i.e 85 scoring points will be given 100 percentage and percentage of the other Architects will be worked out on proportionate basis and thereafter weightage of 60% will be applied on marks so obtained. Similarly, the minimum fee i.e Rs.15.00 lakhs will be given 100 percentage and percentage of the other Architects will be worked out on proportionate basis and thereafter weightage of 40% 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 - $(85 / 85) \times 60 + (6/8) \times 40 = 90.00$ marks
Marks obtained by Architect B - $(80 / 85) \times 60 + (6/6) \times 40 = 96.47$ marks
Marks obtained by Architect C - $(75 / 85) \times 60 + (6/10) \times 40 = 76.94$ 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.

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8. Architects satisfying all the eligibility criteria will be termed as qualifying Architects. Financial bids corresponding to those qualifying Architects will be opened on a specified date and time which will be intimated to those qualifying Architects well in advance. The financial bids of qualified Architects only shall be opened in presence of their authorized representatives as specified.
9. For the purpose of evaluation of bids, the cost of project shall be considered as **Rs. 250 Lakhs.**
10. The qualifying Architects whose fee is competitive & reasonable will be considered for entrusting the services as Architects to the subject work.
11. The decision of the Bank in selection of the Architects shall be final and binding on the bidders.



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CONDITIONS OF CONTRACT

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, Circle Office Madurai 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) "Contractor" means the person, firm and / or Company whose tender/tenders for Creation of infrastructure works are accepted by the Bank for execution of the works and includes the contractor's personal representative, successors and assigns.
 - (vi) "Work" shall mean rendering Professional Services as Interior Designer cum Architect for creation of infrastructure for Canara Bank Circle Office Madurai.
 - (vii) "Site" means property Canara Bank Circle Office Madurai located at Sambakulam, Madurai, Tamilnadu 625007 (Near Mattuthavani Bus stand).
 - (viii) "Project" shall mean proposed creation of infrastructure work for Canara Bank Circle Office Madurai.
2. The 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.
 3. No personnel employed by the Architect or associate consultant for the work will be liable for any sort of compensation or employment in the Bank.

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4. NATURE OF WORKS -

The nature of work shall include Interior Designing of the office with state of the Art Designs, for optimum utilization of space at 2nd and 3rd floor of proposed premises for Canara Bank Circle Office Madurai located at Sambakulam, Madurai, Tamilnadu 625 007.

- a) Interior/MEPF Designing and drawings including 3D designs, 3D Views and Walk through videos.
- b) Design of HVAC system using heat load calculation.
- c) HVAC Duct layout as per Interior Layout.
- d) Fire Fighting Work - Sprinkler/Smoke Detectors/Piping layout to suit interior layout.
- e) LT Electrical Works including DG set backup, capacitor bank, fire alarm, CCTV etc.
- f) Design of audio systems, video conference system etc.

5. SCOPE OF WORK, ROLES & RESPOSIBILITIES

I. PRELIMINARY STAGE:

The Architect shall:

- a) Make visit to the proposed premises and collect all the data and work flow in consultation with the bank Officials.
- a) Preparing sketch designs which shall be in accordance with local governing codes / standards, regulations mentioned National Building Code (NBC) and Local Fire Authority and local bodies etc. (including carrying out necessary revisions till the sketch designs are finally approved by the employer), making approximate estimate of cost by cubic measurements, square meter, or otherwise and preparing reports on the scheme so as to enable the employer to take decision on the sketch designs. Obtain the approval of the Bank and if necessary make changes within the ambit original planning as per the direction of the Bank.
- b) **It is required to submit required nos of 3D views and “Walk through videos” of the proposed Interior work of Circle Office.**
- c) Submitting a proper Critical Path Method (CPM) Chart/Bar Chart incorporating all the activities required for the completion of the project well in time i.e., preparation of construction drawings for all trades i.e. plans, sections, elevations of interior decoration work, layout, further detailing for all floors, work stations, partitions, cabins, lobbies, conference halls, etc., which includes

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preparation of detailed tender specifications, GCC, Technical specifications, make of manufacturer, presentation of 2D and 3D views. The program should also include various stages of services to be done by the Consultants.

- a) The 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 the Architect. The Architect shall be fully responsible for the correctness and accuracy of services, designs and the safety of the structure shall be entirely that of the Architect notwithstanding the approval by the Bank of these designs. The 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) Programme the works by incorporating all activities from planning till completion of the work and indicate the time required for the work and arrangements to be made by the bank for making available the premises.

I. WORKING AND TENDERING STAGE: -

- (a) Preparation of working and detailed drawings of views in all directions, detailed drawing of all elements etc., and interior layout including the relevant items referred in the BOQ.
- (b) Preparation of detailed estimate and specifications for all items of the works along with details of quantities in terms of L,B,D, analysis of rates. The rate should be based on the market rate for the similar items. Detailed rate analysis should be carried out based on the market rate for materials and labour component and related factors. Wherever Bank's specifications & rates are specified the same shall be adopted.
- (c) Obtaining approval of the Bank to above and modify them if considered necessary by the Bank.
- (d) Prepare tenders documents according to the approved form of the Bank for various trades for calling tenders with articles of agreement, specifications, conditions, bill of quantities. All works shall be accurately described in measurable form, scheduled and cross-referenced to specification and/or drawings. The Bill of Quantities shall follow required format. Bank shall invite the tenders and Architect/Consultant shall supply adequate copies of the tender documents. Assist Bank in conducting pre-bid meeting with contractors if required.
- (e) Scrutinize of the tenders and submission of recommendation on the tenders based on estimate rates, evaluation of technical, commercial, financial and other conditions stipulated by tenderer, identifying freak

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- rates, assist the Bank in the negotiations with contractors, attend pre-award meetings, recommend for award of work
- (f) Prepare four copies of contract documents for all trades including drawings, specification etc. complete.

II. EXECUTION STAGE: -

- (a) Check and approve shop drawings submitted by the contractor.
- (b) Advising Bank and contractor sufficiently in advance to enable to get permits, quota certificates, licenses and foreign exchange, if required.
- (c) Assist the contractor to prepare a works progress schedule showing each activity of work.
- (a) Issue working drawings, such further drawings, specification and details with approval of the Bank to the contractor which may be required for proper execution of the work.
- (b) No deviations or substitutions should be authorized by the Architect without working out the financial implication, if any, to the contractor and obtaining approval of the Bank. However, where time does not permit and where it is expedient, the Architect may take decisions on behalf of the Bank, the total cost of the item / deviation of which should not exceed Rs. 10,000/-. This deviation shall be got subsequently ratified from the Bank duly justifying his action at the earliest.
- (c) Obtain Bank's prior approval for any substitution, omission, addition or deviation in design or cost or the working drawings or schedule and specifications or items of work from the approved contract by working out financial implications.
- (d) Obtain Banks approval for the samples or materials before allowing them in the works and Conduct pre-despatch inspections of the materials where ever stipulated in the tenders/required.
- (e) Conduct site meeting with all vendors assigned to different works of the site if necessary.
- (f) Assume full responsibility of supervision. Provide necessary supervision and inspection of the works to ensure that the work is executed as per contract, drawings and specifications time schedule, compliance of all conditions of the contract, labour regulations, safety aspects and submit periodical progress reports to the Bank.



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- (g) Exercise effective control over quantities and cost of various trades, advise Bank sufficiently in advance with justification if the total of sanctioned expenditure on various item of work is likely to be exceeded.
- (h) Advise if the contact time is likely to be varied and reasons thereof.
 - (i) Advise Bank on changes, if necessary for technical reasons.
- (j) Check the measurement of all the authorized item of the work executed at site at appropriate time before cancelling, pre-measurement of demolition items and show the abstract quantities.
- (k) Certificate for payments:
 - Check contractor's application for payment, evaluation of work completed for interim and final payments and issue certificates authorizing payment.
 - Such certificates shall show details of measurements & quantities of various items of work, abstract of quantities, rates and amount, advances on material if any or any other advances, recoveries of advances, recoveries of material used & issued, cost adjustments gross and net amounts payable.
 - Further the Architect/consultant shall grant such certificates on the understanding that he shall be held personally responsible for any over-payment, temporary or otherwise, which may occur in consequence thereof or any defective work.
- (l) Certify accounts of work, materials etc.
- (m) Certify the final completion of work/project.
- (n) Prepare completion drawings and supply two sets of completion drawings to the Bank, verify and confirm identification marks on service installation, cables, wires etc., for easy identification.
- (o) Architects shall assist the Bank in all arbitration proceedings between the contractors and the Bank and also defend the Bank in such proceedings.
- (a) To maintain the under noted records at the site of work, in addition to normal routine requirements of an office.
 - Work Site Order Book.
 - Instruction by Bank's officers.
 - Log Book of Defects.
 - Maintain a Hindrance Register giving details of commencement and removal of each hindrance.
 - Dismantled Materials Accounts Register.



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6. ASSOCIATE CONSULTANTS

The Architect shall engage the services of well qualified Specialists in the relevant field as his associate consultants pertaining to the above services and coordinate with them. The Architect shall indicate the names of his associate consultants for various services and their organization, qualifications and experience and get the prior approval of the Bank before availing their services by the Architect. The Bank reserves the right to reject the name of any of the associate consultant proposed to be engaged by the Architect

The Architect shall also be responsible for all the work, action, and omissions of such associate consultants. The Architect shall be fully responsible for the correctness and accuracy of the Consultant notwithstanding the approval by the Bank of these designs.

Associate Consultants:-

1. Electrical Consultant
2. HVAC Consultant
3. Audio/Video Consultant

During the course of consultancy, the associate consultant would be required to interact with the Bank for which nothing extra shall be payable.

The fees to the Associate consultants appointed for the above services shall be payable by the Architect, within the overall approved fee payable to the Architect by the Bank including expenses incurred by the associate consultants towards site / office / market visits required in connection with the project.

7. CONSULTANCY AND CONSTRUCTION MANAGEMENT FEE & FEES FOR OBTAINING THE STATUTORY PERMISSIONS/SERVICES

The Architect shall quote their fees for the professional services towards the Consultancy and Construction Management services in the [Proforma-H](#) (Financial Bid) of this Notice Inviting the Offers (NIO).

The Consultancy and Construction management services fees shall be calculated as percentage quoted (in [Proforma-H](#)) based on the actual cost of works excluding GST.

The fees quoted by the Architect shall be **inclusive of fees payable by the Architect to their associate consultants**,

The fees payable to the Architect shall be in full discharge of functions to be performed by the Architect and their associates, site engineers and no claim whatsoever against the Bank in respect of any proprietary right or copy right by the Architect or any other



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party will be entertained. The Architect shall indemnify and keep indemnified the Bank against all cost and expenses paid by the Bank in defending such claims.

Architect's fee is also inclusive of responsibilities of carrying out modifications, additions in approved designs and drawings, if any, required during execution of work due to site conditions or any other reason. The fee quoted should include all the services detailed in [clause \(5\)](#) above and all miscellaneous, incidental expenses and compliance of the conditions detailed in this NIO.

The quoted fee is inclusive of all statutory taxes except GST. Income tax and GST TDS as payable as per statutory orders / laws shall be deducted at source. TDS certificate shall be issued for such deductions.

All running / stage Payments made to Architect are on account and shall be adjusted against final fee payable. The running / stage payments will be calculated on the basis of the **latest available** estimates or accepted tendered cost. The final installment of the fees shall be adjusted on the basis of the actual cost of the works subject to the ceiling after deducting the previous payments. For claiming the payment Consultant shall submit necessary bills in duplicate. Payments due to Architect will be made within 15 days of submission of bills of the corresponding stage subject satisfactory performance.

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 Consultancy fee quoted is inclusive of and **extension of time** permitted for the works or delay in completion of the works by the contractors.

The duration of payment of Construction management fees shall be based on the actual period of execution. In case of absence of the site engineer, no construction management fee shall be paid for the period of absence.

8. STAGES OF PAYMENT OF FEE:

The fee will be paid in stages as specified below, subject to recovery of security deposit as per [clause \(10\)](#) below:



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SR NO	STAGE	Cumulative % of fees
1	On submitting final preliminary drawings / designs /along with the estimate of cost and on approval of the same by Bank, 2 sets coloured copies on A2 size white paper and on submission of budgetary cost on sq.ft. basis or otherwise with sufficient Supporting documents to invite prequalification application	5.00
2	On submission of tender drawings, tender documents, Measurement sheets, estimated cost with all supporting documents , like Rate Analysis, samples of the material being proposed for the interior decoration/scheme, catalogues of various material to the Bank for their acceptance sufficient for inviting the tenders from the empanelled / specialized agencies by the Bank with 2D and 3D perspectives floorwise, areawise. Hard copies 2 sets on A1 /A3 size white paper and soft copy in CD/ Pen drive/ Hard drive. The soft copies of interior decoration layouts will be issued to the Project Architect for incorporating various services like HVAC, LT Electrical, IBMS, etc. Obtaining statutory approval from local authorities if required.	15.00
3	On approval of the tender drawing, tender document with modifications suggested by the Client sufficient for inviting the Tender for all tread and submission of 3 sets of tender Documents, drawings in hard and soft copy for modification by the Bank, if any. Sufficient to invite the tender .Obtaining statutory approval from local authorities if required.	25.00
4	Assisting Bank for prequalification of the tenderers, Finalization of agencies, Inviting the tenders, arranging Prebid Meeting in coordination with Bank, Replying / Preparation of Common Set of Conditions acceptable to the Bank, Attending tender opening procedure, Scrutiny and recommendations to the Client till award of the work. The fees will be paid on pro-rata basis, tread wise. The Bank may invite combine tender or individual tenders for following. <ul style="list-style-type: none"> - Interior decoration floorwise comprising of flooring, false ceiling, partitions, cabins, storages, etc. for individual or group of floors. - Work stations - Chairs - dining area and allied facilities - Conference halls, Board room with allied facilities - Decorative fittings and fixtures. 	30.00
5	On issuance of Good for construction drawings complete. 6 sets through the Bank for execution purpose. The drawings and details should be sufficient for the work to be executed at site by appointed contractor. The fees will be paid on prorata basis tread wise.	40.00
6	During course of construction work on site (in instalments) as construction work proceeds and in proportion to the value of work executed. Periodical supervision, attending weekly meeting at	80.00

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	Site. This fees will be paid based on certification of RA bill payment by Bank and further recommendations by the Interior Designer on prorata basis.	
7	On Completion of work (Balance if any) & Obtaining statutory approval from local authorities if required taking inventory for individual floors, trades, handing over of the same to Client, Advising and arranging rectification of the defective work from contractors before handing over the same to the Bank. The necessary deductions, if any to be pointed out /brought to the notice of Bank. Assisting Bank in replying the queries raised by the Inspection Authority/ Central Vigilance Commission and other authorities.	90.00
8	Remaining 10% amount shall be released on successful Completion of rectification of the work by the contractors i.e. On expiry of DLP of 12 months or satisfied compliance of queries, / observations by Authorities mentioned in Sr. no. 6 hereinabove, whichever is later.	100.00

9. COST OF WORKS:

The cost of work for the purpose of computing the Architect/Consultants fees shall exclude the following: -

- (a) Deposits and fees payable to local and/or statutory body by the Bank.
- (b) Cost of any services, fittings and fixtures which are not designed, planned and supervised by the Architect.
- (c) Any infructuous expenditure as a result of demolition etc., ordered by the Architect and cost of any rejected work.
- (d) Cost of supervisory and other establishment employed on work by the Architect or the Bank.
- (e) Contingent expenditure like press advertisement, publicity, inauguration ceremonies etc.,
- (f) Escalation in the cost of work due to increase in rates of materials and labour after award of work.
- (g) Any deviation in the items of work not authorized by the Bank prior to its execution.
- (h) Cost of any old items disposed along with the tender.



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In computing the cost of the work for computing the Architects fees, liquidated damages or deduction from the contractor due on account of defective work or other reasons will not be accounted for as deduction in cost.

The fees shall exclude the cost of the bought out items like readymade chairs, sofa, tables, Amirah, carpets, fans, air-conditioners etc., similar items which are readily available in the market. If however bought-out items need estimates, specification, selection and inspection by the Architect/Consultant 50% of the basic fee for the concerned item shall paid.

10. SECURITY DEPOSIT:

The successful bidder shall deposit an amount equivalent to 5% of the total fee payable as per quote as the performance security (including EMD). Further, an amount equivalent to 5% of the total amount payable to the Architect shall be deducted progressively from each bill towards retention money for fulfilling the terms of contract faithfully and honestly. The security deposit will be refunded after the completion of the guarantee period detailed under clause 16.

11. ADDITIONS AND ALTERATIONS:

- (i) The Bank shall have the right to request in writing changes, additions, modifications or deletions in the design and drawing of any part of the work and to request in writing additional work in connection there with and the Architect shall comply with such request provide necessary services for completion of such works.
- (ii) That if the Bank deviates substantially from the original scheme which involves for its proper execution extra services, expenses and extra labour on the part of the Architect for making changes and additions to the drawings, specifications and other documents due to rendering major part of whole of his work in fructuous, the Architect may then be compensated for such extra services and expenses on quantum merit basis at percentages applicable under this contract and to be determined mutually unless such changes, alteration are due to Architect own omission and / or discrepancies. The decision of the Bank shall be final on whether the deviations and additions are substantial as requiring any compensation to be paid to the Architect. However, for the minor modification or alteration which does not affect the entire design, planning etc., no such amount will be payable.
- (iii) If it is found after call of tenders that the tender is not within the sanctioned amount, the Architect shall if so desired by the Bank take steps to carry out the necessary modifications in the design and specifications to see that the tendered cost does not exceed the amount of corresponding sanction by more than 10%. The Architect shall not be paid anything extra for such modification.

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- (iv) The Architect shall not make any material deviation, alteration, additions to or omission from the work shown and described in the contract documents except for structural safety and emergencies, without first obtaining the written consent of the Bank.
- (v) The Architect shall also prepare the necessary draft letters for any major changes for Banks approval and execution in accordance with the contract documents and shall have authority to order minor changes in the work not involving any adjustment of the contract sum or any adjustment in contract time and which is not inconsistent with the terms of contract documents.
- (vi) All extra items, omissions deviations and substituted items and their proposed rates shall be brought by the Architect to the notice of the Bank and supported by analysis of rates, statement of financial benefit, if any, to the contractor and Banks approval shall be obtained before authorizing the contractor to execute them, except up to the total cost of Rs. 10,000/- where it is expedient to take such decisions and get them ratified by the Bank.
- (vii) The cost of individual works shall not exceed the sanctioned estimate as approved by the Bank. Bank’s approval in advance shall be taken for any such increase anticipated giving full justification.

12. TIME SCHEDULE ::

SR NO	STAGE	Time Schedule
1	Submission of Sketch Plans	Within 3 days from the date of receipt of instructions from the Employer.
2	Submission of detailed drawings ,3D Design and Detailed estimate complete in all respects for the project	Within 7 days from the date of Employer’s approval of the sketch plans.

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3	Submission of the required drawings to the for tender purpose. Interior decoration and MEPF floor plan, Sections, Elevations, work station, cabins, partitions, storage, tables and chairs at cabins, staff and visitors, waiting area, conference hall, board room etc. complete. Discussion with client for finalization of the same. Necessary modifications to be arranged as suggested.	Within 10 days from the Date receipt of Employer's approval of the sketch plans.
4	Submission of tender drawings and draft tender for above. The splitting of tender shall be decided by the employer. Tender document comprising of NIT, GCC, Special conditions, Technical specification, approved make of manufacturer, detailed bill of quantities with rate, along with measurement sheets, Rate Analysis and quotations from market for Non DSR items. Modifications of the same suggested by employer and resubmission of the same.	Within 10 days from the Date receipt of Employer's approval of the sketch plans.
5	Submission of drawings in autocad form Incorporating the LT Electrical services, HVAC low side (LV) requirement, and all other related interlinked activities to the Project Architect through client.	Within 10 days from the Date receipt of Employer's approval of the sketch plans.
6	Participating in tender process till award of the work in close coordination with Bank.	As per tender dates
7	Submission of Good for Construction /working Drawings on award of the work by the employer , which will be sufficiently for execution of the work by the appointed agency. Further detailing to be provided as the work progress and as per the requirement of the Client for completion of project as per the tender drawings, tender specifications and to suit the site conditions. The client may modify the scheme during the Execution of the work as per the requirement and the modification to be carried out by interior designer cum Architect without any extra /additional fees/ remuneration.	Within 7 days after approval from the Bank

NOTE: - The above time periods may vary depending upon the quantum of the project and Bank's discretion.



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13. NUMBER OF DRAWINGS SETS ETC. AND COPYRIGHT:

All the estimates, details of quantities, detailed design, reports and any other details envisaged under this contract including drawings of civil, structural, electrical, water supply, sanitary or other services should be supplied by the Architect without any extra cost. *Apart from submitting the hard copies, soft copies of all the drawings, details, designs shall also be submitted to the Bank for bank's record & future reference at no extra cost.* The Architect shall also provide the following drawings :

- i) All such drawings and copies as required are to be submitted to the local authorities for approval of drawings and for sanctioning all service connections, including all drawings required for resubmissions incorporating any changes or amendments required by such authorities.
- ii) One set of all drawings for the Site engineer.
- iii) One set of all drawings for all other Consultants whether employed by the Architects or the Bank.
- iv) Three number of all drawings for Bank.
- v) 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 (i) to (iii) above, shall be issued.

All the above details & drawings will become the property of the Bank and the Bank will have the right to use the same for the project. The drawings cannot be issued to any other persons, firm or authority or used by the Architect for any other project. No copies of any drawings or documents shall be issued to any one except the Bank and its authorised representative.

14. LIQUADATED DAMAGES:

The time allowed for carrying out the work as specified in [clause-12](#), shall be deemed to be the essence of the contract on the part of the Architect. The work shall throughout the stipulated period of the contract be processed with all diligence and in the event of failure of the Architect to complete their services/ work within time schedule as specified above or subsequently notified to him, the Architect shall pay as compensation amount equal to **0.5 (half) per cent or such smaller amount as the Bank may decide on the total fee payable for every week that the services/work remains unfinished after the specified date subject to a maximum**

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of 10%. The delays at each stage shall be totaled to arrive at the cumulative delay. The cumulative delays solely attributable to the Architect (including his associates shall be considered while arriving at the delay.

15. 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-12 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.

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 incurred by the Bank by recovery from the dues/security deposits of the Architect in case of failure to comply with the above clause.

17. RESTRICTION/SUSPENSION:

The Bank reserves the right of restricting the Architect's services at any stage and makes other arrangements for continuing the balance services after with-drawing such services from him or suspend the work.

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.

18. 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;



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1. If the Architect being a company shall pass a resolution or the court shall make an order that the company shall be wound up or if a receiver or a (Manager on behalf of the creditor shall be appointed or if circumstances shall arise which entitle the court or the creditor to appoint a receiver or Manager or which entitles the court to make up a winding order.
2. If the Architect is not pursuing the project with due diligence within the time lines committed or commits breach of any of the terms of the contract and when the Architect has made himself liable for action under any of the cases aforesaid the Bank shall have powers:
 - a. To determine or rescind the contract
 - b. To engage another Architect to carry out the balance work debiting the Architect the excess amount if any so spent.

In the event of the termination of the contract by the Bank the Architect shall not be entitled to any compensation or damages by reason of such termination, but only to the fees for the service actually rendered, which have been duly approved by the Bank. The decision of the Bank as regards the actual work/ service done and the amount of the fees due to the Architect on the basis of actual service /work done shall be final and binding on the Architect. The Bank shall be entitled to make use of all or any drawing(s), designs or other documents prepared by the Architect.

The Architect shall promptly notify the Bank of any change in the constitution of his firm. It shall be open to the Bank to terminate the Contract on the death, retirement, insanity or insolvency of any person being Director in the said firm, or on the addition or introduction of a new Director. But until its termination by the Bank as aforesaid, this contract shall continue to be in full force and effect, notwithstanding any changes in the constitution of the firm by death, retirement, insanity or insolvency of any of its Director or addition or introduction of any new Director. In case of death or retirement, the surviving or remaining Directors of the firm shall be jointly and severally liable for the due and satisfactory performance and for compliance of all the terms and condition of this contract.

19. 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 & 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 contract. Further the Bank shall be entitled to



Selection of Consultant for rendering professional services as Interior Designer cum Architect for Canara Bank Circle Office Madurai

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 contract 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 contract for the services performed by him till the date of termination of contract.

If the Architect closes their business or abandons the work or if this contract is terminated as provided for in clause 18, 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.

20. 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, General Administration Section, Circle Office, Madurai. 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 Madurai 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.

Selection of Consultant for rendering professional services as Interior Designer cum Architect for Canara Bank Circle Office Madurai

21. FORCE MAJEURE

- a) For the purpose of this clause, “Force Majeure” shall mean an event beyond reasonable control of the parties, due to or as a result of or caused by acts of God, acts of public enemy, civil or military wars, fires, floods, earthquakes, epidemics, quarantine restrictions, strikes, labour disputes, freight embargoes, events not foreseeable but does not include any fault or negligence or carelessness on the part of the Architect to this agreement resulting in such a situation.
- b) The Architect shall forthwith notify the Bank as soon as it becomes aware of the occurrence of such Force Majeure condition.
- c) If there is any such delay, then the periods for the completion of the Architect’s obligations hereunder shall be automatically extended by the period of such delay subject to other provisions of this clause.

Notwithstanding the provisions hereof, if the Force Majeure event continues for a continuous period of 180 days from the date of its occurrence, then Bank, by serving the notice in writing to the other Party of its intention to terminate the Agreement, may forthwith terminate the Agreement after expiry of continuous period of 365 from the date of occurrence of Force Majeure event.

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 to examine the records check estimates, structural designs, drawings, works etc. The above inspections by bank, does not absolve the Architect of his responsibility. The Architect shall remain solely responsible for all the services rendered by him.
- b) 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.
- c) Rendering every assistance, guidance and advice in general to the BANK on any matter concerning the technical aspects of the projects.
- d) The Architect shall be fully responsible for all the services including the technical soundness of the designs.
- e) All instructions to the contractor affecting the rules and provisions of contract shall be issued by the Architect in writing after obtaining proper approval in



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writing of the Bank and copies of such instructions shall simultaneously be supplied to the Bank.

- f) The Architect shall be required to maintain his own accounts for certifying the contractor's bill and progress of work etc. These shall be properly handed over to the Bank before final payment under this contract.
- g) The Architect hereby agrees that the fees to be paid as provided herein (clause 8) 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.
- h) Notwithstanding the completion of the work as per Contract entered hereto, the Architect agrees and undertakes the responsibility to suitably reply to the Bank's queries that may be raised by any authorised inspection agency of the Bank or the Government of India like CVC or any other departments.
- i) In case it is established that due to fault of Project Architect or external agencies / consultant appointed by the Architect, if the Bank has to pay any extra amount due to over-run of the Project, or any other lapse on the part of project Architect necessary recovery may be effected from the Project Architect/Consultant's fees as per provision of Section 73 of Indian Contract Act 1872 under section 30 of Consultants Act 1972 (Central Act No.20 of 1972) and/or project Consultant/Architect may be debarred from employment for specified period and/or black listed depending on gravity of the lapses on the Project Architect.
- j) If work carried out by the Project Architect or consultants appointed by Architect is found to be sub-standard or un-duly delayed on his account, the bank shall report to Indian Bank Association (IBA) & Public Works Departments (CPWD/Tamilnadu PWD), the misbehavior of the Project Architect and IBA in turn may inform all the member banks, after examining veracity of the Bank's version, not to deal with such Project Architect by way of punishment to him.

For and on behalf of

M/s. _____

IN THE PRESENCE OF::

1.

2.

For and on behalf of the

CANARA BANK

NAME & SIGNATURE OF ARCHITECT

Selection of Consultant for rendering professional services as Interior Designer cum Architect for Canara Bank Circle Office Madurai

APPLICATION FORMAT

Name of Work: Selection of Consultant for rendering Professional Services as Interior Designer cum Architect for creation of infrastructure for Canara Bank Circle Office Madurai

SR NO	PARTICULARS	DETAILS
1	Name of the Firm	
2	Address of Main Office	
3	Address of Office in Tamilnadu	
4	Telephone No. Office : Mobile : E-Mail :	
5	Type of Organization (Whether company/Partnership / proprietary) (Please enclose copy of partnership deed/Articles of Association/Memorandum of Association/Affidavit* as annexure) [*Affidavit (as in Appendix - I) in case of sole Proprietorship]	

Selection of Consultant for rendering professional services as Interior Designer cum Architect for Canara Bank Circle Office Madurai

6	Name of the Proprietor/ Partners/ Directors (With professional qualifications, if any): (Please enclose documentary evidence as Annexure. ID Proof also to be attached)	
7	Year of establishment	
8	Whether the Electrical, HVAC and Audio-Video consultants are in house or such services are arranged through external associates	
9	Details of External associate (Electrical services), if any: Qualification of the associate: Experience in the field: Period of association of the Architect firm with the external associate	
10	Details of External associate (HVAC services), if any: Qualification of the associate: Experience in the field: Period of association of the Architect firm with the external associate	
11	Details of External associate (Audio Video Services), if any: Qualification of the associate: Experience in the field: Period of association of the Architect firm with the external associate	
12	<u>Registration with Tax Authorities</u>	
a	PAN NO (Furnish copies of Income-tax returns)	
b	GST Regn Number (Furnish copies of GST certificate)	
13	Banker's details:	

Selection of Consultant for rendering professional services as Interior Designer cum Architect for Canara Bank Circle Office Madurai

a	Name of Bank, Full address, telephone number and E-mail	
b	Account Number & Type IFS Code	
14	Experience in the field of Architectural and consultancy for interior renovation and furnishing works associated with civil and furniture works for office building	_____ Years
15	Yearly turnover of the firm during last3 financial years (Year wise). Please attach certified copies in this regard. a) 2021-2022 b) 2022-2023 c) 2023-2024	
16	Profit or Loss of the firm during last3 financial years (Year wise). Please attach certified copies in this regard. a) 2021-2022 b) 2022-2023 c) 2023-2024	

17. Details of the works executed during all 7 years up to 28/02/2025 (please mention only such works relevant to **eligibility criteria 1**)

Sl No.	Name of the work	Work executed for (name of the organization with address, concerned office and telephone number)	Nature of work (in brief)	Location of the work with month & year of execution	Actual Value of the works
Mar 18- Feb 19					

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Mar 19- Feb 20					
Mar 20- Feb 21					
Mar 21- Feb 22					
Mar 22- Feb 23					
Mar 23- Mar 24					
Mar 24- Feb 25					

(These details can also be furnished in separate page as Annexure duly quoting the para reference)

Note: Copies of work orders or satisfactory completion certificate from the clients shall be enclosed (for all 7 years up to 28/02/2025).

18. Details of the works executed during the last 7 years (please mention only such works relevant to eligibility criteria 2)

Sl No.	Name of the qualifying work	Work executed for (name of the organization with address, concerned office and telephone number)	Nature of work (in brief)	Location of the work with month & year of execution	Actual Value of the works	Name ,address and phone number of two reference personnel associated with the work from client's side
1						

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2						
3						

(These details can also be furnished in separate page as Annexure duly quoting the para reference)

Note: Bank may obtain **Original satisfactory completion certificate as per Appendix-III** enclosed. The bidder shall provide all the necessary assistance for liasioning with their clients for issuing the certificates. The photo images of these works also shall be enclosed by the bidders.

19. Key personnel permanently employed in your organization:

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

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	TECHNICAL PERSONS					

(These details can also be furnished in separate page as Annexure duly quoting the para reference)

20. 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

21. Certification in in-house quality control (ISO certification):

DECLARATION

1. All the information furnished by me / us here above is correct to the best of my knowledge and belief.
2. I / We agree that the decision of CANARA BANK in selection will be final and binding to me / us.

Place :
Date :

**NAME, SIGNATURE & SEAL
OF THE ARCHITECT**



Selection of Consultant for rendering professional services as Interior Designer cum Architect for Canara Bank Circle Office Madurai

PROFORMA A - DETAILS LIST OF RELATIVES WORKING IN CANARA BANK

Name of Work: Selection of Consultant for rendering Professional Services as Interior Designer cum Architect for creation of infrastructure for Canara Bank Circle Office Madurai

NAME OF THE OFFICIAL	DESIGNATION	ADDRESS OF THE OFFICE / BRANCH

(If “NIL” write the same by crossing the table from left lower corner to right top corner)

Signature and seal of Architect



Selection of Consultant for rendering professional services as Interior Designer cum Architect for Canara Bank Circle Office Madurai

PROFORMA B - AUTHORISATION LETTER

To,

Assistant General Manager,
General Administration Section,
Circle Office,
Madurai.

Name of Work: Selection of Consultant for rendering Professional Services as Interior Designer cum Architect for creation of infrastructure for Canara Bank Circle Office Madurai

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

The specimen signature is attested below:

Specimen Signature of Representative

Signature of Authorizing Authority of the Architect

Signature of Attesting Authority

Name of Authorizing Authority of the Architect



Selection of Consultant for rendering professional services as Interior Designer cum Architect for Canara Bank Circle Office Madurai

PROFORMA C - CONFIRMATION FOR ACCEPTANCE OF THE TERMS & CONDITIONS

To,

Assistant General Manager,
General Administration Section,
Circle Office, Madurai.

Name of Work: Selection of Consultant for rendering Professional Services as Interior Designer cum Architect for creation of infrastructure for Canara Bank Circle Office Madurai

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

I/We are fully qualified to provide the professional Consultancy services to the said work and agree with all the contents of this NIO. We are agreeable to extend our Consultancy services for the subject project and the professional charges have been conveyed separately in "Financial-bid in Proforma-H" furnished.

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

I/We enclose herewith a Demand draft No..... of Bank for Rs...../- towards the Earnest Money deposit.

I/We agree that until a regular contract is executed, this document with the Bank's written acceptance thereof shall constitute a binding contract between us.

DATE:

Signature of the Architect



Selection of Consultant for rendering professional services as Interior Designer cum Architect for Canara Bank Circle Office Madurai

PROFORMA D - AGREEMENT FORMAT

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 a Circle Office, Madurai-673002 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 _____ Name of work _____ 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**” of document herein under.

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

1. 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.
2. The following documents not inconsistent with these presents shall be deemed to form and be read and construed as part of this agreement viz.,
 - a. The Tender Document comprising Notice inviting the tender , General rules & Instruction to tenderers, General Conditions of the Contract, Special; conditions , Proforma A to .. , Priced schedule of quantities,
 - b. Corrigendum to tender document if any.
 - c. Letter from Architect dt. _____ in response to the negotiation meeting discussions held on _____
 - d. Letter of Acceptance issued to Architect by Bank letter Ref: _____ dated _____



Selection of Consultant for rendering professional services as Interior Designer cum Architect for Canara Bank Circle Office Madurai

3. In consideration of the payments to be made by the Bank to the architect, the architect hereby covenants and agrees with the Bank to execute, complete and perform the works in conformity in all respects with the Tender document as mentioned in the aforesaid documents which shall form part of this agreement

IN witness whereof, the parties hereunto have set their hands and seals the day and year first above written.

For and on behalf of

For and on behalf of the

M/s. _____

CANARA BANK

In the presence of:

- 1.
- 2.



Selection of Consultant for rendering professional services as Interior Designer cum Architect for Canara Bank Circle Office Madurai

PROFORMA E - UNDERTAKING LETTER - NON ALETRATION OF DOCUMENT

To,

Assistant General Manager,
General Administration Section,
Circle Office, Madurai

Name of Work: Selection of Consultant for rendering Professional Services as Interior Designer cum Architect for creation of infrastructure for Canara Bank Circle Office Madurai

Dear Sir,

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

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

Signature & Name of the Architect



Selection of Consultant for rendering professional services as Interior Designer cum Architect for Canara Bank Circle Office Madurai

PROFORMA F - INDEMNITY BOND FORMAT

THIS DEED OF INDEMNITY BOND executed at Madurai on this ___day of month of _____ year (2025) By M/s _____ duly represented by proprietor / one of its partners Sri _____, aged _____ years, son/daughter of Sri _____, residing at _____

In favour of Canara Bank, a body corporate constituted under the Banking companies (Acquisition and Transfer of undertakings) Act, 1970, having its Head Office, at 112, J.C.Road, Bangalore - 560002.

Whereas I am the proprietor/authorised partner of M/s _____ and had applied for rendering architectural services for _____

Whereas as my company was shortlisted for issue of tenders and my firm/company became successful in securing the subject work through competitive tendering and the work of _____ has been awarded in our favour by Canara Bank, Circle Office, Madurai vide their letter ref: _____ dated _____

And where as for undertaking the _____ work, my company has entered into contract agreement with Canara Bank on _____.

Now this Deed Witnessed that in pursuance of the aforesaid contract agreement dated _____ and in consideration of Canara Bank having agreed to make payments on the bills claimed by me/my company based on the works completed by me/my company in respect of _____ and referred to above,

I hereby undertake to indemnify and keep harmless the Canara Bank & its Architect and its officials/ staff from any damages, prosecution, other legal suits and claims arising out of any mishaps occurring at the site due to faulty work, faulty construction and for violating rules and regulations, any possible damage to the building and members of public in course of execution of the work for which I shall be solely responsible.

Signature of Architect with seal



Selection of Consultant for rendering professional services as Interior Designer cum Architect for Canara Bank Circle Office Madurai

PROFORMA G - NON BLACKLISTING LETTER

To

Assistant General Manager,
General Administration
Section,
Circle Office, Madurai

Name of Work: Selection of Consultant for rendering Professional Services as Interior Designer cum Architect for creation of infrastructure for Canara Bank Circle Office Madurai

Ref: _____

I / We hereby declare that I / We have not been banned or blacklisted or debarred by any Government, Quasi Government Agencies, Public Sector Undertakings, Public Sector Banks anywhere, anytime.

Should it be observed anytime during currency of the empanelment selection process or during period of empanelment of the work that I / We have been banned, blacklisted or debarred by any of the above Agencies, then I / We agree for forfeiture of our EMD/Security deposit by CanaraBank without any recourse.

Date:
Place:

Signature of Architect with seal



Selection of Consultant for rendering professional services as Interior Designer cum Architect for Canara Bank Circle Office Madurai

~~PROFORMA I - UNDERTAKING FOR GST REGISTRATION~~

(NOT REQUIRED)

To

Assistant General Manager,
General Administration Section
Circle Office, Madurai

Name of Work: Selection of Consultant for rendering Professional Services as Interior Designer cum Architect for creation of infrastructure for Canara Bank Circle Office Madurai

Ref: _____

I / We hereby declare that If work is awarded to me, I/we shall obtain GST registration certificate of the State, in which work is to be taken up, within one month from the date of receipt of award letter or before release of any payment by Bank, whichever is earlier, failing which I/We shall be responsible for any delay in payments which will be due towards me/us on a/c of the work executed and /or for any action taken by Bank or GST department in this regard.

Date:
Place:

Signature of Architect with seal



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PROFORMA J - UNDERTAKING FOR OFFICE SET-UP IN TAMILNADU

To

Assistant General Manager,
General Administration Section,
Circle Office, Madurai

Name of Work: Selection of Consultant for rendering Professional Services as Interior Designer cum Architect for creation of infrastructure for Canara Bank Circle Office Madurai

Ref: _____

I / We hereby declare that If work is awarded to me, I/we shall open temporary office at the Location/ State, in which work is to be taken up, within 30 days from the date of receipt of award letter by Bank, failing which Bank shall take necessary action including forfeiting of security deposit/EMD.

Date:
Place:

Signature of Architect with seal



Selection of Consultant for rendering professional services as Interior Designer cum Architect for Canara Bank Circle Office Madurai

APPENDIX - I - AFFIDAVIT FOR SOLE PROPRIETORSHIP OF FIRM

(On Non-Judicial Stamp Paper of Rs.200/- in case the individual who is the sole proprietor of the firm)

I, S/o Ageyears,
occupation business R/o

..... do hereby state
on oath as under:

That I am residing in
.....

..... locality of District
..... Since last Years.

That I am the sole proprietor of a proprietary concern name and style as
“.....” having its office at
..... District dealing in the
business of Government’s/Private civil contracts and ancillary works attached therefor.
Hence this affidavit.

Deponent

Note: This Affidavit should be Notarised.



Selection of Consultant for rendering professional services as Interior Designer cum Architect for Canara Bank Circle Office Madurai

APPENDIX - II - CHARTERED ACCOUNTANT'S CERTIFICATE

(In Letter Head of Auditor Firm)

No.

Date:

To

The Assistant General Manager,
General Administration Section,
Canara Bank Circle Office, Madurai
- 673002

Dear Sir,

Tender Reference No. _____

This is to certify that we, _____,
vide our registration No. _____, Auditors of the company/firm

M/s _____ do hereby certify

that, the company/firm has turnover and net profit for last three financial Year from
the type of work for which the application is submitted is given as under:-

FY	Assessment Year	Turnover	Net profit after tax
2021-22	2022-23		
2022-23	2023-24		
2023-24	2024-25		

The certificate has been based on information and documents produced before us. (Copy of the certified documents attached for your reference)

Yours faithfully
(Name & Signature with Seal)

For and on behalf of M/s _____ (UDIN: _____)

Place:

Note: This CA Certificate should be on the letter head of the Auditor Firm and should be signed by a competent person of the Firm.

Selection of Consultant for rendering professional services as Interior Designer cum Architect for Canara Bank Circle Office Madurai

APPENDIX - III - CLIENT'S CERTIFICATE

Name of Client with full address:

Details of work executed by: Shri / M/s

Sr. No.	Particulars	Remarks
1	Name of work with brief particulars	
2	Agreement No. and date	
3	Agreement amount	
4	Date of commencement of work	
5	Stipulated date of completion	
6	Actual date of completion	
7	Details of compensation levied for delay (indicate amount) if any	
8a	Final certified amount of the construction work completed**	
8b	Gross amount paid to the architect**	
9	Name and address of the authority under whom works executed	
10a	Whether the architect employed qualified staff?	
10b	Whether the supervision of construction was included in scope of work? If yes, mention period of supervision	
11	i. Quality of work (indicate grading)	
	ii. Amount of work paid on reduced rates	
12	i. Did the architect go for arbitration?	Outstanding / Very Good / Good / Satisfactory / Poor
	ii. If yes, total amount of claim	

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	iii. Total amount awarded	
13	Comments on the capabilities of the	
	a) Technical Proficiency	Outstanding / Very Good / Good / Satisfactory / Poor
	b) Financial soundness	Outstanding / Very Good / Good / Satisfactory / Poor
	c) Mobilization of adequate T&P	Outstanding / Very Good / Good / Satisfactory / Poor
	d) Mobilization of manpower	Outstanding / Very Good / Good / Satisfactory / Poor

Note: All columns should be filled in properly please tick one of the multiple options.

Signature of the Reporting Officer* with office seal

*Officer of the rank of Asst. Executive Engineer/Divisional/Chief Manager or equivalent

** Amount excluding GST.

(Reports must be submitted in sealed cover addressed to The Assistant General Manager, General Administration Section, Canara Bank Circle Office, Madurai St. Mary's Campus, East Veli Street, Madurai - 625001)



Selection of Consultant for rendering professional services as Interior Designer cum Architect for Canara Bank Circle Office Madurai

PROFORMA H - FINANCIAL BID - FEE STRUCTURE

To,

Assistant General Manager,
Premises & Estate Section,
Circle Office,
Madurai.

Name of work: Selection of Consultant for rendering Professional Services as Interior Designer cum Architect for creation of infrastructure for Canara Bank Circle Office Madurai

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 consultancy and construction management services for the said work and agree with all the contents of this NIO i.e. Eligibility Criteria, brief details of work, General rules& instructions to the applicants, Method of Selection of Consultant, Conditions of the contract. Accordingly, we are agreeable to extend our services for the subject work as per the terms & conditions of this NIO on the following fees:

1. **Consultancy fees** as per [clause 5\(a\)](#) of the “Conditions of Contract” :

Fee in figures: (%)

& in words.....Percentage



Selection of Consultant for rendering professional services as Interior Designer cum Architect for Canara Bank Circle Office Madurai

The above fee is exclusive of GST which is payable extra by the Bank and including all other incidental charges and taxes.

Note: For the purpose of evaluation of bids, the cost of project shall be considered as **Rs. 250 Lakhs.**

The above fee is **exclusive of GST** which is payable extra by the Bank and including all other incidental charges and taxes.

I/We agree that the TDS as payable to statutory authorities will be deducted from the above quoted fees.

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

Date:

Place:

Signature & seal of the Architect



Selection of Consultant for rendering professional services as Interior Designer cum Architect for Canara Bank Circle Office Madurai

CHECK LIST OF DOCUMENTS ATTACHED

**LIST OF DOCUMENTS/ CERTIFICATES/ ANNEXURES ATTACHED:
(Mention if not enclosed)**

Document	Enclosed (Yes/No)
Address Proof of Main Office	
Address Proof of Tamilnadu office (If available)	
Proof of company/Partnership / proprietary (Please enclose copy of partnership deed/Articles of Association/Memorandum of Association/Affidavit* as annexure)	
ID Proof of Proprietor/ all Partners/all Directors	
Proof for year of establishment	
GSTIN Form GST REG - 06	
Copy of PAN Card of firm/proprietor	
Copy of cancelled cheque of firm/proprietor	
Copy of valid registration certificate from Council of Architecture (COA) or Indian Institute of Architects (IIA)	
Proof of Eligibility Criteria 1: Copies of work orders or satisfactory completion certificate from the clients shall be enclosed (for 7 years upto to 28.02.2025)	
Proof of Eligibility Criteria 2: Copies of work orders & completion certificates issued by the client's organization indicating the nature of service, cost & nature of work and month & year of commencement & completion. In case the work experience is of Private sector, the completion certificate shall be supported with copies of the Letter of Award/ Contract Agreement and Corresponding TDS Certificates. Value of work will be considered commensurate with the value of TDS Certificates. (during last 7 years ending with 28.02.2025). For additional weightage, proof of one similar work costing in the range of appropriate category to be submitted as mentioned in the document.	
Proof of eligibility criteria 8: Annual Turnover from the type of works for which RFP is called for the last three FY and Annual Profit to be submitted as Chartered Accountant's certificate as per Appendix-II in CA's letter head. Hard copy of Original certificate to be submitted.	
Proof of Experience in similar works undertaken for Central/ state government/ PSU / Banks during last 7 years.	

Selection of Consultant for rendering professional services as Interior Designer cum Architect for Canara Bank Circle Office Madurai

Details of Organizational set up including staff strength, infrastructural facilities. List of permanent employees along with their appointment letter, TDS certificate and salary certificate for last 1 year be submitted.	
Copy of Relevant ISO Certification	
Proof of Similar works completed in nearby Centre (i.e. Tamilnadu state) during the last 7 years ended as on 28.02.2025)	
Details of awards, citations received	
PROFORMA A - DETAILS LIST OF RELATIVES WORKING IN CANARA BANK (In firm's letter head) (Mention Nil in Proforma-A if no relatives are working in Canara Bank)	
PROFORMA B - AUTHORISATION LETTER (In firm's letter head)	
PROFORMA C - CONFIRMATION FOR ACCEPTANCE OF THE TERMS & CONDITIONS (In firm's letter head)	
PROFORMA E - UNDERTAKING LETTER (In firm's letter head)	
PROFORMA G - NON BLACKLISTING LETTER (In firm's letter head)	
PROFORMA I - UNDERTAKING FOR GST REGISTRATION	
PROFORMA J - UNDERTAKING FOR OFFICE SET-UP IN TAMILNADU	
PROFORMA - H FINANCIAL BID - FEE STRUCTURE	
Signed copy of all pages of the tender document	
Hard copies to be submitted: 1. EMD if applicable 2. COA/IIA certificate 3. All proofs related to eligibility criteria 4. All proofs related to marking system 5. Signed copy of tender document 6. Original CA certificate 7. Proforma A to G, I, J	
Any other relevant document	