



(A Government of India Undertaking)

TENDER NO - CB: COBPL: 2069:2019

**ARCHITECTURAL SERVICES FOR CANARA BANK RAIPUR REGIONAL OFFICE
BUILDING'S INTERIOR WORKS AT NAYA RAIPUR.**

This document SHOULD BE enclosed along with Technical bid of this offer document.

ISSUED BY

**Premises & Estate Section, Canara Bank, Circle Office, Block no.3, 5th Floor,
Paryavas Bhavan Arera Hills, Jail Road, Bhopal-462011 (M.P.)**

**Tel Ph: +91 755 2671035
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(I) NOTICE INVITING OFFERS (NIO)

Subject: Architectural Services for Canara Bank Raipur Regional Office Building's Interior Works at Naya Raipur.

The Canara Bank proposes to furnishing of Raipur Regional Office at bank's own property situated at Plot No. 45, Sector 24, Naya Raipur, Chhattisgarh and invites offers from eligible & competent architects/ architectural firms for availing their services.

	Nature of the document	:	TWO BID CONCEPT - OPEN
1.	Name of work	:	Architectural Services for Canara Bank Raipur Regional Office building interior works at Naya Raipur.
2.	EMD	:	Rs.10,000.00
3.	Estimated cost of work	:	Rs.36.00 Lakh
4.	Tender cost	:	Rs.500.00 (free if downloaded from bank's website)
5.	Contents of the offer document	:	A. TECHNICAL BID (First envelope) - (i) NIO (ii) Eligibility criteria (iii) Brief details and objectives of the work (iv) General Rules & Instructions to the Architect (v) Method of selection of Architect (vi) Conditions of contract (vii) Application Format (viii) Proforma - A, B, D, E & F B. FINANCIAL BID (Second envelope) - Financial bid for the proposed consultancy services in Proforma-C and to be submitted in separate envelope
6.	Date of Issue of offer document	:	From 18/02/2019 to 08/03/2019 during office hours 10.30 AM to 03.00 PM
7.	Last Date of Submission	:	Sealed Envelopes to be submitted on or before 08/03/2019 upto 05.00 pm. The offer should reach to the office of The Assistant General Manager, Canara Bank, Circle Office, Block no.3, 5th Floor, Paryavas Bhavan Arera Hills, Jail Road, Bhopal - 462011, (M.P.)
8.	Date of Opening of Technical Bid	:	Will be opened on 08/03/2019 at 05:30 PM

9.	Issue of Tender documents (hard copy) during Office hours at Premises & Estate Section Canara Bank, Circle Office, Block no.3, 5th Floor, Paryavas Bhavan, Jail Road Arera Hills, Bhopal-462011 (M.P.)	:	18/02/2019 TO 08/03/2019
	Sealed Tenders shall be dropped in the TENDER BOX kept at the above said address up to 05.00 P.M. on 08/03/2019.		
	The first part of tenders i.e Technical bid will be opened on the same day (ie. 08/03/2019) and at the same location at 05.30 PM. If last day of submission of tender is declared a holiday under NI Act by the Government subsequent to issuance of tender the next working day will be deemed to be the last day for submission of the tender.		
	Financial bids of only the shortlisted applicants will be opened on a pre-notified time & date, under intimation to such shortlisted applicants		

Date : 18/02/2019
Place : Bhopal

Assistant General Manager

(II) ELIGIBILITY CRITERIA

S.No	Criteria	Documents Required
1	The Architect should be a registered member with Council of Architecture (COA)	A valid registration certificate from COA
2	The Architect should have minimum of 5 (five) years experience in architectural services as on 31.12.2018.	Order copies & Completion certificates from the customer prior to 31.12.2018
3	The Architect should have provided consultancy services for at least 5 (Five) years completed similar works each costing more than Rs.25.00 (Twenty Five) lakh during the last 5 (five) years ending with 31.12.2018. 'Similar work' means designing and supervising interior works for the Banks/ Financial Institutions/Government bodies with lighting details, electrical, data-cabling and Air-conditioning layouts.	Order copies and satisfactory completion certificates clearly indicating the cost & nature of work handled
4	The architect should be familiar with Government guidelines in the matters of executing public works & in this regard should have given architectural consultancy/Project management consultancy for one completed work costing more than Rs.25.00 (twenty five) lakh to Central/state Govt. organizations, PSUs/PSBs, RBI, local bodies, Govt. autonomous bodies during the last 5 (five) years ending with 31.12.2018.	Order copies and satisfactory completion certificates clearly indicating the cost & nature of work handled.
5	The Architect must have GST registration number and PAN number	Copies of the registration certificate and PAN card copy shall be enclosed.
6	The Architects should have their representative office in Raipur for operational convenience	Details of local address

(III) BRIEF DETAILS & OBJECTIVES OF WORK

- a) Canara Bank **Circle Office, Premises & Estate Section, Block no.3, 5th Floor, Paryavas Bhavan Arera Hills, Jail Road, Bhopal-462011 (M.P.)** (hereinafter known as Employer or Bank) proposes to **Architectural Services for Canara Bank Raipur Regional Office Building's Interior Works at Naya Raipur.**
- b) The proposed work shall comprise of the following:
 - a. Preparation of interior layout with furnishing, electrical, ceiling and Air Conditioning plan.
 - b. Preparation of estimates.
 - c. Preparation of tender document for execution of work at site for contractors.
 - d. Supervision of work upto final bill.
 - e. Verification and checking of bills at site submitted by qualified contractors.
- c) The proposed work shall be as per the local govt. rules & regulations.
- d) The architect shall take complete responsibility of planning, designing & supervision of the work including getting necessary approvals from local authorities for completion and occupation of the building as detailed elsewhere in the document.

(IV) GENERAL RULES & INSTRUCTIONS TO ARCHITECTS

1. The architect, on his own expense, shall inspect the site to ascertain the site conditions, constraints and any other information required.
2. The tender/ offer is "TWO ENVELOPE CONCEPT" and shall be submitted in two separate sealed envelopes as detailed below:-
 - 2.1 The first envelope to be super scribed as **"Technical Bid for Architectural Services for Canara Bank Raipur Regional Office Building's Interior Works at Naya Raipur"** should contain Offer document duly signed in all pages consisting of :
 - a. NIO
 - b. Eligibility criteria
 - c. Brief details and objectives of the work
 - d. General Rules & Instructions to the Architect
 - e. Method of selection of Architect
 - f. Conditions of contract
 - g. Application Format
 - h. Proforma - A, B, D,E & F

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

- 2.2 The second envelope to be super scribed as **"Financial Bid for Architectural Services for Canara Bank Raipur Regional Office Building's Interior Works at Naya Raipur"** should only contain price offer quoting fee for complete services in **Proforma-C**.

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

- 2.3. These above two envelopes put in an outer envelope to be super scribed as **"Offer for Architectural Services for Canara Bank Raipur Regional Office Building's Interior Works at Naya Raipur"** should be submitted to the address as detailed in Notice Inviting Offers (NIO).
- 2.4. Only original offer documents issued/downloaded from websites have to be duly filled and submitted and no other format shall be used, except for Proforma which shall be submitted in the letter head. Wherever required, particulars can be submitted in annexure but such details **shall** be clearly mentioned in respective columns in the original document. All the documents, enclosures, and correspondence will form the part of contract. Necessary details to ascertain the eligibility criteria for short listing shall be furnished in the required format only. The details furnished elsewhere or in the format in deviation from the format required will not be considered.

3. The sealed offers should be submitted to the office of the Assistant General Manager, Canara Bank, Premises & Estate Section, Circle Office Bhopal on or before the time and date stipulated in NIO. If last day of submission of bids is declared a holiday by the Government next working day will be deemed to be the last day for submission of the offer. No offer will be accepted by email or FAX.
4. The First envelope (Technical bid) will be opened in the said office on as specified in NIO.
5. The date for opening the Second envelope (Financial bid) will be intimated subsequently only to such firms whose Eligibility, Technical bids are found qualified & suitable. The applicants are requested to participate during the opening of the tender.
6. The tender documents are not transferable.
7. All corrections such as cuttings, interpolations, omissions and over-writings shall be number as 'c', 'i', 'o' and 'ow' and initialed.
8. All fees shall be quoted on the proper form. Quoting of fees different from prescribed in this document will be liable for rejection. The fees quoted shall be inclusive of all fees / charges payable to the associate consultants, Income tax (TDS) but exclusive of Goods & Service tax (GST). GST on works contract shall be payable by the Bank as per the applicable rules & rates of Goods & Services tax (GST) Act enacted by the Government of India.
9. The Bank's decision in the selection process is final and Bank will neither entertain any correspondence in this regard nor will be bound to furnish any explanation. The acceptance of a offer will rest with the Bank which does not bind itself to accept the lowest offer and reserves to itself the authority to reject any or all of the offers received without assigning any reason.
10. Offers which are incomplete in any respect are liable to be rejected.
11. Canvassing in connection with tenders is strictly prohibited and the offers submitted by the Architects who resort to canvassing will be liable for rejection.
12. The applicant shall furnish the list of his relatives working in the Canara Bank with their present place of posting in the **Proforma E**.
13. The offer shall remain open for acceptance for a **period of 45 (forty five) days from the date of opening**. No offer can be modified or withdrawn by the Architect after submission of the Bid.

14. The Architect or their authorized representatives with an authorization letter as per **Proforma F** are requested to be present during the opening of the bids. If any of the Architect or all the Architects who submitted are not present during the specified date and time of opening it will be deemed that such Architect is not interested to participate in the opening of the Bid/s and the Bank will proceed further with opening of the technical bids / financial bids in their absence.
15. It will be obligatory on the part of the Architect to tender and sign the offer documents for all the component parts and that, after the assignment is awarded, he / they will have to enter into an agreement for each component with the competent authority of the Bank.
16. The successful Architect shall execute the agreement on a stamp paper of appropriate value and until a formal agreement on stamp paper is prepared and signed, this offer document along with the correspondence shall constitute a binding contract between the Architect and the Bank/ Employer.
17. On acceptance of the offer , the name of the accredited representative(s) of the Architect who would be responsible for taking instructions from the Bank / Employer shall be communicated to the Employer.
18. Conditional offers shall be summarily being rejected.
19. The architect shall inspect the site to ascertain the site conditions, constraints and any other information required for making the offer.
20. In case of other un-qualified Architect, the sealed price bid shall be returned.
21. All the contents of this document and financial bid with quoted fees shall form a part of the contract document. The successful Architect on acceptance of his tender by the Accepting Authority, shall sign an agreement on stamp paper contract consisting of the following within 14 days from the date of acceptance of the tender:-
 - (a) Standard form of Agreement on stamp paper.
 - (b) All the contents of this offer document and financial bid with quoted fees, any correspondence leading to acceptance of offer by the Bank, etc.
22. The Bank reserves the right to modify any or all of the Eligibility criteria.
23. Earnest Money Deposit (EMD): Rs.3,000/- (Rupees three thousand only) by Demand Draft favoring "Canara Bank, Circle Office Bhopal" payable at Bhopal from any Nationalized / Scheduled Bank. EMD is to be submitted along with Technical bid. Submission of the EMD in the Financial bid envelope shall render the tender being rejected on the grounds of non submission of the EMD.
24. Tender cost : Rs.500/- if collected from Office, Free is downloaded from website
25. Estimated cost of work : Rs.36.00 Lakh

26. **Micro and Small Enterprises (MSEs)**

- (i) The MSEs are provided tender documents free of cost and are exempted from payment of earnest money deposit, subject to furnishing of relevant valid certificate for claiming exemption.
- (ii) This policy is meant for procurement of only goods produced and services rendered by MSEs and not for any trading activities by them. An MSE Unit will not get any purchase preference over another MSE Unit.

27. Date of opening : 08/03/2019

28. Pre bid meeting date and venue : 01.02.2019 at **Premises & Estate Section, Canara Bank, Circle Office Bhopal, Block no.3, 5th Floor, Paryavas Bhavan Arera Hills, Jail Road, Bhopal-462011 (M.P.)**

29. The document can be downloaded from : www.canarabank.com

(V) METHOD OF EVALUATION

1. In the first stage, offers will be evaluated against the stipulated eligibility criteria of the Bank. Offers not complying with the Bank's eligibility criteria will be rejected. The architects/ consultants, who comply with the eligibility criteria and evaluation criteria, will be short-listed in technical evaluation. The evaluation of Consultants for shortlisting may include getting opinion from the previous clients, visiting their projects, if necessary. In the event of large number of responses, Bank may shortlist a minimum of 5 (five) Consultants/ architects by scoring method on the basis of details furnished by them.
2. The Financial/Price bids of the Architects who satisfy the eligibility criteria only will be opened. The date of opening of the Financial/Price bids will be intimated separately to the architects who qualify the eligibility criteria.

3. Scoring will be done as per criteria tabulated below:

Sl. No.	Criteria	Weightage	
	Sub- criteria	Criteria Total	Sub-criteria
1	Past experience of the consultant (track record)	60%	
	<ul style="list-style-type: none"> • Number of years' relevant experience • Past experience of works of similar nature • Past experience in carrying out <ul style="list-style-type: none"> ○ Works in the related sector ○ Works carried out in the region of project 		20% 50% 20% 10%
2	General profile of qualification, experience and number of key staff (not individual CVs)	25%	
	<ul style="list-style-type: none"> • Qualification • Relevant Experience 		30% 70%
3	Overall financial strength of the consultant in terms of turnover, profitability and cash flow (liquid assets) situation	15%	
	<ul style="list-style-type: none"> • Turnover figure for last three years • Net profit for last three years 		50% 50%
		100%	

4. Minimum required marks for qualifying financial bid will be 75% (seventy five percent).

(VI) CONDITIONS OF AGREEMENT

Subject: Architectural Services for

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 **The Assistant General Manager, Canara Bank, Circle Office Bhopal, Block no.3, 5th Floor, Paryavas Bhavan, Arera Hills, Jail Road, Bhopal - 462011, (M.P.)** or any person authorized by him as in charge of the work and would sign the agreement on behalf of the CANARA BANK.
- (iii) "Project" shall means Canara Bank Raipur Regional Office interior works at Naya Raipur building.
- (viii) "Site" means
- (ix) "Site engineer" shall mean the engineer delegated by the architect for subject project.

2. SCOPE OF SERVICES:

The scope of consultancy work shall include the planning, designing, Architectural drawings, preparing preliminary as well as detailed working drawings, specifications, bill of quantities, Preliminary & detailed Estimates for the following works

1. Civil
2. Electrical works & Installations
3. Electrical power distribution
4. Burglar alarm, Smoke detection and fire alarm system
5. Any other services / systems as may be found necessary for functional requirement of the building.
6. Interior furnishing works.
7. Data Cabling & Networking
8. Telephone wiring
9. Shifting of existing regional office and dismantling.

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

3. SCOPE OF WORK, ROLES & RESPONSIBILITIES

I PRELIMINARY STAGE:

The Architect should:

- (a) Prepare preliminary sketch and designs with drawings, giving details of useful areas, services area, circulation area and total carpet area and item rate cost estimate to the Bank to provide information in respect of magnitude of work and its components and services and cost of all such items involved.
- (b) Obtain the approval of the Bank to above and to all computations of all designs and all services designs which shall be in accordance with the latest IS Codes of practice and/or the codes of practice applicable in the area, Town, City where the work is located. Such detailed computations of all designs shall be made available to the Bank in duplicate along with drawings for any check the Bank may like to exercise for scrutiny before sanction of detailed estimates and call of tenders. The Architect shall indicate the names of his consultants for various services and structural designs, 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.
- (c) Submission of drawings having plans, elevations, sections, in required number of sets as per local byelaw requirements of respective authorities and getting approval for the same.

- (d) Programming of work by PERT / CPM/Bar charts, incorporating all activities from planning till completion of the work and working out cash flow.

"This shall include all activities required for completion of the project well in time, i.e., preparation of working drawings, detailed drawings, calling tenders etc. including stages of services to be done by the consultants in coordination with the Architect and work of various contracting agencies etc. "

II. WORKING DRAWING STAGE:-

The preparation of working and detailed drawings with details incorporating services and schedule of quantities will be involved in this stage. This will include:-

- (a) Preparation of detail working drawing and detailed estimate and specifications for all items of the above works along with details of quantities and analysis of rates.
- (b) Obtaining approval of the BANK to above and modify them if considered necessary by the BANK and/or if the cost exceeds the estimated cost.
- (c) Prepare prequalification documents for selection of agencies, prepare according to the approved form of the BANK all contract documents for various trades for calling tenders with articles of agreement, specifications, conditions of contract, special conditions, bill of quantities including analysis of rates based on market rates, time and progress charts, and obtain approval of the BANK to such final document. BANK shall invite the tenders and Architect shall supply adequate number of copies of drawings required to be attached to the tender to clarify the item(s) in the bill of quantities in the tender.

"The stationery and printing charges incurred by the Architect if any, for the preparation of tender documents to be sold, shall be reimbursed by the BANK.

- (d) Preparation and submission of model of the work to a suitable scale as and when required by the BANK. The cost of the model shall be approved and borne by the BANK. However the cost of perspective drawings, plan and elevations for the purpose of presentation shall be borne by the Architect and BANK will not consider any request in this regard.

III CONSTRUCTION STAGE:-

- (a) Scrutiny of the tenders in consultation with concerned authorities and submission of recommendation on the tenders based on proper analysis of rates, market rates of materials and labour for major items costing about 90% of the cost, evaluation of commercial and other conditions stipulated by tenderers, to assist the BANK in the negotiations with contractors and the final selection of the contractor, prepare and complete execution of four copies of contract documents for all trades including drawings, specification etc. complete.
- (b) Advising BANK and contractor sufficiently in advance to enable him to get permits, quota certificates, licenses and foreign exchange, if required.
- (c) Advise the contractor to prepare a works progress schedule.

- (d) Supply the contractor such further drawings, specifications and details which may be required for proper execution of the work.
- (e) Obtain BANK's prior approval for any substitution, omission, addition or deviation in design or schedule and specifications or item of work from the approved scheme/contract by working out financial benefit, if any, to the contractor, if total cost of all such exceeds Rs.10,000/-.
- (f) Periodic supervision of the work by the Architect/Architect's consultants to ensure that the work is executed as per drawings and signs and specifications and to certify the same in every bill and certify that the measurements recorded and the bill prepared is in order as per contract agreements for the works.

IV CONSTRUCTION MANAGEMENT:

Construction Management services to be provided by the Architect will include:

- (a) Check and approve shop drawings submitted by the contractor.
- (b) Give necessary on site supervision and inspection by employing experienced and qualified Civil/Electrical Engineer/Supervisor to ensure that the works are being executed strictly in accordance with the contract, working drawings, specifications and as per programme.
- (c) Have effective control over quantities and cost of various trades, advise BANK sufficiently in advance with justification if the total of sanctioned expenditure on various item of work is likely to be exceeded.
- (d) Advise BANK if the contract time is likely to be varied and reasons thereof.
- (e) Advise BANK on changes, if necessary, for technical reasons.
- (f) Check contractor's application for payment, evaluation of work completed for interim and final payments and issuing certificates for authorizing payment. Such certificates shall show details of quantities of various items of work which shall be check measured by the Architect in each running bill and certified, abstract of quantities, rates and costs and shall indicate separately advances of materials, if any, or any other advances, recoveries of advances, recoveries of materials used and issued with theoretical consumption, gross and net amounts payable and shall be specifically certified by the Architect about its correctness and that the work included for payment is as per approved drawings and specifications and measurements have been checked of each item. The Architect shall grant such certificates on the understanding that he shall be held personally responsible for any over-payment, temporary or otherwise, which may occur in consequence thereof or any defective work.
- (g) Certify accounts of work, materials etc.,
- (h) Certify the final completion of work
- (i) Prepare completion drawings with details indicating all services and supply four sets of completion drawings to the BANK, verify and confirm identification marks on service installation, cables, wires etc., for easy identification.
- (k) Appear on behalf of the BANK before Municipal assessor or such other authorities in connection with settlement of ratable value.
- (l) Assist the BANK in arbitration, litigation case that may arise out of the contract entered into in respect of the above work.

V. SITE ENGINEER RESPONSIBILITIES, DUTIES & POWERS

V (A) ROLES AND RESPONSIBILITIES OF SITE ENGINEER

The Site Engineer is responsible for the following:

- a) Obtaining working drawings of the project stage by stage from the Architects and implementing the same after getting them approved by the competent authority.
- b) Ensuring that architectural and other details are made available at the site before the need for them arises.
- c) Ensuring that samples of building materials used in construction, of workmanship and finishes and of fittings are approved by the Competent authority and that their display and safe custody at site are arranged.
- d) Ensuring that the contractor observes laws pertaining to labour and wages paid are not less than the minimum stipulated.
- e) Ensuring that the contractor has taken out the requisite insurance policies to cover workmen under the Workmen's Compensation Act, loss/damage caused by accidental collapse/fire/earthquake (as applicable) to partially constructed work, materials and plant at site and against claims (third parties) for injury/damage.
- f) Ensuring that the work progresses smoothly bottlenecks anticipated and effectively removed with the aim of successfully completing the project within the time schedule.
- g) Ensuring that decisions on various aspects in connection with site works are obtained from Competent Authority well in advance of the actual commencement of the items of work by the contractor including any addition to, or alteration of, substitution to or deletion of or any item or part thereof with or without the incidence of extra items.
- h) Ensuring that instructions received verbally or in writing from the Competent Authority are properly complied with. It shall also be seen that verbal instructions given by visiting officers are confirmed in writing by the concerned officers.
- i) Ensuring that floors under construction are not overloaded with stacks of material or plant.
- j) Ensuring that holes for anchors/conduits/pipes are left in masonry or concrete at appropriate time and anchors/conduits/pipes are embedded or built in as required.
- k) Ensuring that partially constructed work is cased in or protected from damage.
- l) Keeping the BANK informed of the site events once a fortnight.
- m) Maintaining good and healthy relations with and between the various contractors/agencies working at site.

- n) Ensuring that the contractors do not feel that the site staff of the BANK is unjust and unreasonable.
- o) Ensuring that all operations are carried out with complete safety to life and property.
- p) Maintaining safe custody of site records and office equipment.

V (B) DUTIES OF SITE ENGINEER

The duties of the Site Engineer are as follows:

- i) To make a thorough study of contract documents, drawings and other details so as to bring out ambiguities/discrepancies between them and to obtain clarification from the Competent Authority well in time to avoid delays.
- ii) To render a certificate to the Competent Authority to the effect that he has studied the contract documents, drawings and specifications.
- iii) To take charge of objects of value and antiquity found on site or in excavations, immediately, after their discovery, to hold them in safe custody and to hand them over to the Competent Authority of the BANK for further action.
- iv) To ensure that the quality of materials and workmanship as laid down in the contract is maintained and the accuracy of dimensions shown on drawings is attained in the construction.
- v) To maintain the under noted records at the site of work, in addition to normal routine requirements of an office.
 - (a) Daily Progress Record.
 - (b) Work Site Order Book
 - (c) Instruction by BANK's Officers
 - (d) Cement Statement (Receipt/Consumption/Balance).
 - (e) Test Registers of other materials/fittings, fixtures, equipments as stipulated in the tender.
 - (f) Register of Drawings and Working details.
 - (g) Log Book of Defects
 - (h) The Site Engineer should maintain a Hindrance Register giving details of commencement and removal of each hindrance.
 - (i) Dismantled Materials Accounts Register.
 - (j) Supply and consumption registers of scarce/costly materials like bitumen, lead, laminates, special paints etc.
- vi) To record measurements of completed work jointly with the contractor and to process them in running account bills.

vii} To receive running account bills from the contractor and to forward them after checking, to the Competent Authority with his comments and recommendations and accompanied by all supporting documents.

viii} To submit to the Competent Authority the Progress Report fortnightly.

ix} To watch that the concerned contract does not lapse for want of extension of time. Therefore, to keep it alive and in operation from point of consideration that "Time is the essence of contract".

x} To ensure that progress on every contract is in accordance with the appropriate stage of its Time and Progress Chart.

xi} To prevent contractor from proceeding with any work on which the contractor has got intentions of raising claims of extra/deviated items, until the Competent Authority approve the work to continue.

xii} To receive the Final Bill from the contractor, to check it, and forward it with his comments and recommendations to the Competent Authority with all the supporting documents duly attached.

xiii} To submit the final summary of costs for the project to the Competent Authority.

xiv} To submit to the Competent Authority authentic information on and the under noted records pertaining to the completed work in order to enable the Competent Authority to finalise them in the due course.

- (a) Record i.e, as completed drawings.
- (b) Record of Standard Measurements for periodical services.
- (c) Inventory of fittings and fixtures.

xv} To hand over to the Competent Authority a "first draft" of "A Note of Comprehensive Information to the User", containing detailed instructions on how to use and maintain the completed building to the best advantage of the BANK.

V (C) POWERS OF SITE ENGINEER

Powers that Site Engineer can exercise without reference to higher authority (but of which he shall make contemporary note in Daily Progress Record and/or Work Site Order Book and keep Competent Authority informed) are as follows:

i} To give notice to the contractor about the use of sub-standard materials and workmanship and warn him that the work is liable to be suspended until such defects are rectified.

N.B. The notice should also state that all work done subsequent to the defective work pointed out shall be liable to be pulled down and rebuilt to the satisfaction of the Site Engineer.

- ii) To issue warning to the contractor for work carried out in the absence of supervision.
- iii) To issue notice to the contractor to suspend work during inclement weather and in circumstances where working would be dangerous to life and property.
- iv) To submit samples of materials for testing, when necessary, to an approved laboratory.
- v) To intimate to the contractor that he intends to measure up the work.
- x) To issue interim certificate (running account bills) for the value of work done and unfixed materials at site and to effect recoveries for the BANK's materials, jointly with the Architects.
- xi) To certify expenses incurred by the BANK for rectification of contractor's defective work, when the later defaults in doing so, and recovering the same from the contractor's bill.

5. PAYMENT OF REMUNERATION:

(a) The consultancy fees:

The BANK agrees to pay to the Architect for the professional services to be rendered by him as hereinabove described at 3 & 4 (I,II,III & IV) the following fees :-

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

- (b) The above fees at 5(a) are inclusive of fees payable by the Architect to any other consultants and the associates and nothing extra shall be payable by the BANK. **It shall include all miscellaneous and incidental expenses to be incurred for sanction of service connections, occupation certificate, etc but will exclude statutory charges payable for service connections, statutory levies and non refundable deposits, which will be paid by BANK directly on demand / against receipt.**

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

The consultancy fee in 5(a) will be paid in installments as specified below, subject to recovery of security deposit as per clause 7 below::

- (i) On finalization of preliminary/ sketch drawings and preliminary cost estimates (item 4 I (a, b, c, e & f)5%.

- (ii) On finalization of drawings and particulars sufficient to enable application to be made to authorities for approval and on making such application and obtaining approval.....15% (3a & 4 Id)
- (iii) (a) On finalisation of detailed working drawings of all disciplines given below :- (item 4 II a,b,c,d & f) Civil Electrical and air conditioning } on respective estimated costs.....10 %
- (iii)(b) On finalisation of detailed Civil, Electrical and air conditioning drawings Calculations.....5%
- (iv) On finalisation of detailed estimate and tender documents, including in respect of all services viz on completion of stage as per item 4 II (e).....5%
- (v) On receipt of tenders, advising on tenders, finalisation and award of all contracts, including specifications and handing over constructional drawings to contractor Item 4 III(a to d) & 4 III (e)5%
- (vi) During construction stage :
- (a) During execution of work in proportion to the certified value of the running bills Item 4 IV (a to g)40%
- (b) On finalisation of all work & final bills and accounts completion drawings and obtaining completion certificates from local bodies etc., viz, on completion of item 4 (iii)(e) and 4(iv)(h to k)10%
- (c) On successful completion of defects liability period after completion of all assigned work and on completion of all responsibilities under this agreement except under any future (anticipated) liabilities under 4 IV (k and l) and 24 (a & b)..... 5%.

5.1 Approved visits outside ----- City:

For traveling outside ----- city as approved by the Bank, the architects shall be paid as follows -

- 5.1.1 For partners, associates, senior architects and consultants within the entitlement of Senior Management (Scale IV) of the Bank
- 5.1.2 For other staff, within the entitlement of Middle Management (Scale III) of the Bank

6. COST OF WORK:

The cost of work for the purpose of working out of consultants fees shall be the accepted tendered cost or actual completion cost, whichever is less, and shall exclude the following:-

- (a) Land including its development charges but not the cost of path way, landscaping and compound lighting.

- (b) Plan approval and service connection deposits and fees payable to local and/or statutory body by the BANK.
 - (c) Cost of any services, fittings and fixtures which are not designed, planned and supervised by the architect such as light fittings, fans, Generator, transformer, etc., but not the cost of erection, furnishing works, electrical works, ducting etc.,
 - (d) Any in fructuous expenditure as a result of demolition etc., ordered by the Architect and cost of any rejected work.
 - (e) Cost of supervisory and other establishment employed on work by the Architect or the BANK.
 - (f) Contingent expenditure like press advertisement, publicity, cost of foundation stone, Inauguration ceremonies of buildings etc.,
 - (g) Escalation in the cost of work due to increase in rates of materials and labour after award of work.
 - (h) Any deviation in the items of work not authorized by the BANK prior to its execution.
- 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.

7. SECURITY DEPOSIT:

An amount equivalent to 5% of the total amount payable as per fee under **5.a** to the Architect shall be deducted progressively from each bill, in addition to the adjustment from the 1 st bill of honorarium already paid, if any, towards security deposit for fulfilling the terms of contract faithfully and honestly. The security deposit will be refunded after the completion of the guarantee period under (clause 16).

8. 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.
- (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 agreement and to be determined mutually unless such changes, alteration are due to consultants own commission and / or discrepancies including changes under clause (4 I (a) and (d), 4 II (b) & (c) due to changes required by Architect of all internal, external services. The decision of the BANK shall be final on whether the deviations and additions are substantial as requiring any compensation to be paid to the Architect. However for the minor modification or alteration which does not affect the entire design, planning etc., no such amount will be payable.
- (iii) If it is found after call of tenders that the tender is not within the sanctioned amount, the Architect shall if so desired by the BANK take steps to carry out the necessary

modifications in the design and specifications to see that the tendered cost does not exceed the amount of corresponding sanction by more than 10%. The Architect shall not be paid anything extra for such modification. If the BANK is convinced that the trend of market rates is such that the work cannot be done within the amount of sanctioned estimate, the Architect shall submit a revised estimate expeditiously for obtaining sanction of the competent authority.

- (iv) The Architect shall also prepare the necessary draft letters for any major changes for BANK's 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.
- (v) 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.
- (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 BANK's 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.

9. TIME SCHEDULE ::

Commencement of work:: The commencement of work will be considered from 7th day after the date of issue of award letter to the Architect :

- a. Completion of various services mentioned in clause 4 I (a, b, c, e & f)--- Four weeks. The plan approval as per clause 4 I (d) shall be taken within four weeks from the date of approval of drawings by the Bank.
- b. Completion of services mentioned in clause 4 II (a, b, c, d & f) - Six weeks
- c. Preparation of contract documents for call of tenders clause 4 II(e) .. Two weeks after approval of working drawings.
- c. Scrutiny of tender as mentioned in clause 4 III(a)... one week after receipt of tenders.
- d. Anticipated period of construction to cover the services mentioned in 4 III (b,c,d & e) and IV (a) to (g)..... during the progress of work as provided in contractor's agreement.
- e. Completion of services as mentioned in 4 IV (h,i,j) - after virtual completion of the work Six weeks.

g. Assistance in assessment arbitration as mentioned in 4 IV (k & l) -whenever required.

10. **PENALTY:** The time allowed for carrying out the work as specified in clause 9, shall be deemed to be the essence of the contract on the part of the Architect. The work shall throughout the stipulated period of the contract be processed with all diligence and in the event of failure of the Architect to complete the work within time schedule as specified above or subsequently notified to him, the Architect shall pay as compensation amount equal to 0.5 (half) per cent or such smaller amount as the BANK may decide on the total fee payable for every week that the work remains unfinished after the specified date subject to a maximum of 10%.

11. **RESTRICTION / SUSPENSION:** The BANK reserves the right of restricting the Architect's services to the preparation of architectural and structural detailed drawings specifications and estimates and make other arrangements for inviting tenders and supervision of work after with-drawing such work from him or suspend the work due to administrative reasons. The Architect shall, in that case, will be entitled to payment of fees on prorata basis as per Clause 5 (a) only for the services entrusted to him.

12. **ABANDONMENT OF WORK:**

That if the Architect abandons the work for any reasons whatsoever or becomes incapacitated from acting as aforesaid, the BANK may make full use of all or any of the drawings prepared by the Architect and that the Architect shall be liable to refund all the fees paid to him up to that date plus such damages as may be assessed by the BANK subject to a maximum of 10% of the total fees payable to the Architect under this agreement.

Provided, however that in the event of the termination of the agreement being under proper notice as provided in the clause hereinafter, the Architect shall be liable only to refund any excess payment made to him over and above which is due to him in accordance with the terms of this agreement, for the services performed by him till the date of termination of agreement.

13. **TERMINATION:**

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

14. **ARBITRATION**

That if any dispute, difference or question shall at any time arise between the parties in respect of the meaning or construction of this agreement, or covering anything therein contained or arising out of this agreement, or the validity of the enforcement thereof which cannot be settled mutually, shall within 30 days (or such longer

period as may be mutually, agreed upon) from the date one party informs the other in writing that such dispute or disputes or disagreement exists, be referred to sole arbitration by a person selected by the Architect out of the panel of three names supplied by the BANK from such selection by the Architect.

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

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

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

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

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

All the estimates, details of quantities, detailed design, reports and any other details envisaged under this agreement including drawings-architectural, electrical, A/c or other services (Internal and External) should be supplied both 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.*

- i) One set of drawings and copies as are required to be submitted to the local authorities for approval of drawings and construction and for sanctioning all service connections, including all drawings required for resubmissions incorporating any changes or amendments required by such authorities.
- ii) Two sets of all drawings for contractors of various trades
- iii) Two sets of all drawings for clerk of works/Site Engineer
- iv) One set of drawings for all consultants, whether employed by the Architect or the BANK.
- v) Two sets of all drawings to the BANK
- vi) Two sets of original drawings approved by the local authorities with their seal and two sets of final completion drawings including structural and services drawings with all amendments, services identification marks and layouts of all services to the BANK, along with one complete set of final structural and services design with calculation. One complete set out of this shall be reproducible copy on A 1 size. Cost of supplying copies of drawings over and above the above sets shall be reimbursed by the BANK. All these drawings will become the property of the BANK and the BANK will have the right to use the

same anywhere else. In that event, the BANK will pay a royalty to the Architect on mutually acceptable basis. The drawings cannot be issued to any other persons, firm or authority or used by the Architect for any other project. No copies of any drawings or documents shall be issued to anyone except the BANK and its authorised representative.

(vii) If any changes are made in the drawings already issued, whether by the Architect or as required by the BANK, additional copies of drawings as mentioned in (ii) to (v) above, shall be issued.

16. GUARANTEE

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

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

17. DETERMINATION OR RECESSION OF AGREEMENT:

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

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

18.i) The BANK may have the work inspected at any time by any officer nominated by the BANK who shall be at liberty to examine the records check estimates, structural designs and verify measurements and the quality of work.

ii) The appointment of BANK's own supervisory staff if any, does not absolve the Architect of his responsibility of supervision. The Architect shall remain solely responsible for the quality of material, workmanship, structural soundness designs and construction and for all provisions of the contract so as to satisfy the particular requirement of the specifications.

- 19.(a) The Architect shall be fully responsible for the technical soundness of the work and furnish a certificate to that effect including the work of consultants and specialist engaged, if any, by him and also ensure and give a certificate at every bill stage that the work is carried out strictly in accordance with drawings and specification.
- (b) The Architect shall supply to the supervising staff, if so engaged by the BANK, copies of all documents, instructions issued to contractors relating to the work drawings, specifications, bills of quantities and also other documents as may be required for proper supervision, free cost.
20. All instructions to the contractor affecting the rules and provisions of contract shall be issued by the Architect in writing after obtaining proper approval in writing of the BANK and copies of such instructions shall simultaneously be supplied to the BANK.
21. 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.
22. The Architect hereby agrees that the fees to be paid as provided herein (clause 5) will be in full discharge of function to be performed by him and no claim whatsoever shall be against the BANK in respect of any proprietary rights or copy rights on the part of any other party relating to the plans, models and drawings.
The Architect shall indemnify and keep indemnified the BANK against any such claims and against all cost and expenses paid by the BANK in defending itself against such claims.
23. Notwithstanding the completion of the work as per Agreement entered hereto, the Architect agrees and undertakes the responsibility to suitably reply to the BANK's queries that may be raised by any authorised inspection agency of the BANK or the Government.
- 24(a) In case it is established that due to fault of Project Architect or external agencies / consultant appointed by the Architect, if the BANK has to pay any extra amount due to over-run of the Project, over measurements - faulty description of tender item or any other lapse on the part of project architect necessary recovery may be effected from the Project Architect/Consultant's fees as per provision of Section 73 of Indian Contract Act 1872 under section 30 of Architects Act 1972 (Central Act No.20 of 1972) and/or project Architect/Consultant may be debarred from employment for specified period and/or black listed depending on gravity of the lapses on the Project Architect.

(b) If work carried out by the Project Architect or consultants appointed by Architect is found to be sub-standard or un-duly delayed on his account, the concerned BANK should report to IBA, misbehavior of the Project Architect and IBA in turn should inform all the member BANKs, after examining veracity of the BANK's version, not to deal with such Project Architect by way of punishment to him"

For and on behalf of
M/s. _____

For and on behalf of
CANARA BANK

IN THE PRESENCE OF::

- 1.
- 2.

PROFORMA - A

"CONFIRMATION FOR ACCEPTANCE OF THE OFFER"

Subject: Architectural Services for Canara Bank Raipur Regional Office Building's Interior Works at Naya Raipur.

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

I/We are fully qualified to provide the professional consultancy services to the said work and have understood the scope of services, terms and conditions, BANK's time schedule.

I/We are agreeable to extend our professional services for the subject project and the professional charges have been conveyed in *"Proforma -C" furnished.*

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

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

DATE:

Signature of the Architect.

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

PROFORMA - B

"APPLICATION FORMAT"

Subject: Architectural Services for Canara Bank Raipur Regional Office Building's Interior Works at Naya Raipur.

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

Telephone No. :
Office :
Residence :
Mobile :
Fax :
E-Mail :

(b) Office Address :

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

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

I)

II)

III)

c) Year of establishment :

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

4. Registration with Tax Authorities :

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

b) Goods & Service Tax Regn Number _____ :
(Furnish the latest copies of the returns filed)

c) Registration Number with Council of Architects:

5. Names of the Bankers with address _____ :

I)

II)

6. Turnover of the Company/firm
(Please attach copy of documents in support of the details)
Note: Indicate only Professional fees and not cost of works

SNo.	Year	Turnover
1		
2		
3		

7. Registration with Government / Public Sector / Banks / Corporate, if any

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

8. What are your fields of activities? Mention the fields on preference basis

1)

2)

3)

9. Details of the works executed during 3 years prior to 31.12.2018 costing more than Rs.25.00 lakh (to meet eligibility condition No.3) for which consultancy services were provided

SI	Name of Work	Work executed for (name of the organization with address, concerned office and telephone number)	Nature of work (in brief)	Location of the work	Actual Value of the works	Date of commencement & Completion.

10. Details of the works executed during 5 years prior to 31.12.2018 costing more than Rs.25.00 lakh (to meet eligibility condition No.4) for which consultancy services were provided

SI	Name of Work	Work executed for (name of the organization with address, concerned office and telephone number)	Nature of work (in brief)	Location of the work	Actual Value of the works	Date of commencement & Completion.

Note: The works which qualify for both the above categories then the same should be indicated in both 9 & 10. Copies of client's satisfactory completion certificates shall be enclosed. *Also, photo images, 3D walk-through's, Videos, power point presentations of works handled, in soft copy form (Compact Discs) may be submitted.
(* optional)

11. Key personnel permanently employed in your organization:

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

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

NAME OF THE OFFICIAL	ORGANISATION & ADDRESS	CONTACT NUMBERS

13. Furnish the details of AWARDS, CITATIONS etc received in recognition of your services in projects designed/ associated

YEAR	Name of the Award with details	Name of the organization from whom award was received	Name of the project for which such award was received

DECLARATION

1. All the information furnished by me / us here above is correct to the best of my knowledge and belief.
2. I / we have no objection if enquiries are made about the work listed by me / us in the accompanying sheets / annexure.
3. I / We agree that the decision of Bank in selection will be final and binding to me / us.

Place :

SIGNATURE

Date :

NAME & DESIGNATION

SEAL OF ORGANISATION

PROFORMA-C
"FINANCIAL BID - FEE STRUCTURE"
(to be submitted in separate sealed ENVELOPE)

To,

The Assistant General Manager
Premises & Estate Section,
Canara Bank, Circle Office,
Bhopal-462011 (M.P.)

Subject: Architectural Services for Canara Bank Raipur Regional Office Building's Interior Works at Naya Raipur.

This is with reference to your notice inviting offers for appointment of Architect for the above mentioned project.

I/We have read the notice inviting offer, general rules and instructions and the draft agreement to be entered by the successful offerer. I/We also understand that BANK reserves its right to accept or reject any or all the offers partially or wholly.

I/We are fully qualified to provide consultancy services for the said work and have understood the scope of services, terms and conditions. Accordingly, we are agreeable to extend our professional services for the subject work on the following charges:

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

Fee in figures:(%)
& in words: Percentage

2. **Construction Management fees** as per clause 5(b) of the Conditions of Agreement for site supervision, fee Rs Per calendar month, for a maximum period specified in clause 5(b).

Amount in wordsper month

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

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

Date:

Signature of the Architect

Place:

PROFORMA D

AGREEMENT WITH THE ARCHITECT

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

WHEREAS the Bank is desirous of undertaking -----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** " herein under.

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

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

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

For and on behalf of

For and on behalf of the

M/s. _____

CANARA BANK

In the presence of :

1.

2.

PROFORMA - E

To,

The Assistant General Manager
Premises & Estate Section,
Canara Bank, Circle Office,
Bhopal-462011 (M.P.)

Subject: Architectural Services for

1. Details List of relatives working in Canara bank-

NAME OF THE OFFICIAL	DESIGNATION	ADDRESS OF THE OFFICE / BRANCH

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

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

Name & Signature of Architect

PROFORMA - F

To,

**The Assistant General Manager
Premises & Estate Section,
Canara Bank, Circle Office,
Bhopal-462011 (M.P.)**

**Subject: Architectural Services for Canara Bank Raipur Regional Office Building's
Interior Works at Naya Raipur.**

This has reference to your above subject.

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

The specimen signature is attested below:

Specimen Signature of Representative

Signature of Authorizing Authority
of the Architect

LIST OF DOCUMENTS ATTACHED

LIST OF DOCUMENTS/ CERTIFICATES/ ANNEXURES ATTACHED:
(To be filled by Applicants)

S. No.	Description	Page No.