

Ref no. ZODELNCR:A&S:KR:2023-24:312

Date: 30.03.2024

**NOTICE INVITING QUOTATION**

**Quotation for appointment of Architect for Interior Furnishing for  
Proposed Faridabad Sector 81 Branch at New Premises in our Delhi  
NCR Zone**

1. Sealed quotations are invited from the **Empaneled Architects of Bank of India, Delhi NCR Zone** for interior furnishing work at proposed opening Faridabad Sector 81 Branch at New Premises in our Delhi NCR Zone. The empaneled Architect must have a valid license from Council of Architecture for himself or for any partners or must have a permanent employee having above valid license.
2. We request you please quote your professional fee on percentage basis (exclusive of GST) for the cost of work as per the format annexed for rendering Architectural / Consultancy services for the captioned work to be carried out. The cost of items, if any, to be directly purchased by the Bank will not be included in the cost of the project for the purpose of calculating professional fee.
3. The general scope of professional services to be rendered by Architect will include –
  - (a) Taking the employer's instructions, visiting the sites, preparing sketch designs which shall be in accordance with local governing codes / standards, regulations 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/square feet, or otherwise and preparing reports on the scheme so as to enable the employer to take a decision on the sketch designs.
  - (b) The Architect shall submit a proper PERT CHART / Bar Chart incorporating all the activities required for the completion of the project well in time i.e. preparation of working drawings, structural drawings, detailed drawings, calling tender etc. The programmer should also include various stages of services to be done by the Consultants in co-ordination with the Architect.
  - (c) Submitting required drawings to the Municipality and other local authorities and obtaining their approval if applicable.
  - (d) Preparing architectural working drawings based on structural calculations and structural drawings, layout drawings & its electrical installations, etc. detailed estimates and all such other particulars as may be necessary for preparation of bill of quantities.
  - (e) Preparing pre-qualification documents.

(f) Preparing detailed tender documents for various trades viz. general suppliers/contractors work and specialist services such as electrical installation etc. complete with articles of agreement, special conditions, conditions of contract, specification, bill of quantities including detailed analysis of rates based on market rates, time and progress charts etc.

(g) Inviting tenders for this trade and submitting assessment reports thereon, together with recommendations specifying abnormally high and low rated items. Preparing contract documents for this trade and getting them executed by the concerned contractors.

The assessment report shall be based on proper analysis of rates with constants from an approved Standard Hand Book and market rates of materials and labour for major items of works costing about 90% of the estimated cost of work.

All commercial conditions shall be evaluated in financial terms instead of merely saying whether a condition may be accepted or not.

When conditions are not susceptible of evaluation, the alternative procedure of calling all the tenders for negotiation and asking them to submit a final bid based on the terms and conditions acceptable to the Bank may be adopted.

(h) Preparing for the use of employer, the contractor and site staff, 4 copies of contract documents for all trades including all drawings, specifications and other particulars.

(i) Preparing such further details and drawings as are necessary for proper execution of the works.

(j) Assuming full responsibility for supervision and proper execution of all works by General and Specialist Contractors who are engaged from time to time including control over quantities during the execution to restrict variation, if any, to the minimum.

(k) 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.

(l) Working out the theoretical requirement and actual consumption of cement and steel for each bill.

(m) Assist the employer in appointing a full time / temporary Site Engineer for supervision of construction of a particular project and getting the Site Engineer as required.

(n) Checking measurements of works at site. Checking contractor's bills, issuing periodical certificates for payments, and passing and certifying accounts, so as to enable the employer to make payments to the contractors and adjustments of all accounts between the contractors and the employer. Architects shall assume full responsibility for all measurements certified by them. It shall be mandatory on the part of the Architect to check the measurements of various items to the extent of at least 25% of each item of work claimed, in each running bill.

Certified that the various items of work claimed in this ..... Running bill/ final bill by the contractors ..... have been completed to the extent claimed and at appropriate rates and that the items are in accordance with and fully conforming to the standard / prescribed specifications and drawings. We further certify that we have checked the measurements to the extent of ..... percent but not less than 25% of each item claimed in this bill. Hence, the bill is recommended for payment of Rs.....

Date:.....

(Signature of the Architect)

The Architects shall endorse the above certification in the relevant Measurements Books also.

- (o) Submitting a detailed account of steel, cement and any other materials that the employer may specify and certifying the quantities utilized in the works.
- (p) Obtaining final building completion certificate and securing permission of Municipality and such other authority for occupation of the building and assisting in obtaining refund of deposit, if any, made by the employer to the Municipality or any such other authority.
- (q) Appearing on behalf of the employer before the Municipal Assessor or such other authorities in connection with the settlement of the ratable value of the building and tendering advice in the matter to the employer.
- (t) On completion of the project, prepare 'as made' drawings of architectural, structural, water supply and drainage works and electrical and other services along with a brief report on the project and relevant structural design calculations and submitting 4 copies of the same for the records of the employer.

Further, the Architect shall verify and confirm that identification marks are made on all service installations/ cables/ wiring etc. for easy identifications to carry out maintenance jobs.

- (u) The Architects shall be wholly and solely responsible for the successful completion of the project in all respects consistent with safety and structural stability from the inception up to the handing over for occupation to the employer.
- (v) The Architects shall assist the Bank in all arbitration proceedings between the Contractors and the Bank and also defend the Bank in such proceedings.
- (w) The Architect shall furnish one complete set of structural designs, calculations and structural drawings for the Bank's record.
- (x) Any other services connected with the works usually and normally rendered by the Architects, but not referred to herein above.
- (y) Regular supervision of the work during execution of work. Checking and verifying the materials received on site as per specifications. Ensuring quality and timely completion of work. Testing/checking / commissioning of various equipment's and certifying that all the equipments are functioning as per the specifications.

- (z) Assisting Bank in case Contractor resorts to arbitration / litigation.
4. Disbursement of the payment of fee shall be as per the stages stipulated by Indian Banks' Association guidelines/as per Banks' guidelines.
5. Please submit your sealed quotation super scribing "**Quotation for appointment of Architect for interior furnishing for our Faridabad Sector 81 Branch at New Premises in our Delhi NCR Zone**" quoting professional fee for the work latest by **05:30 hrs.** on or before **05.04.2024** at the following address:-

The Zonal Manager,  
Bank of India,  
Zonal office Delhi NCR, A&S Department,  
Batra House, Plot No.-52, Sector-32, Gurugram  
Haryana-122003

**6. Complete quotation to be dropped in the Tender Box placed at above address. Quotations/ Offers by Post shall not be accepted. Financial /Price Bid shall be opened of those architects who is empaneled with Bank of India (Delhi NCR Zone/ Delhi Zone only). Price bid to be sealed & kept in separate envelop with Architects' firm details.**

7. The sealed cover will be opened at **12:30 hrs. on 06.03.2024** in presence of the offerers who desire to be present. No further intimation in this regard will be issued.
8. The selected Architect will have to enter into a formal agreement on stamp paper with the Bank as per the Bank's format.
9. Bank reserves the right to reject any or all the offers without assigning any reason thereof.

**Zonal Manager  
Delhi NCR Zone**

**PRICE BID**

To,  
The Zonal Manager,  
Bank of India,  
Zonal office Delhi NCR A&S Department,  
Batra House, Plot No.-52, Sector-32, Gurugram  
Haryana-160030

**Sub: Quotation for appointment of Architect for Interior Furnishing works for our Faridabad Sector 81 Branch at New Premises in Our Delhi NCR Zone**

We have read the conditions and have understood fully. We quote our Professional Fee as \_\_\_\_\_ % {\_\_\_\_\_ percent (in words)} exclusive of GST of the approved estimated cost of work or actual cost of work whichever is less for rendering the Architectural for interior furnishing for proposed **Opening of Faridabad Sector 81 Branch at New Premises in Our Delhi NCR Zone.**

2. We also agree that the cost of items, if any, to be directly purchased by the Bank will not be included in the cost of the project for the purpose of calculating professional fee.

3. We understand that no other charges like Transportation charges etc. to visit site will be paid by the Bank.

Signature  
Name & Address of the Firm with seal

Date:  
Place: