ANNEXURE - III



Ref.No: VJAZO/CSD/2023-24/298

Date: 29.03.2024

NOTICE INVITING SEALED OFFERS FOR

APPOINTMENT OF ARCHITECTS / CONSULTANTS FOR PROPOSED INTERIOR FURNISHING/ELECTRICAL/LAN WORKS AT NEW EXTENSION COUNTER PREMISES-TIRUMALA

- We intend to take up Interior Furnishing/Electrical/LAN works at proposed Tirumala Extension Counter premises located at Banking Complex in Tirumala. Accordingly, we intend to appoint Architect / Consultant and invite sealed offers from Architects/Consultants empanelled with our Vijayawada Zonal Office. Carpet Area of proposed premises will be around 2095 Sq.ft.
- 2. Interested applicants may submit their most competitive professional fees in the format (Annexure-A) in a sealed cover, addressed to the Dy. Zonal Manager, Vijayawada Zone, A& S Department, D No 31-23-1A, PVR Complex, 1st Floor, Beside BSNL Bhavan, Chuttugunta, Vijayawada 520004 super scribed "Sealed quotation for appointment of Architects/Consultants for proposed Interior/Electrical/LAN works at Tirumala Extension Counter premises latest by 04.00 P.M on or before 02.04.2024. Sealed offers will be opened at our Office at 5.00 P.M on 02.04.2024 in presence of offerers who desire to be present.
- The selected Architect will have to enter into a formal Agreement on stamp paper as per Bank's standard format (Annexure-B) which inter-alia also give the details of services to be rendered by the Architects, stages for disbursement of fees etc.
- Bank reserves the right to reject any or all the offers without assigning any reasons thereof.

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ZONAL MANAGER VIJAYAWADA ZONE



To,			
The Z	onal	Manage	er
Vijay	awad	da Zone	

Date:

Dear Sir.

APPOINTMENT OF ARCHITECTS / CONSULTANTS FOR PROPOSED INTERIOR FURNISHING/ELECTRICAL/LAN WORKS AT TIRUMALA NEW EXTENSION COUNTER BRANCH PREMISES

1.	We refer to	your	Notice	Inviting	Offer	No	VJAZO/CSD/2023-24/298	dated
	28.03.2024 r	egard	ling cap	tioned s	ubject.			

- We have read the requirement and have understood them fully. We quote our Professional fee as ____ % (_________) (percent in words) of the approved estimated cost or actual cost whichever is less plus GST extra for rendering the architectural services for the captioned work. TA / DA and other charges will not be payable.
- We understand 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.

Thanking you,

Yours faithfully,



(ARCHITECT / CONSULTANT)
WITH SEAL



DUTIES / FUNCTIONS OF ARCHITECT AND STAGES OF PAYMENT

The Architect shall render the following services in connection with Bank's proposed Renovation work at Tirumala Extension Counter Premises (attached to Tirupathi Branch)

- a) Taking the employer's instructions, studying the requirements, visiting the site, preparing sketch designs which shall be in accordance with local governing codes / standards, regulations, etc. and also in line with the Bank's Guidelines (including carrying out necessary revisions till the sketch designs are finally approved by the employer), preparing cost estimates for Interior Decoration/furnishing and repair work based on the prevailing market rates substantiated by rate analysis for major/unusual items. (Proposals for Interior Decoration/furnishing work shall be simple but elegant, consistent with functional and aesthetic requirements and shall avoid lavish and ostentatious expenditure), discussing with the employer for finalization of estimates and preparing report on the scheme to enable the employer to take a final decision on the sketch designs and estimates.
- b) Submitting a proper program chart incorporating all the activities required for the completion of the proposed work well in time. The program should also include various stages of services to be done by the Architects in co-ordination with the Bank.
- Submitting required drawings to the Municipality and other local authorities and obtaining their approval wherever required.
- d) Preparing detailed working drawings, structural calculations and structural drawings, layout drawings for furniture, cabins, water supply and drainage, electrical installations, telephone installations, lift installations, music system, fire detection system, air-conditioning unit's installation, security systems, etc. and preparing detailed estimates and all such other particulars as may be necessary for preparation of bill of quantities.
- e) Preparing detailed tender documents for various trades and specialist services, etc. complete with articles of agreement, special conditions, conditions of contract, specifications, bill of quantities including detailed analysis of rates based on market rates, time and progress charts, etc.
- f) Inviting tenders for all trades and submitting assessment reports thereon, together with recommendations specifying abnormally high and low rated items. Preparing contract documents for all trades and getting them executed by the concerned contractors. (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 to evaluation, the alternative procedure of calling all the tenderers for negotiation and asking them to submit a final bid based on the terms and conditions acceptable to the Employer may be adopted.)

- g) Preparing for the use of the employer, the contractor and site staff, 4 copies of contract documents for all trades including all drawings, specifications and their particulars.
- Preparing such further details and drawings as are necessary for proper execution of the work.
- Assuming full responsibility for supervision and proper execution of all work 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.
- j) Architect shall not authorize any deviations or substitutions in the work without working out the financial implication, if any, to the Contractor and without obtaining prior approval of the employer.
- k) Assisting the employer in appointing a full time / temporary site Engineer / Consultant for supervision of construction, interior furnishing and guiding the site Engineer / Consultant as required.
- I) Checking measurements of work 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. Architect shall assume full responsibility for all measurements certified by them. A recommended certification proforma for the purpose is given below:

"Certified that t	the va	rious iter	ms of	work	cla	imed in this		running l	JIII/
final bill by the	Contr	actors		*****	004000	****		ha	ave
						d at appropriate			
items are in ac	corda	nce with	and	fully	con	firming to the sta	andar	d / prescrib	ed
specifications	and	hence	the	bill	is	recommended	for	payment	of
Rs(R	upees	3)"	

- m) Obtaining approval of Municipality and such other authority for the work completed wherever required and assisting in obtaining refund of deposit, if any, made by the employer to the Municipality or any such other authority.
- n) Preparing, on completion of the work, a brief report on the project and submitting 2 copies of the same along with important drawings of the project for the records of the employer.
- o) The Architect shall be wholly and solely responsible for the successful completion of the work in all respects consistent with safety and structural stability from the inception upto the handing over for occupation to the employer.

- p) The Architect shall assist the Bank in all arbitration proceedings between the contractors and the employer and also defend the Employer in such proceedings.
- q) Any other services connected with the work usually and normally rendered by the Architect, but not referred to herein above.

STAGES OF PAYMENT

The Architect shall be paid the fee as per the stages mentioned hereunder. However, the cost of the items such as fans/light fittings, security equipment like strong room doors/ventilators, air-conditioning machinery, lifts, etc. which may be purchased by the Bank directly from the suppliers will not be considered for payment of Architect's fee.

	After approval of sketch designs and Preliminary cost estimates.	10% of the fee based on agreed estimated cost.		
(b)	Preparation of necessary drawings and obtaining sanction of the Municipal and other concerned authorities wherever applicable and submission of priced schedule of quantities and detailed estimates with rate analysis.			
(c)	Preparation of detailed tender documents, detailed working drawings, inviting tenders and submitting report/recommendations on the tenders received for award of the job.	50% of the fee based on the tender amount, less payments made earlier.		
(d)	Supervising interior/furnishing work, certifying Contractors' bills till the work are completed and submission of final certificate and obtaining completion certificates from Municipal and any other authorities wherever applicable.	work executed; less payments made		
(e)	Submission of "as made" important drawings to the employer as specified.	100% of the fees based on the value of work, less payments made earlier.		

