

Tender No. : 01/2017 (R) dtd. 20.05.2017

PREMISES & ESTATE SECTION,
CANARA BANK, CIRCLE OFFICE,
CANARA BANK BUILDING,FP-790 (PART),
NEAR MANGALA THEATRE, SHIVAJI ROAD, SHIVAJI NAGAR,
PUNE - 411 005.

Ph. No. :020-25571000 (EXT - 228)

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Offer Document for Selection of Architect for Redevelopment of Bank owned property at Plot No.2, Survey No. 17E, Sangam Press Road, Kothrud, Pune.

This document can be downloaded from Bank's website www.canarabank.com

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NOTICE INVITING OFFERS (NIO)

Subject: Selection of Architect for Redevelopment of Bank owned property at Plot No. 2, Survey No. 17 E, Sangam press Road, kothrud, Pune.

The Canara Bank invites offers from eligible & competent Architects / Architectural firms for Redevelopment of bank owned residential building at Plot No. 2, Survey No. 17E, Sangam Press Road, Kothrud, Pune on a plot admeasuring 6190 sqft by demolishing existing residential flats / quarters comprising 9 nos - 1 BHK flats situated in G+3 storeys.

1.	Nature of the document	:	TWO BID CONCEPT
2.	Contents of the offer document	:	<p><i>A. TECHNICAL BID (First envelope) -</i></p> <p>a)Eligibility criteria b)Brief details and objectives of the work c)General Rules & Instructions to the Architect d)Method of selection of Architect e)Conditions of contract f) Application Format g)Proforma - A, B, D,E & F</p> <p><i>B. FINANCIAL BID (Second envelope) -</i></p> <p>Financial bid for the proposed consultancy services in Proforma-C and to be submitted in separate envelope</p>
3.	Earnest Money Deposit	:	Rs. 10,000/- (Rupees Ten Thousand Only) By way of Demand Draft from any Nationalised / Scheduled Bank favouring “Canara Bank, Circle Office, Pune”
4.	Last Date of Submission	:	<p>Sealed Envelopes to be submitted on or before 29.05.2017 upto 03.00 pm.</p> <p><u>The offer should reach to the office of</u></p> <p>SENIOR MANAGER PREMISES & ESTATE SECTION, CANARA BANK, CIRCLE OFFICE, CANARA BANK BUILDING,FP-790 (PART), NEAR MANGALA THEATRE, SHIVAJI ROAD, SHIVAJI NAGAR,PUNE - 411 005.</p>
5.	Date of Opening of Technical Bid	:	Will be opened on 29.05.2017 at 03.30 pm
6.	Financial bids of only the shortlisted applicants will be opened on a pre-notified time & date, under intimation to such shortlisted applicants		

Note : Those who have already applied earlier against our advertisement dtd. 03.04.2017 need not apply again but can submit additional documents , if any required to qualify for the work.

Date : 21/05/2017.
Place : Pune

General Manager

(II) ELIGIBILITY CRITERIA

S.No	Criteria	Documents Required
1	The Architect should be Registered member of Council of Architecture (COA)	A valid registration certificate from COA
2	The Architect should have minimum of 05 years experience in architectural services as on 31/03/2017	Order copies & Completion certificates from the customer prior to 31/03/2012
3	The Architect should have provided consultancy services for at least ONE completed similar works costing Rs. 3.00 Crores and above during the last 3 (three) years ending with 31/03/2017. 'Similar work' means Development of Residential property under "Pune Metropolitan Regional Development Authority (PMRDA)" 'Consultancy Services' include plan approval from Corporation Authority, Architectural, Structural, Civil, Electrical, building utilities, landscaping, and other allied activities,	Order copies and Projects having satisfactory completion certificates clearly indicating the cost & nature of work handled and year of completion. Note : Projects having completion certificates between 01.04.14 to 31.03.2017 only will be reckoned for eligibility.
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. 3 crores to Central/state Govt. organizations, PSUs/PSBs, RBI, local bodies, Govt. autonomous bodies during the last 3 (Three) years ending with 31/03/2017	Order copies and satisfactory completion certificates clearly indicating the cost & nature of work handled and year of completion. Note : Projects having completion certificates between 01.04.14 to 31.03.2017 only will be reckoned for eligibility.
5	The Architect must have Service tax 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 <u>Pune (Maharashtra)</u> for operational convenience with necessary infrastructure for Architectural Services.	Details of local address, staff & facilities available in that office.

(III) BRIEF DETAILS & OBJECTIVES OF WORK

- a) Canara Bank, Premises & Estate Section, Circle Office, Pune (hereinafter known as Employer or Bank) proposes to redevelop the bank owned property at Plot No.2, Survey No. 17E,Sangam Press Road, Kothrud, Pune. The redevelopment includes demolition of existing 1 - BHK Flats in G+3 Storeys/ building and construction of residential flats for Bank staff using the full potential of the plot.
- b) The proposed building construction shall be as per the local govt. rules & regulations.
- c) The architect shall take complete responsibility of planning, designing & supervision of the work including getting necessary approvals from local authorities for demolition of existing building, completion of new building and occupation of the building as detailed elsewhere in the document.
- d) Tentatively, the cost of the project is estimated as Rs. 3.25 Crores. The actual construction period is estimated as 18 months from the date of finalizing Main contractor.

(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. A copy of the site plan is attached in this NIO.
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 "Selection of Architect for Redevelopment of Banks owned properties at Plot No. 2, Survey No. 17E, Sangam Press Road, Kothrud, Pune"** should contain Offer document duly signed in all pages consisting of :
 - a. Eligibility criteria
 - b. Brief details and objectives of the work
 - c. General Rules & Instructions to the Architect
 - d. Method of selection of Architect
 - e. Conditions of contract
 - f. Application Format
 - g. Proforma - A, B, D,E & F

The first envelope should contain Earnest Money deposit (EMD), and all the components of Technical Bid as detailed in the NIO with all supportive documents duly signed on all the pages **other than the financial / fees aspects.**

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 Redevelopment of Banks owned properties at Sangam Press Road, Kothrud Pune"** 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 Redevelopment of Banks owned properties at Plot No. 2, Survey No. 17E, Sangam Press Road, Kothrud Pune"** should be submitted to the address as detailed in Notice Inviting Offers (NIO).
- 2.4. Only original offer documents issued/downloaded from website 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

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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 Senior Manager, Premises & Estate Section, Canara Bank, Circle Office, FP-790 (Part), Near Mangala Theatre, Shivaji Road, Shivaji Nagar, Pune - 411 005 **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 the date 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 service tax.
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 90 days from the date of opening**. No offer can be modified or withdrawn by the Architect after submission of the Bid. If any Architect withdrawn 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.
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

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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 be 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 alongwith the EMD 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.

(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 is shortlisted in the technical evaluation 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. For the purpose of evaluation of bids, the cost of construction shall be considered as Rs. 3.25 crores. The construction period for which site engineer services are required shall be 18 months.

(VI) CONDITIONS OF AGREEMENT

Subject: Selection of Architect for Redevelopment of Bank owned property at Plot No. 2, Survey No. 17E, Sangam press Road, Kothrud, Pune.

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 General Manager, Canara Bank, Circle Office, Pune or any person authorised by him as in charge of the work and would sign the agreement on behalf of the CANARA BANK.
- (iv) "Architect" means M/s. _____ or their assigns or successors in office and authorised representative.
- (v) "Project Management consultant" means M/s. _____ or their assigns or successors in office and authorised representative engaged by the Bank for supervising and managing the project.
- (vi) "Contractor" means the person, firm and / or Company whose tender/tenders for _____ is/ are accepted by the Bank and includes the contractor's personal representative, successors and assigns.
- (vii) "Building/ Project" shall mean proposed Redevelopment of Bank owned Property including demolition of existing 9 Nos. - 1 BHK flats in G+3 storey at Plot No. 2, Survey No. 127E, Sangam Press Road, Kothrud, Pune.
- (viii) "Site" means Plot No. 2, Survey No. 17E, at Sangam Press Road, Kothrud Pune.
- (ix) "Site engineer" shall mean the engineer appointed by the architect.

2. SCOPE OF SERVICES:

The scope of consultancy work shall include the planning, layout plan, elevations, sections and perspective in the scale of 1:100 along with computer generated 3-D image of the buildings, designing, Architectural drawings, Land survey, Soil investigation, preparing preliminary as well as detailed working drawings, structural designs, construction drawings & completion Plans/Drawings and specifications, bill of quantities, Preliminary & detailed Estimates for the following works

1. Demolition of building
2. Land survey
3. Soil investigation
4. Civil
5. Structural
6. Electrical works & Installations
7. Electrical power distribution
8. Sanitary, drainage and water supply including pump sets
9. Lifts with machine room
10. Fire fighting system including fire pumps, sprinklers.
11. Landscaping and Gardening
12. Landscape lighting and garden, path way lighting.
13. Structural glazing, Alco paneling etc. (if required)
14. Façade.(if required)
15. Rain water harvesting system
16. Solar power pack and solar water heating and lighting system.
17. Any other services / systems as may be found necessary for functional requirement of the building.
18. Interior works, which includes modular furnitures, cupboards and any other works which are necessary as per the discretion of bank.

The scope shall also include obtaining statutory permissions, Plan Sanctions & occupation certificate from Municipal authorities.

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. STATUTORY PERMISSIONS

The responsibility of getting the drawings, plans sanctioned from statutory & Local Municipal authorities shall be that of the Architect. This includes submission of drawings having various floor plans, elevations, sections, site map in required number of sets as per local byelaws requirements with necessary applications to all statutory authorities, coordinating with various agencies & authorities, obtaining necessary NOC's / clearances and getting the plan approved from Municipal/Local Authorities and any other statutory authorities (including demolition of building).

The stages of service are as follows:

- (a) Apply and Obtain approval of local Municipal authorities for the Plans, drawings of the buildings for redevelopment of the property. Any changes required by them shall also be carried out.
- (b) To apply and obtain demolition permission from the Local Municipal Authorities or any statutory body.
- (c) Obtain commencement, plinth certificate or any other certificate or permissions from the Local Municipal authorities/ statutory bodies from time to time.
- (d) Obtain completion and occupation certificates from the local Municipal authorities after completion of work and submit the same to the Bank.

4. SCOPE OF WORK, ROLES & RESPONSIBILITIES

I PRELIMINARY STAGE:

- (a) The Architect should prepare as built layout plan, elevation, section of the existing building and to apply and obtain demolition permission from Municipal Corporation Authorities / or any statutory authority.
- (b) Prepare Site survey plan showing contours, features and services and facilities available, general layout of buildings and services, preliminary sketch and designs with drawings, giving details of useful areas, services area, circulation area and total plinth 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.
- (c) Preliminary planning of all internal and external utility services like water supply, sewerage, storm water drainage. electrical, fire-fighting, acoustics, interior decoration (if required), street/compound lighting landscaping, development plans showing roads, paths, parks, paved areas, drains, culverts, compound walls, external lighting indicating scope, specifications and costs separately of such sub-heads. However, the bank reserves the right to exclude any of the above services from the scope of the Architect's work. At this stage, preparation of elevation images, perspective views showing the external & internal details of the proposed building complex, computer generated 3D images (both in hard and soft copy form) will be necessary and the same shall be undertaken by Architect at no extra cost.
- (d) Obtain the approval of the Bank to (a) & (b) above and to all computations of all structural 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 structural and services designs

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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.

- (e) Submission of drawings having various floor plans, elevations, sections, site map in required number of sets as per local byelaw requirements of respective authorities and getting approval for the same.
- (f) 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, structural drawings, detailed drawings, calling tenders etc. including stages of services to be done by the consultants in coordination with the Architect, work of various contracting agencies etc. and obtaining various service connections".

- (g) Technical assessment of the project, getting done exploration work for deciding safe bearing capacity, depth & type of foundation work through specialized consulting firm(the cost of field and laboratory work for soil testing will be directly paid to such firm by the BANK.

II. WORKING DRAWING STAGE:- (After financial sanction and Municipal Sanction)
schedule of quantities will be involved in this stage. This will include:-

- (a) Preparation of working and detailed architectural and structural drawings and detailed estimate and specifications for all items of the above works including internal and external utility services, along with details of quantities, analysis of rates and details of structural design.
- (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 by over 5%.
- (c) Make any changes if required by the local authorities for obtaining the plan approvals.
- (d) Direct and co-ordinate the Architectural, Engineering and surveying work and prepare (with help of surveyors and other consultants, as necessary), complete working details, schedules, specifications and bill of quantities to describe the whole project adequately for the purposes of taking BANK's approval and of local body and placing the main and other subsidiary contracts.
- (e) 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.

- (f) 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.
- (b) Advise the contractor to prepare a works progress schedule.
- (c) Supply the contractor such further drawings, specifications and details which may be required for proper execution of the work.
- (d) 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 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/-.
- (e) 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 approved by the BANK, to ensure that the works are being executed strictly in accordance with the contract, working drawings, specifications and as per programme. The Engineer / supervisor shall be a graduate / Diploma Engineer with at least 2 / 3 years experience. There shall be at least one full time Engineer /supervisor at site having minimum qualification of **Diploma with minimum 3 years of experience**. The duties, responsibilities & powers of Site Engineer / Supervisor are as detailed in clause V, below. The Architect shall furnish the details of credentials to prove the academic & experience records of the site engineer engaged by him to BANK, for its approval.
- (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 and actual consumption of cement and steel etc. for each bill, 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) Obtain completion and occupation certificates from the local bodies after completion of work and supply the same to the BANK.
- (j) Prepare completion drawings including elevation and sections and structural details indicating details of building and 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/structural 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) fir 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} Assisting the general building contractor or an appropriate work agency in establishing contact with the Local Authorities viz., Municipal, Electric supply, etc., to

Selection of Architect for Redevelopment of Bank owned property at Plot No. 2, Survey No17E, Sangam Press Road, Kothrud, pune. facilitate early availability of water supply, sewerage/electricity connections (as the case may be) at the time of their actual need.

- h} 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.
- i} 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.
- j} Ensuring that floors under construction are not overloaded with stacks of material or plant.
- k} 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.
- l} Ensuring that partially constructed work is cased in or protected from damage.
- m} Keeping the BANK informed of the site events once a fortnight.
- n} Maintaining good and healthy relations with and between the various contractors/agencies working at site.
- o} Ensuring that the contractors do not feel that the site staff of the BANK is unjust and unreasonable.
- p} Ensuring that all operations are carried out with complete safety to life and property.
- q} 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, architectural/structural 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 approve the centre-line layout of building pegged out on site by the contractor and the benches for ground floor and other levels.
- iv} 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.

- v} To approve the foundation strata when the appropriate depth of excavation is reached in consultation with the architects.
- vi} 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.
- vii} To watch the validity of the building permission issued by the Local Authority and to ensure that the revalidation, if necessary, is obtained well in time.
- viii} To arrange periodical reconciliation of cement and steel account and ensure that prompt recoveries are effected from contractor's running account bills.
- ix} 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) Steel register/any other costly Material Register.
 - (f) Concrete Pour Reports including Slump Test Record.
 - (g) Concrete Cube Test Register.
 - (h) Test Registers of other materials/fittings, fixtures, equipments as stipulated in the tender.
 - (i) Register of Drawings and Working details.
 - (j) Log Book of Defects
 - (k) The Site Engineer should maintain a Hindrance Register giving details of commencement and removal of each hindrance.
 - (l) Dismantled Materials Accounts Register.
 - (m) Supply and consumption registers of scarce/costly materials like bitumen, lead, laminates, special paints etc.
 - (n) Record of cement used/received: Day to day record of cement used/received shall be entered in the register as per BANK's Proforma and signed by the Site Engineer of the BANK as well as contractors' representative at site.
 - (o) Record of reinforcement bars received at site: Necessary entry for reinforcement bars of each category shall be made in the register for steel as per BANK's Proforma and signed by the site engineer of BANK and the contractor daily.
- x} To study the quality of approved coarse and fine aggregate and get the design of the concrete mix in accordance with modern practice. The Site Engineer shall ensure that the mix design for RCC work shall be carried out by the Architect/Structural Consultant, if applicable.
- xi} To record measurements of completed work jointly with the contractor and to process them in running account bills.
- xii} 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.

- xiii} To submit to the Competent Authority the Progress Report fortnightly.
- xiv} 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”.
- xv} To ensure that progress on every contract is in accordance with the appropriate stage of its Time and Progress Chart.
- xvi} 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.
- xvii} 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.
- xviii} To submit the final summary of costs for the project to the Competent Authority.
- xix} 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 ie., as completed drawings.
 - (b) Record of Standard Measurements for periodical services.
 - (c) Inventory of fittings and fixtures.
- xx} 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 directions to the contractor for the construction of a temporary office for the use of the Site Engineer at Site.
- ii} To give direction to the contractor on construction of pillars for centre-lines of layout and benches for ground floor level.
- iii} 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.

- iv} To issue warning to the contractor for work carried out in the absence of supervision.
- v} To issue notice to the contractor to suspend work during inclement weather and in circumstances where working would be dangerous to life and property.
- vi} To submit samples of cement and any other materials for testing, when necessary, to an approved laboratory.
- vii} To take concrete Test Cubes from concreting for RCC work and forward them for testing to an approved laboratory.
- viii} To prevent overloading of floors of building under construction and to take appropriate steps for support.
- ix} 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 BAN'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) the following fees :-

- (i) A fee calculated at the rate of% of the cost of work for complete Architectural / structural and other consultancy services as narrated in clause 6, below.
- (j) A fee of Rs.....Lump Sum for obtaining all permission / licenses from Statutory Authorities as detailed in Clause - 3

(b) Construction Management fees :-

The Architect will be paid at Rs..... per month for providing full time on-site supervision for rendering various services mentioned Clause 4. IV (b) above from the date of commencement of construction work at site, till completion of the construction work subject to a **maximum period of 18 months**.

- (c) 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.

STAGES OF PAYMENT OF FEE:

(a) Stages of payment fee for the consultancy services

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

Sl. No	Stages	Percentage of the Total fee payable
01	On satisfactory completion of preliminary stage ie all items item 4 (I) (a, b, c, d, f & g) , sketch drawings and Budgetary cost estimates	10 %.
02	On satisfactory completion of item 3 (a) & (b) & 4 (I) (e) of the working drawing stage	15 %.
03	On satisfactory completion of item 4 II (a,b,c,d, & f) of the working drawing stage	15 %
04	On satisfactory completion of item 4 II (e) of the working drawing stage	5 %
05	On satisfactory completion of item 4 II (e) and 4 III (a) to (e) of the working drawing stage	5 %
06	During the construction stage in proportion to the certified value of the running bills as detailed in item No. 4 (IV) (a to g).	40 %
07	On finalization of all work and final bills and account completion drawing of item no. 4 (IV) (h & j)	10 %

(b) Stages of payment of fee for services towards statutory permissions

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

Sl. No	Stages	Percentage of the Total fee payable
01	On satisfactory completion of services like plan approvals , NOC's sufficient for commencing the work	40 %.
02	On satisfactory completion of services like obtaining commencement certificate , plinth certificate	10 %.
03	On completion of the works/ buildings with satisfactory services related to statutory permissions if any at all the intermediate stages.	10%
04	On satisfactory completion of services like obtaining Occupancy certificate, completion certificate and NOC's sufficient for occupying the building.	40 %

5.1 Approved visits outside Pune city:

For traveling outside Pune 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, civil 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, d, f & g)
- Four weeks.
 - b. The plan approval as per clause 4 I (e) from the date of approval of drawings by the Bank. - Four Weeks.
 - c. Completion of services mentioned in clause 4 II (a, b, c, d & f) - Three weeks
 - d. Preparation of contract documents for call of tenders clause 4 II(e). Two weeks after approval of working drawings.
 - e. Scrutiny of tender as mentioned in clause 4 III(a).... one week after receipt of tenders.
 - f. 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.
 - g. Completion of services as mentioned in 4 IV (h,i,j) - after virtual completion of the work Four weeks.
 - h. 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 prorated 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 Pune 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, structural, electrical, or other services (Internal and External) should be supplied to 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 BANKs 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: Selection of Architect for Redevelopment of Bank owned property at Plot No. 2, Survey No. 17E, Sangam Press Road, Kothrud, Pune.

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: Selection of Architect for Redevelopment of Bank owned property at Plot No. 2, Survey No. 17E, Sangam press Road, Kothrud, Pune.

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 / Experience in the :
the field (Submitt proof before 31.03.2012)

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) Service Tax Regn Number :
(Furnish the latest copies of the returns filed)

c) Registration Number with Council of Architects:

d) Value Added Tax (VAT) registration details :

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	2015-16	
2	2014-15	
3	2013-14	

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 31/03/2017 costing more than Rs.3.00 Cr (to meet eligibility condition No.3) for which consultancy services were provided (attached separate sheet if required)

Sl	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 3 years prior to 31/03/2017 costing more than Rs.3.00 Cr for Govt. institution/ PSU / STATE / CENTRAL GOVT. (to meet eligibility condition No.4) for which consultancy services were provided (attach separate sheet if required).

Sl	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 :

Date :

SIGNATURE

NAME & DESIGNATION

SEAL OF ORGANISATION

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

To,

The Senior Manager,
 Canara Bank,
 Premises & Estate Section,
 Circle Office,
 Canara Bank Building, FP-790 (Part),
 Near Mangala Theatre, Shivaji Road,
 Shivaji Nagar,PUNE - 411 005.

Subject: Selection of Architect for Redevelopment of Bank owned property at Plot No. 2, Survey No. 17 E, Sangam press Road, kothrud, Pune.

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:

Sl. No.	Description of works	Fees in Figures	Fees in Words
A)	Consultancy fees as per clause 5(a)(i) of the “Conditions of Agreement”, for complete Architectural/Structural and other consultancy services.	-----%	
B)	Fees towards getting Statutory permission as detailed in Clause no. (3) of Conditions of Agreement.	Rs. Lump Sum	
C)	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) i.e. 18 months.	Rs..... Per month	

Note : (i) For the purpose of evaluation, the project cost considered as Rs. 3.25 Crore.
 (ii) In order to have quality of work, consultancy fees quoted as detailed in (A) above lesser than 1% (One Percent) will be disqualified.

The above fee is payable based on the cost as indicated in clause 6 of the Conditions of Agreement **plus applicable 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 the Redevelopment of Bank owned Property at Plot No. 2, Survey No. 17E, Sangam Press Road, Kothrud, Pune 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 Senior Manager,
Canara Bank,
Premises & Estate Section,
Circle Office,
Canara Bank Building, FP-790 (Part),
Near Mangala Theatre, Shivaji Road,
Shivaji Nagar,
PUNE - 411 005.

Subject: Selection of Architect for Redevelopment of Bank owned property at Plot No. 2, Survey No. 17E, Sangam press Road, Kothrud, Pune.

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 Senior Manager,
Canara Bank,
Premises & Estate Section,
Circle Office,
Canara Bank Building, FP-790 (Part),
Near Mangala Theatre, Shivaji Road,
Shivaji Nagar,
PUNE - 411 005.

Subject: Selection of Architect for Redevelopment of Bank owned property at Sangam press Road, Kothrud, Pune.

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

