

CANARA BANK

(A Government of India Undertaking)

**TECHNICAL CELL, E P& C SECTION, G. A WING, CANARA BANK, HEAD OFFICE,
3RD FLOOR, DWARAKANATH BHAVAN, 29 K R ROAD, BASAVANAGUDI,
BANGALORE 560 004.**

Tel Ph: Direct: 080-26621874. Email : hoepc@canarabank.com

website: www.canarabank.com

OFFER DOCUMENT FOR

Engaging the services of Architect / Architectural firms for developing the Master plan and detailed plan for bank's own property at Jalahalli, Bengaluru.

This document can be downloaded from Bank's website www.canarabank.com. and enclose the same to first envelope (ie with Technical bid) of this offer document.

CANARA BANK

INDEX OF TENDER DOCUMENT

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CANARA BANK
(A Govt. of India Undertaking)
TECHNICAL CELL, E P& C SECTION, G .A WING, CANARA BANK, HEAD OFFICE,
3rd Floor, Dwarakanath Bhavan, 29 K R Road,
Basavanagudi, BANGALORE 560 004.

NOTICE INVITING OFFERS (NIO)

Engaging the services of Architect / Architectural firms for developing the Master plan and detailed plan for bank's own property at Jalahalli, Bengaluru.

Canara Bank proposes to develop a plot measuring 19.86 acres at Jalahalli, Bengaluru to construct Bank's Administrative and allied buildings and invites offers from eligible & competent architects/architectural firms for availing their services for preparing master plan and detailed plans.

1. Nature of the document : TWO BID CONCEPT
2. The offer document comprises of the following:

A. TECHNICAL BID: (First envelope)

- a) Eligibility criteria's.
- 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

B.FINANCIAL BID-(Second envelope): Financial bid for the proposed consultancy services in Proforma-C and submitted in a separate envelope.

3. Issue of Documents (Download from website) : 09.02.2018
4. Pre-bid meeting : 21.02.2018 at 3.00 PM
5. Reply to the pre bid queries by the Bank : 23.02.2018
6. Last date and time for submission offer : 3.00 PM on 01.03.2018
7. Opening of Technical bids : 3.30 pm on 01.03.2018
8. Price bids of only the qualified applicants fulfilling eligibility/ technical criteria's will be opened on a pre-notified time & date, under intimation to such shortlisted applicants.

9. The offer should reach to.

**The Assistant General Manager, Technical cell, EP&C section, G.A Wing,
3rd Floor, Dwarakanath Bhavan, K R Road, Basavanagudi, Bengaluru- 560 004.**

Date : 09.02.2018.
Place: Bengaluru.

Assistant General Manager

A-ELIGIBILITY CRETERIA

SUBJECT: Engaging the services of Architect / Architectural firms for developing the Master plan and detailed plan for developing the bank's own property at Jalahalli, Bengaluru.

SI	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 05 years experience in architectural services as on 31.12.2017	Order copies from the customer prior to 31.12.2017
3	The Architect during the last 5 (Five) years ending with 31.12.2017 should have provided consultancy services for at least One completed similar work measuring a built-up area of the building not less than 5.25 lakh sft each OR Two (2) completed similar works each of measuring a built-up area of not less than 4.20 lakh sft. OR Three (3) completed similar works each of measuring a built-up area of not less than 3.12 lakh sft. Similar work means comprehensive architectural consultancy service /planning of office /residential complex/institutional buildings. Consultancy services includes Architectural, structural, civil, electrical, building utilities, landscaping and other allied activities related to the above said buildings.	Order copies and satisfactory completion certificates clearly indicating the built-up area and nature of works handled.
4	Architect should be conversant with local byelaws of Bangaluru & should have provided Architectural service for a project of minimum 10% of the stipulated area in sl.03 (i.e50,000 sft) area in Bangalore and suburban area during the last 5 (Five) years ending with 31.12.2017.	Order copies and satisfactory completion certificates clearly indicating the nature of work handled.
5	The Architects must be have GST, PAN number and all other statutory registrations.	Copies of the registration certificate shall be enclosed.
6	The Architects should have their representative office in Bangalore for operational convenience.	Details of local address.

B-DETAILED SCOPE OF PROPOSED WORKS:

Canara Bank, Technical cell, EP&C section, G.A Wing, Head office (hereinafter known as Employer or Bank) proposes to Engaging the services of Architect / Architectural firms for developing the Master and detailed plan for developing the bank's own property measuring 19.86 acres of vacant land at Jalahalli, Bengaluru. The proposed master and detailed plan shall comprise of the following:

I. Master plan;

The scope of consultancy work will include the preparing the master plan/site plan spread across the entire campus of 19.86 acres as per the Banks requirements of about 18.0 lakh sft built-up area as per the BDA, BBMP Byelaws and format locating the detailed multiple blocks of administrative /office/commercial, residential, recreational, auditorium and utility blocks along with entry & exit and internal roads, landscaped, service areas and parking facility etc. with detailed drawing and required area calculation of FSI & built-up area parking requirements for submission to BDA, BBMP and all other statutory authorities involved in the permitting the master plan.

Out of the above finalized master plan Bank at its discretion will select areas to be developed in phased manner with following functional requirements.

II. Detailed plans for 1st Phase of works:

The scope of consultancy work will also include the preparing the detailed plans of following works as per the byelaws local planning authority.

- a) **Administrative buildings:** To prepare the detailed plans of administrative block with an area of about 2.10 lakh sft to accommodate various Wings of Head office in a block comprising of multiple tower buildings of 10 to 14 floors so as to develop in a phased manner.
- b) **Utility block:** To prepare the detailed plans of utility blocks in two or more building comprising of Data Centre, Mega currency chest & currency processing centre (as per RBI specifications), Centralized record rooms etc.
- c) **Residential Block:** To prepare the detailed plans of residential flats of about 150 numbers with an average carpet area ranging from 800 sft (2BHK) to 1200 sft (3BHK) per flat in 3 to 4 apartment blocks for officer employees of Bank in various cadres with an overall area of about 1.65 lakh sft.
- d) **Recreation block:** To prepare the detailed plans of Community centre accommodating the Gym, party halls, provision stores, clinic, crèche and play areas within an area of about 0.25 lakh sft.

- e) **Auditorium:** To prepare the detailed plans of 500 to 600 person capacity in an area of about 0.25 lakh sft in one Or two floors (multilevel) along with required capacity of lounge, dining, toilets, service area and green rooms etc.

All the above said buildings shall have well ventilated space with lifts, firefighting arrangement, fire escape staircase, adequate toilet facility, parking etc as confirming to national building code and building/planning byelaws of local authorities like BDA, BBMP fire, airport authority and all statutory & regulatory authorities including the requirements of differently able (disabled) persons.

The Master plan should have clear demarcation of Administrative, recreational utility and auditorium blocks. The architect should also attend to any observations/objections raised by the local authorities like BDA, BBMP and any other competent authorities empowered to permit the subject building plans.

III. Submission of all the drawings for permission from all the local authorities:

On approval of the detailed drawings from the Bank authorities for 1st phase of works, the architects scope will also include submission of detailed drawings as per the approved format in online/offline as per the procedure /guidelines of the statutory permitting authorities i.e BDA, BBMP and all the local statutory authorizes like Fire, environment, pollution control, airport and any other authorities as per local byelaws along with the expenses incurred for printing of multiple drawings, blueprints etc.

This submission plan also includes preparing and submission of all the drawings needs to be prepared for structural, electrical, plumbing, landscape plan etc as sought by the local planning authorities like BDA, BBMP, Fire, airport authorities etc. for permitting the master plan and detailed plans. Professional fees quoted by the architect should also include any fees/expenses incurred for all the drawings details of structural, electrical & plumbing works.

All the fees to be paid for submission, approval for any other official fee demand raised by any statutory authorities will be directly paid by the Bank or reimbursed to the architect on submission of original receipt issued by the authorities.

- IV. **Presentation by Architects:** The Architect appointed should attend the all the meetings called by the Bank's representatives to understand the Bank's requirements, modifications

Architect should present their schematic, finalized drawings before various authorities of the Bank time to time as per the progress of the works. Architect should present their finalized sachem before the Top Management of the Bank for approval.

- V. **No Travel allowance/charges, DA and any other incidental charges incurred by architects will be paid for attending any & all the meetings called by the bank at any stage including the visits of architects to various statutory authorities for submission drawings during the entire process.**

C. GENERAL RULES & INSTRUCTIONS TO ARCHITECTS:

1. The documents consisting of Notice inviting the Offer, Eligibility criteria, General rules and instructions to Architects, Method of selection, conditions of contract, Application Format, Proforma-A,B,C,D & Financial bid in Performa-E documents **should be downloaded from the banks web site and submit the documents in the prescribed form as detailed above and placed in a envelope of the offer.**
2. The tender is "TWO BID/ ENVELOPE CONCEPT" and it has to be submitted as such. The relevant documents should be placed in two separate sealed cover as detailed below.
3. **First envelope:** Should be super scribed as "Technical Bid for engaging the services of Architect / Architectural firms for developing the Master and detailed plan for developing the bank's own property at Jalahalli, Bengaluru"

The first envelope sealed and super scribed as "Technical Bid" should contain following documents duly signed on all the pages along with the cost of tender document (if any) and all other related matters **other than the financial / fees aspects.**

- a. Eligibility criteria's.
- 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, C , D,E & F.

Offerer should note that 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.

4. **Second envelope:** Should be super scribed as "Financial Bid for engaging the services of Architect / Architectural firms for developing the Master plan and detailed plan for developing the bank's own property at Jalahalli, Bengaluru. This envelope should contain duly filled in Fees details (enclosed in the offer document) with values written in words and figures.
5. Both the sealed covers shall be placed in **bigger** outer cover and sealed and super scribed as "Offer for engaging the services of Architect / Architectural firms for developing the Master and detailed plan for developing the bank's own property at Jalahalli, Bengaluru" and deposited in the Tender Box kept on or before the due date at the office addressed furnished in the document.

6. The sealed offers should be submitted to Asst. General Manager, Canara Bank, Technical cell, E P& C section, G .A Wing, Head office **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 .**
7. The First envelope (Technical bid) will be opened in the said office as specified in NIO.
8. The date for opening the Second envelope (Financial bid) will be intimated subsequently only to such firms whose Eligibility, Technical bids are qualified. The applicants are requested to participate during the opening of the tender.
9. The tender documents are not transferable.
10. All corrections such as cuttings, interpolations, omissions and over-writings shall be number as `c', `i', `o' and `ow' and initialed.
11. Offer shall be submitted on prescribed Form only. Only the original offer documents downloaded from website have to be duly filled and submitted and no other format shall be used, except for Proformas 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. All fees shall be quoted on the proper form. Quoting of fees in a different form other than the prescribed in this document will be liable for rejection.
12. **The fees quoted** shall be inclusive of all fees/charges payable to the associate consultants etc. **Applicable GST will be paid by the Bank.**
13. 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.
14. Offers which are incomplete in any respect are liable to be rejected.
15. Canvassing in connection with tenders is strictly prohibited and the offers submitted by the Architects who resort to canvassing will be liable for rejection.
16. The applicant shall furnish the list of his relatives working in the Canara Bank with their present place of posting in the **Proforma E**.

17. 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.
18. 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 precede further with opening of the technical bids / financial bids in their absence.
19. 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.
20. 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 shall be communicated to the Bank.
21. Conditional offers shall be summarily rejected.
22. The architect shall ascertain all the conditions of documents and any other information required for making the offer.
23. In case of other un-qualified Architect, the sealed price bid shall be returned to the parties on completion of process.
24. 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 as per the Bank's format.
25. The Bank reserves the right to modify any or all of the Eligibility criteria.

D. 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.
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. Technically qualified bidder who satisfy the eligibility criteria and lowest quoted (L1) architect /architectural firm in the financial bid will be awarded with the works

E. CONDITIONS OF AGREEMENT:

1. DEFINITIONS;

FOR the purpose of the agreement, the following words and expression shall have the meaning hereby assigned to them except where the context otherwise requires:-

- (i) 'Approved' means approved by Bank's representative in writing including subsequent confirmation of previous approval and 'Approval' means approval by Bank's representative in writing as above said.
- (ii) 'Bank' means the CANARA BANK which expression shall unless excluded by or repugnant to the context include its representative.
- (iii) 'Bank's representative' means the **Assistant General Manager, G.A Wing, Canara Bank, H.O Bangalore** 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.
- (vii) "Building/ Project" shall mean Proposed Construction of administrative / Office building at Jalahalli, Bengaluru.
- (viii) 'Site' means bank's own property measuring 19.86 acres of vacant land at Jalahalli, Bengaluru.

F. PAYMENT OF REMUNERATION:

The consultancy fee will be paid in installments/stages as specified below, subject to recovery of security deposit as per tender conditions.

Schedule of payments and time lines for completion of the works.			
Sl.	Details of works	Percentage of fees to paid	Time for completion
1	On finalization of preliminary drawings of master plan and detailed plans at Wings level.	25%	20 Days from Work order
2	On finalization of preliminary drawings and presenting the same before Top Management for approval.	25%	15 Days from completion of works as in 1
3	On carrying out the revisions suggested by the Top Management and resubmitting for approval before Top Management.	25%	10 Days from completion of works as in 1
4	On preparation and submission drawings to various authorities like BDA, BBMP, Fire , Airport authorities and any other competent authorities involved in permitting the building plan for taking up the construction.	15%	15 Days from completion of works as in 1
5	On preparation and submission final drawings with any modifications, corrections suggested by various authorities like BDA, BBMP, Fire , Airport authorities and any other competent authorities involved in permitting the building plan for taking up the construction.	10%	15 Days or as per the liaison times of various authorities
6	Total	100%	75 days
<p>Note: Time lines specified are to be adhered as above and same may be relaxed by the competent authority considering the merit of the case and based on the availability appointment of Bank's Top Managements for discussions & presentation.</p>			

No Travel allowance/charges, DA and any other incidental charges incurred by architects will be paid for attending any & all the meetings called by the bank at any stage including the visits of architects to various statutory authorities for submission drawings during the entire process.

G- TENDER CONDITIONS :

1. SECURITY DEPOSIT:

An amount equivalent to 2% of the total amount payable as per fee to the Architect shall be deducted progressively from each bill, in addition to the adjustment if any, for fulfilling the terms of contract faithfully and honestly. The security deposit will be refunded after the completion of the all assigned works satisfactorily.

2. 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 at any stage and the Architect should comply with such request.
- (ii) 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.

- 3. RESTRICTION / SUSPENSION:** The BANK reserves the right of restricting the Architect's services to the preparation of architectural and detailed drawings 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.

4. 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.

5. 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.

6. 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.

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

Detailed design, reports and any other details envisaged under this agreement including drawings of architectural, structural, electrical, plumbing, landscaping and Air-conditioning 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.*

If any changes are made in the drawings already issued, whether by the Architect or as required by the BANK, additional copies of drawings, shall be issued.

8. 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 arises 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.
- ii) The Architect shall remain solely responsible for the proposed design and structural designs and all the submissions made to the authorities for approval.
9. The Architect hereby agrees that the fees to be paid as provided herein(clause F) 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.

10. 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.

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 the

CANARA BANK

IN THE PRESENCE OF::

1.

PROFORMA - A

:: CONFIRMATION FOR ACCEPTANCE OF THE OFFER:

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. 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:

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

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

(b) Address of office :

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 NO;
(Furnish copies of Income-tax returns)

b) Registration Number with Council of Architects:

c) Goods and service Tax (GST) 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).
(indicate only Professional fees and not cost of works)

Sl. No	Year	Turnover
1	2016-17	
2	2014-15	
3	2012-13	

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 the last 5 years prior to 31.12.2017 to meet eligibility condition No.3 (Similar work means construction of office/residential complex/institutional buildings. Consultancy services include Architectural, structural, civil, electrical, building utilities, landscaping and other allied activities related to the office & residential buildings).**

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 Area of the work	Date of commencement & Completion.

- 10. Details of the works executed during the last 5 years prior to 31.12.2017 to meet eligibility condition No.4 (should be conversant with local byelaws of Bangaluru & should have provided Architectural service for a project of minimum 10% of the stipulated area in sl.03 (i.e50,000 sft) area in Bangalore and suburban area during the last 5 (Five) years ending with 31.12.2017.**

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 Area of the work	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:

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

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.

The Assistant General Manager,
Technical cell, EP&C section, G.A Wing,
3rd Floor, Dwarakanath Bhavan,
K R Road, Basavanagudi,
BANGALORE 560 004.

SUBJECT: Engaging the services of Architect / Architectural firms for developing the Master plan and detailed plan for bank's own property at Jalahalli, Bengaluru.

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:

Consultancy fees as per scope of works explained in “B- Detailed scope of proposed works” and as per “F- Payment of remuneration”. of the “Conditions of Agreement”, for complete Architectural and other consultancy services.

Fee in figures:..... Lumpsum basis.

& in words:

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:

(Submit this financial bid in a separate sealed envelope)

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 construction of building 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** (ie 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

The Assistant General Manager,
 Technical cell, EP&C section, G.A Wing,
 3rd Floor, Dwarakanath Bhavan,
 K R Road, Basavanagudi,
 BANGALORE 560 004.

SUBJECT: Engaging the services of Architect / Architectural firms for developing the Master plan and detailed plan for bank's own property at Jalahalli, Bengaluru.

1. Details/List of relatives working in Canara bank;

NAME OF THE OFFICIAL	DESIGNATION	ADDRESS OF THE OFFICE / BRANCH	RELATION WITH THE APPLICANT.

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

The Assistant General Manager,
Technical cell, EP&C section, G.A Wing,
3rd Floor, Dwarakanath Bhavan,
K R Road, Basavanagudi,
BANGALORE 560 004.

SUBJECT: Engaging the services of Architect / Architectural firms for developing the Master plan and detailed plan for bank's own property at Jalahalli, Bengaluru.

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