



**NOTICE FOR PRE-QUALIFICATION-CUM-TENDER FOR APPOINTMENT OF  
PROJECT ARCHITECT**

Bank of Baroda invites sealed Pre-Qualification –cum-Tender/offer from eligible Architect of repute in two Bid Systems for Providing Comprehensive Architectural Consultancy Services including supervision for **Redevelopment of Bank’s owned building (Station Road Branch & quarters) by demolishing & reconstructing the new building consisting of Currency Chest, Station Road Branch, Navsari Regional Office & Residential Quarters at P.B.NO.8 Station Road, Opposite Railway Station, Behind Gupta Hotel, Udyog Nagar, Vijalpore, Navsari-396445** admeasuring built up area 1700 sq.mtr. approx.

Duly completed application forms & Tender, which can be downloaded from Bank’s website, should reach **Tender Box, P&E Department, Bank of Baroda – Navsari Regional Office, 1st Floor - Shree Ramji Mandir Shopping Centre, Nr. Rotary Eye Hospital, Dudhia Talav, Navsari – 396445** on or before **05.10.2023** by **3.00 PM**.

For further details log on to our website:

<https://www.bankofbaroda.in/tenders/zonal-regional-offices>

**Corrigendum/Addendum, if any, will be issued only on our Bank’s website. Bidders are requested to visit regularly our Bank’s website <https://www.bankofbaroda.in/tenders/zonal-regional-offices> before submission of bid in their own interest.**

The Scope of the Project Architect’s work shall be to design the structure as per the requirement and site conditions, prepare necessary drawings, taking approvals from the local authorities like Nagarpalika, Town Development or Urban Development Authority , Fire Safety Department, Environmental Department as well as all applicable statutory norms etc from all the applicable authority.

Project Architect’s scope shall all covers preparing tender documents for all the agencies to be included in the redevelopment, preparing DPR, monitoring the project, quantity calculation during construction, assisting bank for engaging Green Building Consultant (if required). All the professional services shall be as per the local / statutory / mandatory laws / guidelines.

Bank reserves the right to increase or decrease the quantum of the work at any stage; no additional claim will be entertained in this regard.

Date: 13.09.2023

Asst. General Manager  
Bank of Baroda  
Navsari Regional Office, Navsari

**NOTICE FOR PREQUALIFICATION CUM TENDER FOR APPOINTMENT OF ARCHITECT**

1. Bank of Baroda invites sealed offers from eligible Architect / Firms in **two Bid System** (Technical and financial) for the following work:-

Name of Work	Estimated cost in Rs. (approx.) excluding GST
Redevelopment of Bank's owned building (Station Road Branch & quarters) by demolishing & reconstructing the new building consisting of Currency Chest, Station Road Branch, Navsari Regional Office & Residential Quarters at P.B.NO.8 Station Road, Opposite Railway Station, Behind Gupta Hotel, Udyog Nagar, Vijalpore, Navsari-396445	<b>Rs. 415 Lacs*</b>

\*This estimated cost may increase/decrease at a later stage, as per approved designs and estimates.

**Station Road Branch and Quarters is three storey commercial cum residential building with currency chest at ground floor. The structure of building is weak, hence vacated for demolition. The said building is to be reconstructed after demolition with Bank's requirements as per the modern trends.**

2. Architects/ Architectural firms desirous of applying for the tender or above mentioned work and fulfilling the following requirements shall be eligible (Technical Bid specification)-
- I. **Experience of having successfully completed similar works (i.e. providing architectural consultancy services for construction of building with RCC Framed Structure having minimum Built-up area approx. 1700 sq.mtr.) of any one value/amount of the following during last -7- years ending on 31.08.2023 :**
- a) **Three similar completed works each costing not less than Rs. 166 Lacs.**  
OR  
b) **Two similar completed works each costing not less than Rs. 207 Lacs.**  
OR  
c) **One similar completed work costing not less than Rs. 332 Lacs.**
- II. Should be having valid Council of Architects registration (Mandatory).
- a. In case of proprietorship firm, the proprietor should have Council of Architects registration
- b. In case of Partnership firm/Company, there shall be a sufficient number of architect (partners/directors) having Council of Architects registration who will continue in the firm and sign all required documents related to the drawings, applications etc.
- III. Average Annual financial turnover of the firm during the last -3- years ending 31st March 2022, should be at-least Rs 4.95 lakhs. Supported with audited balance sheets.

- IV. The Architects / Architectural firms should have undertaken work with any of the Reputed Private/Govt./PSU/Bank/Autonomous Bodies, (Mandatory) Architect shall submit the Performance Certificates from the respective previous employers in support of above, and otherwise their application is liable to be rejected.
  - V. The Architects/ Architectural firms should have sufficient experience of successful completion of similar nature as detailed in point no. I above.
  - VI. The Architects/ Architectural firms Should be having sufficient organizational structure comprising of qualified personnel viz. Architects, Interior designers, Engineers etc. along with other technical personnel/ associates to carry out execution of such work in terms of nature and magnitude.
  - VII. The firm should be in an existence for a minimum period of last -7- years and rendering architectural services. Work experience shall be counted in the name of firm/agency only which has participated in this exercise as bidder/tendered/applicant. The bidder should submit a valid document as a proof for registration of the firm/company etc.
  - VIII. They must be having sufficient number of experienced personnel, technical know-how and infrastructure to complete the project well in time.
  - IX. Architect should preferably have a full-fledged functional office in Navsari (Gujarat). Bidder who does not have full-fledged functional office in Navsari (Gujarat), may apply subject to declaring that the services of architect are available to the bank as and when required in given time frame and weekly/fortnightly visit is fixed on mutual understanding.
3. Bank reserves right to reject any or all the applications without assigning any reasons or whatsoever.
  - 4 Bank may obtain confidential report/feedback from previous clients. In case of non-receipt of satisfactory report from previous clients, bidder may be disqualified at pre-qualification stage.
  - 5 Bidders/applicants has/have to seal and sign every page of the tender/application/bids as proprietor/partner/director of the company/firm, necessary documents are mandatory to be enclosed. In case, if the tender/application/bid is signed by the Authorized Signatory/POA holder, an authority proof (on Rs.100 stamp paper) or POA copy should be enclosed for acceptance of the tender/application, or else tender/application are liable to be summarily rejected.
  - 6 The bidders/firms are required to submit all the necessary credentials/supporting documents as a proof to their eligibility as per the aforesaid eligibility criteria. Those who do not submit Performance Certificates/Completion Certificates issued by their previous employers / clients for the above similar jobs are liable to be summarily rejected. Necessary verification of the credentials submitted shall be carried out by bank for shortlisting the bidders/firms in respect of satisfactory verification of their credentials.
  - 7 The bidder/applicant is mandatorily required to furnish an undertaking in PROFORMA-5 on company/firm letter head for not having blacklisted by any PSU,PSE, Central/State Government during last -7- years; or else tender/application are liable to be summarily rejected. Audited balance sheets for FY 2019-2020, 2020-2021, 2021-22 to be submitted along with the Turn over Certificate issued by chartered accountant. Provisional/Audited balance sheet for FY 2022-23, if available may also be kept/submitted.
  - 8 Canvassing or support in any form for the acceptance of any application is strictly prohibited. Any bidder/applicant doing so will render himself liable to penalties which may include disqualification.

- 9 All disputes arising out of the said project shall be resolved under jurisdiction of Navsari city only.
- 10 Bank reserves the right to cross verify the credentials furnished by the firm/bidder/tenderer through COA/IIA/Clients/Previous clients/Any authority. In case of receiving any false/negative report/feedback, the firm/bidder shall not be considered for technical prequalification.
- 11 In case of any addendum or corrigendum, information will be displayed in bank's website only. Bidders/applicants are request to keep in touch with bank's website in tender section or follow the link <https://www.bankofbaroda.in/tenders/zonal-regional-offices> OR visit Tender Section in Bank of Baroda website till the last date of submission.
- 12 **Technical Bid and Financial BID should be kept in two separate sealed/properly closed envelopes super scribing "Technical BID for Appointment of Architect for Redevelopment of Bank's owned building (Station Road Branch & quarters) by demolishing & reconstructing the new building consisting of Currency Chest, Station Road Branch, Navsari Regional Office & Residential Quarters at P.B.NO.8 Station Road, Opposite Railway Station, Behind Gupta Hotel, Udyog Nagar, Vijalpore, Navsari-396445" and "Financial BID for Appointment of Architect for Redevelopment of Bank's owned building (Station Road Branch & quarters) by demolishing & reconstructing the new building consisting of Currency Chest, Station Road Branch, Navsari Regional Office & Residential Quarters at P.B.NO.8 Station Road, Opposite Railway Station, Behind Gupta Hotel, Udyog Nagar, Vijalpore, Navsari-396445". Both the above envelopes (Technical and Financial Bid ) should be kept in one Single Envelope superscribing "Bids for Architect for Redevelopment of Bank's owned building (Station Road Branch & quarters) by demolishing & reconstructing the new building consisting of Currency Chest, Station Road Branch, Navsari Regional Office & Residential Quarters at P.B.NO.8 Station Road, Opposite Railway Station, Behind Gupta Hotel, Udyog Nagar, Vijalpore, Navsari-396445."**
- 13 **The financial bid of only those applicants will be opened who will qualify/pre-qualify in the technical Bid. Date and Time for opening of Financial Bids shall be informed to technically qualified bidders separately.**
- 14 Application, completed in all respects along with relevant documents duly super scribing the name of work on envelope must reach at the following address on or before 05.10.2023 by 03.00 PM.

**Tender Box,  
P&E Department,  
Bank of Baroda – Navsari Regional Office,  
1st Floor - Shree Ramji Mandir Shopping Centre,  
Nr. Rotary Eye Hospital, Dudhia Talav,  
Navsari – 396445**

- Last date of receipt of application on or before 05.10.2023 by 03:00 PM
- Date of opening of Technical Bid- 05.10.2023 at 03:30 PM in presence of Regional Level Committee Members and available bidders who want to be present in the opening Process. Bidders are requested to be present in their own interest at time of opening of Bid at Regional Office, Navsari.



- In case of holidays/strikes/bands or any reason causing a holiday/non-working day exactly on the last date of submission of tenders/offers; the last date of submission will be shifted to next working day. The same will be applicable for date of opening of tenders/bids. Downloaded application from Bank's website alone needs to be used by the Architects/Architectural firms only. All the information should be furnished in the space provided and documentary evidences / copies of certificates duly certified alone need to be attached.

Date: 13.09.2023

**For  
Bank of Baroda,  
Navsari Regional Office,  
1st Floor - Shree Ramji Mandir Shopping Centre,  
Nr. Rotary.Eye Hospital,  
Dudhia Talav, Navsari – 396445**

**SCOPE of Work (as per attached agreement format).The main features of the desired scope are listed below**

- Taking the employer's instructions, visiting the sites, preparing sketch designs which shall be in accordance with local governing codes/standards, regulations etc. (including carrying out necessary revisions till the sketch designs are finally approved by the employer), making approximate estimate of cost by plinth area, cubic measurements, square meter, or otherwise and preparing reports on the schemes so as to enable the employer to take decision on the sketch designs. Obtaining approval of drawings/layout from Local Govt. authorities, taking completion certificates from Govt. Authorities, Fire NOC, all other statutory approvals, etc is also in scope of Architect.
- Obtaining all necessary permissions required for demolition of the structure, to fix demolition planning of the structure, supervision of the demolition of the structure and supervision of removing of the debris from the site.
- Preparing Drawings and other details of currency chest (Plans, elevations, sections) as per RBI guidelines and to obtain RBI's approval for construction at site for the same.
- Obtaining all necessary permission from RBI, Local/Municipal/Govt. Authorities etc. regarding construction of currency chest and building.
- Submitting a proper PERT Chart/Bar Chart incorporating all the activities required for the completion of the project well in time i.e., preparation of working drawings, structural drawings, detailed drawings, and tender etc. After Completion of Project submitting As Built Drawings, obtaining completion and occupancy certificate, NOC from Fire Deptt, Electric Deptt. etc. and all other statutory approvals required for completion and functioning of the buildings.
- Preparing architectural detailed estimates and all such other particulars as may be necessary for preparation of Bill of Quantities (BOQ).
- Assisting the bank/employer for identifying various contractors/agencies
- Preparing pre-qualification documents for engagement of Contractor.
- Preparing detailed tender documents for engagement of Contractor.
- Preparing tender notices to be issued by the Bank, specifying abnormally high and low rated items and submitting with recommendations.
- Preparing contract documents/BOQ and getting them executed by the concerned contractors.
- Supervision of construction work, preparing minutes, site reports, maintaining all the sites and lab records, MB, Bills of contractor etc for completion of work.
- **At least one weekly visit of site (for supervision of ongoing work of Redevelopment of Bank's owned Building ) is mandatory for the Architect.**
- **One qualified civil engineer having exposure to electro mechanical works to be posted at site by Architect.**
- Complete liason with all local authorities (Government authorities, Nagarpalika, GUDA,

Fire Safety Department, Environmental Department, labor department, Central Ground Water Board, State Electrical Department, Park & Garden Department, Royalty Department as well as all applicable liaison and statutory approvals etc) and obtaining necessary permissions as per bye laws / local laws / statutory authorities to obtain BU permission and occupying premises by Bank.

- Overall Monitoring, Keep the bank/employer updated in advance for the future consumed quantities of items at every stage, Bill Verification, Attending Site Meetings etc.
- Have a proper co-ordination between contractors, consultants and the employer/bank.

**Note :- Co-ordination, obtaining statutory approvals related to Plans etc, infrastructural requirement such as design the electrical system of the proposed buildings that includes, Lighting Equipment, Panel Boards, DG Set, MEPF Work, interior, exterior, site development etc shall be included in the scope of Architects. Increasing /decreasing the scope of the work will be at the discretion of employer and no claim in this matter will be entertained by the bank under the matter.**

**Site Visit Prior to Bid Submission:**

- It is mandatory to visit the site before bidding as per address mentioned in the introductory description. The visit can be done after contacting to the relevant person as mentioned in this tender.
- Bank will understand that the bids submitted by the Architect agency, shall be only after the personal site visit.

**Design Philosophy**

1. Create an ambience for Bank Branch/ Bank Commercial Premises/ Bank's Back\_Office or any other set-up as required by the Bank at any stage before the project completion and site handing over. The design should reflect this.
2. The architectural plan of the building should incorporate best practices.
3. The design should incorporate the philosophy of sustainable design. Such sustainable design should minimize electricity consumption, conserve water and use environmentally friendly material. Energy efficient approach shall be preferred.
4. The optimum design in line with the Bank's requirement, utilization, ease to change utilization at future stage etc. shall be considered.
5. The building design should provide adequate lighting, ventilation and minimize the consumption of air conditioning, yet be functional and pleasant during hot climate.
6. The design should take into account the local climate and should strictly consider seismic zoning, topography, soil and vegetation of the site.
7. The Master plan should enable free movement around the building having ample open spaces and should properly segregate the vehicular traffic/parking slots

**Selected Architect's Submission:**

- 1. All the drawings- Number of drawings and Sizes of drawings shall be intimated at required stages**
- 2. Design Basis Report for all the services, structure, interior and furnishing**
- 3. Structural Stability certificate for all the slabs and entire structure as well as any prominent structure as required by the Bank**



**4. As- built drawings**

**5. Drawings in AutoCAD and PDF form**

**6. All the statutory compliance certificates**

**Architect's Status and Decisions**

The Architect shall be the Owner's representative during the Construction Period. The Architect shall periodically ( i.e. atleast one visit per week and whenever required by the employer) visit the site to familiarize himself generally with the progress and quality of the work and to determine in general if the work is proceeding in accordance with the Contract Document. During such visits and on the basis of his observations while at the site he shall keep the Owner informed of the progress of the work, shall endeavor to guard the Owner against defects and deficiencies in the work of the Contractor and he shall arrange to rectify /reject work which fails to conform to the Contract Document. He shall have authority to act on behalf of the Owner only to the extent expressly provided in the Contract Document or otherwise in writing in co-ordination with Bank officer/ engineer, which shall be shown to the Contractor. He shall have authority to stop the work whenever such stoppage may be necessary in his reasonable opinion to ensure the proper execution of the Contract.

In case of the termination of the appointment of the Architect the owner shall appoint a capable and reputed Architect at his discretion and whose status under the contract shall be that of the former Architect and shall be binding on the Contractor.

The Architect shall within a reasonable time make decisions on all matters relating to the execution and progress of the work or the interpretation of the Contract Document. The Architect is required to give his opinion/recommendation and drawings as and when required as also issue as follows:

- a. Variation or modifications of the design.
- b. The quality or quantity of works or the additions of omission or substitution of any work.
- c. Any discrepancy in or divergence between the Drawings and/or specifications.
- d. The removal and/or re-execution of any works executed by the Contractor.
- e. The dismissal from the works of any persons employed thereon.
- f. The opening up for inspection of any work covered up.
- g. The amending and making good of any defects under Defects Liability Period.
- h. The removal from the site of any materials brought thereon by the Contractor and the substitution if any other material therefore.
- i. Assignment and sub-letting.
- j. Delay and extension time.
- k. The postponement of any work to be executed under the provision of Contract.





### **Instructions to the applicants for furnishing information as a part of application**

Intending applicants are required to submit their **applications** with full bio data giving details about their organization, experience, technical personnel in their organization, competence and adequate evidence of their financial and technical standing etc. in the enclosed form which will be kept confidential.

While deciding upon the technical qualification of applicant great emphasis will be given on the ability and competence of applicants to do good quality works within the specified time schedule and in close coordination with other agencies.

**The financial bid of only those applicants will be opened who will qualify/pre-qualify in the technical Bid. Date and Time for opening of Financial Bids shall be informed to technically qualified bidders separately.**

Each page of the application shall be signed. The application shall be signed by person(s) on behalf of the organization having necessary authorization/power of attorney to do so (certified copies to be enclosed).

If the space in the proforma is insufficient for furnishing full details, such information may be supplemented on separate sheets of paper, stating therein the part of the proforma and serial number. Separate sheets shall be used for each part. However, the format shall be as per proforma.

Any letter or document accompanying the application form shall be submitted in duplicate.

**Applications containing false/ incomplete and/or inadequate information are liable to be rejected. Also mere fulfilment of eligibility criteria does not guarantee selection.**

While filling up the application with regard to the list of important projects completed or on hand, **the applicants shall include only those works which are individually costing not less than Rs 166 Lacs of the estimated cost of project.**

**Clarification, if any, may be obtained on or before two days prior to the scheduled date of submission from the office of:**

**The Asst. General Manager, Bank of Baroda – Navsari Regional Office, 1st Floor - Shree Ramji Mandir Shopping Centre, Nr. Rotary Eye Hospital, Dudhia Talav, Navsari – 396445**

**Contact Person :**

**1)Mr. Ajit Kumar, Sr. Manager (P&E Dept.-Navsari Region) – Mob No. +91-7618006262, 02637-248316**

**2)Mr. Vipul Choudhary, Sr. Manager (Civil Engineer) – Mob No. +91-7990874109**

**Email id : pe.navsari@bankofbaroda.com**

The application, which is received after due date and time, are liable to be rejected. Bank reserves the right to accept or reject any of the offers, without assigning any reasons, whatsoever thereof.

## APPOINTMENT OF ARCHITECT

### Basic information

1	Name of the applicant/organization			
	Address of the Registered Office (with phone numbers, fax numbers & e-mail ID)			
	Address of Local Office in any district headquarters of Gujarat (with phone numbers, fax numbers & e-mail ID)			
2	Year of establishment			
3	Type of the organization (whether sole proprietorship, partnership, Private Ltd or Ltd. Co. etc.)  (Enclose certified copies of documents as evidence)			
4	Name & qualification of the proprietor/partners/Directors of the organization/Firm  a) b) c) d)  (Enclose certified copies of documents as evidence)			
5	Details of registration – Whether Partnership firm, company, etc. Name of Registering Authority, Date and Registration number. (Enclose certified copies of documents as evidence)			
6	Whether registered with Government/Semi-Government/Municipal authorities of any other Public organization and if so, in which class and since when? (Enclose certified copies of documents as evidence)			
7	Details of registration with 1. Council of Architect 2. Indian institute of Architect (Enclose certified copies of documents as evidence)	Year of Reg.	Class	Valid upto
7A	Number of years of experience in the field and details of work in any other field			

8	Address of Registered Office and the Name & Designation of professional in charge	
9	Yearly turnover of the organization during last 3 years (year-wise) and furnish audited balance sheet and Profit & Loss a/c (audited) for the last 3 years ending March 2022 (duly certified by Chartered Accountant)	
10	Name and address of Bankers	
11	PAN Number	
12	Details of registration for payment of GSTIN/GST	
13	Detailed description and value of works done ( <b>Proforma 1</b> ) and works on hand ( <b>Proforma 2</b> )	
14	Details of Key Personnel Permanently employed ( <b>Proforma 3</b> )	
15	Other infrastructural information to be used/referred for this project ( <b>Proforma 4</b> )	
16	Furnish the names of –3- responsible persons along with their designation. Address, tel. No. etc. for whose organization, you have completed the above mentioned jobs and who will be in a position to certify about the performance of your organization.	1. 2. 3.
17	Whether any Civil Suit/litigation arisen in contracts executed/being executed during the last 10 years. If yes, please furnish the name of the project, employer, nature of work, contract value, work order and brief details of litigation.  Give name of court, place, and status of pending litigation.	Attach a separate sheet, if required.
18	Information relating to whether any litigation is pending before any Arbitrator for adjudication of any litigation or else any litigation was disposed-off during the last ten years by an arbitrator. If so, the details of such litigation are required to be submitted.	

**Proforma-1**
**a) LIST OF PROJECTS EXECUTED BY THE ORGANISATION DURING THE LAST 7 YEARS (ENDING ON 31.07.2023) COSTING Rs. 166 Lacs and ABOVE**

Sl no	Name of work/project with address	Name & full postal address of the owner. Specify whether Govt. undertaking along with name, address and contact numbers of –2- persons (Engineers & top officials of the organisation)	Contract amount (Rs) (for consultancy work only) with copy of work order and completion certificate from project in-charge)	Starting date of Project	date of completion of Project	Any other relevant information. Actual amount of project. If increased, give reasons.	Enclose clients certificate for satisfactory completion	No of Floors of building and Remarks
1	2	3	4	5	6	7	8	9

**Notes:**

- Information has to be filled up specifically in this format. Please do not write remark “As indicated in Brochure”.
- Date shall be reckoned from the date of advertisement of the notice in newspapers.
- For certificates, the issuing authority shall not be less than an Engineer In charge.

**LIST OF IMPORTANT WORKS ON HAND COSTING Rs. 166 Lacs OF PROJECT COST & ABOVE.**

Sr. No.	Name of work/project with address.	Name & full postal address of the owner. Specify whether Govt. under taking along with name, address and contact nos. of –2- persons (Engineers or top officials of the organization)	Contract Amount with copy of Work Order & completion certificate from project incharge.	Stipulated time of completion (Years)	Present status of the project	Any other relevant information.
1	2	3	4	5	6	7

Notes:-

1. Information has to be filled up specifically in this format. Please do not write remark “As indicated in Brochure”.

Sign. & seal of the applicant

**Proforma-3**

S. No	Particulars	Name and Designation	Age	Qualification	Experience	Nature of works handled	Name of the Projects handled costing over 40% of the estimated cost	Date from which employed in your organization	Indicate details of experience for similar projects
1.	Details of in house qualified Architect for works								
2.	Structural Engineer								
3.	Civil Engineer								
4.	Electric Engineer								
5.	Draftsman								
6.	Any other Information								

**List of Major office Equipment/ infrastructure in possession of the firm**

<i>S.No.</i>	<i>Name of office equipment</i>	<i>No.</i>	<i>Utilization</i>	<i>Any other information if any</i>
1				
2				
3				
4				
5				
6				

**Sign. & seal of the applicant**

Date and Place



Proforma-5

**UNDERTAKING TO BE FURNISHED ON COMPANY LETTER HEAD WITH REGARD TO  
BLACKLISTING/ NON-DEBARMENT, BY THE FIRM**

The Asstt. General Manager,  
Bank of Baroda,  
Navsari Regional Office,  
1st Floor - Shree Ramji Mandir Shopping Centre,  
Nr. Rotary Eye Hospital,  
Dudhia Talav, Navsari – 396445

Ref.: Appointment of Project Architect for Providing Comprehensive Architectural Consultancy Services including supervision for Redevelopment of Bank's owned building (Station Road Branch & quarters) by demolishing & reconstructing the new building consisting of Currency Chest, Station Road Branch, Navsari Regional Office & Residential Quarters at P.B.NO.8 Station Road, Opposite Railway Station, Behind Gupta Hotel, Udyog Nagar, Vijalpore, Navsari-396445

Dear Sir,

I/We hereby confirm and undertake that I/we, M/s -----, is/are not blacklisted/ De-registered/ debarred by any Government department/ Public Sector Undertaking/ Private Sector Enterprises/ or any other agency for which we have Executed/ Undertaken the works/ Services during the last 5 years.

**For M/s -----**

**Seal & Signature of the bidder  
Date and Place**





## MODEL AGREEMENT WITH ARCHITECT

This AGREEMENT made at----- this---- day of between Bank of Baroda a body Corporate, constituted under Banking Companies (Acquisition & Transfer of Undertaking) Act 1970 & have its Head Office at Alkapuri, Baroda and Corporate Office at Baroda Corporate Centre, C-26, G Block, Bandra Kurla Complex, Bandra (E), Mumbai 400 051 Carrying on banking business among other places at Bank of Baroda – Navsari Regional Office, 1st Floor - Shree Ramji Mandir Shopping Centre, Nr. Rotary Eye Hospital, Dudhia Talav, Navsari – 396445(here in after called ‘The Employer’ which expression shall unless repugnant to the context or meaning thereof include its successors and assigns) of the ONE PART.

And

(Name of the Architect) having its office at-----

(hereinafter called the Architect, which expression shall, unless repugnant to the context or meaning, include its successors and assigns) of the OTHER PART.

Rendering Comprehensive Architectural Consultancy Services including supervision for Redevelopment of Bank’s owned building (Station Road Branch & quarters) by demolishing & reconstructing the new building consisting of Currency Chest, Station Road Branch, Navsari Regional Office & Residential Quarters at P.B.NO.8 Station Road, Opposite Railway Station, Behind Gupta Hotel, Udyog Nagar, Vijalpore, Navsari-396445

WHEREAS the Employer intends to carry out **Redevelopment of Bank’s owned building (Station Road Branch & quarters) by demolishing & reconstructing the new building consisting of Currency Chest, Station Road Branch, Navsari Regional Office & Residential Quarters at P.B.NO.8 Station Road, Opposite Railway Station, Behind Gupta Hotel, Udyog Nagar, Vijalpore, Navsari-396445**, “AND whereas the Employer is desirous of appointing the said Architect for the said work design (hereinafter called the said works’) and issued a letter of confirmation/intent No.\_\_\_\_\_consequent upon their selection.

NOW, THEREFORE THIS AGREEMENT WITNESSETH THAT the said (Name of the architect) are hereby appointed Architect for the said works on the following terms and conditions.

### **Architect’s Services**

#### **1. Sketch Stage**

**1.1** Take Employer’s instructions regarding the requirement of the works as a whole.

**1.2** Visit the site.

**1.3** Examine Legislation. Code and Standards (including lease agreement with municipal and other related local bodies) and bring to Employer’s notice salient aspects that may affect the project.

**1.4** Prepare sketch, designs, 3D Designs and plan including preparation of detailed area statement for FSI/FAR ad overall built-up area of building and carryout conceptualizing, and plan of all floors, and carry out necessary revision till the sketch designs are finally approved by the Employer. Prepare approximate cost estimates based on Sq. mt./Sq. ft. rates to enable the Employer to take a decision on sketch design and approve the same.

**1.5** Advise the employer on the appointment of PMC/Site Engineer, Proof consultant and other consultant wherever necessary and special services including sewage treatment plant to be provided in the project, designing of guard station and obtain permission of project sign board inclusive of preparation of Prequalification documents/Tender Documents.

- 1.6 Obtain from Municipal Authority or prepare a detailed topographical survey of the site to a scale and contour interval determined by the Architect. The survey shall include all the necessary data related to existing Public utility Services.
- 1.7 Insurance policy to be taken during progress of work, designing of guard station and obtain permission for project sign board inclusive of preparation of pre-qualification documents.
- 1.8 Submit the approved drawings to Municipal Authority and other concerned authority and obtain their provisional approval in respect of building plans and services including sanitary, water supply, drainage, electric and fire-fighting, civil aviation, tree cutting EIA Clearance etc. or any other authorities from whom permission is essential for the successful commencement/completion of the Project and furnish two sets of each such approved drawings/certificate to employer.
- 1.9 Preparing Drawings and other details of currency chest (Plans, elevations, sections) as per RBI guidelines and to obtain RBI's approval for construction at site for the same.
- 1.10 Obtaining all necessary permission from RBI, Local/Municipal/Govt. Authorities etc. regarding construction of currency chest and building.
- 1.11 Arrange if required to prepare soil investigation like trial bores, or test pits, load bearing test and such other tests required to provide essential design data for sub-soil condition and submit soil investigation report to the employer. The cost of carrying out soil investigation shall be borne by the employer.
- 1.12 Prepare with assistance of various consultants a sketch scheme report and estimate of cost of works and services in sufficient detail to proceed with working drawings to prepare a budget forecast. Submit budget forecast to the Employer.

## **2. Working Drawing Stage**

- 2.1 Advise Employer and obtain approval of the Employer to form of Contract and method of placing the Main Contract as also obtaining approval for nomination of Sub- Contractors/Suppliers.
- 2.2 Provide the Surveyors, Engineering Consultants and other Consultants with all the necessary information/co-ordination to allow them to perform their specialist work.
- 2.3 Prepare necessary drawings, working drawings, specification, schedules of quantities and finalize the tender documents, Rate analysis for DSR and Non DSR items and get it verified.
- 2.4 Prepare complete detailed working drawings using latest materials to provide modern look including large scale designs, making designs and calculations and drawings for foundations and other structural work through structural consultants and drawings for sanitary, water supply, sewage treatment plant and electrical services and also for any special installations like air-conditioning, lifts, generators, fire alarm and detection, fire protection and Building Automation systems, including landscaping, designs for planting saplings etc. as may be decided by the employer and working out specifications and schedules of quantities. Describe the whole project adequately for the purposes of placing the Main Contract by the approved method. The Architect shall get all these drawings, details and quantities with block estimates approved by the employer.
- 2.5 Prepare detailed tender documents for works complete with articles of agreement, special conditions, general conditions of contract, specifications, Drawings Schedule of Quantities, Time and Progress Charts and any other material necessary for completing the tender documents and get the

same, approved by the employer including detailed analysis of rates based on market rates, time and progress charts etc.

**2.6** Prepare for the use of the employer, Consultant and contractors six copies each of all drawings, specifications or other particulars and such further details and drawings as are necessary for the proper execution of the work. In addition to six copies of the drawings, Architects to provide soft copies i.e. Autocad File and Pdf File of all drawings.

**2.7** Obtain final approval/required permission from statutory bodies if required and other interested parties.

**2.8** Obtain all necessary permissions required for demolition of the structure and to fix demolition planning of the structure.

### **3. Construction Stage**

**3.1** Conduct the approved method of placing the main contract on behalf of the Employer.

**3.2** Analyses report on the result of the approved method of placing the Contract/s, and make recommendations to the employer to assist in the final selection of the Contractor/s.

**3.3** After Employer approves works order, advise the Employer on Contractor's work progress schedule and other comments on the same.

**3.4** Preparing select list/pre-qualification list of contractors including making visits to the contractors works jointly with the employer if and as desired/if required, invite the tenders for various trades and submitting assessment reports and recommendations on comparative statements, assessment reports, together with recommendations, specifying abnormally high and low rated items based on proper analysis of rates with constants from an approved standard hand book and market rates of the material and labour for major items of works costing about 90% of the estimated cost of the work. All commercial condition shall be evaluated in financial terms instead of merely saying whether a condition may be accepted or not. When conditions are not susceptible of evaluation, the alternative procedure of calling all the tenderers for negotiation and asking them to submit a final bid based on the terms & conditions acceptable to the Bank may be adopted. Assist the employer if required to conduct negotiation with tenderers where necessary and after the Employer's decision on the tender, prepare contract documents and get them executed by the concerned Contractors after obtaining Employer's approval for the contracts.

### **4. Supervision Stage**

**4.1** Scrutinize and submit comments/approval on shop drawing submitted by Contractors/Suppliers with a view to ensure that the same fits in its environment. Submit Bar Chart and monitor progress in accordance to the same.

**4.2** Give overall supervision and inspection as may be necessary (i.e. at least once in a week and whenever required by the employer) for quality and surveillance of works as necessary to ensure proper and timely execution of the said works as per drawings and specification and effect smooth progress by prompt supply of drawings and decisions and co-ordination with all the agencies

engaged in the design, engineering and execution of various items of work as required. **At least one weekly visit of site (for supervision of ongoing work of Redevelopment of Bank's owned Building ) is mandatory for the Architect.**

**4.3 For regular supervision and inspection as may be necessary for quality and surveillance of works at site, Architect will post one qualified civil engineer at site having knowledge of electro mechanical work at their cost. Architect scope also includes-preparing of minutes, site reports, maintaining all the site and lab records, measurement at site, MB, verification and certification of Bills of Contractor etc. as per Bank's work manual, CPWD etc. guidelines for completion of work. It will be sole responsibility of the Architect to provide complete supervision of work/site including services of civil engineer till completion of work and handing over of completed work by contractor. The Architect shall include the cost of supervision and other mentioned works in the quoted fee.**

**4.4** Suggest modifications if any due to site conditions or otherwise and give modified drawings, specifications and costs, if required. No additional fee will be payable for any such modification required.

Assume full responsibility for correctness of building plans, structural design through structural consultant and designs for all services and ensure that the constructions and installation is generally according to design, drawings, and specification and as per terms of contract.

**4.5** Based on periodic site visits, issue monthly certificates' confirming that the work carried out is generally as per drawings and specifications.

**4.6** Supervision of demolition of the structure and supervision of removing of debris from the site.

## **5. Certify Accounts**

**5.1** Certify that the work is carried out as per drawings and tender specification. Also to certify that quality of work has been maintained.

**5.2** Advise the employer in connection with the final settlement of the initial rate able value of the building and tender advice in the matter to the Employer or other agency appointed by the Employer. Appearing if required before the Municipal Assessor or such other authorities in connection with the settlement of the rate able value of the building and tendering advice in the matter to the Bank.

**5.3** Check and submit for the use/reference of the Employer, two complete sets of working drawings as 'As built drawings' as prepared by the contractor. Out of these one set will be in reproducible tracing film. One soft copy (both Autocad file and pdf file) also to be submitted to the employer.

**5.4** Obtain occupation and final completion certificate and secure permission of Municipality and/or all other authorities for the occupation of the building and assist the Employer in obtaining refund of the deposits, if any, made by the Employer to the Municipality or other authorities.

**5.5** Issue No Objection Certificate to Employer for refund of the retention money to the contractors as per terms of relevant contract after due certification.

**5.6** Assist Employer to reply to queries of technical audit, CTE of CVC in case of defective or sub-standard work or any irregular/excessive payment and assist to get defects rectified and/or recover the irregular payments.

**5.7** Assist Employer in case of dispute with contractors or disputes arising out of said project execution as well as in case of arbitration pertaining to project and protect the interest of the Employer.

**5.8** Any other service incidental/connected with the said works usually and normally rendered by Architect and non-referred in any of the items referred to above (except fortnightly supervision and administration of contract).

**5.9 Provide Structural Stability Certificate of the building duly signed by Licensed Structural engineer and Architect.**

## **6. Conditions of Engagement**

**6.1** The Architect shall submit to the employer sketch plans, detailed plans, cost estimates, tender documents, Bar Chart etc. within the period stipulated in the schedule hereto annexed.

**6.2** The Architect shall exercise all reasonable skill, care and diligence in the discharge of duties hereby covenanted to be performed by them and shall exercise such general superintendence and periodic inspection with regard to the said works as may be necessary and to ensure through the working drawings and specification aforesaid that the work is free from defects and deficiencies. At the end of the defects liability period and upon receipt of a report that the contractors have rectified all defects and there will be no further sums to be deducted from retention money during the period of the contract the Architect shall issue “No Objection Certificate” to the Employer for refund of the balance retention money to the contractors as per the terms of the relevant contract.

**6.3** Whenever the work is examined by a Technical Audit Team including that of the Chief Technical Examiner of the Central Vigilance Commission and if it brings to notice any defective or substandard work or any irregular/excessive payments, the Architect shall recover the irregular payments, and also shall assist the employer to reply to the said technical auditor’s/examiner’s queries. In case of disputes with contractor(s) or dispute arising out of the said project execution as well as in matter of arbitration pertaining to project, the Architect shall assist the Employer from time to time in drafting replies in consultation with legal advisers and protect the interest of the Employer.

**6.4** The Architect can make deviation, alternation or omission from the approved design only after obtaining the written consent of the Employer. The Architect shall not undertake, execute or carry out any variation or extra items of work in excess of Rs. 10,000/- or such other higher amounts authorized as above shall be referred to the Employer together with the reasons for making deviation and furnishing an analysis of the extra cost involved thereby. All orders given by the Architect for any authorized deviation from the contract documents shall be in writing.

**6.5** During the progress of work, whenever an excess over sanctioned cost is anticipated and/or has already occurred, the Architect shall immediately report the same to the Employer with adequate justifications for the same and obtain Employer’s approval thereto.

**6.6** After all the works are awarded, the Architect shall revise cost estimate for Employer’s approval.

**6.7** The Architect shall on the completion of the work, supply to the Employer free of cost the complete set of original tracing for Architectural drawings and services drawings/layouts and one set

of prints of the same sufficient to show the main lines of water and drainage pipes, electrical installations and other essential services and also assist the Employer in taking the inventory of all fittings and fixtures in the building. The architect shall, if so required by the Employer supply extra copies of all such drawings and the cost of such extra copies shall be reimbursed by the Employer to the Architect. Further, the Architect shall verify and confirm that identification marks are made on all service installations/cables/wiring etc. for easy identifications to carry out maintenance jobs. Architect shall furnish one complete set of structural design calculations and structural drawings for the Bank's records.

**6.8** During the preliminary stage the Architect shall visit the site, collect all the relevant data, take site particulars, local authority's building by laws, prevailing prices for the building materials and labour wages, etc. and forward the same to the Employer also.

**6.9** The Architect shall co-ordinate all their activities with other consultants, if any, separately appointed by the Employer and shall help them and other consultants so appointed by the employer to prepare a comprehensive programme of work, as also help the contractors and arrange to have the work completed in the expeditious manner and in accordance with the programme drawn up. For the purpose, the Architect will arrange weekly/fortnightly meetings of all the consultant's, contractors/sub-contractors, Architect and Employer and prepare minutes of the discussion/instructions, at such meetings and co-ordinate the work of the various contractors/sub-contractors, Architect will furnish copies of such minutes to all parties concerned.

**6.10** The Architect shall engage qualified and competent/reputed Consultants to assist them in preparation of design and details for required services. The Consultants will be appointed with the written approval of the Employer. The fees payable to these Consultants shall be borne by the Architect. The Architect shall be fully responsible for the supervision, monitoring, design and soundness of works of such Consultants and shall also co-ordinate the activities of various consultants and local Architect. The Architect shall not terminate the services of any Consultants engaged by them without the consent of the Employer in writing and the Architect shall give proper justification for such termination to the Employer. The Bank shall not be liable to pay any amount to the terminated Consultants as well as to the new Consultant, if any.

**6.11** Various bills payments for the works as per contract shall be checked and shall be certified by the Architect shall be subject to review/endorsement and counter certification as per proforma by the Architect. Architect shall, provide full details of bills and measurement, duly checked and Bank at his discretion shall check at random bills, rates, amounts upto about 25% of the measurements, to enable him to satisfy himself, while endorsing certificate bills already certified. The Architect shall endorse the all certification in the relevant measurements Books also.

## **7. Termination of Agreement**

**7.1** Either party herein may terminate the agreement at any time by giving a written notice of at least two months to the other party. Even after the termination of agreement, the Architect shall be liable and be responsible for due certificate/approval of any bills submitted by the contractors at any time in respect of the works executed till such termination. If any winding up proceedings are contemplated or initiated against the Architect, the Employer shall be entitled to terminate the agreement and entrust the work to any other Architect.

**7.2** If the Architect fail to adhere to the time schedule stipulated in the schedule hereto annexed or the

extended time which may be granted by the Employer in his sole discretion.

**7.3** In case of termination of agreement, the Architect shall not be entitled to fees or compensation except the fees payable to them upto the state or work actually done which shall be decided and determined by the employer. In the event of the Architect not agreeing with Employer's decision, the same shall be referred for settlement by arbitration as provided hereinafter.

**7.4** In case of termination of agreement, the Employer may make use of all or any drawings, estimates or other documents prepared by the Architect, after a reasonable payment upto the stage of work done for the stages of the Architect for preparation of the same in full as provided herein. Provided always that all the sanctions and approval plans/designs and other drawings shall remain the property of the Employer and the same shall be surrendered by the Architect to the Employer within ten days from the date of such termination, without demur.

**7.5** If it is established that the Employer has to pay any extra amount due to cost over-run of the project, faulty description of tender items on the part of the Architect, the Employer may recover such extra amount from the fees due to the Architect as provided in Section 73 of Indian Contract Act 1872 and Section 30 of the Architects Act 1972, provided always their such damage or loss recoverable from the Architect shall not exceed 20% of the fees payable to them under this Agreement.

## **8. Transfer of Interest**

The Architect shall not assign, sublet or transfer their interest in this agreement, without the written consent of the Employer.

## **9. Scale of charges and mode of payment**

**9.1** The employer shall pay to the Architect as remuneration for the services rendered by the Architect in relation to the said works and in particulars for the services herein mentioned, a fee calculated at the (rate of percentage),( ) (Fee quoted in words , Fee will be filled at time of agreement between Bank and Architect), of the actual cost of work/accepted tender cost whichever is less. The said fee being hereinafter called as "Basic Fee". In case there is an escalation in the actual project cost over the accepted tender cost, the payment to the Architect shall be worked out as below:

- a) 100% of the basic fee on the accepted tender cost plus
- b) 50% of the basic fee on the escalated cost over & above the accepted tender cost.

Subject to a ceiling of 110% of the Basic Fee worked out on the accepted tender cost and shall be paid as indicated in sub-clause (9.3) of this clause.

**The fee payable to the Architect towards their services shall be calculated on the Project Cost excluding GST.**

**9.2** If the employer appoints independent consultants for the work pertaining to special installations like air-conditioning, lifts, wet risers (Fire-fighting System) etc. the Architect shall not be entitled to any additional/extra fees on the total value of such installations.

**9.3** The fees set out in Clause (a) hereinabove shall be initially calculated and paid on the basis of the

estimated values of the entire work namely ` \_\_\_\_\_ as per preliminary estimate submitted by Architect which will be further calculated and paid (i) on the basis of actual tender cost for various works when finalized and (ii) finally on actual cost of work paid to the various contractors as per the agreed terms and conditions of contract.

**9.4** The Employer agrees to pay the Architect reimbursable cost he incurs for actual expenses in dealing with (i) Arbitration with contractor if any (ii) Mutually agreed payments, if required to work beyond various contract periods specified and (iii) T.A./D.A. as admissible to 1<sup>st</sup> Class/Grade I Officers for out of City works.

**NOTE:**

For travel outside (place of the project), with due authorization of the Bank, the Architect shall be paid as under:

- (a) For partners, associates, senior Architect and consultants, airfare by economic class/first class A.C. coach fare both ways (on production of receipt) or actual whichever is less + Rs. 1500/- per day as diem allowance.
- (b) For other staff 1<sup>st</sup> class/2<sup>nd</sup> AC train fare both ways (on production of receipt) + Rs. 1000/- per day as Diem allowance.

**T.A./D.A. Clause may be reviewed in terms of Consultant visit**

If a consultant from outstation is given a job he will not receive any payment for visit to site. However if a consultant visits out station for seeking clearance from concerned department or for some other works specifically assigned by the Bank, Bank may pay T.A./D.A.

**9.5** Service Tax/GST on services rendered by Architect levied by Central/State Government shall be borne by the Employer.

**10. Method of Payments:**

The employer shall pay fees to the Architect in stages as per mode of payment to architect, as per Annexure II.

**11. Visit of the Site:**

The Architect or their Senior Executives or their Consultants shall visit the site atleast weekly or as frequently as the works require. For this, no separate charges shall be payable by the Employer.

The observations of the Architect/Consultant shall be passed to constructing agencies, under advice to the Employer.

**12. Arbitration:**

If any dispute, differences or question shall at any times arise between the parties as to the construction of this Agreement or concerning anything herein contained or arising out of the agreement or as to the



rights, liabilities and duties of the parties hereunder except in respect of matters for which it is provided hereunder that the decision of the Employer is final and binding, the same shall be referred to arbitration and final decision after giving at least 30 days' notice in writing to the other (hereinafter referred to as the "Notice for Arbitration" clearly setting out the items of dispute) to a sole arbitrator who shall be appointed as hereinafter provided. For this purpose of appointing the sole arbitrator referred to above, the employer shall send to the Architect within thirty days of the "Notice of Arbitration" a panel of three names of persons who shall be presently unconnected with the organization of the Employer of the Architect.

The Architect shall, on receipt of the names as aforesaid, select any one of the persons so named to be appointed as the sole Arbitrator and communicate his name to the Employer within 15 days of receipt of the names. The Employer shall thereupon without any delay appoint the said person as the Sole Arbitrator. If the Architect fails to communicate such selection as provided above within the period specified, the Employer shall make the selection and appoint the sole arbitrator from the panel notified to the Architect.

If the Employer fails to send to the Architect the panel of three names as aforesaid within the period specified, the Architect shall send to the Employer a panel of three names of persons who shall be unconnected with either party. The Employer shall on receipt of the names as aforesaid, select any of the persons and appoint him as the Sole Arbitrator. If the Employer fails to select the person and appoint him as the Arbitrator within 30 days of the receipt of the panel and inform the Architect accordingly, the Architect shall be entitled to appoint one of the person from the panel as Sole Arbitrator and communicate his name of the Employer.

If the Arbitrator so appointed is unable or unwilling to act or refuses his appointment or vacates his office due to any reason whatsoever another Sole Arbitrator shall be appointed. The arbitration shall be governed by the Arbitration & Conciliation Act 1996 as amended from time to time. The award of the arbitrator shall be binding and final of the parties. It is hereby agreed that in all disputes referred to the Arbitration, the Arbitrators shall give a separate award in respect of each dispute or difference in accordance with the terms of reference and the award shall be reasoned award. The fees, if any of the Arbitrator shall, if required to be paid before the award is made and published, be paid in equal proportion by each of the parties. The cost of the arbitration including the fees if any, of the Arbitrator shall be borne and paid by such party or parties to the dispute in such manner or proportion as may be directed by the Arbitrator in the award. The Employer and the Architect also hereby agree that the arbitration under this cause shall be a condition precedent to any right of action under the contract with regard to the matters hereby expressly agreed to be so referred to arbitration.

The arbitrator or arbitrators or Umpire, as the case may be, will be fellows of the Indian Institute of Architect or Fellow of Institute of Engineers (India). The award of the Arbitrator(s) or Umpires, as the case may be, shall be final and binding upon the parties to the Arbitration.

**Professional Liability Insurance Clause:-**

The Architect shall obtain an insurance policy covering Professional Liability Risk to the **extent of Rs. 1.5 lacs and endorse such policy in Bank's favour** and/or otherwise make the claim of any under the policy payable directly to the Bank by the Insurance Company till the completion of the project or 3 years whichever is later. This will be applicable if the project cost increases above Rs. 10 Crore.

Each Party to this agreement irrevocably agrees that court of Navsari (Gujarat) shall have exclusive jurisdiction to hear, settle and/or determine any dispute, controversy or claim arising out of origin



connection with this agreement including any question regarding its existence Validity, formation or termination.

IN WITNESS WHEREOF the parties hereto have subscribed their respective hands hereto and on a duplicate hereof at the place and on the day, month and year hereinabove first mentioned.

SIGNED AND DELIVERED FOR AND ON BEHALF OF THE BANK OF BARODA BY SHRI\_

\_\_\_\_\_  
\_\_\_\_\_

IT'S DULY CONSITUTTED ATTORNEYIN THE PRESENCE OF

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_

SIGNED AND DELIVERED FOR AND ON BEHALF OF THE ARCHITECT

BY PROPRIETOR

IN THE PRESENCE OF

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_

**ANNEXURE – I**

<i>S.No.</i>	<i>Schedule</i>	<i>Period</i>
1	Submission of Sketch Plans	Within 2 weeks from the date of receipt of instructions from the Employer.
2	Submission of detailed drawings and detailed estimate complete in all respects for the project	Within 3 weeks from the date of Employer's approval of the sketch plans.
3	Submission of the required drawings to the municipal, Govt. authorities and other local authorities	Within 3 weeks from the date of Employer's approval of the sketch plans.
4	Submission of drawings and draft tender for the main job complete in all respect including sanitary and water supply works, electric works, path and roadways, drainage ,area development etc. necessary for main job	Within 4 weeks from the date of Employer's approval of the sketch plans.
5	Submission of drawings and draft tender for other items of work viz. air-conditioning, lift installation, fire-fighting interior tube well and water treatment plant, sewage treatment plant, horticulture, etc. and any other items of work in the exterior of the main buildings.	Within 4 weeks from the date of Employer's approval of main drawings in item no.4
6	Submission of Architect's report on the various tenders	Within 2 weeks from the date of reports from Bank.
7	Submission of working drawings (Architectural Floor plan and details structural and construction drawings, plumbing, sanitary and fire protection and detection drawings, electrical and HVAC drawings, interior drawings curtain wall.	Within 3 weeks after approval from the bank.

**ANNEXURE II**

**MODE OF PAYMENT TO ARCHITECT**

<b>S.No.</b>	<b>STAGE</b>	<b>%AGE OF FEES</b>
1	On submitting final preliminary drawings/designs/ preliminary survey /soil test report/study model along with the modified estimate of cost and on approval of the same by Bank of Baroda.	7.5
2	(a) On submission of preliminary drawings to statutory bodies for approval at required stages on pro-rata basis. (b) On approval of plan and obtaining commencement certificate at required stage on pro-rata basis.	5.0 7.5
3	During preparation of basic working drawings on pro-rata basis and details sufficient for preparing item wise estimates or costs for the approval of Bank of Baroda and preparation of structural and various Specialist's services design in form of drawings (and their approval to the drawings by municipal corporation, Govt. authorities, authorities concerned)	5.0
4	Submitting detailed specifications, bill of quantities, detailed architectural working drawings, structural and services designs together with estimate of costs, sufficient to invite tenders. Issue of tender notices in respect of all trades, submission of recommendation to Bank and execution of contract documents for the various trades by Bank on pro-rata basis.	7.5
5	On submission of complete set of drawings and details sufficient for the work to be executed at site	7.5
6	During course of construction work and supervision of work on site (in installments) as construction work proceeds and in proportion to the value of work executed.	45.0
7	On completion of work (Balance if any) and on obtaining completion, occupation certificate and other statutory Certificates required for physical occupation and also submission of structural stability certificate and also checking and submission of certification of as built drawings.	10.0
8	On final completion of the building, closing of account, issue of No Objection Certificate for refund of Security Deposit to Contractors and Defects Liability Period and final Completion Certificate of Local Authorities.	5.0
		100.00



### ANNEXURE III

Certified that the various items of works claimed in this Running bill No. \_\_\_\_\_/final bill by the Contractors have been completed to the extent claimed and at appropriate rates and that the items are in accordance with and fully conforming to the standard, tender terms & conditions, tender specifications and drawings, we further certify that we have checked the 100 % measurements of each item obtained in this bill. Hence, the bill is recommended for payment of Rs.\_\_\_\_\_. Work is completed as per tender specification, design and drawings

Signature of the Architect

Date

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## ANNEXURE IV

### Compilation Chart

Bidders are requested to write/ type in the column enlisted below.

Sr. No	Documents Required	Provided / or Not Provided (to be filled by Bidders)	Page No
1	Work Order Copy for carrying out similar job [Construction of RCC frame structure building ] during last -7- years as of 31.07.2023)		
2	Work Completion Certificate for the work mentioned in Sr. No. 1		
3	Performance Certificate from the employer for the work mentioned in Sr. No. 1		
4	Details of Registration with: 1) Council of Architects 2) Indian Institute of Architects  (With year of Registration / Class / Validity) Enclose certified copies of documents as evidence		
5	Copy of Signatory has the Authorization to Sign.		
6	Bio-data of partners/ Associates details- Partnership deed copy		
7	Copies of the Audited Balance Sheet & Audited Profit & Loss Account for last 3 years and A certificate issued by Chartered Accountant indicating the turnover for last three years.		
8	Copy of PAN Card & other related Income Tax documents		
9	Copy of GST Registration Certificate		
10	Proof for having a local office/set-up in Gujarat at district headquarters		



**ANNEXURE V**

**(To be submitted in letter head)**

Date :.....

The Asstt. General Manager,  
Bank of Baroda,  
Navsari Regional Office,  
1st Floor - Shree Ramji Mandir Shopping Centre,  
Nr. Rotary Eye Hospital,  
Dudhia Talav, Navsari – 396445

Sir,

**Sub : Appointment of Project Architect for Providing Comprehensive Architectural Consultancy Services including supervision for Redevelopment of Bank's owned building (Station Road Branch & quarters) by demolishing & reconstructing the new building consisting of Currency Chest, Station Road Branch, Navsari Regional Office & Residential Quarters at P.B.NO.8 Station Road, Opposite Railway Station, Behind Gupta Hotel, Udyog Nagar, Vijalpore, Navsari-396445**

I / We have read and understood the pre-qualification notice and instructions to the Bidders and submit my / our application/tender for Bank's consideration duly filled and complete in all respects according to the tender. I / We further understand that pre-qualification and selection of Architect for the project will be in accordance with Banks terms and conditions subject to the authority of the Bank to alter or amend the same keeping in view of the exigencies of the work. I / We do hereby declare that the information furnished in the tender from pages 1 to 26 and in the supplementary sheets is correct to the best of my / our knowledge and belief.

Yours faithfully,

Date :.....

Signature

Name  
Organization:  
Designation

Phone :  
Contact :  
E-mail ID. :  
Seal :

Technical Bid

Sign & Seal of Bidder

Page **31** of **31**

Tender for Architect for Redevelopment of Bank's owned building (Station Road Branch & quarters) in Navsari