



**CORPORATE OFFICE,
ESTATE DEPARTMENT,
CHENNAI**

**INVITES E-TENDER FOR
PREQUALIFICATION AND SELECTION OF
ARCHITECTURAL CONSULTANT**

FOR

**PROVIDING COMPREHENSIVE
ARCHITECTURAL & ENGINEERING
CONSULTANCY SERVICES FOR REDEVELOPMENT OF
BANK'S OWN BUILDING
AT
ALATHUR VILLAGE , THIRUPORUR BLOCK ,
KANCHIPURAM DISTRICT**

Part A: Technical Bid

Ref: No: CO:EST:TNR:ALTR:001:2021-22

Date : 05.01.2022

This document contains 32 pages.



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**Corporate Office,
Estate Department,
No. 254-260, Avvai Shanmugam Salai,
Royapettah, Chennai – 600 014**

**NOTICE INVITING E-TENDER FOR PREQUALIFICATION OF
ARCHITECTURAL CONSULTANT**

Indian Bank corporate office invites e-tender in Two Bid System (Technical and Price bid) for the prequalification of Architectural Consultant with supervision responsibility (shortly referred as Consultant) for rendering Comprehensive Architectural & Engineering Consultancy Services for Redevelopment of Bank's Own Building of Alathur Pharmaceutical Complex Branch Premises situated at No.:33, Sidco Pharmaceuticals Complex, Alathur, Thiruporur, Kancheepuram Dist., 603110.

The proposed building shall be a RCC framed structure as given below

Plot area	: 15,365 sqft
Proposed Building (expected)	: Stilt + 3 floors
Proposed Built-up area (approx.)	: 20,000 sq.ft.

The existing building of G + 1 floor having built-up area of 2668 sqft constructed in the year 1995 has to be demolished and construct a new building (Stilt +3 Floors or as permitted by DTCP/ Local Statutory Authorities) for our Banking cum Record Management Warehouse purpose with all amenities.

Name of Work	Comprehensive Architectural & Engineering Consultancy Services for Redevelopment of Bank's Own Building of Alathur Pharmaceutical Complex Branch Premises and including demolition of existing building as per local norms.
Tender Fee	Free of Cost
Start date of issue	05.01.2022
Last date of Issue	25.01.2022
Pre-Bid Meeting/Venue	19.01.2022 at 11:00 AM Indian Bank, Corporate Office, Chennai.
Earnest Money Deposit	NIL
Estimated Architectural Consulting fees	Max. of 5% (Upper Limit) GST Will be Extra
Time & Last Date of submission of bid in online	25.01.2022 upto 03:00 PM
Time & Date of opening of Technical Bid	25.01.2022 at 03:30 PM
Time & Date of opening of Financial Bid	Will be intimated





1. **The prequalification criteria, scope of the services to be offered, terms and conditions of appointment and the detailed proforma** etc. for submission of the application form and price bid for the purpose can be downloaded from our Bank's website <http://www.indianbank.in/tender> or e-tender website <http://www.tenderwizard.com/indianbank> from 05.01.2022 to 25.01.2022.
2. Submission of a Bid Documents (Technical document) by a bidder implies that he has read this notice and other contract / tender documents and has made himself aware of the scope, specifications, conditions, liabilities and duties bearing on the execution of the contract.
3. Conditional Bid, Late Bid will be summarily rejected
4. Completed application form and the price bid has to be submitted in the prescribed format at e-tender website.
5. The fee percentage quoted will be for rendering **complete Architectural service**. Fees payable for Architectural service will be made from the stage of preparation of plan to completion of work as per our Standard method of payment (**Annexure E**).
6. The Bank reserves the right to reject any or all the applications without assigning any reason thereof.
7. The tender shall remain valid for acceptance for a period of **120 days** from the date of its opening.
8. Clarifications, if any, pertaining to this bid may be referred to Indian Bank, CO: Premises, Expenditure and Estate Dept., Mr.M Bubesh Gupta, Senior Manager on telephone no. **044-28134305 / 4401 / 4306 / 4498**.

**Assistant General Manager
(Premises, Estate & Expenditure Dept.)
Indian Bank**





II. PART- A: TECHNICAL BID

INDIAN BANK CORPORATE OFFICE, CHENNAI

PREQUALIFICATION OF ARCHITECTURAL CONSULTANCY FIRM FOR PROPOSED REDEVELOPMENT OF BANK'S OWN BUILDING ALATHUR VILLAGE, THIRUPORUR BLOCK, KANCHIPURAM DISTRICT

A. PROFILE

- 1) Name of the Firm :
- 2) Address :
- 3) Name, Telephone Nos. including Mobile of contact person :
- 4) E-mail ID and Fax No :
- 5) Constitution (Individual/ Proprietorship/ Partnership) :
- 6) Year of Establishment :
- 7) Name of Partners / Associates :
- 8) Bio-data of Partners / Associates, Details may be given in the Enclosed format (**Annexure 'A'**) :
- 9) (a) Registration Number with Council of Architects (COA) of Proprietor/ Partners / Associates. (**copy of valid registration to be enclosed**) :
- (b) Details of GST registration : (**Copy of valid registration to be enclosed**)
- 10) Name and value of major similar works completed during the Last 7 years ending as on 31.12.2021. Details may be given in the enclosed format (**Annexure 'B'**) :





- 11) Name & value of the major similar :
work on hand. Details may be
given in the enclosed format
(Annexure 'C')
- 12) Name & value of other major :
works (interiors etc) on hand.
Details may be given in the
enclosed format **(Annexure 'D')**
- 13) Details of features of green :
building provided in the buildings
designed
- 14) Details of modern amenities :
provided in the building
- 15) List of Technical Personnel :
employed
- 16) List of other Personnel employed :
- 17) List of consultants engaged by the :
Firm :
- 18) List of office equipments owned :
by the company
- 19) Banker's Name/ Branch :
- 20) a) List of registration with other :
Organizations

b) List of completion certificate :
etc. from the clients or completed
/ ongoing projects

c) Certified copies of the letter of :
intent for award of the work from
reputed private/ multinational
organizations/ PSUs etc.





- 21) Particulars of participation in :
competitions and awards if any
received
- 22) The Architect should also have :
office in Chennai agglomeration
area, please submit documentary
evidence on address and contact
number of responsible contact
person
- 23) Whether the Principal Architect or :
employee in a permanent role is a
LEED AP/ GRIHA certified
professional.
If so, registration number with
IGBC/ GRIHA.
- 24) Details of the completed project :
which obtained LEED gold
certificate/ equivalent GRIHA 3
certification or above
- 25) Last 3 Financial year information :
Details may be given in the
enclosed format
(ANNEXURE 'AA')

Note: Please enclose separate sheets for additional information, photographs, and documents.

Signature of the Architect with seal

Date:

Place:





TECHNICAL BID

PREQUALIFICATION OF ARCHITECTURAL CONSULTANCY FIRM FOR PROPOSED REDEVELOPMENT OF BANK'S OWN BUILDING ALATHUR VILLAGE, THIRUPORUR BLOCK, KANCHIPURAM DISTRICT

B. PREQUALIFICATION (PQ) CRITERIA

(valid proof of document to submitted for each PQ criteria's)

1. Minimum 10 years experience as an Architectural Consultant as on 31.12.2021. The experience should include all consultancy services for construction of buildings such as architectural, civil, structural, engineering and all internal and external services including electrical, AC, plumbing, water supply, soil and storm water drainage, lifts, firefighting/ sprinkler system, horticulture, EPABX / Networking, rainwater harvesting, water treatment plant, recycling of waste water, solar lighting, terrace waterproofing, etc.
2. The Architectural Consultant should have rendered Consultancy work for construction of RCC/ Precast building which includes planning, designing & supervising viz. offered all types of consulting services as in (1) above in single and or more building project, as below:
 - (a) Should have completed at least 2 multi storied (minimum G + 2 storied) Office/ residential/ institutional, high rise RCC/ Precast building in the last 7 years, as on 31.12.2021.
 - (b) The Architectural Consultant should have successfully completed similar works during last 7 years ending on 31.12.2021 should be either of the following:
 - i. Three similar completed projects not less than 40% (8,000 sqft) of the total built up area of the Proposed Project.
 - Or**
 - ii. Two similar completed works costing not less than 50% (10,000 sqft) of the total built up area of the proposed Project.
 - Or**
 - iii. One similar completed work costing not less than 80% (16,000 sqft) of the total built up area of the proposed Project.
3. Should have completed at least 2 works of similar nature (Construction/ repair / renovation / interior) for Govt. / public sector organization / PSB/ reputed national / multinational companies (whose turnover is above Rs.100 crore per annum) in last 7 years ending on 31.12.2021.
4. The Architect Should have valid registration with Council of Architecture.

NOTE: In case of partnership firm, all the partners must be Architects registered with COA. In case of LLP or a Pvt. Ltd. Company, NOC (No Objection Certificate) from the Council of Architecture is a must and should be enclosed.
5. The Architectural Consultant should also have an office in Chennai agglomeration area for the last one year with a minimum of one Graduate Civil Engineer/ Architect working here.
6. The Architectural Consultant should have of minimum of 2 nos. of qualified architects/ engineers and adequate number of other personnel on the payroll / establishment of the company.





General Guidelines

- 1) Interested parties meeting the above PQ criteria can download the tender document from bank's website www.indianbank.co.in/tenders or <https://www.tenderwizard.com/indianbank> and submit experience profile, proof of meeting the above criteria, attested copies of completion/work in progress certificates from the clients, audited certified balanced sheet for the last 3 (three) years, EPF /GST, Registration as consultant with various PSUs, State PWDs, CPWD, MES, Railways and Autonomous Bodies, details of Technical and Administrative employees, etc., through online mode <https://www.tenderwizard.com/indianbank>. Application not accompanied by any of the above documents and EMD will be rejected at the discretion of Indian Bank.
- 2) No Joint Venture or consortium of firms shall be allowed.
- 3) As this building is envisaged as "Green" building and it is for Branch cum Record Management Warehouse, the applicants are advised to submit necessary documents if they have completed similar projects.
- 4) Firm Should also have tie up arrangements with reputed registered and licensed services consultant, structural consultancy firms etc.
- 5) Indian Bank reserves the right to verify the authenticity of the documents submitted by the consultant. Indian Bank also reserves the right to reject any or all applications, split the works or cancel the process without assigning any reason what so ever maybe.
- 6) Indian Bank reserves the right to curtail or extend the tender conditions/ scope of work at its sole discretion.
- 7) Please note that there will be maximum cap/ limit of 5% (Architectural consultant with supervision responsibility) of the estimated cost or the actual project cost whichever is lower, plus GST as applicable for the payment of the professional fees payable to the consultant. In case the Bank decides to vary the scope of work, then the fees payable will be estimated cost or actual project cost whichever is lower of the whole project.
- 8) The above fees will be for rendering **complete Architectural service with supervision responsibility**. The selected Architect has to deploy a/an site Engineer(s) within the fees quoted by them for round the clock supervision of work to ensure quality of work envisaged in the tender. Fees payable for Architectural service will be made from the stage of preparation of plan to completion of work as per our Standard method of payment.
- 9) The Bank reserves the right to reject any or all the applications without assigning any reason thereof.

Signed as token of acceptance

Signature of consultant with seal

Date:

Place:





C. PROJECT BRIEF

PREQUALIFICATION OF ARCHITECTURAL CONSULTANCY FIRM (CONSULTANT) FOR PROPOSED REDEVELOPMENT OF BANK'S OWN BUILDING ALATHUR VILLAGE, THIRUPORUR BLOCK, KANCHIPURAM DISTRICT

Scope of services to be offered

Indian Bank is proposing to construct a RCC building for their **ALATHUR BRANCH CUM RECORD MANAGEMENT WAREHOUSE AT CHENNAI**. The Bank intends to construct this building for Physical Storage of Bank's old records/ documents in a systematic way. Hence, the building has to be designed to take care of the static load of old records and record management system, at all times.

The building will be a modern building having all required amenities and will comply/ have features of "Green" and Energy efficient. All necessary statutory approvals from Town Planning/ Local Planning Authorities/ TANSIDCO/ Highway Department and other Govt. Department/ Statutory bodies has to be obtained such as approval of plans/ set of drawings, commencement, plinth verification, occupation, completion certificate etc and assisting to the contractor/ Bank for obtaining water, electrical and drainage connection and NOC from fire brigade and other authorities and lift inspectorate, Environment Dept./ and other related Depts. in this regard will be the responsibility of the Architect. The proposal for approval of the commencement certificate etc. from Town Planning/ Local Planning Authorities/ and other Govt. authorities etc. as may be required, is to be obtained by the consultants. All the required liaisoning work required to be done. However, Indian Bank will remit the necessary fee payment to the Govt. authorities as per their demand.

Soon after the building proposal is cleared by Town Planning/ Local Planning Authorities/ and other Govt. authorities, Indian Bank intends to commence the work and propose to complete the building in all respects viz. ready for occupation **within a maximum time span of 21 months** from the date of award of work to the Architectural consultant.

As the project involve **demolition of the existing branch building**, consultant has to oversee the demolition activities with its disposal etc. including obtention of statutory permission from the local authorities/ TANSIDCO as required in the matter as per the local laws. Further the work of proposed buildings need to be completed without disturbance to the nearby occupants.

The time is the essence of the contract. the duties of the Architects/ consultant will be governed by the standard agreement (Annexure F) to be executed with Indian Bank by the successful consultant, the **role and responsibilities of the consultant** will broadly include following:

- a. Preparation of detailed/ structural/ Architectural design of building including its foundation.
- b. Preparation of detailed design of all internal and external services such as electrical, AC, plumbing, water supply, soil and storm water drainage, lifts, firefighting/ horticulture, EPABX / Networking, gymnasium, parking, rainwater harvesting, water treatment plant, recycling of waste water, interior of branch etc.
- c. Most of the features applicable for "**Green building**" such as energy conservation, use of renewable sources of energy, recycling of waste water, rain water harvesting, use of natural light to the maximum extent etc. will have to be taken into account during





planning, design, and execution stages so that Indian Bank desires that the Building can be rated as Green building at least of “**Gold standard**”.

- d. Preparation of all detailed architectural, engineering, structural drawings including those for all services as stated above.
- e. Preparation of 2/3 alternatives for external facade/ elevation/ perspective view of building and its 3D presentation by computer for its approval by Indian Bank.
- f. Calling of competitive quotes/ tender for detailed soil investigation work for deciding load bearing capacity and type of foundation etc. and also for deciding minimum depth of foundation from specialized and reputed contractors in consultation with Indian Bank including preparation of detailed estimates, draft tenders and advising panel of contractors to Indian Bank.
- g. Preparation and submitting required drawings to the Town Planning/ Local Planning Authorities/ TANSIDCO and other local authorities and obtaining their approval for demolition of existing building and construction of new building, where required.
- h. Preparation of subhead-wise item-wise/ detailed estimates based on current market rate/ CPWD rate analysis, which will include preparation of rate analysis for all major items, take of / quantity sheets. Working out overall built up area rate and its comparison for reasonableness with other buildings recently done as also with CPWD built up area rates etc. for submission to the Indian Bank for approval of the cost.
- i. Assisting Indian Bank for prequalification and empanelment of trade-wise contractors by following elaborate procedure/ norms laid-down by Bank/ CVC guidelines.
- j. Preparation of draft tenders subhead-wise including detailed bills of quantity (BOQ) based on approved estimates by Indian Bank and full set of tender documents (for demolition and construction) including all terms, conditions, special conditions and standard clauses.
- k. Calling of competitive tenders each trade-wise at appropriate time from the pre-qualified contractors. Required sets of tender documents will have to be prepared by the consultant themselves at no extra cost to Indian Bank.
- l. Detailed scrutiny of the tender received including preparation of the comparative statement etc. and submission of recommendations for acceptance or otherwise, of the tender of successful bidder / vendor, placing of work order etc.
- m. Preparation and issuance of detailed working drawings minimum 4 sets to the contractor well in advance so that work is not held up at any point of time for want of the drawings / details. 2 sets of such drawings will have to be issued to Indian Bank for its records. 3D views of the respective works to be issued to the client/site as and when required.
- n. The consultant is responsible for smooth and timely completion of all works of the project within the agreed time schedule without cost overruns barring exceptional circumstances beyond the control of the consultant.
- o. The effective communication between various agencies/ vendors contractors will have to be ensured by the consultant. The problems/ hindrances/ bottlenecks need to be sorted out / removed by arranging site meetings of all concerned including employer (Indian





Bank) and record of such meetings, decisions taken etc. need to be maintained in a chronological manner kept in a separate register. Preparation of Minutes of Meeting and getting it signed by all the stake holders for this project after obtaining approval from the Bank.

- p. The Building for storage must be constructed in accordance with local relevant legislations. In this building, Records are going to be kept, hence it should be certified by a competent structural engineer/ firm on the Dead Weight Bearing & Structural Stability aspects.
- q. During the defects liability period carrying out periodical inspection along with representatives of Indian Bank and contractor, preparation of the list of defects list and arrange for its rectification from contractor.
- r. Complete round the clock supervision of contractual building and Engineering services for the same along with land development works, ensuring quality control in accordance with tender specifications, drawings and site conditions.
- s. Record measurements of work jointly with the contractor and verify contractors periodic or stage wise bills for the work done and materials/ plants/ mobilization advance etc. Bill verification & certification of all the progress bills & final bills for release of payments to the contractor shall be done by the authorized qualified Engineer. Certification for measured bills may be scrutinized by Engineers of Bank.
- t. Suggest modifications, if any, in any item of the tender due to site conditions and advise reasoned justification of cost variations on account of extra items and excesses, supported by proper analysis to the Bank.
- u. Effect verification of work on virtual completion as well as actual completion of the project and recommend issue of completion certificates therefore. For the sake of clarity it is expressly agreed that verification for this purpose means and includes taking and recording of measurements jointly with Contractor subject to check / test checked by Architect / Bank, verification of the final bill to be submitted by the contractors, as per the terms and conditions of contract / agreements and certification of the same after verification.
- v. For the purpose of supervision, the consultant have site office set up under the charge of the competent Civil Engineer (Resident Engineer) who will be in complete charge of the field supervision, co-ordination, direction and control of the said works. Prior information / details of the resident engineer have to be submitted to Bank for perusal. The Consultant has to engage and retain at their cost adequate competent supervisory staff.
- w. The consultant will have to apply and obtain all required approvals/ NOC from Town Planning/ Local Planning Authorities/ TANSIDCO and other Govt./ Statutory authorities from time to time such as occupation/ completion/ drainage/ water supply and electrical connection, verification by lift and electrical authorities etc. well in time, if required, so that the progress of the work is not hampered.
- x. Preparation of "As Built" drawings including those for all services and 2 sets of such drawings on minimum of A1 size papers and also in the form of a CD (soft copy) will have to be prepared and submitted to Indian Bank.





- y. Bank's projects may come under Technical Audit by Chief Technical Examiner's Organization of Central Vigilance Commission. Submission of Reply to their queries, compliance of their observations etc. are statutory requirement of the consultant. The list of duties mentioned above is only indicative and the consultant will have to assume full responsibility for completion of the project both qualitatively and quantitatively as per accepted contract conditions in the best possible workmanlike manner in all respects till its occupation within the agreed time schedule and cost by following laid down norms / procedure of Indian Bank and guidelines of CVC in an open and transparent manner to the satisfaction of the Bank and towards achieving this goal whatever is required to be done will have to be arranged by the Consultant with the approval of Indian Bank.
- z. The scope of the work may vary, and in case the Bank decides to construct initially only a part or lesser area, the percentage of (%) fees payable on the value of construction only.

The above fees will be for rendering **complete Architectural service**. Fees payable for Architectural service will be made from the stage of preparation of plan to completion of work as per our Standard method of payment (**Annexure E**).

The Bank reserves the right to reject any or all the applications without assigning any reason thereof.

Signed as token of acceptance

Signature of consultant with seal

Date:

Place:





OTHERS TERMS AND CONDITIONS

1. Take Employer's instructions, visit to the site, prepare and submit sketch plans as per Employers requirements, including preparation of alternatives and carrying out necessary revisions till the schematic plans are finally approved by the Employer in accordance with the local governing codes/standards, regulations etc. making approximate cost based on unit cost and submit along with a detailed project report on the scheme so as to enable the Employer to take a decision on the finalized designs/ plan including preparation demolition plan.
2. Submit a proper PERT/BAR CHART incorporating all the activities such as preparation of working drawings, structural drawings, detailed drawings, tender documents, execution of work, etc. required for the completion of the project.
3. Prepare required detailed drawings on receipt of approval of the schematic plans by the Employer. submit drawings to municipal or any other appropriate authorities, maintain liaison with local municipal corporation, government authorities for obtaining approval of the plans, commencement certificate, plinth checking certificate, completion certificate, occupation certificate etc. as per the regulation of local authorities and obtain their approval/sanction for construction, completion and occupation.
4. Testing of soil, determination of bearing capacity and other properties of soil, design and prepare architectural detailed drawings, structural calculations and drawings, layout drawings for water supply and drainage, electrical installations including UPS, generators and security equipments as applicable, detailed estimates of cost, rate analysis for all items, take off sheets and all such other particulars as may be necessary for preparation of bill of quantities. The cost of conducting soil tests will be reimbursed by Indian Bank.
5. Prepare prequalification document for selection of contractor of the work, scrutinize the applications for short listing of the contractors for various trades, forward recommendations to the Employer for selection of the contractors.
6. Prepare detailed tender documents for various trades viz., general builders work, interior work, air-conditioning, firefighting installation and specialist services such as water supply and sanitary installation, electrical installation & landscaping etc., complete with articles of agreement, special conditions, conditions of contract, specification, bill of quantities, including detailed analysis of rates based on CPWD/ market rates, time and progress charts, etc.
7. Prepare tender notices for issue by the Employer from pre-qualified/shortlisted parties/contractors as the case may be for all trades and submit assessment reports thereon, together with recommendations specifying abnormally high rate (AHR) and abnormally low rated (ALR) items.
 - a. The assessment report shall be based on proper analysis of rates with constants from an approved Standard Hand Book and market rates of materials and labour for major items of works costing about 90% of the estimated cost of the work.
 - b. All commercial conditions shall be evaluated in financial terms instead of merely saying whether a condition may be accepted or not.
 - c. When conditions are not susceptible of evaluation, the alternative procedure of calling all the tenderers for negotiation by asking them to submit a final bid based on a set of common terms and conditions acceptable to the Bank may be adopted.
8. Prepare contract documents for all trades and getting them executed by the concerned contractors.
9. Prepare for the use of the Employer, the contractor and site staffs etc., 4 copies of contract documents for all trades including all drawings, specifications, and other





particulars. Prepare such further details and drawings as are necessary for proper execution of the works.

10. Assume full responsibility with periodical supervision and proper execution of all works by General and Specialist Contractors who are engaged from time to time, including control over quantities during the execution to restrict variation, if any, to the minimum. The architects shall ensure that the contractors comply with the Labour laws.
11. No deviations or substitutions should be authorised by the Architect/ Consultant without working out the financial implication, if any, to the contractor and obtaining approval of the Employer. However, where time does not permit and where it is expedient, the Architect/Consultant may take decisions on behalf of the Employer, the total cost of the item/deviation of which should not exceed Rs.10,000/-. This deviation shall be got subsequently ratified from the Employer duly justifying his action at the earliest.
12. Checking measurements of works at site. Checking contractor's bills, issuing periodical certificates for payments and passing and certifying accounts, so as to enable the Employer to make payments to the contractors and adjustments of all accounts between the contractors and the Employer. Architects shall assume full responsibility for all measurements certified by them. It shall be mandatory on the part of the Architect to check the measurements of various items. The prescribed format for certification of bills is as under:-

“Certified that the various items of work claimed in this running bill/ final bill by the contractorshave been completed to the extent claimed and at appropriate rates and that the items are in accordance with and fully conforming to the standard/prescribed specifications and drawings. We further certify that we have checked the measurements of various items as necessary claimed in this bill. Hence the bill is recommended for payment of Rs.....”

Date:

(Signature of the Architect)

13. The Architects shall endorse the above certification in the relevant Measurements Books also.
14. Working out theoretical requirement and actual consumption of cement, steel and any other material, if and as specified in the tender, on a regular basis for each bill.
15. Certify after test/commissioning/final inspection and check as the case may be, the completion of the work and/or satisfactory functioning of the system in services and utilities as the case may be.
16. On completion of the work /satisfactory functioning of the service system and certification of completion/ satisfactory commissioning prepare and supply 2 sets of "as-built" drawings in minimum A1 size paper with relevant calculations of the design/ engineering and also in the form of a CD (soft copy) will have to be prepared and submitted to Indian Bank . The Architects shall verify and confirm that identification marks are made on all service installations/ cables/wiring, etc. as the case may be, to carry out future additions/alterations/maintenance jobs.
17. Wherever the work involves any structural additions/alterations, the Architect shall furnish one complete set of structural design, calculations and structural designs for the Employer's records. Obtain permission from local authorities for facilities and services as a result of addition, alteration and modification wherever required.
18. Complete requisite formalities and assisting contractor/bank /agencies to obtain necessary service connections such as water supply, electrical, drainage, sewerage and other services from local authorities.
19. Take timely action for revalidation of sanction for construction from local authorities as





applicable.

20. Obtain final building completion and /or occupation certificate and secure permission of municipality, fire department, defense authorities if any and any such other authorities as per the byelaws/laws/regulations/rules etc. for occupation of the building and refund of deposit if any, made by the Bank to the Municipality or any such other authority.
21. Assist the Bank during inspection of work by a wing of Central Vigilance Commission, organization, prepare detailed reports to CTE's observations and help rectification of the observations of CTE if any.
22. Assist the Employer in all arbitration proceedings between the contractors and the Employer. The Architect also defend the Employer in such proceedings and prepares report/replies to the claims of the contractor.
23. Advise the Employer well in advance regarding steps to be taken by the department/Bank to discharge Employer's responsibilities in execution of contract agreements and for smooth and speedy progress of work.
24. The Architect shall hold periodical review meetings (at least once in a week) for smooth completion of work.
25. During planning stage, the Architects/ representatives shall visit Bank's office finalization of plan, quantity estimates, rate analysis and tender documents or for any other purpose in connection with the work as required by the Bank. Architect/ Consultant shall have his own transportation, office, computer and telephone facilities. Bank shall not pay or reimburse for any such requirements.
26. During execution of the work, the Chief/ Principal Architect to have minimum 1 visit in a week and maximum as required for inspection and quality surveillance, certification of contractors bills, preparing other details and drawings as may be required during execution along with variation control - to be paid progressively with execution of the work.
27. The architect shall visit the office of Municipality and any other such authorities for approval of building plan, obtention of commencement certificate, plinth level certificate, water supply connection, sewer connection, fire clearance, completion certificate, occupation certificate, or any other certificate required to be obtained as per Municipal authorities and or any other local authorities as per building byelaws/laws/rules/regulations etc. and obtain the same. Any fee paid for this purpose to the statutory bodies may be paid/ reimbursed by the Bank upon producing documentary evidence for the same.
28. The architect shall enter into an agreement with the Employer in the prescribed form of agreement attached with this tender (**Annexure F**).
29. The Architects shall be wholly responsible for the successful completion of the project in all respects consistent with safety and structural stability from the inception up to the handing over for occupation to the Bank.
30. All services as stated above and as stated in the form of agreement and any other services connected with the works usually and normally rendered by the Architects but not referred to herein above.
31. On submission of Part Bills and Final Bill by the Contractor, Architect shall carryout check measurements at site and certify the bills for payment.
32. On Completion of all the works, Architect shall furnish "Completion Certificate' in Bank's standard format.





33. The Architect has to ensure that the contractor clears all their remaining materials out of site before furnishing Completion Certificate.
34. The Architect has to ensure that the contractor takes all necessary precautions to safeguard the lives and properties of all their workers, Bank & its Staff and the Public in General.
35. The Site Supervisor shall be responsible to take instructions from Bank Authorities and coordinate with them as well as the Contractor for smooth Execution of work at the site.
36. The Site Supervisor shall maintain the Daily Progress Report Register, show the same to Bank Authorities during their inspection and get their signature. The Supervisor shall also record measurements in the Measurement Book.
37. The fees quoted by the architects shall include all the above mentioned services required to be provided by the architects in connection with this project.
38. Architect/ Consultant may appoint other sub consultants for specialized work at his own cost and convenience. No payments will be reimbursed for them.
39. Architect/ Consultant shall coordinate with Bank and Contractor for completion of the work.
40. Architect/ Consultant shall obtain professional liability insurance or any other insurance for his workmen and workmanship as may be required at his own cost.
41. GST as applicable will be paid by the Bank and the consultant has to submit the proof for GST payment of previous bill along with the latest bill. TDS as applicable will be deducted at the time of each payment.
42. The quote is valid till the period of completion of entire scope of works contract.
43. Price escalation in rates due to any reason such as increase in prices of material, equipment & labour, fuel (petrol, diesel, gas, etc.) electricity & water, levy of new taxes, hike in any tax rates, cess or due to delay in completion period/ time etc. shall not be applicable.
44. Architect/ Consultant shall not be permitted to participate in bidding for this work i.e., Consultant cannot become contractor for this work.
45. Bank reserves the right to accept or reject any of all the bids without giving any explanation to bidders.
46. After receipt of Budget Sanction, detailed Tender Document for the works to be prepared, which will include all necessary items of works required.
47. Assist Bank in forming a panel of eligible Contractors capable of executing the subject work. The Architect has to advise Bank regarding the capability of the applicant contractors their capacity and Suitability to execute the subject work.
48. Attend the pre bid meetings, scrutiny of the Technical & Financial bids and submit recommendations for awarding of work to the selected contractor.
49. In case Employer/ Bank wish to appoint an Engineer (with Degree/Diploma) to strengthen the supervision and improve Monitoring & controlling the project, Engineer will be appointed through the Architects and the remuneration will be reimbursed by the Bank.
50. Time is the essence of the contract and the Architect has to ensure that the work progresses smoothly without any hindrance. In case of any hindrance in the work, the Architect must bring it to the notice of Bank Authorities immediately in writing and assist in finding a solution for it.





D. INSTRUCTION TO APPLICANT

1. Applicants are required to submit their applications in “e-mode” only with full bio-data giving details about their experience, technical personnel employed, competence and adequate evidence of their financial standing etc. as per enclosed Annexure, which will be kept confidential. **Part A (Technical Bid) & Part B (Price Bid) are to filled in the area specified for it. If the Price Bid of any applicant is found to be enclosed in the Technical Bid, that bid will be summarily rejected.**
2. The decision of Bank in regard to short listing and selection of Consultant will be final and binding on all participants. The BANK, however, reserve the right to restrict the list of pre-qualified consultants to any number as deemed suitable by it.
3. Indian Bank reserves the right to reject any or all applications without assigning any reason thereto.
4. Each page of the application shall be signed sealed and uploaded in the website portal. The application shall be signed by person/ persons on behalf of the organization having necessary authorization/ Power of Attorney to do so.
5. If the space in the Annexure is insufficient for furnishing full details, such information may be supplemented on separate sheets of paper, stating therein the part of the Annexure and serial number. Separate sheets shall be used for each part. However the format shall be as per Annexure.
6. Applications containing false and/ or inadequate information will be liable for rejection.
7. While filling up the application with regard to the list of important projects completed or on hand, the applicants shall include those works only to the relevant category.
8. Applicants are requested to take note of the document in Annexure giving a summary of the role and responsibilities of the consultant before submitting the application.
9. Canvassing in any form in connection with selection of consultant is strictly prohibited and the application of such persons/ organizations, who resort to canvassing, will be liable to rejection.
10. The applications will not be received/ submitted after due date and time through any mode including “e-mode”.
11. Part-A of “e-tender” (Technical Bid) will be opened on the **25.01.2022** and at **03.30 pm**, in the presence of bidders who may like to attend.

Part-B of “e-tender” (Price Bid) will be opened only for such offers, which have qualified for Part-A.
12. Date and time for presentation of proposal/ scheme and Part-B (Price Bid) opening shall be intimated to the successful bidders only.
13. Only one representative of the bidder will be permitted to be present for the tender opening and presentation of proposal/ scheme, if any.





14. No Literature, Pamphlets other than what is specified is to be enclosed. All such enclosures shall be considered as unread and also will not be considered as part of the PQ application.
15. Applications incomplete in any respect and which are not legible are liable for rejection.
16. The suitable agreement will be entered with successful architect consultant, in a Bank Format.
17. Contact details of e-tender service provider:

Name: Mr. Gunaseelan M.
M/s Antares Systems Limited
#24, Sudha Complex, 3rd Floor, 4th Block
Basavesgwaranagare, Bangalore – 560 079
Support Contact No. 9943277499/ 080-40482100
Support Email: gunaseelan.m@antaressystems.com





ANNEXURE 'A'

**PREQUALIFICATION OF ARCHITECTURAL CONSULTANCY FIRM (CONSULTANT) FOR
PROPOSED REDEVELOPMENT OF BANK'S OWN BUILDING ALATHUR VILLAGE,
THIRUPORUR BLOCK, KANCHIPURAM DISTRICT**

E. BIO-DATA OF THE PARTNERS/ ASSOCIATES/CONSULTANT

1. Name :
2. Associates with consultancy since :
3. Year of opening/ incorporation :
4. Professional Qualifications :
5. Professional Experience :
6. Professional Affiliation :
7. COA Registration No. :
8. Details of Published papers
in Magazine :
9. Details of cost effective methods/
designs adopted in the projects :
10. Exposure to new materials/
Techniques :
11. Details of modern amenities
provided in the buildings :

Signature of the Consultancy with seal

Date:

Place:





ANNEXURE - AA

FINANCIAL INFORMATION

Copies of audited balance sheet of the Company including Profit and Loss Account for the last 3 years ended 31.03.2021

i.e.

2018-19 :

2019-20 :

2020-21 :

Sign & Seal of Auditor

*This Financial Information to be duly certified by a Chartered Accountant.





ANNEXURE 'B'

TECHNICAL BID

F. PREQUALIFICATION OF ARCHITECTURAL CONSULTANCY FIRM (CONSULTANT) FOR PROPOSED REDEVELOPMENT OF BANK'S OWN BUILDING ALATHUR VILLAGE, THIRUPORUR BLOCK, KANCHIPURAM DISTRICT

LIST OF MAJOR BUILDING CONSTRUCTION WORKS COMPLETED DURING THE LAST 7 YEARS ENDING AS ON 31.12.2021

Sr. No.	Name of the Client	Nature of work	Features of green building and modern amenities provided	Location of the building / municipal limits	Estimated value	Area in Sq.ft.	Height of the building	Date of start	Period of completion	Actual date of completion	Final value of the project	Reasons for the variation / delay if any
1	2	3	4	5	6	7	8	9	10	11	12	13

Note: (a) The credentials issued by the Clients shall be enclosed including letter of award of the work/ completion certificate if any.

(b) The work should have been executed by the consultant under the name in which they are submitting the applications.

Signature of the Consultant with seal

Date:

Place:





ANNEXURE 'C'

TECHNICAL BID

G. PREQUALIFICATION OF ARCHITECTURAL CONSULTANCY FIRM (CONSULTANT) FOR PROPOSED REDEVELOPMENT OF BANK'S OWN BUILDING ALATHUR VILLAGE, THIRUPORUR BLOCK, KANCHIPURAM DISTRICT

LIST OF MAJOR BUILDING CONSTRUCTION WORKS ON HAND AS ON 31.12.2021

Sr. No.	Name of the client	Nature of work	Features of green building and modern amenities provided	Location of the building / municipal limits	Estimated Value	Area in Sq.ft.	Height of the building	Present position	Scheduled date of completion	Remarks
1	2	3	4	5	6	7	8	9	10	11

Signature of the Consultant with seal

Date:

Place:





ANNEXURE 'D'

TECHNICAL BID

H. PREQUALIFICATION OF ARCHITECTURAL CONSULTANCY FIRM (CONSULTANT) FOR PROPOSED REDEVELOPMENT OF BANK'S OWN BUILDING ALATHUR VILLAGE, THIRUPORUR BLOCK, KANCHIPURAM DISTRICT

LIST OF OTHER WORKS ON HAND AS ON 31.12.2021

Sr. No.	Name of the client	Nature of work	Estimated Value	Present position	Scheduled date of completion	Remarks
1	2	3	4	5	6	7

Signature of the Consultant with seal

Date:

Place





ANNEXURE 'E'

**PREQUALIFICATION OF ARCHITECTURAL CONSULTANCY FIRM (CONSULTANT) FOR
PROPOSED REDEVELOPMENT OF BANK'S OWN BUILDING ALATHUR VILLAGE, THIRUPORUR
BLOCK, KANCHIPURAM DISTRICT**

STANDARD METHOD OF PAYMENT

Based on the satisfactory performance / achievable milestones against the activities as enumerated hereunder, the following part payment on percentage (% age) basis shall be computed from the total quoted amount shall be payable to the appointed Bank's empanelled architect/contractor in stages, as detailed below:

S. No.	Stage	Cumulative percentage Of Fees
I	On the approval of sketch design and preliminary estimate	5% of the fee based on agreed estimated cost of the Project.
II	On submitting final drawings/ designs, Architectural design and 3D views along with the estimated cost on plinth, area rates and on approval of the same by the Bank as per DSR/Market rates including submission of Demolition building plan to the authority	10% of the fee based on agreed estimated cost of the Project, less payment made earlier.
III	On obtaining approval of building and connected services plans, Demolition plan from Town Planning/ Local Planning Authorities/ TANSIDCO, regulatory/ statutory bodies for approval and obtaining commencement certificate for commencement of work at site.	20% of the fee based on agreed estimated cost of the Project, less payments made earlier.
IV	On submission of detailed working, drawings and specifications of the project, item-wise estimates of costs with rate analysis for the approval of the Bank, preparation of tenders. Preparation of structural and various specialists' services / design in form of drawings.	40% of the fees on agreed estimated cost of the Project, less payments made earlier.
V	Assist in Inviting tenders in consultation with the Bank, scrutiny and submission of recommendations on the tenders received. Preparation of contract documents for various trades.	50% of fees on agreed estimated cost of the Project, less payments made earlier.





S. No.	Stage	Cumulative percentage Of Fees
VI	During course of construction work based on actual work/ bills of the various trade contractors.	85% of fees based on actual amount of work done, less payments made earlier.
VII	On completion of work and on obtaining Occupation Certificate and other Certificates required from the municipal, regulatory/statutory bodies for physical occupation of the building and settlement of the bills of all the contractors and the settlement of final bills. Submission of "As built drawings".	95% of the fees based on the value of work, less payments made earlier.
VIII	Issue of "No Objection Certificate" for refund of retention money of all contractors by the Architects on expiry of defect liability period, assessment of building from Municipal Tax Authority and obtaining final building completion certificate and replying all queries of CTE of CVC, if any, raised before expiry of the D.L. period of all contractors appointed on the said work by the Bank, to the satisfaction of the CTE.	Full and final payment.

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 above of this clause.

Items supplied/ procured directly by Bank i.e. Chair, Modular furniture, light fixtures, Racks, record management solutions/ systems etc. will not be considered for calculation of Architects fees.

The decision of the Bank in respect of the above shall be final and binding on the appointed Consultant. All running payments made to the appointed Consultant are on account and shall be adjusted against final bill amount payable.





ANNEXURE 'F'

J. FORM OF AGREEMENT (Draft Format)

THIS AGREEMENT made at _____ on the _____ day of _____ Two Thousand twenty-one between Indian Bank having its Corporate Office, Chennai (hereinafter called "the Employer") of the ONE PART and _____ (Name and address of the Architects) hereinafter called "the Architects" of the OTHER PART. Whereas the Employer intends to carry out redevelopment of Bank's Own Building at Alathur Village, Thiruporur Block, Kanchipuram District by demolishing the existing building and constructing a new building for Alathur branch cum Record Management warehouse (hereinafter called "the Project") and whereas the Employer is desirous of appointing the Architects/ Consultant for the purpose of designing, site supervision and completion of the project.

NOW THIS DEED WITNESSETH and the parties hereto hereby agree as follows:

- 1) The employer agrees to pay the Architects as remuneration for the professional services to be rendered by the Architects in relation to the said project particularly for the services mentioned in the tender documents and this agreement, a fee calculated at _____ % (as quoted in the price bid) of the estimated cost or accepted tender cost or actual cost of project 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 stipulation given below:-

- 1.1. In case, the actual cost of work is more than the tendered cost as a result of authorized changes in the specifications and / or quantities of the scheduled items or the operation of duly approved additional or substitute items, if any, such actual cost and not the accepted tender cost (without taking into account any escalation), will be considered as the cost on the basis of which basic fees will be worked out and the ceiling will also pertain to basic fees thus worked out
- 1.2. The cost of bought out items like readymade sofa, tables, almirah, racks, carpet, fans, electrical fittings, window/ split air-conditioners, Record management solutions/ systems etc. will be excluded from the cost on which fee will be payable. If however, bought out items need selection, specification, recommendation, estimation and inspection by Architect, 50% of basic fee will be considered for the concerned item.
- 2) The Architects shall take the Employer's instruction, prepare sketch designs, make approximate estimate cost by cubic measurements or otherwise, prepare drawings sufficient for making applications for building or other license to town planning /local authorities or for other approvals, prepare working drawings, prepare structural drawings, prepare specifications, prepare interior drawings if and as required, prepare specifications, prepare bills of quantities, detailed estimate with rate with rate analysis, prepare tender





documents, advise on preparation of a panel of contractors to be invited for tendering, assist in obtaining tenders, advise on tenders received, prepare contract documents, nominate and instruct consultants (if any), coordinate activities of consultants with the local Architects/ PMC if and applicable, prepare such further details and particulars as are necessary for the proper carrying out of the works, advise Employer on technical and financial implication on the deviation/amendments (if any), from the approved scheme and give general supervision, subject to stipulation of paragraph below.

Note:

- i. When the Architect is engaged for supervision as well, his duties will include supervision, measurement, quality control, variation management and complete project management of works.
 - ii. No deduction will be made from the Architect's fee on account of liquidated damaged or such other sums withheld from the payments due to the contractor.
- 3) No traveling allowance (T.A), daily allowance (D.A) or any other allowance shall be paid to the Architects for visit to the Corporate Office, offices of the Bank in Chennai agglomeration area, office of the local authorities, Site visits etc.

For travel outside the Headquarters, the Architects shall be paid as follows:

- (a) For Partners, Associates, Senior Architects and Consultants within the entitlement of Senior Management of the Bank.
 - (b) For other staff, within the entitlement of middle Management of the Bank.
- 4) Apart from such copies of drawings as are required for submission to the local authorities as provided including demolition plan in clause 2, the Architects will supply additional copies of drawings free of cost as follows:
- i. Two sets of all drawings for contractors.
 - ii. Two sets of all drawings for clerk of works/site engineer.
 - iii. One set of all drawings for Service Consultants, if any.
 - iv. Two sets of all drawings to the Employer.
 - v. The Architect shall furnish two sets of complete design calculation and drawing for the structural work and other items in the trade for record by the Employer, whenever the work involves structural work, addition and alteration as well.
 - vi. The Architect shall furnish two sets of completion plan of the Building /Structures including all services on completion of the project, along with a complete set of design calculations and structural drawings to form a permanent record for the Employer to be consulted in case of any future additions/alterations at a later stage.

The cost of supplying copies of drawings over and above the sets mentioned above shall be reimbursed by the Employer to the Architects.

- 5) For survey of land, where necessary and prepare a survey plan to suitable scale, which shall give all relevant dimensions and show the boundary lines, contours at suitable intervals, existing buildings ,trees and other landmarks . Architects shall be paid separate





fee for the work to be mutually agreed.

- 6) The Employer shall pay to the Architects their basic fee in the following manner:
Total fee calculated at at _____% (as quoted in the price bid) of actual cost of work / accepted tender cost whichever is less plus GST as applicable, subject to the ceiling given in clause 1, 1.1 & 1.2 of this agreement, stage of payment shall be as given as per the annexure "E", Standard method of payment.
- 7) i) The Architect shall give total supervision with complete execution responsibility, in case he is engaged for supervision as well. In all other cases he shall give such periodical supervision and inspection as may be necessary to ensure that the works are being executed, generally in accordance with the contract.
ii) The Architects shall not make any material deviation, alteration, addition to or omission from the approved design without the knowledge and consent of the Employer.
iii) The fees and charges payable to the Architects shall be in accordance with the Scale of Charge (Clause 6.1 above).
- 8) The Architects shall engage qualified and competent/ reputed Structural, Electrical, Water Supply & Plumbing and Air conditioning Consultants (if in house facility is not available) as required to assist them in the preparation of design and details for these services. The fees payable to these Consultants shall be borne by the Architects out of the fees received by them. The latter shall be however fully responsible for the design and soundness of the works of such Consultants and shall also co-ordinate the activities of various consultants. The architects shall be considered as employer for these consultants for all purposes. The structure designed shall be earthquake resistant and shall be taken care in the design itself.
- 9) In case where the Architects/ Consultants perform partial services for any reason, including the abandonment, deferment, substitution or omission of any project and/or works, or part thereof, and if the services of the Consultants/Architects are terminated, the charges payable in respect of the services performed shall be as follows:

Payment will be made in accordance with Clause 5 hereinabove written for the stages that have been completed. For the incomplete stage, payment will be made on quantum-merit basis in which case assessment of fees will be made with due regard to all relevant factors.
- 10) In case of any dispute between the Architect and Consultant or any other agency, the matter shall be referred to the Bank whose decision shall be final and binding on all parties.
- 11) In case it is established that due to fault of Project Architect/ Consultant the Bank has to pay any extra amount due to over-run of the Project, over measurements - faulty description of tender item or any other lapse on the part of Project Architect/Consultant necessary recovery may be effected from the Project Architect/Consultant's fee as per provision of section 73 of Indian Contract Act 1872 under section 30 of Architects Act 1972 (Central Act No. 20 of 1972), besides Bank's taking recourse to process recovery of the extra amount incurred by the Bank. The Consultant' say be however limited to 10 percent of the fees paid to him.
- 12) In case dispute arises between the Employer and the contractors /Agencies/individual on the provision of execution of contracts, the architects should assist the Employer in





furnishing the details /data till the completion of limitation period as per the relevant laws of the country.

- 13) In the event of any dispute, difference or question arising out of or touching or concerning this agreement or the execution of the project, the same shall be referred, at the option of either party (Employer or the Architects), to the arbitration of a sole Arbitrator mutually agreed upon, and in default of such agreement to the arbitration of two arbitrators, one each appointed by the two parties; who in default of manual agreement may in turn appoint an umpire. The arbitrator or arbitrators or umpire, as the case may be, will be Fellows of the Indian Institute of Architects or Fellow of Institute of Engineers (India). Such submission shall be deemed to be a submission to arbitration within the meaning of the Indian Arbitration and Conciliation Act, 1996 or any statutory modifications thereof. The award of the arbitrator(s) or umpire, as the case may be shall be final and binding upon the parties.

Submitting to arbitration may be considered as an additional remedy and it does not preclude the Parties to seek redressal/ other legal recourses.

- 14) This agreement can be terminated by either party on giving 3 months' written notice normally to be delivered at the registered address of the parties. However, in exigent circumstances, the services of the Architects can be terminated by the Bank by giving notice of lesser period.

IN WITNESS WHEREOF the parties hereto have hereunto set their hands the day and year first above written.

Signed, and delivered by INDIAN BANK the hands of -----its and constituted attorney in the presence of

1. _____ (Name and Signature)
2. _____ (Name and Signature)

Signed and delivered by the hands of Shri _____
Partner of (Name of the Architects) in the presence of

1. _____ (Name and Signature)
2. _____ (Name and Signature)

Place:

Date :

**Signature of the Architect with seal
(in token of acceptance of all terms and
conditions of the tender)**





LETTER OF TRANSMITTAL

**Assistant General Manager
Indian Bank, Corporate Office,
Premises, Expenditure & Estate Dept,
254-260, Avvai Shanmugam Salai,
Royapettah, Chennai-14**

Name of Work: Providing Comprehensive Architectural & Engineering Consultancy Services for Redevelopment of Bank's Own Building Alathur Village, Thiruporur Block, Kanchipuram District situated at No.:33, SIDCO Pharmaceuticals Complex, Alathur, Thiruporur, Kancheepuram Dist., 603110

Dear Sir,

Having examined the details given in pre-qualification document for the above work, I/we hereby submit the PQ documents and other relevant information.

I/We hereby certify that all the statements made and information supplied in Documents and the enclosed as Annexures – A to F and accompanying statements are true and correct.

I/We also authorize Officials of Indian Bank to approach individuals, employers, firms and corporation to verify our competence and general reputation.

I / We, the undersigned, am / are willing to participate in this e-tender process to submit our price offer for the Consultancy work in full.

I / We, agree that this Tender will remain valid for a period of 120 (One Twenty) Days from the date of Opening of Tenders.

NAME OF THE FIRM: _____

SIGNATURE OF ARCHITECT: _____

ADDRESS: _____

DATE: _____

TELEPHONE / FAX NO/MOBILE No. _____

EMAIL ADDRESS: _____





III. CHECK LIST : DETAILS OF ENCLOSURES

Sl. No.	Description of item	Enclosed
1	PQ Document including Annexure - A to F	Yes / No
2	Power of Attorney as required in Para 4 of Instruction to applicant	Yes / No
3	COA Registration as required in Technical Bid	Yes / No
4	Proof for 10 years Experience	Yes / No
5	Audited Balance Sheet and Profit and Loss statements for the past three years duly certified by a Chartered Accountant	Yes / No
6	Name and Address of the Bankers of the applicant	Yes / No
7	Certificates / Reports of projects: a) Completion certificates b) Award of works c) Performance Reports	Yes / No
8	Details of key Technical and Administrative personnel employed	Yes / No
9	Details of infrastructure and office equipments (separate sheet to be attached)	Yes / No
10	Proof for having office in Chennai	Yes / No

[B] CHECK LIST: B. PREQUALIFICATION CRITERIA – ELIGIBILITY CRITERIA

1	Do you satisfy requirement of Clause 1	Yes / No
2.a	Do you satisfy requirement of Clause 2.a	Yes / No
b. (i)	Do you satisfy requirement of Clause 2.b.i. OR	Yes / No
b. (ii)	Do you satisfy requirement of Clause 2.b.ii. OR	Yes / No
b. (iii)	Do you satisfy requirement of Clause 2.b. iii.	Yes / No
3	Do you satisfy requirement of Clause 3	Yes / No
4	Do you satisfy requirement of Clause 4	Yes / No
5	Do you satisfy requirement of Clause 5	Yes / No
6	Do you satisfy requirement of Clause 6	Yes / No

[C] CHECK LIST: OTHER DOCUMENTS (Non- Mandatory)

1	Do you have experience in “Green” Building	Yes / No
2	Do you have experience in Record Management System	Yes / No

