



**ZONAL OFFICE : 4TH FLOOR, EAST WING, RAHEJA TOWERS, 26/ 27,
M G ROAD, BANGALORE – 560 001**

**NOTICE INVITING OFFERS FOR APPOINTMENT OF ARCHITECT FOR
THE PROJECT OF RENOVATING OUR OWNED PREMISES AT NO.10,
K.G.ROAD, BANGALORE**

Applications are invited from Architects of long standing and repute, having an office in Bangalore, for the project of renovating Indian Bank's owned premises at No.10, K.G.Road, Bangalore.

The application form may be downloaded from the website or can be obtained from the Zonal office of Indian Bank at the above mentioned address on payment of Rs.2000/- by way of DD drawn in favour of 'Indian Bank' payable at Bangalore, on all working days during office hours from 06.07.2012 to 25.07.2012.

The applications have to be submitted in two bid system in 2 separate covers – Technical bid (Annexure B) and Financial Bid (Annexure C), placed into one cover and super scribed "**Renovation works at Indian Bank, Bangalore City Branch premises, 10, K.G.Road, Bangalore**".

The applications are to be submitted on or before 14.00 Hrs. on 27.07.2012

Date of opening of Technical Bids - 15.00 Hrs., same day

For clarifications, if any, contact - **080 – 2295 8906**

Fax : 080 - 2295 8905

Email : cmadminzobangalore@indianbank.co.in

Zonal Manager

ANNEXURE B – TECHNICAL BID
INVITATION FOR PRE QUALIFICATION OF ARCHITECTS

ZO, Bangalore of Indian Bank invites applications from Architects of long standing and repute for the project of renovating their owned premises at No.10, K.G.Road, Bangalore comprising of land measuring 8071 sq.ft. with 4 storied building structure wherein Ground floor to 3rd floor measures 3567sq.ft each and 4th flr – 429sq.ft. (Lift room) apart from Currency Chest in Basement.

The completion period is 6 months from the date of awarding of works.

The likely project cost is Rs.150 Lakh.

Bank intends to pre-qualify Architects who have the requisite qualifying experience specified below:

Work Experience during the last 5 years ending 31.03.2012:

a. Three similar completed works each costing not less than **40% of the estimated cost**

(OR)

b. Two similar completed works each costing not less than **50% of the estimated cost**

(OR)

c. One similar completed work costing not less than **80% of the estimated cost**

The Architect should have sufficient number of technical and administrative personnel for proper execution of contract (Civil, Interior decoration, electrical, AC and Server room design). The Architect should submit a list of their employees.

The PQ document can be obtained from the office of Indian Bank, Zonal Office at 4th floor, East Wing, Raheja Towers 26/ 27, MG. Road, Bangalore - 560 001 on payment of Rs.2000/- by way of DD drawn in favour of 'Indian Bank' payable at Bangalore on all working days during office hours from 06.07.2012 to 25.07.2012.

The PQ document is also available in the website. The applicant may download the PQ document for submission to the Bank. In case of downloaded PQ documents, the applicant should to remit an amount of Rs.2000/- (Rupees Two thousand Only) along with PQ document to the Bank at the time of submission of PQ document. DD to be drawn as above.

Applications for prequalification supported by prescribed annexure should be submitted in sealed envelope duly super scribed “**Pre qualification document for Renovation works at Indian Bank, Bangalore City Branch premises, 10, K.G.Road, Bangalore**”.

The applications will be received upto 14.00 HRS on all working days during the office hours until 27.07.2012 and will be opened on the same day at 15.00 HRS at above mentioned Zonal office address. Intending applicants may be present at that time.

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

Please Note : The Applicants should essentially have an office in Bangalore since last 5 years ending 31.03.2012.

**Last Date for issuance of PQ Documents: Dt.25.07.2012
Time : 5.00 P.M**

**Last date for submission of PQ Application Dt.27.07.2012
Time : 2.00 P.M**

**The Asst. General Manager
Indian Bank
Zonal Office :Premises Dept.
4th floor, East Wing, Raheja Towers
26/ 27, MG. Road, Bangalore - 560 001**

Phone: 2295 8906

Fax : 2295 8905

Email : cmadminzobangalore@indianbank.co.in

**IMPORTANT INSTRUCTIONS TO APPLICANTS WHO DOWNLOAD THE
PQ DOCUMENT FROM WEB.**

The applicants who have down-loaded the PQ from the web, should read the following important instructions carefully before submitting the PQ documents:-

- a) The applicants should see carefully & ensure that the **complete PQ document** contains **11** pages in total (from page 2).
- b) The printout of PQ document should be taken on 'A 4' size paper only & the printer settings etc are such that document is printed as appearing in the web & there is no change in formatting, number of pages etc.
- c) The applicant should ensure that **no page** in the down-loaded PQ document is **missing**.
- d) The applicant should ensure that all pages in the down-loaded PQ document are **legible, clear** & are printed on a good quality paper.
- e) The applicant should ensure that **every page** of the down-loaded PQ document is **signed by applicant with stamp (seal)**
- f) The applicant should ensure that the down-loaded PQ document is **properly bound and sealed** before submitting the same.
- g) In case of any correction / addition / alteration / omission in the PQ document by the applicant, it shall be treated as non – authenticated and is not acceptable.
- h) The applicant shall furnish a declaration to the effect that no addition deletion / corrections have been made in the PQ document submitted and it is identical to the PQ document appearing on Website.
- i) The applicant should read carefully & **sign the declaration** given on the page number '**6**' before submitting the PQ document.
- j) In case of any doubt in the down-loaded PQ document, the same should be got clarified from Indian Bank, Zonal Office at 4th floor, East Wing, Raheja Towers 26/ 27, MG. Road, Bangalore - 560001 Ph No: 22958906 before submitting the PQ document.

LETTER OF TRANSMITTAL

To
The Asst. General Manager
Indian Bank
Zonal Office :Premises Dept.
4th floor, East Wing, Raheja Towers
26/ 27, MG. Road, Bangalore - 560 001

Sub: Pre qualification document for Renovation works of Indian Bank's owned premises at K.G.Road, Bangalore

Sir,

Having examined the details given in pre-qualification Web-Notice and PQ document for the above work, I/we hereby submit the PQ documents (issued / downloaded from web) and other relevant information.

1. I/We hereby certify that all the statements made and information supplied in the enclosed forms A to E1 and accompanying statements are true and correct.
2. I/We have furnished all information and details necessary for pre-qualification and have no further pertinent information to supply.
3. I/We also authorize _____, Indian Bank to approach individuals, employers, firms and corporation to verify our competence and general reputation.
4. I/We also submit prescribed declaration in respect of downloaded PQ document.(Applicable only in case of application on downloaded PQ document)
5. I/We submit the following certificates in support of our suitability, technical know-how & capability for having successfully completed the following works

SL. No.	Name of Work	Certificate from

Enclosures:
 Seal of applicant
 Date of submission

Signature(s) of applicant(s)

DECLARATION

(TO BE GIVEN BY THE APPLICANT WHO HAVE DOWNLOADED THE PQ DOCUMENT FROM THE WEB)

It is to certify that

- 1) I / We have submitted the PQ document in the proforma as **downloaded directly from the web site & there is no change in formatting, number of pages etc.**
- 2) I / We have submitted PQ document which **are same / identical** as available in the website.
- 3.) I / We have **not made any modification / corrections / additions etc** in the PQ documents downloaded from web by me / us.
- 4) I / We have checked that **no page is missing** and all pages as per the index are available & that all pages of PQ document submitted by us are **clear & legible.**
- 5) I / We have **signed (with stamp) all the pages** of the PQ document before submitting the same.
- 6) I / We have **sealed** the PQ documents properly before submitting the same.
- 7) I / We have submitted the cost of PQ document.
- 8) I /We have read carefully & understood the instructions to all the applicants & to the applicants who have down-loaded the PQ document from the web.
- 9) In case at any stage later, it is found that there is difference in our downloaded PQ documents from the original, BANK shall have the absolute right to take any action as deemed fit without any prior intimation to me / us.

Dated:

Signature(s) of applicant(s)

FORM 'A'

**DETAILS OF ALL WORKS OF SIMILAR CLASS COMPLETED DURING THE LAST FIVE YEARS
ENDED 31.03.2012**

SL NO	Name of work/project & location	Owner or sponsoring organizations	Scope of work *	Cost of work(Rs. in lakh)	Date of commencement as per contract	Stipulated Date of completion	Actual date of completion	Litigation/ Arbitration pending / In progress with details **	Name and address/ Tel No of Officer to whom reference may be made	Remarks
1	2	3	4	5	6	7	8	9	10	11

* Pertaining to Civil, Electrical, AC, Fire fighting and allied works.

** Indicate gross amount claimed and amount awarded by the Arbitrator

Signature of Applicant(s)

FORM- B

ADDITIONAL INFORMATION FOR COMPLETED WORKS

1. Name of work
2. Location
3. Client's name and address
4. Consultants name and address.
5. Type of interior works
6. Specialized service, **if any,** provided, with cost details,
7. Whether any of the works done relate to renovating the front facia of the building like aluminum cladding works etc.

SIGNATURE OF APPLICANT(S)

FORM C

PROJECTS UNDER EXECUTION OR AWARDED

SL NO	Name of work/project & location	Owner or sponsoring organizations	Cost of work (Rs. In Lakh)	Date of commencement as per contract	Stipulated Date of completion	Upto date percentage progress of work	Slow progress if any and reasons there of	Name and address/ Tel No of Officer to whom reference may be made	Remarks(Indicate whether any show cause notice issued or Arbitration initiated during the progress of work)
1	2	3	4	5	6	7	8	9	10

Signature of Applicant(s)

FORM 'D'

PERFORMANCE REPORT FOR WORKS REFERRED TO IN FORM 'B' & 'C'

1. Name of the work/
Project & Location.

2. Estimated Cost

2. Tendered Cost

3. Value of work done

4. Date of Start

5. Date of completion
 - a. Stipulated date of completion.
 - b. Actual date of completion.

Reasons for delay, if any.

6. Performance report based on
Quality of Work, Time Management,
and Resourcefulness : Very Good / Good / Fair

DATE

SUPERINTENDING ENGINEER/
CHIEF PROJECT MANAGER
OR EQUIVALENT.

FORM 'E'**STRUCTURE AND ORGANISATION**

1. Name and address of the applicant
2. Telephone No./Fax No/E-Mail address.
3. Legal Status (attach copies of original document defining the legal status)
 - (a) An Individual
 - (b) A proprietary Concern
 - (c) A Firm in partnership
 - (d) A Limited Company or Corporation.
4. Particulars of registration with various Government bodies (Attach attested photo-copy)
 - a) Registration Number.
 - b) Organization / Place of registration
5. Names and Titles of Directors and officers with designation to be concerned with this work with Designation of individuals authorized to act for the organization.
6. Has the applicant or any constituent partner in case of partnership firm/ Company, ever abandoned the awarded work before its completion? If so, give the name of the project and give reasons thereof.
8. Has the applicant or any constituent partner in case of partnership firm / Company, ever been debarred/black listed for tendering in any organization at any time? If so, give details:
9. Has the applicant or any constituent partner in case of partnership Firm or any Director in case of a Company or any criminal proceedings presently pending, ever been convicted by a court of law? If so, give details.
10. In which field of interior, Furniture and Furnishing works, you can claim specialization and interest
11. Any other information considered necessary but not included above.

SIGNATURE OF APPLICANT(S)

FORM E-1

DETAILS OF KEY TECHNICAL AND ADMINISTRATIVE PERSONNEL EMPLOYED BY THE FIRM / COMPANY

SL NO	Designation	Total Number	Names	Qualification	Professional Experience	Length of continuous service with employer
1	2	3	4	5	6	7

Note : additional information about Technical personnel , if any , may be submitted on separate sheet.

Signature of Applicant(s)

ANNEXURE C- PRICE BID

A. NAME OF PROJECT - Renovating Indian Bank's owned premises at No.10, K.G.Road, Bangalore comprising of land measuring 8071 sq.ft. with 4 storied building structure wherein Ground floor to 3rd floor measures 3567sq.ft each and 4th flr – 429sq.ft. (Lift room) apart from Currency Chest in Basement.

B. SCOPE OF WORKS

1. **Facelift to elevation of building** – Works to enhance the exteriors of the building's appearance such as Aluminum cladding works or glass façade etc.
2. **Renovation of interiors of Branch premises** – Erection of counters, partitions and related electrical wiring / LAN cabling / UPS wiring, provision of AC etc.
3. **Repairs to premises**
 - a. Construction of on-site ATM cabin
 - b. Renovation of toilets
 - c. Repairs to staircase (all floors)
 - d. Laying paver block in drove way
 - e. Providing independent access to CC in basement
 - f. Laying weathering course in terrace
 - g. Painting of premises

Please note : The above mentioned scope of works is only illustrative and not exhaustive.

C. BRIEF TERMS

The fees shall be paid in stages as prescribed by IBA norms viz. :

- 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.

The cost of bought out items like readymade sofa, tables, almirah, carpet, fans, electrical fittings, window / split air-conditioners etc., will be excluded from the cost on which fee will be payable. If however bought items need selection, specification, recommendation, estimation and inspection by Architect, 50% of basic fee will be considered for the concerned item.

The fee structure would be as follows for Consultant **with supervision responsibilities:**

- i) On the approval of sketch design and preliminary estimates – 10%

- ii) On the preparation or required drawings and particulars for Interior work, Electrical services etc., for applications to be made to Bank and Local Authorities for approval and processing the same – 15%
- iii) On approval of detailed architectural working drawings and structural / service drawings sufficient for preparing detailed estimates of cost – 35%
- iv) On approval of detailed estimates, preparation of tender documents, tender process and advising on tenders received – 50%
- v) On award of job – 60%
- vi) For making periodic visits for inspection and quality surveillance preparing other details and drawings as may be required during execution along with variation control to be paid progressively with execution of the work – 90%
- vii) Issue of Completion Certificate and as-built drawings-95%
- viii) At the end of Defect Liability period of contracts – 100%

D. PRICE BID

1. Name of the Architect : M/s.

2. Percentage of :
Professional fee quoted
(excl taxes) as a percent
of the awarded value of
work or actual cost of
work which ever is less +
service tax applicable

Signature with Company seal

Place:

Date :