



**Uttar Bihar Gramin Bank**  
**Head Office, Kalambagh Chowk, Muzaffarpur**

Tender reference No.HO:GAD/14/2021-22/

Date::30.10.2021

**TENDER for EMPANELMENT OF ARCHITECTS / CONSULTANTS at Uttar Bihar Gramin Bank**

Uttar Bihar Gramin Bank invites **sealed applications** are invited from reputed, well established, and experienced Architects/Consultants for empanelment under various categories for maintenance/ renovation works in Bank's Offices in Bihar.

	Category 1A - Projects/works costing up to Rs.20lacs
	Category 1B - Projects/work costing more than Rs. 20 lacs and up to Rs. 50 lacs
	Category 1C - Projects/work costing more than Rs. 50 lacs and up to Rs.100 lacs

( Tick the applied category)

Name of the Applicant:

.....

Last date and time of submission

On 26.11.2021 up to 03:00 PM

Bid Open Date & Time

On 26.11.2021 up to 03:30 PM

Address for  
communication

General Manager  
Uttar Bihar Gramin Bank  
Head Office, Sharma Complex  
Kalambagh Chowk,  
Muzaffarpur – 842 001 (Bihar)

Cost of Application Documents:

Rs. 3,000.00 (Three thousand five hundred rupees only)

## **NOTICE OF INVITATION TO TENDER**

Date: 30.10.2021

To,

All Eligible Architects / Consultants

Sealed applications are invited from reputed, well established, and experienced Architects / Consultants for empanelment under various categories for maintenance/ renovation works in Branches/Offices.

Application Documents may be purchased from Head Office of Rs 3,500.00 by way of DD favoring Uttar Bihar Gramin Bank (non-refundable) payable at Muzaffarpur or may be download from Bank's website [www.ubgbco.in](http://www.ubgbco.in) & submit it with Rs. 1000.00 DD favouring Uttar Bihar Gramin Bank (non-refundable) payable at Muzaffarpur.

1. Applications are invited for empanelment in the following financial categories:-  
Category 1A - Projects/works costing up to Rs.20lacs  
Category 1B - Projects/work costing more than Rs. 20 lacs and up to Rs. 50 lacs  
Category 1C - Projects/work costing more than Rs. 50 lacs and up to Rs.100 lacs
2. The applicant is requested to tick the category he is applying for on front page. The applicant who wishes to apply for more than one category shall submit separate application forms. If applicant applied for more than one category in a single application, then it will be treated as application for highest financial category out of all applied categories.
3. The criteria for selection of Architects shall be as under:-

The architects/consultants should have minimum 5 years' experience in the respective field applied for. The owner or one of the partner / director of the firm should have minimum 5 years' experience in the respective field applied for.

Experience of having successfully completed similar works during last 3 years ending last day of month previous to the one in which applications are invited executed under Central Government Department/State Government Department/Central Public Sector undertaking should be either of the following:-

- (i) Three similar completed works costing not less than the amount equal to 40% of respective upper limit of financial category. Or
  - (ii) Two similar completed works costing not less than the amount equal to 60% of the respective upper limit of financial category. Or
  - (iii) One similar completed work costing not less than the amount equal to 80% of the respective upper limit of financial category
- Average annual financial turnover during the least three years, ending 31st March of the previous financial year, should be at least 30% of the upper limit of respective financial category.
  - The applicants should have their registered office in Bihar state.
  - The architect / consultant should be member of Council of Architecture. If the firm is a partnership firm or limited company, then it must have the persons/partners with Graduate Degree in Architecture from India or abroad. Firms applying for empanelment of Architect must have registration of Council of Architecture.



3.1 The architects/ consultants should have PAN & GST.

3.2 The applicant should enclose draft (non-refundable) for Rs. 3500/- in favour of Uttar Bihar Gramin Bank, payable at Muzaffarpur where applications are submitted. The document submitted without the prescribed application fee will be summarily rejected.

**4. Scope of Work: -**

- a. Preparation of Existing layout: Architect need to have initial inspection of site and prepare existing layout of the premises, with exact location of the Columns/ Beams with sizes and detailed internal measurements including marking location of windows, Shutters, location planned for DG set, Outdoor unit of air conditioners, location points of Earth Pits, Toilets location, Septic Tank and Water Sump etc. if any and details of boundary / space available around the premises and Car parking spaces. In the Existing drawings, the existing internal and external walls, verandah, Present entrance and details of access steps, location of existing rolling shutters, Pillars and beams with dimensions, beam layout and existing details of finishes also to be marked. The exact Carpet Area should also be indicated in the Existing layout.
- b. Preparation of Interior Layout & Owners/Landlord's scope of works: Preparation of Interior lay-out drawings, designs taking into account the specific requirements of the bank and to submit two / three options for approval of Bank. In the case of Leased premises the Owners/Landlord's scope of works such as construction of Strong Room, ATM room, Electrical room, Toilets, Pantry, Record Room etc. are carried out by owner/landlord for whom the modifications of the existing site layout and proposed construction details on the basis of Bank approved layout, with specifications and detailed working drawings are to be prepared and handed over to landlord in person in presence of their Technical personnel for execution. To provide the required number of copies of drawings and details to Landlords / their engineer & Soft copies in AUTOCAD to bank.
- c. Preparation of respective BOQs: Preparation of lay-out drawings, designs and working drawing with details of civil work, preparation of Schedule of probable items of work. Preparation of BOQs for these works.
- d. Liaisoning with local municipal authority & other statutory bodies: Rendering service for obtaining necessary permission from statutory bodies, wherever necessary for execution of the work. Statutory payments for obtaining approval will be made by the Bank.
- e. Project Management Consultancy:
  - The Architect is required to visit the site at least once in a week for approving the layout markings, detailing the plans, makes and design, and monitor the progress and quality of the work.
  - Project Implementation, monitoring the progress, day-to-day supervision of the work by engaging an experienced & qualified degree / diploma holder engineer / architect.
  - Controlling and checking the quality of work & materials used & co-ordination with various agencies for smooth completion of works in scheduled time.
  - Verification and certification of samples of materials used and confirming strictly on the adherence of specifications and make of materials used by various vendors.
  - Certify the measurement for RA bills of various agencies.
  - Ensuring the completion of Project within scheduled time.
  - Final bill certification as per Bank's approved format with proper detailing of measurements and providing necessary drawings and tables in proof of measurements.
  - Three sets of As- Built drawings of all services to be submitted after completion of the Project along with Architect's Bill.

**5. Payment Terms:**

1) Option I - 3.00 % (Three percent only) of the Final Project Cost. – Projects within 100Km from the base location of Architect. GST as applicable shall be paid extra.



- 2) Option II - 4.00 % (Four percent only) of the Final Project Cost – Projects beyond 100 Km from the base location of Architect. GST as applicable shall be paid extra.

The Final Project Cost for calculating the fee shall include:

1. Interior Civil Works
2. Interior Furnishing & Soft Furnishing Works
3. Modular Furniture
4. Electrical and Net Working Works
5. The cost of ducting & Installation for A/c Ductable units & Cost of Installation works for other type of units for Air-Conditioning. (Excluding cost of A/c Machines).

**Brought-out items like – DG set, Voltage Stabilizers, Signage, Transformer, EPABX, Computer & IT Peripherals, UPS, Photocopier machines, Strong Room Doors, Lockers, A/c Machines etc. and all other items procured by Bank directly, will not be included in the project cost for calculating professional fees.**

- The fee mentioned above will be all inclusive and no charges will be paid by Bank for expenses incurred by Architect for site visits, travel, lodging etc.

#### **6. Performance Bank Guarantee:-**

Performance Guarantee of Rs. 4,00,000/- (Rupees Four Lakh Rupees only) shall be submitted by Architect and same will be kept in Banks OPR Department of Head Office.

#### **7. Termination Clause:-**

The Bank shall have the right to terminate the contract/agreement/empanelment by issuing a notice without assigning reason thereof and also in the case of breach of contractual obligation by the empanelled/Architects/Consultations. The selected empanelled Architects/Consultations shall not terminate the agreement for its convenience and without giving a 60 days prior written notice to the Bank. In case of Termination of contract with Architect due to any reason, Stages of payment will be as under considering the quantum of services provided by Architect. The PF will be calculated on the accepted percentage on the basis of the amount incurred by Bank till that date on the project up to that stage.

#### **8. INDEMNITY & CONFIDENTIALITY:-**

Architects/ Consultants agrees to indemnify and hereby keep the Bank indemnified against all claims, losses, damages, cost, expenses which Bank may suffer or incur on account of any acts of omission or commission, negligence, fraud, default or misconduct, breach of duties and obligations, breach of covenants, breach of representations and warranties, breach of confidentiality, infringement of any patent, trademark, copyright etc. or any other statutory infringement in respect of services by the Architects/ Consultants.

9. Architects / consultants shall also authorise the Bank to approach his Employers, Clients, Corporations, Organization, etc. to verify Architect / consultant's general reputation / competence.
10. The bank reserves right to accept or reject any or all the application without assigning any reasons whatsoever and decision of the Bank in regard to selection of Architects/Consultants shall be final.



11. Completed empanelment document shall be submitted up to the last date given in Advertisement, during office hours to the office of General Manager, Uttar Bihar Gramin Bank, Head Office, Sharma complex, Kalambagh Chowk Muzaffarpur, Bihar-842001 on 26.11.2021 upto 3:00 pm.

12. The application forms are available on Bank's website. The intending Architects/Consultants can download the application from the website and submit the same by the stipulated date and time at the stipulated place. The application of the Architects/Consultants, who submit their application after 3:00 pm on 26.11.2021 or thereafter will be rejected.

### **13. Validity of Empanelment**

The successful selected Architects/Consultants shall be required to enter into a empanelment contract with UBGB, within 7 Days of the notification of empanelment or within such extended period as may be specified by Uttar Bihar Gramin Bank, Head Office, Sharma Complex, Kalambagh Chowk, Muzaffarpur, Bihar, 842001. The empanelment will be valid for a period of three years from the date of empanelment. However, the empanelment may be revalidated, in accordance with the rules in this regard. Each revalidation shall be for a period of one year from the date of expiry of previous empanelment/revalidation at previous rate. The empanelment shall be open for review by the Bank and liable to termination, suspension or any other such action at any time, if considered necessary, by the Bank after issue of due notices to the Consultant/Architect(s).

### **14. Signing Contract:**

This agreement for empanelment shall be valid for a period of Three year and will remain valid till the completion of fresh/next empanelment. Rates quoted by the Vendor shall be valid up to **1 YEAR**. The same rates can be extended for additional one-year period as per the satisfactory service/ performance of respective vendor. However, Bank reserves the right to reduce and/or increase or terminate the validity period of agreement and also reserves the right to call for fresh quotes at any time during the period, if considered necessary

### **15. Governing Law/Resolution/Dispute:-**

This Agreement/ Empanelment shall be governed and interpreted by, and construed in accordance with the laws of India and shall be subject to the exclusive jurisdiction of Courts in Muzaffarpur.

### **16. Use of Contract Documents and Information:-**

The successful selected Architects/Consultants shall not, without the Bank's prior written consent, make use of any document or information provided by successful selected Architects/Consultants in Bid document or otherwise except for purpose of performing contract.

### **17. Assignment:-**

The successful selected Architects/Consultants shall not assign, in whole or in part, its obligations to perform under the contract, except with the Bank's prior written consent.

### **18. Confidentiality:-**

The successful selected Architects/Consultants agree to maintain confidentiality and secrecy of all information received by them and/ or their personnel; employees, staff, agents, representatives, tangible or intangible, either directly or in the course of dealing with each other and or its employees and/ or its clients. The Vendor further undertake to utilize such information only for the normal course of business purpose of this Agreement/RFP and not for any other purpose, or which may prove detrimental to the interest of the Parties and/or its employees and/ or its clients.

19. *The Bank reserves the right to make any changes in the terms and conditions of the tender.*
20. *Application received without Tender fee & EMD and after prescribed time & date will not be entertained.*



**General Manager**  
**Uttar Bihar Gramin Bank**  
**Head Office**  
**Muzaffarpur**  
**Bihar-842001**



**GUIDELINES FOR SUBMISSION OF APPLICATION FORM FOR  
EMPANELMENT OF ARCHITECT / CONSULTANTS**

1. Application form for empanelment shall be submitted in sealed envelope super scribing **‘Application for Empanelment as Architect/Consultant for Category.....’**
2. The application shall be submitted strictly in the format as mentioned along with the supporting documents.
3. The application shall be signed by the person/s on behalf of the organization having necessary Authority / Power of Attorney to do so. Each page of the application shall be signed and copy of Power of Attorney / Memorandum of association (Wherever applicable) shall be furnished along with application.
4. If the space in Performa is insufficient for furnishing full details, such information may be supplemented on separate sheet stating therein the part of Performa and serial number. Separate sheets may be used for each part of application. While filling up the application with regard to list of important projects completed or on hand the applicant shall only include major works handled by the firm.
5. The applicant should ensure that the application is delivered at the given address within stipulated date and time as mentioned in the advertisement.
6. Application containing false and / or incomplete information is liable for rejection.
7. The bank reserves right to accept or reject any or all the application.
8. The application should be submitted at General Manager, Uttar Bihar Gramin Bank, Head Office, Kalambagh Chowk, Muzaffarpur Bihar-842001 on or before 26.11.2021 upto 3:00 pm.

**Signature of the Applicant**

**(Application should be on letter head of the Architect / Consultant.)**

To,  
General Manager  
Uttar Bihar Gramin Bank  
Head Office  
Sharma Complex, Kalambagh Chowk  
Muzaffarpur  
Bihar-842001

**Ref: Application for empanelment as Architect / Consultant.**

Dear Sir,

I / We have read and understood the instructions and the Terms & Conditions mentioned in the application form. I / We do hereby declare that the information furnished in the application and the supplementary sheets are correct to the best of my knowledge and belief.

I/We enclose herewith following Demand Draft  
No.....date.....Bank.....of Rs.  
1,000.00 only in favour of Uttar Bihar Gramin Bank, payable at Muzaffarpur as cost of Application Documents.

I / We authorize Bank to approach our employers, clients, corporation, organization etc. to verify the facts submitted by us.

I undertake to render following services:

- a. To take instructions from the Bank and prepare sketch designs, making revisions till sketch designs are finally approved by the Bank and making preliminary estimates of cost.
- b. To submit required drawing to the Local Authority and obtain approval, if required.
- c. To nominate and instruct consultants/contractors, as and when necessary.
- d. To prepare interior/renovation/architectural working drawings, structural drawings including design and all other drawings for various trades.
- e. To draw detailed specifications, estimates, draft tender for various trades.
- f. To submit Assessment Reports on tenders received for various trades along with comparative statements and recommendations for award of work.
- g. To prepare and supply 6 sets of all drawings for execution.
- h. To visit site as and when required by the Bank.
- i. To submit Completion Drawings.
- j. Any other services connected with the said works usually and normally rendered by the Architects and not referred to in above.

Signature of applicant with seal

Name:  
Designation:  
Address:  
Place

Date:



### INFORMATION TO BE FURNISHED BY THE APPLICANTS

1	Name of the organization		
2	Contact Details:	Registered address	
		Telephone nos	
		E-mail address	
3	Year of establishment		
4	Status of the firm (Proprietorship/ Partnership/ Limited etc. Please specify and Enclose copy)		
5	Name of Directors/ Partners / Proprietor		i) ii) iii)
6	Whether registered as a member of the Council of Architecture. If so, mention number and date. (Enclose copy)		
7	Name and address of Bankers		i) ii) iii) iv)
8	<p>Name of completed projects.</p> <p>(i) Minimum one projects of similar nature and of 80% of the maximum value in the applied category during the last three years OR</p> <p>(ii) at least two project of minimum value 60% of the upper limit in the category applied for to the satisfaction of the client / customer.</p> <p>(iii) at least two project of minimum value 40% of the upper limit in the category applied for to the satisfaction of the client / customer.</p> <p>(Details to be furnished in proforma 1)</p>		i) ii) iii)
9	<p>List of the key persons permanently employed</p> <p>(Details to be furnished in proforma 2)</p>		i) ii) iii)
10	<p>Important major projects on which the firm is engaged at present and their estimated cost, stage of work viz. planning and construction, the full address of clients shall be indicated against each project.</p> <p>(Details to be furnished in proforma 3)</p>		i) ii) iii)
11	Whether an income tax assessee, if so, mention permanent account number furnish copies of Income Tax Clearance Certificate.		

12	Furnish copies of audited Balance Sheet and Profit & loss account (audited) for the last three years.	
13	If you are registered in panel of other organisation / Statutory bodies such CPWD, PWD, MES, Banks, etc, furnish their name, Category and date of registration.	i) ii) iii) iv)
14	PAN Number	
15	GST Number	

I/We have carefully and fully gone through the terms and conditions of this application document. I/We agree to the terms and conditions of the above Application document.

Signature of Applicant: \_\_\_\_\_

Name: \_\_\_\_\_

Seal:

Place:

Date:



**LIST OF DOCUMENTS TO BE ENCLOSED WITH APPLICATION FORM.**

- Status of the Firm / Registration certificate / Memorandum of association
- Tax. Clearance certificate.
- Profarma-I
- Profarma-II
- Proforma-III
- Photograph (CD) of major work executed.
- Letters of owners / organizations informed in Proforma I having completed the projects satisfactorily.
- Last Three years balance sheet.
- Copy of power of attorney (wherever applicable)
- The applicant should enclose draft (nonrefundable) for Rs. 3500/- in favour of Uttar Bihar Gramin Bank payable at Muzaffarpur.
- Copy of self attested PAN and GST certificate.
- Membership/Registration certificate from Council of Architecture.

Note - please tick the certificates / documents attached.

**Signature of the Applicant**

**PROFORMA -I**

**PARTICULARS IN RESPECT OF WORK EXECUTED**

Sr.No	Name of the work/ project executed with address	Short description of work executed	Name and address of owner	Area and value of building / work executed	Stipulated time and date of completion	Actual time and date of completion	Any other relevant information
1							
2							
3							

**Signature of the Applicant**



**ROFORMA-2**  
**LIST OF KEY PERSONAL PERMANANTLY EMPLOYED**

Sr. No.	Name	Designation	Qualification	Experience	Years with the Firm	Any other information

**Signature of the Applicant**

**PROFORMA -3**  
**PARTICULARS IN RESPECT OF WORK IN HAND**

Sr. No	Name of the work/ project executed with address	Short description of work executed	Name and address of owner	Value of work executed	Stipulated time of completion	Status Of Work	Any other relevant information
1							
2							
3							
4							
5							
6							

**Signature of the Applicant**