

ਪੰਜਾਬ ਗ੍ਰਾਮੀਣ ਬੈਂਕ
Punjab Gramin Bank
Sponsored by : punjab national bank



ਹੈੱਡ ਆਫਿਸ : ਜਲੰਧਰ ਰੋਡ, ਕਪੂਰਥਲਾ। ਪ੍ਰਧਾਨ ਕਾਰਜਾਲਯ : ਜਲੰਧਰ ਰੋਡ, ਕਪੂਰਥਲਾ। H.O.: JALANDHAR ROAD, KAPURTHALA.
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GENERAL INFORMATION

The office has proposed premises measuring appx.14500 sq.ft (+/-10%) The Bank intends to do electrical and furnishing works at Sultanpur Road-Kapurthala.

Ground Floor: Furnishing Area 10000 Sq Ft. (+/-10%): Work involves Furnishing, Electrical, Computer & Data Cabling, AC Work, Entrance, Lobby, visitor Lounge, Meeting Room, Chairman room with wash Rooms, G.M. cabins, UPS Room, Pantry area, Stationery Room, server room, Wash rooms .

1st Floor: Furnishing Area 4500 Sq Ft. (+/-10%)work involves Furnishing, Electrical, Computer & Data Cabling, AC Work, Solar System setup at roof top etc.

SCOPE OF WORK

1. Brief details of the Project:

The selected Architect will have to understand the requirement of corporate office by visiting at the site and will have to prepare plans providing the best facilities to the employees. The plans shall be submitted to local authorities for approval. The architect will have to work out detailed estimate, bill of Quantity and submit the same to the Bank for approval. The bank will be inviting tender and works will be awarded to the L1 Agency. During the execution, the Architect has to provide quality supervision and certification of works to enable the Bank to release payments raised by the contractors. Upon completion of work, the Architect will have to obtain completion certificate. The Architect will have to plan for electrical, AC, interior furnishing, etc.

2. Duties / scope of work expected from the Project Architect

2.1 Taking the instructions from Bank, visiting the sites, complete survey of the site, preparing sketch designs which shall be in accordance with local governing codes / standards, regulations, etc. (including carrying out necessary revisions till the sketch designs are finally approved by the Bank), making approximate estimate of cost by cubic measurements, square meter or otherwise and preparing reports on the scheme so as to enable the Bank to take a decision on the sketch designs.

2.2 Submitting a proper PERTCHART / Bar Chart incorporating all the activities required for the completion of the project well in time i.e. preparation of working drawings, detailed drawings, for calling tender by the bank etc. The programme should also include various stages of services to be provided by the Project Architect /Consultants.

2.3 Preparing architectural working drawings, structural calculations and structural drawings, electrical installations, telephone installations, furnishing plans, cross sections, etc., detailed estimates and all such other particulars as may be necessary for preparation of bill of quantities.

2.4 Preparing pre-qualification documents and carrying out scrutiny.

2.5 Preparing detailed tender documents for various trades viz., electrical installation, furnishing, etc., complete with articles of agreement, special conditions, conditions of contract, specification, bill of quantities, including detailed analysis of rates based on market rates, time and progress charts, etc.

2.6 Preparing tender notices for issue by Bank for inviting tenders from prequalified / shortlisted parties on behalf of Bank, as the case may be for all trades and submitting assessment reports thereon, together with recommendations specifying abnormally high and low rated items, comparative statements, justification for acceptance of contract. Preparing contract documents for all trades and getting them executed by the concerned contractors.

2.7 The assessment report shall be based on detailed estimate, proper analysis of rates with constants from an approved Standard Hand Book and market rates of materials and labor for major items of works costing about 90% of the estimated cost of the work.

2.8 All commercial conditions shall be evaluated in financial terms instead of merely saying whether a condition may be accepted or not.



2.9 When conditions are not susceptible of evaluation, the alternative procedure of calling all the tenderers for negotiation and asking them to submit a final bid based on the terms and conditions acceptable to the Bank may be adopted.

2.10 Preparing for the use of the Bank, the contractor and site staff, 4 copies of contract documents for all trades including all drawings, specifications and other particulars. Preparing such further details and drawings as are necessary for proper execution of the works.

2.11 Assuming full responsibility for 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.

2.12 No deviations or substitutions should be authorized by the Architect without working out the financial implication, of any, to the contractor and obtaining approval of the Bank. However, where time does not permit and where it is expedient, the Architect may take decisions on behalf of the Bank, the total cost of the item/deviation of which should not exceed Rs.10,000/-. This deviation shall be got subsequently ratified from the Bank duly justifying his action at the earliest.

2.13 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 Bank to make payments to the contractors and adjustments of all accounts between the contractors and the Bank. 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 to the extent of 100% of each item of work claimed, in each running bill.

2.14 The Architect / Consultant to issue certificate of payment as under:

Certified that the various items of work claimed in this _____ running bill / final bill by the contractors _____ have been completed to the extent claimed and at appropriate rates and that the items are in accordance with and fully conforming to the standard /prescribed specifications and drawings. We further certify that we have checked the measurements to the extent of 100% of each item claimed in this bill. Hence the bill is recommended for payment of Rs.

Date _____

(Signature of the Architect)

2.15 The Architects shall endorse the above certification in the relevant Measurements Books also.

2.16 The Architect shall 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.

2.17 On completion of the project, prepare "as made" completion furnishing works and electrical and other services along with a brief report on the project and relevant calculations and submitting 4 copies of the same for the records of the Bank. A soft copy of the drawings as well as tender document shall also be submitted to the Bank.

2.18 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 upto the handing over for occupation to the Bank.

2.19 The Architects shall assist the Bank in all arbitration proceedings between the contractors and the Bank and also defend the Bank in such proceedings.

2.20 The Architect shall furnish **two** complete set of furnishing, electrical, Air Conditioners and other related works design and calculations for the Bank's record.

2.21 Any other services connected with the works usually and normally rendered by the Architects, but, not referred to herein above.

2.22 The Architect / Consultant shall also assist the Bank in inspection and replying to the queries raised by vigilance / audit authorities.

2.23 The Architect / Consultant should conduct site meetings on weekly basis to be attended by the Bank / contractor's representative.

2.24 Any other services connected with the works usually and normally rendered by the Architects, but, not referred to herein above.



2.25 In case it is established that due to fault of the 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 the Architect / consultant necessary recovery may be effected from the Architect's /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 proceed against the Architect / Consultant for recovery of the extra amount incurred by the Bank. The Architect's / Consultant's liability may be however limited to 10 % of the fees paid to him.

2.26 In the event of any dispute, difference or question arising out of or touching or concerning assignment given to you at any of the field office, the same shall be referred, at the option of either party, to the arbitration of a sole Arbitrator mutually agreed upon and in default of such agreement both the parties shall appoint one arbitrator each and both the arbitrators shall appoint one presiding arbitrator (umpire). All the arbitrators shall be the Fellows of the Indian Institute of Architects or the Institution of Engineers (India). The said arbitration proceeding shall be under the provision of the Indian Arbitration and Conciliation Act, 1996 together with 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.

2.27 The Architect / Consultant shall take proper care in estimating the quantity of work required and shall not increase quantum of work after acceptance of contractor's bid. The professional fee to be paid to the architect shall be restricted to a maximum of 110% fee on the value of accepted tender.

2.28 The Architect / Consultant shall not be recommending mobilization advance to any of the contracting agency.

2.29 Under no circumstance you will be submitting recommendations of contract other than lowest.

3 Miscellaneous information

- 3.1. Intending Architects are requested to furnish details about their firm, technical experience, competence and evidence of their financial standing as per enclosed Performa.
- 3.2. Selection of Architects will be based on the ability and competence required for good quality jobs to be performed by them.
- 3.3. If the space provided in the Proforma is insufficient for furnishing full details, a separate sheet may be used.
- 3.4. Information furnished to Bank will be kept as strictly confidential.
- 3.5. Decision of the Punjab Gramin Bank regarding selection of Architects / proposals will be final and binding and no further correspondence will be entertained. The Bank reserves the right for rejecting any or all applications received without assigning any reason whatsoever. No claim will be entertained on account of non-acceptance of pre-qualification.
- 3.6. **The Selected Architect will have to sign an agreement in prescribed format on non-Judicial stamp paper of Rs.100 and more (as per availability).**
- 3.7. Intending Architects are requested to read the application form carefully before filling the particulars.
- 3.8. Applications should be duly filled in all respects and should be accompanied by all the **Annexures** mentioned and arranged in sequence. Incomplete applications will not be considered.
- 3.9. Information / details furnished by selected party, if found to be false at any time in future or any information affecting empanelment is willingly / unwillingly withheld, if come to the notice of the Bank at any point of time, the party's empanelment is liable for cancellation immediately.
- 3.10. Where copies are required to be furnished, these should be certified copies.
- 3.11. Application forms are not transferable.

4- Termination of Agreement:

The Bank, without any prejudices to its right against the Architect in respect of any delay or deficient service, by 15 days notice in writing absolutely terminate the contract in any of the following cases:

- i) Architect/ Consultant have to deposit 5% performance guarantee on allotment of work. 5% security shall be deducted from bills of the architect in case of default under any clause of agreement may lead to forfeiture of either or both.
- ii) If the Architect, in the opinion of the Bank, is not pursuing the project with due diligence and/or within the timeline committed.
- iii) If the Architect commits breach of any terms of the agreement.
- iv) When the Architect has made himself liable for action under any of the cases aforesaid, the Bank shall have powers:
 - a) To terminate or rescind the agreement.
 - b) To engage another Architect to carry out the balance work debiting the Architect the excess amount, if any so spent and recovering such excess amount from the fees due to the Architect, the Security Deposit or from any other dues.



In the event of the termination of agreement by the Bank, the Architect shall not be entitled to any compensation or damage by reason of such termination, but only on the fees for the service actually rendered, which have been duly approved by the Bank. The decision of the Bank as regards the actual work/service done shall be final and binding on the Architect. The bank shall be entitled to make use of all or any drawings, designs or other documents prepared by the Architect.

The Architect shall promptly notify the Bank of any change in the constitution of the firm. It shall be open to the Bank to terminate the agreement on the death, retirement, insanity or insolvency of any person being director in the said firm, or on the addition or introduction of a new director. But until its termination by the Bank as aforesaid, this contract agreement shall continue to be in full force and effect, notwithstanding any changes in the constitution of the firm by the death, retirement, insanity or insolvency of any of its director or addition or introduction of any new director. In case of death or retirement, the surviving or remaining directors of the firm shall be jointly and severally liable for the due and satisfactory performance and for compliance of all the terms and condition of this contract agreement.

5- ABANDONMENT OF WORK:

If the Architect abandons the work for any reason whatsoever or becomes incapacitated from acting as aforesaid, the Bank may make full use of all or any of the drawings and details prepared by the Architect and the Architect shall be liable to refund all the Excess fees paid to him up to that date plus such damages as may be assessed by the Bank subject to a maximum of 10% of the total fees payable to the Architect under this agreement. Further the Bank shall be entitled to make use of all or any drawing(s), designs or other documents prepared by Architect.

Fees for consultancy services with complete site supervision will be paid in following stages.

Stage	Particulars	% of the total agreed fees on total cost of related work
Stage-1	After completion of alternate sketch plans/3D designs, preliminary estimates Architectural designs, if any, and their approval by the bank.	12.5%
Stage-2	After completion of working drawings/ 3D view and detailed estimates etc. to the satisfaction of the bank.	25%
Stage-3	After preparation of contract /tender documents including tenders, issue of tender notices in respect of all trades evaluation of tenders received and submission of recommendations to the bank and execution of the contract documents for various trades.	12.5%
Stage-4	During the progress of work and in proportion to the value of the said works as certified from time to time and paid by the bank.	25%
Stage-5	On the completion of the project	25%
	Total	100%

General Manager
Punjab Gramin Bank
HO Kapurthala



BIO – DATA OF ARCHITECTURAL / CONSULTING FIRM

1. Name of the firm:

 Address
 (Head Office) :
 Telephone No. :

 Office :

 Residence :

 Mobile :

 Fax :

 E-Mail :

 Address (Branch Office):
 Telephone No. :
 Office :
 Residence :
 Mobile :
 Fax :
 E-Mail :
2. a) Whether proprietary/partnership/: Pvt. Ltd.
 / Public Ltd. (certificate of registration /
 partnership deed to be enclosed as
Annexure-I).
 b) Name of the Proprietor, Partners, Directors :
 I)
 II)
 III)
 c) Year of establishment :
3. Registration with Tax Authorities :
 i) Income-tax (PAN) No. :
 ii) GST no. :
 iii) EPF Regn. No. :
 (copies of certificates of registration with relevant authorities to be enclosed as **Annexure-II-A, II-B, II-C)**
4. Names of the Bankers with address & telephone Numbers:

 I)

 II)
5. Whether registered with Council of Architecture, if so,
 please mention the number.(copy of certificate to be
 enclosed as **Annexure-III)**
6. Enclose copies of audited balance- :
 Sheet and Profit & Loss A/C. for
 the last 2 years as **Annexure IV-A and IV-B)**



7. Certificate of Registration with Govt. / Public Sector / Banks
(certificate of Registration to be enclosed as **Annexure V**)

Name of the Organization	Year since empanelled

8. Give details, if at present involved in litigation in similar type of contracts

Sr. No.	Name of Project	Name of Employer	Nature of work	Work order dated	Date of completion of work	Value Rs.

9. Details of civil suit, if any, that arose during execution of contract in the past 10 years.
10. Specify maximum value of single value project executed during the last three years.
11. Name & relation, if any, with the staff member of PGB



15. Turnover in last 2 years:

Sr. No.	Year	Turnover (Rs.in lacs)	Professional Fees.	Income-tax paid	Service Tax/ GST paid
1.	2018-19				
2.	2019-20				

Copies of income-tax returns / assessment orders for each year to be enclosed as **Annexure-VIII A & B)**

16. PRE-QUALIFICATION CRITERIA:

Mandatory Criteria: (Tick appropriate)

1. Must be registered with Council of Architects (Yes / No)
2. Must be registered with income tax authority (Yes / No)
3. Must be registered with GST authority (Yes / No)
4. Firm must be in business for the last 5 Years (Yes / No)
5. Must have completed single project of Rs.1.00 crore and above. (Yes / No)

Total Area of Furnishing, Electrical, Computer, Data Cabling & AC Works: 14500 Sq. ft. approx

(Estimated Cost: Rs.1.00 Crore) + GST as applicable

Sr. No.	Criteria	Weightage	Self rating marks
1	Should have executed during the last 7 years one single similar work of furnishing of property of value Rs.1.00 crore & above. The similar works means consultancy.	65	
2	Should have received average professional fee above Rs.1.0 lakh per annum during the last three financial years.	25	
3	Should have adequate in house infrastructure of minimum following permanent staff: Architects -02 Numbers	10	
	TOTAL	100	

The value of executed works shall be brought to current costing level enhancing the actual value of work at simple rate of 7% per annum; calculated from the date of completion to last date of receipt of applications of tenders.

NOTE: Criteria mentioned above is minimum requirement. The Bank at its discretion may upgrade the criteria. No complaint on this account will be entertained. Firms scoring 75 marks & above will only be considered for pre-qualification. Firms themselves have to fill in self-rating marks column in the above table.



17. DETAILS OF PRE-QUALIFYING WORK SATISFYING THE ADVERTISEMENT CRITERIA:
(Attach separate sheet for more than one work).

1	Name of Client with address, name of contact persons and telephone numbers	
2	Name & Location of the site	
3	Description of Works completed	Furnishing work –
		Electrical work –
4	Type of Project	
5	Cost of Work	
6	Duration of Work	Date of Commencement: Date of Completion:
7	Delay from original schedule	
8	Whether any penalty imposed / Civil Suit / Arbitration	
9	Enclose photographs of the work	



18. LIST OF ENCLOSURES:

ANNEXURE No.	PARTICULARS	TICK IF ENCLOSED
I	Certificate of registration of Company / partnership deed.	
IIA, IIB, IIC	Certificates of registration with Income Tax, GST.	
III	Certificate of membership from the Council of Architects.	
IVA, IVB	Audited Balance Sheet & Profit & Loss A/C statement for 2019 and 2020.	
V	Certificates of Registration with Govt. / Public Sector / Banks.	
VI	Copies of work orders along with Xerox copies of relevant TDS certificate, satisfactory completion certificate mentioning value of work.	
VII	Copies of performance certificate, work orders issued by valued clients, preferably Banks, Govt., Semi-Govt. Bodies.	
VIII	Copies of income-tax returns / assessment orders for each year from 2019 and 2020.	
IX	Permanent Account Number (PAN) Enclosed copies of TDS/ITR	
X	Must have completed single project of Rs.1.0 crore and above.	
XI	Scan copy of EMD	

List of enclosures as mention at S.N.18 be filled only in attached Excl sheet.

Note: In absence of any of the above enclosures, your application is likely to be rejected.



Date:

General Manager
Punjab Gramin Bank
HO Kapurthala.

We have studied the Bank's requirement for furnishing of Head office at Sultanpur Road- Kapurthala city.

The Bank has clearly spelt out scope of work and its requirement, in brief details of which are as under:

1. To survey the site and make physical verification of existing conditions and prepare a design conforming to Bank's requirements which includes total interior designing encompassing all elements like flooring, false ceiling, workstations, storage facilities, related civil works, electrical, fire safety system, CCTV system and security system etc. The design shall bring out ambience for the "feel good" factor in various parameters.
2. To prepare such design, colour schemes, material specifications and present to the Bank total scheme which includes detailed layout plan, furniture & fixture details, elevation.
3. The Project Architect shall prepare preliminary drawings to be discussed and finalized by Bank's Competent Authorities. The Architect shall prepare such preliminary drawings till the final layout is selected. Based on approval of the plan by the Bank, the Architect / Project Consultant will have to furnish detailed drawings, specifications, bill of quantity, detailed estimate and final tender documents for further review and approval by the Bank.
4. On final acceptance to codify the plan, concept, and specification encompassing all relevant aspect in a very comprehensive manner ideally suited for practical implementation. More particularly, bill of quantities, specifications, approved makes of materials and such required details, which shall be comprehensive and of required clarity for actual implementation of the project.
5. We are agreeable to undertake the work as per the information furnished by the Bank, we are also agreeable to submit the Layout and estimated cost of project within one week after approval by the Bank. We submit herewith price-bid in respect of professional fee which is as under:

DECLARATION

- A. I / We have read the instructions appended to the proforma and I / We understand that if any false information is detected at a later date, any future contract made between ourselves and Punjab Gramin Bank, on the basis of the information given by me / us can be treated as invalid by the Bank and I / We will be solely responsible for the consequences.
- B. I / We agree that the decision of Punjab Gramin Bank in selection of contractors will be final and binding to me / us.
- C. All the information furnished by me is correct to the best of my knowledge and belief.
- D. I / We agree that I / we have no objection if enquiries are made about the work listed by me / us in the accompanying sheets.
- E. I / We agree that I / we have not applied in the name of sister concern for the subject empanelment process.

Place :

SIGNATURE

NAME & DESIGNATION

Date :

SEAL OF ORGANISATION



Punjab Gramin Bank				
PRICE BID (Be filled only in attached Excl sheet.)				
Tender No:-			PGB-GAD-01/22	
Name of Work:-			Providing services of Project Architect for Interior furnishing of Head Office Premises at Sultanpur Road-Kapurthala.	
Name of the Firm:-				
Sr.No.	Section	Estimated (Cost in Rupees)	Percentage (%) in Figures Only	Amount
1	2	3	5	7
1	Preparing standard layout / plans /The layout will be revised till it meets requirement of the Bank. The charges quoted will be inclusive of furnishing detailed plans, elevations. Preparation of required nos. of final tender documents to be issued to the contractors which will include detailed specifications of item including civil / interior / electrification / air conditioning / fire safety, etc. cross sectional details of Officer's table, work station, credenza, side tables, chairs, sofa, center table, main entrance door, false ceiling, notice board, display board, storage and any other item required for furnishing and renovation, etc.			
TOTAL Estimate Value of Project		10,000,000.00		
A	Professional fee in terms of actual value of designed work completed excluding readymade items (90% of estimated cost).	9,000,000.00		
B	Professional fee in terms of actual value of work completed on readymade items, which are not designed by the Project Architect. (Chairs/DG set/ Cost of Ac machines) (10% of estimated cost)	1,000,000.00		
C	Deployment of Full Time Engineer/architect (5 yrs experience) as coordinator during project execution (max salary paid will be only for original completion period) PMC for a period of 3 months.	Per Month		
Sub Total				0.00
GST				0.00
Grand Total(Sub Total +GST)				0.00
<p>Note:</p> <p>1. The readymade items include cost of higher side of electrical, chairs, D.G. set, etc. and all items Bank purchase directly with professional guidance from the project Architect.</p> <p>2. GST/Service Tax as applicable will be paid over and above the charges as quoted above.</p> <p>3. No separate visit charges will be paid during execution of work. Professional fee quoted shall be inclusive of all Visit charges, transportation, lodging, Boarding to the site during execution of work.</p> <p>4. Architect/ representative shall make regular visit to site, number of visits shall not be limited to any nos.</p> <p>5. Architect /representative shall attend meeting on site or Banks office as required by Bank.</p>				



12. Details of work executed during the last 2 years:

Type of work	Work executed for (name of the Institution / Body)	Nature of work (in brief)	Location	Value Rs.	Duration of work with date of Commencement and date of completion		If work left incomplete or terminated (give reasons)

Note: Copies of work orders / appointment letters along with Xerox copies of relevant TDS certificate, satisfactory completion certificate obtained from the client to be enclosed as **Annexure-VI**. Please note without the copies of certificates, your application is liable to be rejected.

13. Details of work on hand (photo copies of performance certificate, work orders issued by valued clients, preferably Banks, Govt., Semi-Govt. Bodies should be enclosed as **Annexure-VII**).

Type of work	Work executed for (Name of the Institution/ Body)	Nature of work (in brief)	Location	Value in Rs.	Duration of work, stipulated time	Present stage of work

14. LIST OF NAME/S OF PROPRIETOR / PARTNERS & EMPLOYEES

Name	Qualifications	Experience	Particulars of work done	Employed in your firm since	Value of work done

