

ਪੰਜਾਬ ਗ੍ਰਾਮੀਣ ਬੈਂਕ ਪੰਜਾਬ ਗ੍ਰਾਮੀਣ ਬੈਂਕ



Sponsored by : Punjab National Bank

GAD, Head Office, Jalandhar Road,
Kapurthala
Tel: 01822-509846, 82848-12640
Email ID: gadpqb@pqb.co.in

NOTICE INVITING e-TENDERS

Punjab Gramin Bank invites online applications for Professional fee/ bid from **Architects/ Architectural firms** for appointment as Project Architect for "**completion of Work in Progress/Balance work of Interior furnishing**" of Head Office premises at Sultanpur Road-Kapurthala, Distt-Kapurthala (Punjab) dealing in similar type of work on two bid system (Eligibility Bid & Financial Bid). **The approximate premises area to be furnished is 14500 Sqft (+/-10%).**

Section-I

1.	Name of work & Location	Providing services of Project Architect for " completion of Work in Progress/Balance work of Interior furnishing " of Head Office Premises at Sultanpur Road-Kapurthala.
2.	Cost of Project	Rs.1.81 Crore
3.	Period of Completion	30 days

Critical Date Section

1	Last date & time of submission of bid, Online EMD, e-tender processing fee and other documents as specified in General Terms and Conditions.	21.02.2023 upto 05:00 P.M.
2	Date & Time of opening of Eligibility bid	21.02.2023 at 05:30 P.M.
3.	Earnest Money deposit amount (EMD) In favour of "Punjab Gramin Bank" payable at Kapurthala	Rs. 10000.00 (Ten Thousand Only)
4	Pre-Bid Clarification Date after visiting the site	20.02.2023 upto 02:00 P.M.
5	Last date for submission of draft of EMD	21.02.2023 at 04:00 P.M.
6	Date & Time of opening of financial bid	22.02.2023 at 03:00 P.M.

Punjab Gramin Bank reserves the right to reject any or all tenders without assigning any reasons. Corrigendum/Addendum or Cancellation of this advertisement, if any, shall be published on PGB Website pqb.org.in and www.tenderwizard.com/PGB.

For participating in the above e-tender, the bidder shall have to get themselves registered with <http://tenderwizard.com/PGB> and get user ID & password. Class 3 Digital Signature Certificate (DSC) is mandatory to participate in the e-tendering process. For any clarification/difficulty regarding e-tendering Process flow please contact on helpdesk numbers 09257209340, 08054628821, 0172-5035985.

Section-II

CHECK LIST FOR Architects/ Architectural firms FOR SUBMISSION OF TENDERS ONLINE:

1. The applicant must upload the necessary documents as mentioned in list of enclosures to be scanned alongwith Bio-Data of Architecture/Consulting firm (Annexure-I) and upload within the period of bid submission.
2. If any discrepancy is noticed between uploaded EMD at the time of submission of bid and original EMD submitted physically by the bidders in the office of bid opening authority, the bid submitted shall become invalid. Firms registered under MSEs would be exempted from payment of earnest money.
3. Tender to be witnessed at specified page of tendered documents at the time of drawing agreement with the successful bidder
4. The tender / tenders containing conditions contrary to those specified in this document shall be summarily rejected.
5. The intending bidder shall quote the rates in figure only. The item rates in words & amount is generated automatically. Therefore, the rate quoted by the bidder in figures is to be taken as correct.
6. The applicant(s) shall quote the rates keeping in mind, general terms & conditions of contract and technical specifications of contract etc.
7. The bidder can upload his bid only after submission of e-tender processing fee.
8. Once the bid uploaded by the bidder is withdrawn, he will not be allowed to resubmit his bid, however, he can edit his bid any number of times but before last date & time of submission of bid.

General Manager



ਪੰਜਾਬ ਗ੍ਰਾਮੀਣ ਬੈਂਕ Punjab Gramin Bank

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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: Work involves Furnishing, Electrical, Computer & Data Cabling, AC Work, Entrance, Lobby, visitor Lounge, Meeting Room, Chairman room with wash Room, G.M. cabins with wash Rooms, UPS Room, Pantry area, Stationery Room, server room, Common Wash room etc.

1st Floor: Work involves Furnishing, Electrical, Computer & Data Cabling, AC Work, visitor Lounge, G.M. cabins with wash Rooms, UPS Room, Pantry area, Stationery Room, server room, Common Wash room etc.

SCOPE OF WORK

1. Brief details of the Project:

The selected Architect will have to understand the requirement of “**work in progress/Balance work**” of corporate office by visiting at the site. The architect will have to review the status of work done, identifying shortcoming, quality assurance, supervision & execution, verification of bills and submit the same to the Bank. 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.

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.

2.2 Submitting a proper PERT CHART / Bar Chart incorporating all the activities of “**work in progress/Balance work**” required for the completion of the project well in time i.e. in case of further need, if any, preparation of working detailed/drawings, suggesting modifications, if any etc. The programme would also include various stages of services to be provided by the Project Architect / Consultants.

2.3 Modification if required in architectural working drawings, electrical installations, telephone installations, furnishing plans, cross sections, etc., detailed estimates and all such other particulars as may be necessary for completion of “**work in progress/Balance work**” of the project.

2.4 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.

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

2.6 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.

2.7 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.

2.8 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.



2.9 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)

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

2.11 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.

2.12 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 if any, modified/prepared & other related document shall also be submitted to the Bank.

2.13 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.

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

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

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

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

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

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

2.20 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.

2.21 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.

2.22 The Architect / Consultant shall take proper care in estimating the quantity of work required and shall not increase quantum of work.

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

2.24 Architect/ Consultant have to deposit 5% performance guarantee/FDR of equivalent amount issued by any branch of Punjab Gramin Bank on allotment of work. Further, 5% from bills of the architect shall be deducted in case of default under any clause of agreement & may lead to forfeiture/deduction or both.

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. Architect/Architect firm should not have been depanelled/terminated by any Government organization.
- 3.8. Intending Architects are requested to read the application form carefully before filling the particulars. 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 30 days notice in writing absolutely terminate the contract in any of the following cases: Agreement may lead to forfeiture of either or both.

- i) If the Architect, in the opinion of the Bank, is not pursuing the project with due diligence and/or within the timeline committed.
- ii) If the Architect commits breach of any terms of the agreement.
- iii) 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.

Stage	Particulars	% of the total greed fees on total cost of related work
Stage-1	When the 25% work of the "left over/remaining work/Balance work" is completed which will be verified by the Bank.	25%
Stage-2	When the 50% work of the "left over/remaining work/Balance work" is completed which will be verified by the Bank.	25%
Stage-3	On the completion of the project	50%
	Total	100%

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Annexure-I

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-II).

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-III-A, III-B, III-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-IV**)

6. Enclose copies of audited balance-
Sheet and Profit & Loss A/C. for
the last 2 years as **Annexure V-A and V-B**)



7. Certificate of empanelment with any Central/State Government/PSUs
(Certificate of Registration to be enclosed as **Annexure VI**)

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

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-VII**. 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 any Central/State Government/PSUs should be enclosed as **Annexure-VIII**).

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



15. Turnover in last 2 years:

Sr. No.	Year	Turnover (Rs.in lacs)	Professional Fees.	Income-tax paid	Service Tax/ GST paid
1.	2020-21				
2.	2021-22				

Copies of income-tax returns / assessment orders for each year to be enclosed as **Annexure-IX 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. GST registration as per Govt. guidelines, if otherwise eligible (Yes / No)
4. Firm must be in business for the last 3 Years (Yes / No)
5. Must have successfully executed/completed similar type of project of any Central/State Government/PSUs of either One similar completed project of 80% of cost of project, Two similar completed projects of 50% of cost of project or Three similar completed project of 40% of cost of project (Yes / No)

(Cost of Project: Rs.1.81 Crore) + GST as applicable

Sr. No.	Criteria	Weightage	Self rating marks
1	Should have executed during the last 7 years One similar completed project of 80% of cost of project, Two similar completed projects of 50% of cost of project or Three similar completed projects of 40% of cost of project. 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 -01 Number Civil Engineer -01 Number Electrical Engineer -01 Number	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.



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UNDERTAKING

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 modification if required conforming to Bank's requirements which includes total interior designing encompassing all elements like flooring, false ceiling, workstations, storage facilities, related civil works, electrical, air conditioning, networking, fire safety system, CCTV system, security system & other related works as per tender documents etc. The design shall bring out ambience for the "feel good" factor in various parameters.
2. To suggest modification if any for design, colour schemes, material specifications and present to the Bank total scheme which includes detailed layout plan, furniture & fixture details, elevation.
3. 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.
4. We are agreeable to undertake the work as per the information furnished 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 & 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.
- F. I have visited the site & understood the detail of "remaining work/Balance work" to be got done by me.

Place :

SIGNATURE

NAME & DESIGNATION

Date :

SEAL OF ORGANISATION



17. LIST OF ENCLOSURES:

ANNEXURE No.	PARTICULARS	TICK IF ENCLOSED
I	Bio-Data of Architectural/Consulting Firm	
II	Certificate of registration of Company / partnership deed.	
III A, II B & IIC	Certificates of registration with Income Tax, GST.	
IV	Certificate of membership from the Council of Architects.	
VA & VB	Audited Balance Sheet & Profit & Loss A/C statement for 2021 and 2022.	
VI	Certificates of empanelment with any Central/State Government/PSU	
VII	Copies of work orders along with Xerox copies of relevant TDS certificate, satisfactory completion certificate mentioning value of work.	
VIII	Copies of performance certificate, work orders issued by any Central/State Government/PSU	
IX A & IX B	Copies of income-tax returns / assessment orders for FY 2021 and 2022.	
X	Permanent Account Number (PAN) Enclosed copies of TDS/ITR	
XI	Should have executed during the last 7 years One similar completed project of 80% of cost of project, Two similar completed projects of 50% of cost of project or Three similar completed projects of 40% of cost of project.	
XII	Scan copy of EMD	

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



Punjab Gramin Bank

Technical Bid

Name of Firm/Party		
	Name of Work	Providing services of Project Architect for "completion of work in progress/balance work" Interior furnishing of Head Office Premises at Sultanpur Road-Kapurthala.
ANNEXURE NO.	PARTICULARS	Attached/Not Attached
1	Bio-Data of Architectural/Consulting firm	
2	Certificate of registration of Company / partnership deed	
3	Certificates of registration with Income Tax, GST	
4	Certificate of membership from the Council of Architects	
5	Audited Balance Sheet & Profit & Loss A/C statement for 2021 and 2022	
6	Certificates of empanelment with any Central/State Government/PSU	
7	Copies of work orders along with Xerox copies of relevant TDS certificate, satisfactory completion certificate mentioning value of work.	
8	Copies of performance certificate, work orders issued by any Central/State Government/PSU	
9	Copies of income-tax returns / assessment orders for each year for FY 2021 and 2022	
10	Permanent Account Number (PAN) (enclose copies of TDS/ITR)	
11	Must have executed during the last 7 years either One similar completed project of 80% of cost of project, Two similar completed projects of 50% of cost of project or Three similar completed projects of 40% of cost of project	
12	Scan copy of EMD	

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



Punjab Gramin Bank			
PRICE BID (Be filled only in attached Excl sheet.)			
Tender No:-			
Name of Work:-		Providing services of Project Architect for "completion of work in Progress/Balance work" Interior furnishing of Head Office Premises at Sultanpur Road-Kapurthala.	
Name of the Firm:-			
Sr.No.	Section	Lump Sum Amount	Amount
1	2		3
1	To suggest modification if any for standard layout / plans /in order to meet requirement of the Bank. The charges quoted will be inclusive of furnishing detailed plans, elevations, which will also 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 completion of work in progress/balance work etc of the Project.		-
2	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 30 days.		-
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>			