



**Gramin Bank of Aryavart**  
**Head Office**  
**A-2 /46, Vijay Khand, Gomti Nagar, Lucknow.**  
**(AN UNDERTAKING OF GOVT OF INDIA, U.P. GOVT. & BANK OF INDIA)**

**NOTICE**

**EMPANELMENT OF ARCHITECT FOR CONSTRUCTION OF BANK'S  
BUILDING AT TALANAGRI, ALIGARH.**

The Bank wants to appoint the architect for above mentioned project for construction of commercial space of around 43000 to 44000 sq.ft. over 5 stories (which may get increased or reduced). The general scope of Professional services to be rendered by Architect will include –

- (a) Taking the Bank's instructions, visiting the sites, 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.
- (b) The Architect shall submit 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, structural drawings, detailed drawings, calling tender etc. The programme should also include various stages of services to be done by the the Architect.
- (c) Submitting required drawings to the Municipality and other local authorities and obtaining their approval.
- (d) Preparing architectural working drawings, structural calculations and structural drawings, layout drawings for water supply and drainage, electrical installations, telephone installations etc. detailed estimates and all such other particulars as may be necessary for preparation of bill of quantities.
- (e) Preparing pre-qualification documents.
- (f) Preparing detailed tender documents for various trades viz. general builders work and specialist services such as water supply and sanitary installation, electrical installation 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.
- (g) Inviting tenders for all trades and submitting assessment reports thereon, together with recommendations specifying abnormally high and low rated items. Preparing contract documents for all trades and getting them executed by the concerned contractors. The assessment report shall be based on proper analysis of rates with constants from an approved Standard Hand Book and market rates of materials and labour for major items of works costing about 90% of the estimated cost of work. All commercial conditions shall be evaluated in financial terms instead of merely saying whether a condition may be accepted or not. When conditions are not susceptible of evaluation, the alternative procedure of





calling all the tenders for negotiation and asking them to submit a final bid based on the terms and conditions acceptable to the Bank may be adopted.

(h) Preparing for the use of Bank, the contractor and site staff, 4 copies of contract documents for all trades including all drawings, specifications and other particulars.

(i) Preparing such further details and drawings as are necessary for proper execution of the works.

(j) 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.

(k) No deviations or substitutions should be authorised by the Architect without working out the financial benefit, if 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.

(l) Working out the theoretical requirement and actual consumption of cement and steel and other building materials for each bill.

(m) Assist the Bank in appointing a temporary Site Engineer for supervision of construction of a particular project or getting the Site Engineer as required.

(n) 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. Architect 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 atleast 25% of each item of work claimed, in each running bill.

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 ..... percent but not less than 25% of each item claimed in this bill. Hence, the bill is recommended for payment of Rs.....

Date .....

(Signature of the Architect)

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

(o) Submitting a detailed account of steel, cement and any other materials that the Bank may specify and certifying the quantities utilized in the works.

(p) Obtaining final building completion certificate and securing permission of Municipality and such other authority for occupation of the building and assisting in obtaining refund of deposit, if any, made by the Bank to the Municipality or any such other authority.

(q) Appearing on behalf of the Bank before the Municipal Assessor or such other authorities in connection with the settlement of the ratable value of the building and tendering advice in the matter to the Bank.





(t) On completion of the project, prepare "as made" drawings of architectural, structural, water supply and drainage works and electrical and other services along with a brief report on the project and relevant structural design calculations and submitting 4 copies of the same for the records of the Bank. Further, the Architect shall verify and confirm that identification marks are made on all service installations/ cables/ wiring etc. for easy identifications to carry out maintenance jobs.

(u) The Architect shall be wholly and solely responsible for the successful completion of the project in all respects consistent with safety and structural stability from the inception up to the handling over for occupation to the Bank.

(v) The Architect shall assist the Bank in all arbitration proceedings (if any) between the Contractors and the Bank and also defend the Bank in such proceedings.

(w) The Architect shall furnish one complete set of structural designs, calculations and structural drawings for the Bank's record.

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

(y) Regular supervision of the work during execution of work. Checking and verifying the materials received on site as per specifications. Ensuring quality and timely completion of work. Testing / checking / commissioning various equipments and certifying that all the equipments are functioning as per the specifications.

(z) Assisting Bank in case Contractor resorts to arbitration / litigation.

(aa) Advising the Bank so that the project is completed in compliance of applicable CVC guidelines The architects willing to work for the Bank, having minimum experience of 5 years and worked for at least 3 projects of cost Rs 200 lacs or more may apply with complete details of their firm as technical offer and quote their charges as percentage on enclosed format in sealed envelope.

**Please submit your details and quote your competitive rates positively on or before 05.10.2017.**

Please be sure that the Bank reserves the right to select or reject the architect from the applications received.



Ajeya Thakur  
(General Manager)

To,

Date: \_\_\_\_\_

The Chairman  
Gramin Bank of Aryavart  
Head Office.  
Lucknow

Sir,

**Re. Construction work on plot no. A-6, sector 1, Talanagari, Aligarh**

**Appointment of Architects**

We have read the conditions and have understood fully. We quote our Professional Fee as \_\_\_\_\_ %  
\_\_\_\_\_ percent (in words)} inclusive of charges for carrying  
out Structural Audit of the building with the help of Non Destructive Tests (NDT) & exclusive of GST  
of the approved estimated cost of work or actual cost of work whichever is less for rendering the  
Architectural / Consultancy services for construction on plot no. A-6, sector 1, Talanagari, Aligarh.

2. We also agree that the cost of items, if any, to be directly purchased by the Bank will not be  
included in the cost of the project for the purpose of calculating professional fee.

3. We understand that no other charges such as visiting charges etc. will be paid by the Bank.



Signature

Name & Address Seal of the Firm