

## **NOTICE INVITING TENDER**

### **Sub: Invitation to bid of professional fees for the Appointment of Architect, for the Furnishing work of Proposed new branches.**

This is an invitation for bid of professional fees from empanelled Architects for the appointment of Architect for furnishing of proposed new branches to be opened in 6 different Regions of the Bank.

The bidder architects are requested to go through the tender enquiry document carefully, which will form part of the contract.

The bidders are expected to quote professional fees for the furnishing work as per the requirement of the Bank, please furnish all the informations asked for and sign all the pages and submit the bid to the client.

**(A.Z.KHAN)  
CHIEF MANAGER (A&S)**

## DATA SHEET

1. Tender Notice No: AGB/ A&S/VKS/385 Dated 12.01.2012
2. Name of the work: Appointment of Architect (from empanelled list)

### **Furnishing work of proposed new branches to be opened in different regions of bank..**

Location: Regions detail is given below

S.NO	REGION	DISTRICT
1	Lucknow	Lucknow
2	Lucknow	Barabanki
3	Barabanki	Barabanki
4	Hardoi	Hardoi
5	Unnao	Unnao
6	Kannauj	Kannauj
7	Farrukhabad	Farrukhabad

4. Owner: Aryavart Gramin Bank,  
Head office, A – 2/46 Vijay khand,  
Gomti Nager, Lucknow.

5. Tender can be downloaded from Bank's website ([www.aryavart-rrb.com](http://www.aryavart-rrb.com)) .

6. Issue of Tender: From 16.01.2012 to 18.01.2012

Documents At Aryavart Gramin Bank,  
Address A – 2/46 Vijay Khand,  
Gomtinager, Lucknow

Tel. 07388800788 (10.00 a.m. to 5.00 p.m.) of A&S Department

7. Tender to be submitted: On or before 20.01.2012 upto 5.00 p.m.
8. Envelopes to be super scribed as “ Architect for Furnishing of proposed new branches of Aryavart Gramin Bank “Bid of Professional Fees for Appointment of Architect”
9. Opening of tender: 21.01.2012 at 4.00 p.m
10. Quoting the lowest rate will not be the criteria to award the work, work Experience, proposed drawing, proposal etc will be considered.
11. No Escalation in rate in professional fees is permitted once quoted and the quoted rates will be valid upto 31.03.2013.

## **APPOINTMENT OF ARCHITECT**

Sealed TENDERS of Consultancy Fee are invited from empanelled Architects for interior furnishing work of new premises to be opened.

The scope of work will be as per Bank's standard guidelines, which are detailed as under:

### **DUTIES / FUNCTIONS OF ARCHITECT**

The Architect shall render the following services in connection with Bank's proposed Interior Furnishing work: -

- a) Taking the employer's instructions, studying the requirements, visiting the site, preparing sketch designs which shall be in accordance with local governing codes / standards, regulations, etc. and also in line with the Guidelines of Bank's Uniform Furnishing Pattern (including carrying out necessary revisions till the sketch designs are finally approved by the employer), preparing cost estimates for Interior Decoration/furnishing work based on the prevailing market rates substantiated by rate analysis for major/unusual items. (Proposals for Interior Decoration/furnishing work shall be simple but elegant, consistent with functional and aesthetic requirements and shall avoid lavish and ostentatious expenditure), discussing with the employer for finalization of estimates and preparing report on the scheme to enable the employer to take a final decision on the sketch designs and estimates.
- b) Submitting a proper programme chart incorporating all the activities required for the completion of the proposed work well in time i.e. preparation of detailed working drawings, structural drawings, calling tenders, etc. The programme should also include various stages of services to be done by the Architects in co-ordination with the Bank.
- c) Preparing detailed layout drawings for furniture, cabins, electrical installations, telephone installations, fire detection system installation, security systems, etc. and preparing detailed estimates and all such other particulars as may be necessary for preparation of bill of quantities.
- d) Preparing pre-qualification documents.
- e) Preparing detailed tender documents for various trades and specialist services, etc. complete with articles of agreement, special conditions, conditions of contract, specifications, bill of quantities including detailed analysis of rates based on market rates, time and progress charts, etc.
- f) 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. (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 to 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 Employer may be adopted.)

- g) Preparing such further details and drawings as are necessary for proper execution of the work.
- h) Assuming full responsibility for supervision and proper execution of all work by general and specialist contractors who are engaged from time to time including control over quantities and during the execution to restrict variation, if any, to the minimum
- i) Checking measurements of work at site. Checking Contractor's bills, issuing periodical certificates for payments, and passing and certifying accounts, so as to enable the employer to make payments to the Contractors and adjustments of all accounts between the Contractors and the employer. Architect shall assume full responsibility for all measurements certified by them. A recommended certification proforma for the purpose is given below:

<p><b>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 confirming to the standard / prescribed specifications and hence the bill is recommended for payment of Rs..... (Rupees.....)</b></p>	
<p><b>Date:</b> <b>Architect</b></p>	<p><b>Signature of</b></p>

- j) The Architect shall be wholly and solely responsible for the successful completion of the work in all respects consistent with safety and structural stability from the inception upto the handing over for occupation to the employer. Architect shall also be responsible for those defects/matters which may come at a later stage, if Bank suffers any pecuniary loss/ damage due to negligence / oversightness of the architect, Bank will have full right to recover the lost amount from the architect.
- r) The Architect shall assist the Bank in all arbitration proceedings between the contractors and the employer and also defend the Employer in such proceedings.
- s) Any other services connected with the work usually and normally rendered by the Architect, but not referred to herein above.

**TENDER FORM FOR CONSULTANCY FEES**

S.NO	REGION	DISTRICT	RATE QUOTED (%), AS CONSULTANCY FEES
1	Lucknow	Lucknow	
2	Lucknow	Barabanki	
3	Barabanki	Barabanki	
4	Hardoi	Hardoi	
5	Unnao	Unnao	
6	Kannauj	Kannauj	
7	Farrukhabad	Farrukhabad	

The rates quoted are inclusive of all type of charges, expanses, taxes only service tax will be paid extra

DATE.....

SIGNATURE

SEAL OF FIRM.