



Notice Inviting Tender for selection of Architect for rendering Professional Services for proposed furnishing work on 1st floor, Baroda Sun Tower Building, BKC, Mumbai

**BANK OF BARODA
FACILITIES MANAGEMENT DEPARTMENT, BARODA CORPORATE CENTRE
MUMBAI**

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Part I
SECTION A

Notice Inviting Tender for selection of Architect for rendering Professional Services for proposed furnishing work on 1st floor, Baroda Sun Tower Building, BKC,Mumbai.

Schedule of E Tender		
A.1	E-Tender No.	BCC/FM/115/488
A.2	Date & time of viewing Tender	27.07.2023 & 0900 hrs IST
A.3	Start Date of filling of on line Technical Bid and Commercial Bid at https://bobtenders.abcprocure.com/	27.07.2023 & 0900 hrs IST
A.4	Date & Time of closing of online E-Tender for submission of Technical Bid & Commercial Bid	17.08.2023 & 1500 hrs IST
A.5	Date & time of opening of Part-I - Technical Bid	17.08.2023 & 1530 hrs IST
A.6	Date & time of opening of Part-II - Commercial Bid	Date of opening of Part II i.e. Commercial bid shall be informed separately.
A.7	Address for online submission of bids (technical as well as commercial bids)	Bid must be submitted online on https://bobtenders.abcprocure.com/
A.8	Address for opening of bids	https://bobtenders.abcprocure.com/
A.9	Contact Details of M/s. e-Procurement Technologies Ltd.(ETL), Ahmedabad	ITI Limited, Tenderwizard Helpdesk Team Email: eprocurebob@etenderwizard.com Helpdesk Contact No: +91-80-45811365 & +91-80-45982100 Mr. Senthil: +91- 8693843194 For more details, check under Contact us at home page of e-procurement portal https://www.tenderwizard.com/BOB

SECTION B

1. Guideline for E-TENDERING

1.1. General Instructions

To view the Tender Document along with this Notice and its supporting documents, kindly visit following e-Tendering website of Bank of Baroda: **www.tenderwizard.com/BOB**. Respondents are to provide detailed evidence to substantiate the reasons for a late tender submission. It should be clearly noted that the Bank has no obligation to accept or act on any reason for a late submitted response to tender. The Bank has no liability to any Respondent who lodges a late tender response for any reason whatsoever.

The bidders participating first time for e-tendering on Bank of Baroda e-tendering portal will have to complete the Online Registration Process on the e-tendering portal well before this submission date. A link for enrolment of new bidders has been provided on the above link. All bidders interested in participating in the online e-tendering process are required to procure Class III Digital Signatures e-Token having -02- certificates inside it, one for Signing/Verification purpose and another for Encryption/Decryption purpose. The bid should be prepared & submitted online using the bidder's authorized Class III Digital Signature (Individual certificate is allowed for proprietorship firms) Digital e- Token.

If any assistance is required regarding e-tendering (registration / upload / download / Bid Preparation / Bid Submission) please contact Tender wizard Help Desk as per following:

Helpdesk Contact No.: +91-11-49424365

email: eprocarebob@etenderwizard.com

Primary Contact Number

- Mr. Senthil : +91- 8693843194

Alternate Contact Numbers

- Mr. Sandeep Gautam : +91-8800496478
- HelpDesk : +91-8800115821

Contact No. for other activities

- Registration Help Desk : +91-80-45811365 & +91-80-45982100

(Kindly put "REGISTRATION/PROFILE UPDATE" in the subject line of the email to eprocarebob@etenderwizard.com)

- e-procurement queries : +91-80-45811365 & +91-80-45982100

(Kindly put "E-PROCUREMENT QUERIES" in the subject line of the email to eprocarebob@etenderwizard.com)

Note: please note support team will be contacting through email and whenever required through phone call as well. Depending on nature of assistance support team will contact on the priority basis. It will be very convenient for bidder to schedule their online demo in advance with support team to avoid last minute rush.

1.2. Downloading of Tender Document

The tender document is uploaded / released on Bank of Baroda e-tendering portal link as mentioned above. Tender document and supporting documents may be downloaded from same link. Subsequently, bid has to be prepared and submitted ONLINE ONLY as per the schedule given in Notice Details. The Tender document will be available online only. Tender document will not be sold / issued manually.

Only those tender offers shall be accepted for evaluation for which non-refundable Application Money and Earnest Money Deposit (EMD) is deposited as per the terms mentioned in this tender.

1.3. Preparation & Submission of Bids

The bids (Pre-Qualification, Eligibility, Technical as well as Commercial) shall have to be prepared and subsequently submitted online only. Bids not submitted "ONLINE" or by any other mean shall be summarily rejected. No other form of submission shall be permitted.

1.4. Do's and Don'ts for Bidder

- ▶ Registration process for new Bidders should be completed within first week of release of tender.
- ▶ The e-procurement portal is open for upload of documents from the start of the bid submission date. Hence bidders are advised to start the process of upload of bid documents well in advance.
- ▶ Bidders have to prepare for submission of their bid documents online well in advance as
 - The encrypt/upload process of soft copy of the bid documents large in number to e-procurement portal may take longer time depending upon bidder's infrastructure and connectivity.
 - To avoid last minute rush & technical difficulties faced by bidders in uploading/submission of bids, bidders are required to start the uploading of all the required documents -01- week in advance for timely online submission of bid.
- ▶ Bidders to initiate uploading of few primary documents during the start of the tender submission and any request for help/support required for uploading the documents / understanding the system should be taken up with e-procurement service provider well in advance.
- ▶ Bidders should not raise request for extension of time on the last day of submission due to non-submission of their bids on time as Bank will not be in a position to provide any support at the last minute as the portal is managed by e-procurement service provider.
- ▶ Bidder should not raise request for offline submission or late submission since ONLINE submission is accepted only.
- ▶ Partly or incomplete submission of bids by the bidders will not be processed and will be summarily rejected.

1.5. Guidelines to Bidders for Electronic Tendering System

1.5.1. Pre-requisites to participate in the Tenders

Registration of bidders on e-procurement portal of Bank of Baroda:

The bidders unregistered on e-procurement portal of Bank of Baroda and interested in participating in the e-tendering process shall be required to enroll/register on the e-procurement portal. To enroll, bidders have to generate User ID and password on www.tenderwizard.com/BOB. The bidders may obtain the necessary information on the process of registration/enrollment either from Helpdesk Support Team: +91-80-45811365 & +91-80-45982100 or may download Bidder Help Manuals available under “Help Manuals/ Latest Circulars/ Formats” on home page of e-procurement portal i.e. www.tenderwizard.com/BOB.

1.5.2. Preparation of Bid & Guidelines for Digital Certificate

The Bid Data that is prepared online is required to be signed & encrypted and the hash value of the Bid Data is required to be signed electronically using a Class III Digital Certificate. This is required to maintain the security of the Bid Data and also to establish the identity of the Bidder transacting on the System. This Digital Certificate should be having Two Pair (1. Sign Verification 2. Encryption/ Decryption). Encryption Certificate is used to encrypt the data / information and Signing Certificate to sign the hash value during the Online Submission of Tender stage.

The Digital Certificates are issued by an approved Certifying Authority authorized by the Controller of Certifying Authorities of Government of India through their Authorized Representatives upon receipt of documents required to obtain a Digital Certificate.

Bid data / information for a particular Tender must be submitted only using the Digital Certificate. In case, during the process of preparing and submitting a bid for a particular tender, the bidder loses his / her Digital Signature Certificate (i.e. due to virus attack, hardware problem, operating system problem), he / she may not be able to submit the Bid online. Hence, the bidders are advised to store his / her Digital Certificate securely and if possible, keep a backup at safe place under adequate security to be used in case of need.

In case of online tendering, if the Digital Certificate issued to an authorized user of a partnership firm is used for signing and submitting a bid, it will be considered equivalent to a no objection certificate / power of attorney to that user to submit the bid on behalf of the Partnership Firm. The Partnership Firm has to authorize a specific individual via an authorization certificate signed by a partner of the firm (and in case the applicant is a partner, another partner in the same form is required to authorize) to use the digital certificate as per *Indian Information Technology Act, 2000*.

Unless the Digital Certificate is revoked, it will be assumed to represent adequate authority of the Authority User to bid on behalf of the Firm for the Tenders processed on the Electronic Tender Management System of Bank of Baroda as per *Indian Information Technology Act, 2000*. The Digital Signature of this Authorized User will be binding on the Firm. It shall be the responsibility of Partners of the Firm to inform the Certifying Authority or Sub Certifying Authority, if the Authorized User changes, and apply for a fresh Digital Signature Certificate. The procedure for application of a Digital

Signature Certificate will remain the same for the new Authorized User.

The same procedure holds true for the Authorized Users in a Private / Public Limited Company.

The bidder should Ensure while procuring new digital certificate that they procure a pair of certificates (two certificates) one for the purpose of Digital Signature, Non-Repudiation and another for Key Encipherment.

1.5.3. Recommended Hardware and Internet Connectivity

To operate on the Electronic Tendering System, the bidders are recommended to use Computer System with at least 2 GB of RAM and broadband connectivity with minimum 1 Mbps bandwidth. However, Computer Systems with latest i3 / i5 Intel Processors and Broadband/4G connection is recommended for better performance.

- Operating System Requirement : Windows 7 & above
- Browser Requirement (anyone from following)
 - Microsoft Internet Explorer (IE) version 11 and above
 - Mozilla Firefox - Latest version
 - Google Chrome - Latest version
- Browser settings
 1. Disable the 'Popup Blocker' in the browser under Tools. Make sure this is in 'Turn Off' mode.
 2. Add the e-procurement domain name in the 'Compatibility View' list of your browser Turn off the 'Smart Screen Filter' in the browser.
- Supported File Types
 1. General Documents such as DOC, XLS, JPG, BMP, GIF, PNG, PDF, ZIP formats are allowed
 2. Files with .EXE, .PSD extensions are not allowed
 3. File size not to exceed 5 MB per attachment
 4. All uploaded files should be virus free and error free
- Minimum System Configuration
 1. CPU speed of 2.0 GHz
 2. USB Ports
 3. 2 GB of System Memory (RAM)
 4. Anti-virus software should be enabled and updated regularly
- Requirement of utility software
 1. Java Run Time Engine (JRE – 1.8.0) or higher.
 2. Microsoft Office 2003 with MS Word and MS Excel
 3. Adobe Acrobat Reader, PKI Installation Driver for Digital Signature

1.6. Steps to participate in the e-Tenders

1.6.1. Online viewing of Detailed Notice Inviting Tenders

The bidders can view the Detailed Tender Notice along with the Time Schedule (Key

Dates) for all the Live Tenders released by Bank of Baroda on the home page of bank's e-Tendering Portal on www.tenderwizard.com/BOB.

1.6.2. Download of Tender Documents

The Pre-qualification / Main Bidding Documents are available for free downloading.

1.6.3. Online Submission of Tender

Submission of bids will be preceded by Online Submission of Tender with digitally signed Bid Hashes (Seals) within the Tender Time Schedule (Key dates) published in the Detailed Notice Inviting Tender. The Bid Data is to be prepared in the templates provided by the Tendering Authority of BOB. The templates may be either form based, extensible tables and / or upload-able documents. In the form-based type of templates and extensible table type of templates, the bidders are required to enter the data and encrypt the data/documents using the Digital Certificate / Encryption Tool wherever applicable.

1.6.4. Close for Bidding: After the expiry of the cut-off time of Online Submission of Tender stage to be completed by the Bidders has lapsed, the Tender will be closed by the Tender Authority.

1.6.5. Online Final Confirmation: After submitting all the documents bidders need to click on "Final Submission" tab. System will give pop up "You have successfully completed your submission" that assures submission completion.

1.6.6. Short listing of Bidders for Commercial Bidding Process: The Tendering Authority will first open the Technical Bid documents of all Bidders and after scrutinizing these documents will shortlist the Bidders who are eligible for Commercial Bidding Process. The short-listed Bidders will be intimated by email.

1.6.7. Opening of the Commercial Bids: The Bidders may remain present in the office of the Tender Opening Authority at the time of opening of Commercial Bids. However, the results of the Commercial Bids i.e. TCO of all bidders shall be made available on the bank's e-procurement portal after the completion of opening process.

1.6.8. Tender Schedule (Key Dates) : The bidders are strictly advised to follow the Dates and Times as indicated in the Time Schedule in the detailed tender Notice for the Tender. All the online activities are time tracked and the electronic Tendering System enforces time-locks that ensure that no activity or transaction can take place outside the Start and End Dates and time of the stage as defined in the Tender Schedule. At the sole discretion of the tender Authority, the time schedule of the Tender stages may be extended.

1.7. Important Points: The Bid hash values are digitally signed using valid Class – III Digital Certificate issued by any Certifying Authority. The bidders are required to obtain Digital Certificate well in advance.

a. The bidder may modify bids before the deadline for Online Submission of Tender as per Time Schedule mentioned in the Tender documents.

b. This stage will be applicable during both Pre-bid / Pre-qualification and Financial Bidding Processes.

Steps by step detailed Bidder Manual are available on homepage under Support

section related to activities like Java Settings, Registration, Login Process, Tender Participation, Bid Download, upload & Submission, Corrigendum/Addendum, Clarifications, Re-submissions etc. on e-procurement portal i.e. www.tenderwizard.com/BOB

Note: Bank and ITI Limited shall not be liable & responsible in any manner whatsoever for any failure to access & bid on the e-tender platform due to loss of internet connectivity, electricity failure, virus attack, problems with the PC, any other unforeseen circumstances etc. before or during the event. Bidders are advised to ensure system availability and prepare their bid well before time to avoid last minute rush. Bidders can fix a call with support team members in case guidance is required by calling on helpdesk number.

Sr.No.	Name of work	Approx. Project Cost (Rs.)
1	Interior Designing cum Architectural services for furnishing work at 1st floor Baroda Sun Tower Building, BKC, Mumbai	3.50 Crores

The above Project of Bank of Baroda at 1st, floor Baroda Sun Tower Building, BKC, Mumbai having total carpet area admeasuring approx. 9600 sq.ft. Your scope of work will be for the Designing of various services in the office area and shall include the following services:

1. Civil/Fire Fighting/Electrical/HVAC/BMS/CCTV and Interior Designing.
2. Designing of MEP and preparing layout as per Interior Layout.
3. Fire Fighting Work – Sprinkler/Smoke Detectors/Piping layout & IBMS to suit interior layout.
4. LT Electrical, Data and voice, Cable Routes etc.

Architect shall be responsible for rendering professional services for above work in compliance with rules applicable to the local area and regulations of statutory/local authorities and Bank's guidelines.

The scope of work broadly involves design, preparation of drawing, layout, preparation of estimate, preparation of tender, obtaining statutory approvals (if required), periodical supervision of work (weekly), bill verification/certification and other allied works related to project including obtaining necessary approval from Local Authorities.

Architects/Firms who fulfill the following minimum pre- qualifying / eligibility criterions need only apply:

- Average Annual financial turnover of the firm during the last -3- years ending 31st March, 2023, should be at least Rs. 3 Lacs. Supported with audited balance sheets.
- Experience of having successfully completed similar works / job i.e. Furnishing of Office building, Commercial building, Institutional building, Interior Design mentioned hereinabove for Public Sector Undertaking, Govt. Project or Corporate Sector, Banks etc. area not less than 9000 sq.ft. (for single project) during last – 7 years (as on 31.03.2023) should be either of the following.

A.) Three similar completed works each costing not less than Rs. 140 Lakhs OR

B) Two similar completed works each costing not less than Rs. 175 Lakhs. OR

C) One similar completed work costing not less than Rs. 280 Lakhs.

- Having sufficient number of experienced personnel, technical know-how, construction equipment & machinery and should be able to arrange for Autocad and 3D drawings facilities with all modern accessories, printers, and authorize softwares.
- Having registration with Council of Architecture for minimum 7 years is a must.

Note:

- i) Tenders by those bidders who do not submit Performance Certificates from their previous employers /clients with relevant details i.e. Project cost, date of completion of project, scope of work of Architect etc. shall be liable to be summarily rejected.
- ii) The proposed work shall be executed by bidder and not as Joint Venture, tie-ups etc.

Duly filled application /offers/Tender shall be submitted online only as per performas/annexures.

Prequalification and Final selection of Interior Designer cum Architect will be the ultimate choice of Bank. The Bank reserves the right to accept or reject any or all the application/s without assigning any reasons whatsoever.

SECTION C

Basic Information			
	Description	Bidders response	Documents required
1	Name of the Bidder/Organization	Enter Name of the Bidder/Organization	
2	Full address of the Registered office	Enter full address with pin code	Upload Supporting Document
3	Full address of the Local office (if any)	Enter full address with pin code	Upload Supporting Document
4	Contact no.	Enter mobile and landline no.	
5	Email id	Enter your official email id	
6	Year of Establishment	Enter year of establishment	Upload supporting document
7	Type of Organization(Whether sole proprietorship, Partnership, Private Ltd. of Ltd Co.	Enter type of organization	Upload supporting document
8	Registered/empanelment with Govt. /Semi Govt./PSU Organization	Enter registration./empanelment details	Upload supporting document
9	Name and qualification of the Proprietor / Partners /Directors of the Organization / Firm	Enter details	Upload supporting document
a	Name	Enter Name	
	Qualification	Enter Qualification	Upload supporting document
	Indian Institute of Architect Registration no.	Enter Indian Institute of Architect Registration no.	Upload supporting document
	Council of Architecture Registration no.	Enter Council of Architecture Registration no.	Upload supporting document
	Validity of Council of Architecture Registration	Enter Validity of Council of Architecture Registration	Upload supporting document

b	Name	Enter Name	
	Qualification	Enter Qualification	Upload supporting document
	Indian Institute of Architect Registration no.	Enter Indian Institute of Architect Registration no.	Upload supporting document
	Council of Architecture Registration no.	Enter Council of Architecture Registration no.	Upload supporting document
	Validity of Council of Architecture Registration	Enter Validity of Council of Architecture Registration	Upload supporting document
C	Name	Enter Name	
	Qualification	Enter Qualification	Upload supporting document
	Indian Institute of Architect Registration no.	Enter Indian Institute of Architect Registration no.	Upload supporting document
	Council of Architecture Registration no.	Enter Council of Architecture Registration no.	Upload supporting document
	Validity of Council of Architecture Registration	Enter Validity of Council of Architecture Registration	Upload supporting document
10	Avg. Annual Turnover, in last 3 years (Up to 2023) More than Rs 3 lacs, supported with Certificate of annual turnover issued by Chartered Account		
	2020-21	Enter turnover for Financial year 2020-2021	Upload supporting document
	2021-22	Enter turnover for Financial year 2021-2022	Upload supporting document
	2022-23	Enter turnover for Financial year 2022-2023	Upload supporting document
11	Completion of commercial bldg., institutional bldg., area not less than 9000 sq.ft.,(During last 7 years)		

a	Complete address of the Project	Enter Complete address of the Project	Upload completion certificate
b	Address of office from where completion certificate is issued	Enter Address of office from where completion certificate is issued	
c	Contact number	Enter mobile and landline number	
d	email id	Enter email id	
e	Designation of signatory of completion certificate	Enter Designation of signatory of completion certificate	
f	Area of the building	Enter Area	
g	Final project cost	Enter Final project cost	
h	Date of completion of project	Enter Date of completion of project	
i	Completion certificate issuance date	Enter Completion certificate issuance date	
j	Scope of work	Enter Scope of work	Upload work order
12	Similar type of completed works		
a	Three projects (costing not less than Rs 140 lacs)		

a.1	Complete address of the Project	Enter Complete address of the Project	Upload completion certificate
	Address of office from where completion certificate is issued	Enter Address of office from where completion certificate is issued	
	Contact number	Enter mobile and landline number	
	email id	Enter email id	
	Designation of signatory of completion certificate	Enter Designation of signatory of completion certificate	
	Area of the building	Enter Area	
	Final project cost	Enter Final project cost	
	Date of completion of project	Enter Date of completion of project	
	Completion certificate issuance date	Enter Completion certificate issuance date	
	Scope of work	Enter Scope of work	Upload work order

a.2	Complete address of the Project	Enter Complete address of the Project	Upload completion certificate
	Address of office from where completion certificate is issued	Enter Address of office from where completion certificate is issued	
	Contact number	Enter mobile and landline number	
	email id	Enter email id	
	Designation of signatory of completion certificate	Enter Designation of signatory of completion certificate	
	Area of the building	Enter Area	
	Final project cost	Enter Final project cost	
	Date of completion of project	Enter Date of completion of project	
	Completion certificate issuance date	Enter Completion certificate issuance date	
	Scope of work	Enter Scope of work	Upload work order
a.3	Complete address of the Project	Enter Complete address of the Project	Upload completion certificate
	Address of office from where completion certificate is issued	Enter Address of office from where completion certificate is issued	
	Contact number	Enter mobile and landline number	
	email id	Enter email id	
	Designation of signatory of completion certificate	Enter Designation of signatory of completion certificate	
	Area of the building	Enter Area	

	Final project cost	Enter Final project cost	
	Date of completion of project	Enter Date of completion of project	
	Completion certificate issuance date	Enter Completion certificate issuance date	
	Completion certificate issuance date	Enter Scope of work	
	Scope of work		Upload work order

b	Two projects (costing not less than Rs 192 lacs)		
b.1	Complete address of the Project	Enter Complete address of the Project	Upload completion certificate
	Address of office from where completion certificate is issued	Enter Address of office from where completion certificate is issued	
	Contact number	Enter mobile and landline number	
	email id	Enter email id	
	Designation of signatory of completion certificate	Enter Designation of signatory of completion certificate	
	Area of the building	Enter Area	
	Final project cost	Enter Final project cost	
	Date of completion of project	Enter Date of completion of project	
	Completion certificate issuance date	Enter Completion certificate issuance date	
	Scope of work	Enter Scope of work	Upload work order
b.2	Complete address of the Project	Enter Complete address of the Project	Upload completion certificate
	Address of office from where completion certificate is issued	Enter Address of office from where completion certificate is issued	
	Contact number	Enter mobile and landline number	
	email id	Enter email id	
	Designation of signatory of completion certificate	Enter Designation of signatory of completion certificate	
	Area of the building	Enter Area	
	Final project cost	Enter Final project cost	
	Date of completion of project	Enter Date of completion of project	
	Completion certificate issuance date	Enter Completion certificate issuance date	
	Scope of work	Enter Scope of work	Upload work order

c	One completed project (costing not less than Rs 307 lacs)		
c.1	Complete address of the Project	Enter Complete address of the Project	Upload completion certificate
	Address of office from where completion certificate is issued	Enter Address of office from where completion certificate is issued	
	Contact number	Enter mobile and landline number	
	email id	Enter email id	
	Designation of signatory of completion certificate	Enter Designation of signatory of completion certificate	
	Area of the building	Enter Area	
	Final project cost	Enter Final project cost	
	Date of completion of project	Enter Date of completion of project	
	Completion certificate issuance date	Enter Completion certificate issuance date	
	Scope of work	Enter Scope of work	Upload work order
13	No. of years of experience in the field		Upload supporting document
14	Valid solvency certificate from Bank	Enter Valid solvency certificate no. & date of issuance	Upload solvency certificate
	Name of Bank	Enter Name of Bank	
	amount	Enter amount	
	Validity	Enter Validity	
15	GST No.	Enter GST No.	Upload supporting document
16	PAN No.	Enter PAN No.	Upload supporting document
17	Single point contact from bidder		
	Name	Enter name	
	Contact no.	Enter mobile & landline no.	
	email id	Enter email id	

18	Whether any Civil Suit / litigation arisen in contracts executed / being executed during the last 10 years. If yes, please furnish the name of the project, employer, Nature of work, Contract value, work order and brief details of litigation. Give name of court, place, status of pending litigation.(Attach separate sheet if required)	Enter details if any	Upload documents if yes
19	Information relating to whether any litigation is pending before any Arbitrator for adjudication of any litigation or else any litigation was disposed off during the last ten years by an arbitrator. If so, the details of such litigation are required to be submitted	Enter details if any	
20	References with Address & Telephone Numbers of two persons, Email (Engineers, or top officials of an organization) for whom you have executed similar works, who may be directly contacted by the Bank about the ability, competence or capability of your organization.	Enter details	
21	Any other information	Enter details	Upload supporting documents
22	Annexure E : duly seal and signed on letter head attached	Enter yes or no	Upload duly seal and signed Annexure E
23	Section F : Bidders organizational details attached	Enter yes or no	Upload duly seal and signed Section F (Performa 1,2,3 & 4)
24	Section A, B, E, G & H : Seal and signed by Bidder attached	Enter yes or no	Upload duly seal and signed Section A,B,E,G & H

SECTION D

ELIGIBILITY CRITERIA

All the supporting Documents are required to be uploaded on e-tendering website. Details filled in this form must be accompanied by sufficient documentary evidence, in order to verify the correctness of the information. **All the documents uploaded should be attested by the bidder.**

D.	Prequalification Criteria for Bidder who is submitting the bid. Company who qualifies all the above criteria can participate in the tender directly or indirectly through authorized Business Partner/System Integrator who qualifies below mentioned criteria.		
	Prequalification Criteria	Bidders Response	Documents Required
D.1	Bidder's Average Annual turnover of last three years should not be less than Rs 3 Lakhs i.e. 2022-23, 2021-22 & 2020-21.	Mention in Yes/No.	Copy of the last three years audited financial statements
D.2	Bidder should have Experience of having successfully completed similar works / job i.e. Office building, Commercial building, Institutional building, Interior Design mentioned hereinabove for Public Sector Undertaking, Govt. Project or Corporate Sector, Banks etc. Area not less than 9000 sq.ft. (for single project) during last – 7 years (as on 31.03.2023) should be either of the following.	Mention in Yes/No.	Copy of Work completion certificate.
D.3	The bidders should have satisfactorily executed the work of similar nature in Semi Govt. /Govt. & Public / Private Sector Organizations	Mention work details with completion cost of project	Upload supporting documents

	<p>during last seven (7) years (up to 31.03.2023)</p> <p>A) Three similar completed works each costing not less than Rs. 140 Lakhs.</p> <p style="text-align: center;">OR</p> <p>B) Two similar completed works each costing not less than Rs. 175 Lakhs.</p> <p style="text-align: center;">OR</p> <p>C) One similar completed work costing not less than Rs. 280 Lakhs.</p>		
D.4	Bidder should have registration with Council of Architecture for last minimum 7 years	Mention registration no. and date of registration	Upload supporting documents

MARKING SYSTEM FOR TECHNICAL QUALIFICATION

To qualify the stage of technical qualification, the Bidder has to obtain minimum **60%** mark in overall and suggested marks in each category. Bank has the right to obtain confidential report from the clients/ consultants of the works carried out by the bidder.

Sr No	Description	Maximum Marks (Tmax)		Eligibility marks
1	Year of experience in relevant field	1) ≥ 7 yrs 2) For every 'x' years less than 7	20 20 – 2x	8
2	Details of the project completed of similar nature completed in last 7 years of costing 1.54 cr (40% of proposed project Cost).	1) Project Cost \geq Rs 2.8 Cr 2) $>$ Rs.1.75 Cr 3) $>$ Rs.1.40 Cr	20 15 10	10
3	Experience with PSUs/ PSBs (performance certificate required)	Total no of similar successful works completed, 1) ≥ 2 no of work 2) 1 work 3) No work	10 7 0	7
4	Performance/ quality of work for similar job (will be assessed based on site visit / confidential reports from the clients)	1) Excellent 2) Very Good 3) Good / Satisfactory 4) Average	20 17 15 5	15
5	Project taken / executed through design competition	Marks will be allotted as per the documents of proof submitted	5	5
6	In house set up such as Architecture, Structural Consultant, MEP Consultant, HVAC, Technical Staff, etc.	Marks will be allotted as per the documents of proof submitted <ul style="list-style-type: none"> All consultants in House Successful joint venture with Structural & MEP consultant completed at least one work min Rs.2.8 Crs. 	10	5
7	Green Building including LEED/GRIHA rated building exposure & work.		10	5
8	Compilation status in Annexure VIII		5	5
	Total		100	60

Agencies/bidders securing qualifying marks shall be eligible for price bid opening and will be intimated through a separate notification. Further, the Items supplied/procured directly by Bank i.e. Chair, Modular furniture, light fixtures etc. will not be considered for calculation of Architects fees.

SECTION E

Instructions to the Bidders for furnishing information as a part of application for pre- qualification.

1. Intending Bidders are required to submit their applications with full bio-data giving details about their organization, experience, technical personnel (Architect, Interior Designer and Autocad draftsman) in their organization, competence and adequate evidence of their financial standing etc. in the enclosed form which will be kept confidential.
2. While deciding upon the pre-qualifications cum selection of Interior Designer cum Architect, emphasis will be given on the ability and competence of Bidders to do good quality works within the specified time schedule and in close co-ordination with Bank.
3. Decision of the Bank regarding to selection of Interior Designer cum Architect solely on past experience and successful completion of the projects earlier without any litigation with the client. The Bank is not bound to assign any reason for acceptance / rejection of any applications.
4. Each page of the application shall be signed. The application shall be signed by persons / persons on behalf of the organization having necessary authorization / Power of Attorney to do so. (Certified copies to be enclosed)
5. If the space in the proforma is insufficient for furnishing full details, such information may be supplemented on separate sheets of paper, stating therein the part of the proforma and serial number. Separate sheets shall be used for each part. However, the format shall be as per proforma.
6. Applications containing false incomplete and /or inadequate information are liable to be rejected. Also mere fulfillment of eligibility criteria does not guarantee selection.
7. While filling up the application with regard to the list of important projects completed or on hand, the Bidders shall include those works only which are individually costing not less than Rs. 140 Lakhs (Rs. One hundred forty Lakhs only).

Clarification, if any, may be obtained on or before two days prior to the scheduled date of submission from the office of

The General Manager, Bank of Baroda, Facilities
Management Department, 1st Floor, Baroda Corporate
Centre Building
C-26,G-Block,Bandra Kurla Complex
Bandra (East),Mumbai
E mail – Em.bcc @bankofbaroda.com

Bidders are advised to check the Bank's website for any addition/Modification in tender term till last date of submission. This changes shall not be notified elsewhere

8. Canvassing in any form in connection with pre-qualification is strictly prohibited and the application of such persons / organizations that resort to canvassing and / or undue means will be liable to rejection.
9. The applications which are received after due data and time are liable to be rejected.
10. Bank reserves the right to reject any all the applications without assigning any reasons whatsoever therefore. If at any point of time during the tender process or after the awarding of the Contract, it is found that the Bidder(s) has made an incorrect statement on this subject, he can be disqualified from the tender process or if, as the case may be, that the Contract, is already awarded, it will be terminated for such reason and the Bidder(s) can be black listed.
11. Addendum to the tender document may be issued if required to clarify documents or to reflect modifications to the design or contract terms.

Each addendum issued by the Bank will be displayed on the Bank's website only, referred to hereinabove. All addendum have to be submitted along with the tender document duly signed as a token of acceptance of the same. All addenda issued by the Bank shall become part of Tender Documents. Bidders are requested to visit the tender section of Bank's website for issuance of addendum till last date of submission of tender. The addendum/corrigendum shall not be issued elsewhere other than Bank's website.

12. Disputes, if any, shall be subject to the jurisdiction of courts in Mumbai only.

Signature of the Bidder
Address & Seal

** .. **

SECTION F

Performa 1
DETAILS OF ORGANISATIONAL STRUCTURE

1	<p>Details of In-house Qualified Architects</p> <ol style="list-style-type: none"> 1. With more than 15 years experience in similar works 2. With more than 5 years experience in similar works 	
2	<p>Details of Qualified In-house Structural Engineers</p> <ol style="list-style-type: none"> 1. With more than 15 years experience 2. With less than 15 years experience 	
3	<p>Details of Qualified In-house Civil Engineers, with details of experience in similar works</p> <p>For Office work (Quantify surveying, Co-ordination, Bill Certification etc.)</p> <ol style="list-style-type: none"> 1. with more than 15 years experience 2. with less than 5 years experience <p>For Site work (For site visits supervision of works, co-ordination etc.)</p> <ol style="list-style-type: none"> 1. with more than 15 years experience 2. with less than 15 years experience 	
4	<p>Details of in-house qualified water supply & sanitary Engineers Sanitary & Plumbing Works</p> <p>A FOR OFFICE WORK</p> <ol style="list-style-type: none"> 1 With more than 15 yrs experience 2 With less than 15 yrs experience <p>B FOR SITE WORKS</p> <ol style="list-style-type: none"> 1 With more than 15 yrs experience 2 With more than 5 yrs experience 	

5	<p>Details of In-house Qualified Electrical Engineers</p> <ol style="list-style-type: none"> 1. With more than 15 years experience 2. With less than 5 years experience 	
6	<p>Details of Qualified Engineers for Fire Protection & Detection Works</p> <ol style="list-style-type: none"> 1. with more than 15 years experience 2. with more than 5 years experience 	
7	<p>Details of other In-house Specialists available</p> <p>A. For Interior Works & other Electro Mechanical Works</p> <p>B. For any other works</p>	
8	<p>Details of in house qualified Air conditioning Engineers</p> <ol style="list-style-type: none"> a) with more than 15 years experience b) with more than 5 years experience 	
9	<p>If the Bidder have existing association/collaboration or likely to form a consortium of/ with other Consulting Engineers the details of the intended set up shall be given along with details of technical staff similar lines the activities from 2 to 7 the details to be given along with the details of the firm they intend to collaborate</p>	

Proforma 2

Work capability and details of works in hand.

1B) List of important works ON HAND costing Rs. 140 lacs and above for Interior Decoration work.

Sr. No	Name of the project & Location.	Name & full postal address of the owner. Also indicate whether Govt. Semi-Govt. Private body or Financial Institution with full postal address & details of contact person of the owner.	Contract Amount (Rs.) for Architectural work only with copy of Work Order	Completion Period Stipulated (Year)	Actual (Year) of completion	Any other relevant Information.
1	2	3	4	5	6	8

Notes :

- Information has to be filled up specifically in this format. Please do not write remark "As indicated in Brochure".**

Performa 3

Technical Personnel and Similar Experience.

Details of technical personnel, giving details about their technical qualification & experience including that in your establishment.

Sr. No	Name	Age	Qualification	Experience	Nature of works handled	Name of the projects handled costing over Rs. 192 lacs	Date from which employed in your organization.	Indicate details of experience for similar projects.
1	2	3	4	5	6	7	8	9

Notes :

- 1. Information has to be filled up specifically in this format. Please do not write remark "As indicated in Brochure".**
2. Indicate other points, if any, to show your technical and managerial competency to indicate any important point in your favour.

SECTION G

SCOPE OF WORK AND DUTIES & RESPONSIBILITIES OF THE INTERIOR ARCHITECT

The scope of work shall include Interior Designing of the office with state of the Art Designs, for optimum utilization of space at 1st floor, Baroda Sun Tower Building, BKC, Mumbai

1. Interior/MEP Designing and drawings.
2. HVAC Duct layout as per Interior Layout.
3. Fire Fighting Work – Sprinkler/Smoke Detectors/Piping layout to suit interior layout.
4. LT Electrical Works including CCTV etc.

Note:- Co-ordination & obtaining statutory approvals from local authorities, related to Plans etc, infrastructural requirement such as design the electrical system of the proposed floor that includes UPS , Lighting, Equipment, Panel Board, DG Set etc shall be included in the scope of Architects

Interior Architects scope for various above trades are as under:

1. Interior Designing : Would include Planning & Designing the Interiors and MEPF of Office area admeasuring approx. 9600 Sq. ft. (on 1nd floor) with periodic supervision (weekly or as per requirement). The scope of work shall also include Planning & Designing and Procurement of Modular Furniture as per Bank's requirements.

You will be required to post a competent Architect with qualification not below the level of Graduate / Diploma in Architecture/Civil Engineering with minimum 7 years' experience and has handled at least similar kind of work. He shall be available for the periodically supervision of work at site and shall co-ordinate various activities with the Principal Architect as well as with other contractors.

The Bank shall be at liberty to deduct a sum of Rs. 2000/- day in case such competent architect is not posted in the site and the deduction shall be continued till such time a competent architect is posted at site to the satisfaction of the Bank.

2. Your scope of work for the above trade shall be designing the duct /firefighting/CCTV/HVAC & BMS/ELV/Electrical furniture layout to suit the interior.

Duties/Functions of Architects

The Interior Designer cum Architects shall render the following services in connection with the Bank's project:

1. For Interior Designer cum Architects with periodically Supervision

Responsibilities

- a) Taking the employer's instructions, visiting the sites, preparing sketch designs which shall be in accordance with local governing codes / standards, regulations mentioned National Building Code (NBC) and Local Fire Authority and local bodies etc. (including carrying out necessary revisions till the sketch designs are finally approved by the employer), making approximate estimate of cost by cubic measurements, square meter, or otherwise and preparing reports on the scheme so as to enable the employer to take decision on the sketch designs.
- b) Submitting a proper Critical Path Method (CPM) Chart/Bar Chart incorporating all the activities required for the completion of the project well in time i.e., preparation of good for construction drawings for all trades i.e. plans, sections, elevations of interior decoration work, layout, further detailing for all floors, work stations, partitions, cabins, lobbies, conference halls, etc., which includes preparation of detailed tender specifications, GCC, Technical specifications, make of manufacturer, presentation of 2D and 3D views. The program should also include various stages of services to be done by the Consultants.
- c) Preparing of interior layout, architectural working drawings, reflected false ceiling plans incorporating various MEPF services, electrical installations, telephone installations, data cable etc., detailed estimates and all such other particulars as may be necessary for preparation of bill of quantities (BOQ) along with measurement sheets, rate analysis and supporting documents thereof for justification of the estimated cost.
- d) Preparing pre-qualification documents.
- e) Preparing detailed tender documents for various trades viz.,
 - Interior Furnishing comprising of flooring, false ceiling, partitions, cabins, storages, HVAC, Fixtures , BMS, Electrical, Data/Voice etc.
 - Work stations
 - Chairs
 - Kitchen layout, equipment, canteen area and allied facilities
 - Conference halls, Board room with allied facilities
 - Decorative fittings and fixtures.

The above Interior decoration and all associated work 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.

- f) Preparing tender notices for issue by Bank 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 in coordination with Bank.

The assessment report shall be based on proper analysis of rates with constants from an approved Standard Hand Book and market rates of material and labour for major items of works costing about 90% of the estimated cost of the 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 tenderers for clarification and asking them to submit a final revised bid based on the common standardized terms and conditions acceptable to the Bank may be adopted.

- g) Preparing for the use of the employer, the contractor and site staff, 2 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.
- h) Assuming the responsibility for periodical supervision and proper execution of all works by General and Special Contractors who are engaged from time to time, including control over quantities during the execution to restrict variation, if any, to the minimum.
- i) No deviations or substitutions should be authorized by the Architect without working out the financial implication, 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.
- j) 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 employer to make payments to the contractors and adjustments of all accounts between the contractors and the employer. It shall be mandatory on the part of the Interior Designer cum Architect to check the measurements of various items to the extent up to 100% each item of work claimed, in each running bill. The Interior Designer cum Architects shall endorse the above certification in the relevant Measurement Books also.
- k) On completion of the project, to prepare "As Built" completion drawings of Interior Design comprising of reflected false ceiling, plan showing all MEPF services, interior layout plan for all floors, and other related services drawings incorporating

the changes appeared / executed during the construction / interior decoration work and submitting 4 copies of the same for the records of the employer in hard form and 2 soft copies in Autocad format for record of the Bank.

Further, the Interior Designer cum 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.

- l) The Interior Designer cum Architects shall be wholly responsible for the successful completion of the project in all respects consistent with safety and structural stability from the inception up to the handing over for occupation to the employer.
- m) The Interior Designer cum Architects shall assist the Bank in all arbitration proceedings between the contractors and the Bank and also defend the Bank in such proceedings.
- n) Any other services connected with the works usually and normally rendered by the Interior Designer cum Architects, but not referred to herein above.

SECTION H
ANNEXURE – A

	<u>SCHEDULE</u>	<u>PERIOD</u>
1	Submission of Sketch Plans	Within <u>3</u> days from the date of receipt of instructions with requirement from the Employer.
2	Submission of detailed drawings ,3D Design and detailed estimate complete in all respects for the project. Presentation to be made to Bank for Approval	Within <u>7</u> days from the date of Employer's approval of the sketch plans.
3	Submission of the required drawings for tender purpose. Interior decoration and MEPF floor plan, Sections, Elevations, work station, cabins, partitions, storage, tables and chairs at cabins, staff and visitors, waiting area, conference hall, board room etc. complete. Discussion with client for finalization of the same. Necessary modifications to be arranged as suggested.	Within <u>10 days</u> from the Date receipt of Employer's approval of the sketch plans.
4	Submission of tender drawings and draft tender for above. The splitting of tender shall be decided by the employer (Bank of Baroda). Tender document comprising of NIT, GCC, Special conditions, Technical specification, approved make of manufacturer, detailed bill of quantities with rate, along with measurement sheets, Rate Analysis and quotations from market for Non DSR items. Modifications of the same suggested by employer and resubmission of the same.	
5	Submission of drawings in autocad form Incorporating the LT Electrical services, HVAC low side (LV) requirement, IBMS system and all other related interlinked activities to the Project Architect through client.	
6	Participating in tender process till award of the work in close coordination with Bank.	

7	<p>Submission of Good for Construction /working Drawings on award of the work by the employer, which will be sufficiently for execution of the work by the appointed agency. Further detailing to be provided as the work progress and as per the requirement of the Client for completion of project as per the tender drawings, tender specifications and to suit the site conditions.</p> <p>The client may modify the scheme during the Execution of the work as per the requirement and the modification to be carried out by interior designer cum Architect without any extra / additional fees/ remuneration.</p>	<p>Within <u>7</u> days after approval from the Bank</p>
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NOTE: - The above time periods may vary depending upon the quantum of the project and Bank's discretion.

ANNEXURE B

MODE OF PAYMENT TO INTERIOR DESIGNER CUM ARCHITECT

	STAGE	Cumulative percentage of fees
1	On submitting preliminary drawings / designs /along with the modified estimate of cost and on approval of the same by Bank of Baroda, 2 sets coloured copies on A2 size white paper and on submission of budgetary cost on sq.ft. basis or otherwise with sufficient supporting documents to invite prequalification application.	5.0
2 (A)	On submission of tender drawings, tender documents, Measurement sheets, estimated cost with all supporting documents , like Rate Analysis, samples of the material being proposed for the interior decoration/scheme, catalogues of various material to the Bank for their acceptance sufficient for inviting the tenders from the empanelled / specialized agencies by the Bank with 2D and 3D perspectives floorwise, areawise. Hard copies 2 sets on A1 /A3 size white paper and soft copy in Pen drive/ Hard drive. The soft copies of interior decoration layouts will be issued to the Project Architect for incorporating various services like HVAC, LT Electrical, IBMS, etc. Obtaining statutory approval from local authorities if required.	15
2 (B)	On approval of the tender drawing, tender document with modifications suggested by the Client sufficient for inviting the Tender for all tread and submission of 3 sets of tender Documents, drawings in hard and soft copy for modification by the Bank, if any. Sufficient to invite the tender .Obtaining statutory approval from local authorities if required.	25
3	Assisting Bank for prequalification of the tenderers, Finalization of agencies, Inviting the tenders, arranging Prebid Meeting in coordination with Bank, Replying / Preparation of Common Set of Conditions acceptable to the Bank, Attending tender opening procedure, Scrutiny and recommendations to the Client till award of the work. The fees will be paid on pro-rata basis, trade wise. The Bank may invite combine tender or individual tenders for following. <ul style="list-style-type: none"> - Interior decoration floorwise comprising of flooring, false ceiling, partitions, electrical,cabins, storages, etc. for individual or group of floorsetc.. - Work stations - Chairs - Kitchen layout, equipment's, dinning area and allied facilities - Conference halls, Board room with allied facilities - Decorative fittings and fixtures. 	30

4	On issuance of Good for construction drawings complete. 6 sets through the Bank for execution purpose. The drawings and details should be sufficient for the work to be executed at site by appointed contractor. The fees will be paid on prorata basis tread wise.	40.0
5	During course of construction work on site (in installments) as construction work proceeds and in proportion to the value of work executed. Periodical supervision, attending weekly meeting at Site at Baroda Corporate Centre, Mumbai This fees will be paid based on certification of RA bill payment by Bank and further recommendations by the Interior Designer on pro-rata basis.	80.0
6	On Completion of work (Balance if any) & Obtaining statutory approval from local authorities if required taking inventory for individual floors, trades, handing over of the same to Client, Advising and arranging rectification of the defective work from contractors before handing over the same to the Bank. The necessary deductions, if any to be pointed out /brought to the notice of Bank. Assisting Bank in replying the queries raised by the Inspection Authority/ Central Vigilance Commission and other authorities. 10% amount shall be released on pro-rata basis trade wise, if any.	90.0
7	Remaining 10% amount shall be released on successful Completion of rectification of the work by the contractors i.e. On expiry of DLP of 12 months or satisfied compliance of queries, / observations by Authorities mentioned in Sr. no. 6 hereinabove, whichever is later.	100.0

In case there is an escalation in the actual project cost over the accepted tender cost, the fees to the Architect shall be calculated as below:

- a) **100% of the basic fee on the accepted tender cost plus**
- b) **50% of the basic fee on the escalated cost over & above the accepted tender cost.**

Subject to a ceiling of 110% of the Basic Fee worked out on the accepted tender cost and shall be paid as indicated in sub- clause above of this clause.

Items supplied/procured directly by Bank i.e. Chair, Modular furniture, light fixtures etc. will not be considered for calculation of Architects fees.

GST/Service Tax which has been imposed by Central/State Government on the services rendered by Architect will be borne by Bank of Baroda

Please note that the architectural consultancy fees will be calculated on the value of project i.e. amount payable to the contractor excluding GST

ANNEXURE C

Format for Certification of R.A. Bill and Final Bill of the Contractors

Certified that the various items of works claimed in this _____running Bills/
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 / Associated specifications and drawings. We further
certify that we have checked the measurements to the extent of 100% percent
of each item obtained in this bill. Hence, the bill is recommended for payment of
Rs.....

.....
.....

(Date)

(Signature of the Interior Designer cum architect) and seal

ANNEXURE – D

MODEL AGREEMENT WITH ARCHITECT

This AGREEMENT made at----- this---- day of between Bank of Baroda a body Corporate, constituted under Banking Companies (Acquisition & Transfer of Undertaking) Act 1970 & have its Head Office at Mandvi Baroda and Corporate Office at Baroda Corporate Centre, C-26, G Block, Bandra Kurla Complex, Bandra (E), Mumbai 400 051 Carrying on banking business among other places at **BST BKC Mumbai** (here in after called 'The Employer' which expression shall unless repugnant to the context or meaning thereof include its successors and assigns) of the ONE PART.

And

(Name of the Interior Designer cum Architect) having its office at-----

(hereinafter called the Architect, which expression shall, unless repugnant to the context or meaning, include its successors and assigns) of the OTHER PART.

Rendering Professional Services as Interior Designer cum Architect for furnishing work on 1st floor, Baroda Sun Tower BKC Mumbai.”

WHEREAS the Employer intends to (**Interior Designer cum Architect for furnishing work on 1st floor, Baroda Sun Tower BKC Mumbai**), “AND whereas the Employer is desirous of appointing the said Architect for the said work design (hereinafter called the said works’) and issued a letter of confirmation/intent No. consequent upon their selection.

NOW, THEREFORE THIS AGREEMENT WITNESSETH THAT the said (**Name of the Interior Designer cum Architect**) is hereby appointed Architect for the said works on the following terms and conditions.

Architect’s Services

1. Sketch Stage

- 1.1 Take Employer’s instructions regarding the requirement of the works as a whole.
- 1.2 Visit the site.
- 1.3 Examine Legislation. Code and Standards (including lease agreement with municipal and other related local bodies) and bring to Employer’s notice salient aspects that may affect the project.
- 1.4 Prepare sketch designs and plan including preparation of detailed area statement for FSI/FAR ad overall built-up area of building and carryout conceptualizing, and plan of all floors, and carry out necessary revision till the sketch designs are finally approved by the Employer. Prepare approximate cost estimates based on Sq. mt. Sq. ft. rates to enable the Employer to take a decision on sketch design and approve the same.
- 1.5 Advise the employer on the appointment of PMC/Site Engineer, Proof

consultant and other consultant wherever necessary and special services including sewage treatment plant to be provided in the project, designing of guard station and obtain permission of project sign board inclusive of preparation of Prequalification documents/Tender Documents.

- 1.6 Obtain from Municipal Authority or prepare a detailed topographical survey of the site to a scale and contour interval determined by the Architect. The survey shall include all the necessary data related to existing Public utility Services.
- 1.7 Insurance policy to be taken during progress of work, designing of guard station and obtain permission for project sign board inclusive of preparation of pre-qualification documents.
- 1.8 Submit the approved drawings to Municipal Authority and other concerned authority and obtain their provisional approval in respect of building plans and services including sanitary, water supply, drainage, electric and fire-fighting, civil aviation, tree cutting EIA Clearance etc. or any other authorities from whom permission is essential for the successful commencement/completion of the Project and furnish two sets of each such approved drawings/certificate to employer.
- 1.9 Prepare with assistance of various consultants a sketch scheme report and estimate of cost of works and services in sufficient detail to proceed with working drawings to prepare a budget forecast. Submit budget forecast to the Employer.

2. Working Drawing Stage

2.1 Advise Employer and obtain approval of the Employer to form of Contract and method of placing the Main Contract as also obtaining approval for nomination of Sub- Contractors/Suppliers.

2.2 Provide the Surveyors, Engineering Consultants and other Consultants with all the necessary information/co-ordination to allow them to perform their specialist work.

2.3 Prepare necessary drawings, working drawings, specification, schedules of quantities and finalize the tender documents.

2.4 Prepare complete detailed working drawings using latest materials to provide modern look including large scale designs, making designs and calculations and drawings for work etc. as may be decided by the employer and working out specifications and schedules of quantities. Describe the whole project adequately for the purposes of placing the Main Contract by the approved method. The Architect shall get all these drawings, details and quantities with block estimates approved by the employer.

2.5 Prepare detailed tender documents for works complete with articles of agreement, special conditions, general conditions of contract, specifications, Drawings Schedule of Quantities, Time and Progress Charts and any other material necessary for completing the tender documents and get the same, approved by the employer including detailed analysis of rates based on market rates, time and progress charts etc.

2.6 Prepare for the use of the employer, Consultant and contractors six copies each of all drawings, specifications or other particulars and such further details and drawings as are necessary for the proper execution of the work.

2.7 Obtain final approval/required permission from statutory bodies if required and other interested parties.

3. Construction/Execution Stage

3.1 Conduct the approved method of placing the main contract on behalf of the Employer.

3.2 Analyses report on the result of the approved method of placing the Main Contract, and make recommendations to the employer to assist in the final selection of the Main Contractor.

3.3 After Employer approves works order, advise the Employer on Contractor's work progress schedule and other comments on the same.

3.4 Assist Employer in preparing select list/pre-qualification list of contractors including making visits to the contractors works jointly with the employer if and as desired/required, invite the tenders for various trades in submitting assessment reports and recommendations on comparative statements, assessment reports, together with recommendations, specifying abnormally high and low rated items based on proper analysis of rates with constants from an approved standard hand book and market rates of the material and labour for major items of works costing about 90% of the estimated cost of the work. All commercial condition 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 tenderers for negotiation and asking them to submit a final bid based on the terms & conditions acceptable to the Bank may be adopted. Assist the employer if required to conduct negotiation with tenderers where necessary and after the Employer's decision on the tender, prepare contract documents and get them executed by the concerned Contractors after obtaining Employer's approval for the contracts.

4. Supervision Stage

4.1 Comment and scrutiny on shop drawing submitted by Contractors/Suppliers with a view to ensure that the same fits in its environment.

4.2 Give day to day supervision by Architect/Civil Engineer as may be necessary for quality and surveillance of works as necessary to ensure proper and timely execution of the said works as per drawings and specification and effect smooth progress by prompt supply of drawings and decisions and co-ordination with all the agencies engaged in the design, engineering and execution of various items of work as required.

4.3 For fortnightly supervision or frequently as the works require at site, by Senior Architect. In addition to Supervision of construction work, Architect scope also includes-preparing of minutes, site reports, maintaining all the site and lab records, measurement at site, MB, verification and certification of Bills of Contractor etc. as per Bank's work manual, CPWD etc. guidelines for completion of work. It will be sole responsibility of the Architect to provide complete supervision of work/site including services of civil engineer till completion of work and handing over of completed work by contractor. The Architect shall include the cost of supervision and other mentioned works in the quoted fee.

4.4 Suggest modifications if any due to site conditions or otherwise and give modified drawings, specifications and costs, if required. No additional fee will be payable for any such modification required.

Assume full responsibility for correctness of plans, design through structural consultant and designs for all services and ensure that the constructions and installation is generally according to design, drawings, and specification and as per terms of contract.

4.5 Based on site visits, issue monthly certificates' confirming that the work carried out is generally as per drawings and specifications.

5. Certify Accounts

5.1 Certify that the work is carried out as per drawings and tender specification. Also to certify that quality of work has been maintained.

5.2 Advise the employer in connection with the final settlement of the initial rate able value of the building and tender advice in the matter to the Employer or other agency appointed by the Employer. Appearing if required before the Municipal Assessor or such other authorities in connection with the settlement of the rate able value of the building and tendering advice in the matter to the Bank.

5.3 Check and submit for the use/reference of the Employer, two complete sets of working drawings as 'As built drawings'. Out of these one set will be in reproducible tracing film. One soft copy also to be submitted to the employer. Alternatively, Interior Designer cum Architect to submit As Built drawings with the modifications incorporating during the execution at site

5.4 Obtain occupation and final completion certificate and secure permission of Municipality and/or all other authorities for the occupation of the building and assist the Employer in obtaining refund of the deposits, if any, made by the Employer to the Municipality or other authorities.

5.5 Issue No Objection Certificate to Employer for refund of the retention money to the contractors as per terms of relevant contract after due certification.

5.6 Assist Employer to reply to queries of technical audit, C.T.E of C.V.C in case of defective or sub-standard work or any irregular/excessive payment and assist

to get defects rectified and/or recover the irregular payments.

5.7 Assist Employer in case of dispute with contractors or disputes arising out of said project execution as well as in case of arbitration pertaining to project and protect the interest of the Employer.

5.8 Any other service incidental/connected with the said works usually and normally rendered by Architect and non-referred in any of the items referred to above (except fortnightly supervision and administration of contract).

6. Conditions of Engagement

6.1 The Architect shall submit to the employer sketch plans, detailed plans, cost estimates, tender documents, etc. within the period stipulated in the schedule hereto annexed.

6.2 The Architect shall exercise all reasonable skill, care and diligence in the discharge of duties hereby covenanted to be performed by them and shall exercise such general superintendence and periodic inspection with regard to the said works as may be necessary and to ensure through the working drawings and specification aforesaid that the work is free from defects and deficiencies. At the end of the defects liability period and upon receipt of a report that the contractors have rectified all defects and there will be no further sums to be deducted from retention money during the period of the contract the Architect shall issue "No Objection Certificate" to the Employer for refund of the balance retention money to the contractors as per the terms of the relevant contract.

6.3 Whenever the work is examined by a Technical Audit Team including that of the Chief Technical Examiner of the Central Vigilance Commission and if it brings to notice any defective or substandard work or any irregular/excessive payments, the Architect shall recover the irregular payments, and also shall assist the employer to reply to the said technical auditor's/examiner's queries. In case of disputes with contractor(s) or dispute arising out of the said project execution as well as in matter of arbitration pertaining to project, the Architect shall assist the Employer from time to time in drafting replies in consultation with legal advisers and protect the interest of the Employer.

6.4 The Architect can make deviation, alternation or omission from the approved design only after obtaining the written consent of the Employer. The Architect shall not undertake, execute or carry out any variation or extra items of work in excess of Rs. 10,000/- or such other higher amounts authorized as above shall be referred to the Employer together with the reasons for making deviation and furnishing an analysis of the extra cost involved thereby. All orders given by the Architect for any authorized deviation from the contract documents shall be in writing.

6.5 During the progress of work, whenever an excess over sanctioned cost is anticipated and/or has already occurred, the Architect shall immediately report the same to the Employer with adequate justifications for the same and obtain Employer's approval thereto.

6.6 After all the works are awarded, the Architect shall revise cost estimate for

Employer's approval.

6.7 The Architect shall on the completion of the work, supply to the Employer free of cost the complete set of original tracing for Architectural drawings and services drawings and one set of prints of the same sufficient to show the main lines of water and drainage pipes, electrical installations and other essential services and also assist the Employer in taking the inventory of all fittings and fixtures in the building. The architect shall, if so required by the Employer supply extra copies of all such drawings and the cost of such extra copies shall be reimbursed by the Employer to the Architect. 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.

6.8 During the preliminary stage the Architect shall visit the site, collect all the relevant data, take site particulars, local authority's building by laws, prevailing prices for the building materials and labour wages, etc. and forward the same to the Employer also.

6.9 The Architect shall co-ordinate all their activities with other consultants, if any, separately appointed by the Employer and shall help them and other consultants so appointed by the employer to prepare a comprehensive programme of work, as also help the contractors and arrange to have the work completed in the expeditious manner and in accordance with the programme drawn up. For the purpose, the Architect will arrange weekly/fortnightly meetings of all the consultant's, contractors/sub-contractors, Architect and Employer and prepare minutes of the discussion/instructions, at such meetings and co-ordinate the work of the various contractors/sub-contractors, Architect will furnish copies of such minutes to all parties concerned.

6.10 The Architect shall engage qualified and competent/reputed Consultants to assist them in preparation of design and details for required services. The Consultants will be appointed with the written approval of the Employer. The fees payable to these Consultants shall be borne by the Architect. The Architect shall be fully responsible for the design and soundness of works of such Consultants and shall also co-ordinate the activities of various consultants and local Architect. The Architect shall not terminate the services of any Consultants engaged by them without the consent of the Employer in writing and the Architect shall give proper justification for such termination to the Employer. The Bank shall not be liable to pay any amount to the terminated Consultants as well as to the new Consultant, if any.

6.11 Various bills payments for the works as per contract shall be checked and shall be certified by the Architect shall be subject to review/endorsement and counter certification as per proforma by the Architect. Architect shall, provide full details of bills and measurement, duly checked and Bank at his discretion shall check at random bills, rates, amounts upto about 25% of the measurements, to enable him to satisfy himself, while endorsing certificate bills already certified. The Architect shall endorse the all certification in the relevant measurements Books also.

7. Termination of Agreement

7.1 Either party herein may terminate the agreement at any time by giving a written notice of at least two months to the other party. Even after the termination of agreement, the Architect shall be liable and be responsible for due certificate/approval of any bills submitted by the contractors at any time in respect of the works executed till such termination. If any winding up proceedings are contemplated or initiated against the Architect, the Employer shall be entitled to terminate the agreement and entrust the work to any other Architect.

7.2 If the Architect fail to adhere to the time schedule stipulated in the schedule hereto annexed or the extended time which may be granted by the Employer in his sole discretion.

7.3 In case of termination of agreement, the Architect shall not be entitled to fees or compensation except the fees payable to them upto the state or work actually done which shall be decided and determined by the employer. In the event of the Architect not agreeing with Employer's decision, the same shall be referred for settlement by arbitration as provided hereinafter.

7.4 In case of termination of agreement, the Employer may make use of all or any drawings, estimates or other documents prepared by the Architect, after a reasonable payment upto the stage of work done for the stages of the Architect for preparation of the same in full as provided herein. Provided always that all the sanctions and approval plans/designs and other drawings shall remain the property of the Employer and the same shall be surrendered by the Architect to the Employer within ten days from the date of such termination, without demur.

7.5 If it is established that the Employer has to pay any extra amount due to cost over-run of the project, faulty description of tender items on the part of the Architect, the Employer may recover such extra amount from the fees due to the Architect as provided in Section 73 of Indian Contract Act 1872 and Section 30 of the Architects Act 1972, provided always their such damage or loss recoverable from the Architect shall not exceed 20% of the fees payable to them under this Agreement.

8. Transfer of Interest

The Architect shall not assign, sublet or transfer their interest in this agreement, without the written consent of the Employer.

9. Scale of charges and mode of payment

9.1 The employer shall pay to the Architect as remuneration for the services rendered by the Architect in relation to the said works and in particulars for the services herein mentioned, a fee calculated at the **rate of percentage, Fee quoted in words , Fee will be filled at time of agreement between Bank and Architect, of the actual cost of work/accepted tender cost whichever is less.** The said fee being hereinafter called as "Basic Fee". In case there is an escalation in the actual project cost over the accepted tender cost, the payment to the

Architect shall be worked out as below:

- a) 100% of the basic fee on the accepted tender cost plus
- b) 50% of the basic fee on the escalated cost over & above the accepted tender cost.

Subject to a ceiling of 110% of the Basic Fee worked out on the accepted tender cost and shall be paid as indicated in sub-clause (9.3) of this clause.

The fee payable to the Architect towards their services shall be calculated on the Project Cost (excluding the items directly bought by the Bank like chairs, fire safety equipment, any other office equipment etc.) excluding GST

9.2 If the employer appoints independent consultants for the work pertaining to special installations like air-conditioning, lifts, wet risers (Fire-fighting System) etc. the Architect shall not be entitled to any additional/extra fees on the total value of such installations.

9.3 The fees set out in Clause (a) hereinabove shall be initially calculated and paid on the basis of the estimated values of the entire work namely ` _____ as per preliminary estimate submitted by Architect which will be further calculated and paid (i) on the basis of actual tender cost for various works when finalized and (ii) finally on actual cost of work paid to the various contractors as per the agreed terms and conditions of contract.

9.4 The Employer agrees to pay the Architect reimbursable cost he incurs for actual expenses in dealing with (i) Arbitration with contractor if any (ii) Mutually agreed payments, if required to work beyond various contract periods specified and (iii) T.A./D.A. as admissible to 1st Class/Grade I Officers for out of City works.

NOTE:

For travel outside (place of the project), with due authorization of the Bank, the Architect shall be paid as under:

- (a) For partners, associates, senior Architect and consultants, airfare by economic class/first class A.C. coach fare both ways (on production of receipt) or actual whichever is less + Rs. 1500/- per day as diem allowance.
- (b) For other staff 1st class/2nd AC train fare both ways (on production of receipt) + Rs. 1000/- per day as Diem allowance.

T.A./D.A. Clause may be reviewed in terms of Consultant visit

If a consultant from outstation is given a job he will not receive any payment for visit to site. However if a consultant visits out station for seeking clearance from concerned department or for some other works specifically assigned by the Bank, Bank may pay T.A./D.A.

9.5 Service Tax/GST on services rendered by Architect levied by Central/State

Government shall be borne by the Employer.

10. Method of Payments:

The employer shall pay fees to the Architect in stages as per mode of payment to architect, as per Payment Chart mentioned.

11. Visit of the Site:

The Senior Architect shall visit the site fortnightly or as frequently as the works require For this, no separate charges shall be payable by the Employer.

The observations of the Architect/Consultant shall be passed to constructing agencies, under advice to the Employer.

12. Arbitration:

If any dispute, differences or question shall at any times arise between the parties as to the construction of this Agreement or concerning anything herein contained or arising out of the agreement or as to the rights, liabilities and duties of the parties hereunder except in respect of matters for which it is provided hereunder that the decision of the Employer is final and binding, the same shall be referred to arbitration and final decision after giving at least 30 days' notice in writing to the other (hereinafter referred to as the "Notice for Arbitration" clearly setting out the items of dispute) to a sole arbitrator who shall be appointed as hereinafter provided. For this purpose of appointing the sole arbitrator referred to above, the employer shall send to the Architect within thirty days of the "Notice of Arbitration" a panel of three names of persons who shall be presently unconnected with the organization of the Employer of the Architect.

The Architect shall, on receipt of the names as aforesaid, select any one of the persons so named to be appointed as the sole Arbitrator and communicate his name to the Employer within 15 days of receipt of the names. The Employer shall thereupon without any delay appoint the said person as the Sole Arbitrator. If the Architect fails to communicate such selection as provided above within the period specified, the Employer shall make the selection and appoint the sole arbitrator from the panel notified to the Architect.

If the Employer fails to send to the Architect the panel of three names as aforesaid within the period specified, the Architect shall send to the Employer a panel of three names of persons who shall be unconnected with either party. The Employer shall on receipt of the names as aforesaid, select any of the persons and appoint him as the Sole Arbitrator. If the Employer fails to select the person and appoint him as the Arbitrator within 30 days of the receipt of the panel and inform the Architect accordingly, the Architect shall be entitled to appoint one of the person from the panel as Sole Arbitrator and communicate his name of the Employer.

If the Arbitrator so appointed is unable or unwilling to act or refuses his appointment or vacates his office due to any reason whatsoever another Sole Arbitrator shall be appointed. The arbitration shall be governed by the Arbitration & Conciliation Act 1996 as amended from time to time. The award of the arbitrator shall be binding and final of the parties. It is hereby agreed that in all

disputes referred to the Arbitration, the Arbitrators shall give a separate award in respect of each dispute or difference in accordance with the terms of reference and the award shall be reasoned award. The fees, if any of the Arbitrator shall, if required to be paid before the award is made and published, be paid in equal proportion by each of the parties. The cost of the arbitration including the fees if any, of the Arbitrator shall be borne and paid by such party or parties to the dispute in such manner or proportion as may be directed by the Arbitrator in the award. The Employer and the Architect also hereby agree that the arbitration under this cause shall be a condition precedent to any right of action under the contract with regard to the matters hereby expressly agreed to be so referred to arbitration.

The arbitrator or arbitrators or Umpire, as the case may be, will be fellows of the Indian Institute of Architect or Fellow of Institute of Engineers (India). The award of the Arbitrator(s) or Umpires, as the case may be, shall be final and binding upon the parties to the Arbitration.

Professional Liability Insurance Clause:-

The Architect shall obtain an insurance policy covering Professional Liability Risk to the extent of Rs. 5 lacs and endorse such policy in Bank's favour and/or otherwise make the claim of any under the policy payable directly to the Bank by the Insurance Company till the completion of the project or 3 years whichever is later.

Each Party to this agreement irrevocably agrees that court of Mumbai (Maharashtra) shall have exclusive jurisdiction to hear, settle and/or determine any dispute, controversy or claim arising out of origin connection with this agreement including any question regarding its existence Validity, formation or termination.

IN WITNESS WHEREOF the parties hereto have subscribed their respective hands hereto and on a duplicate hereof at the place and on the day, month and year hereinabove first mentioned.

SIGNED AND DELIVERED FOR AND ON BEHALF OF THE BANK OF BARODA BY SHRI _____

IT'S DULY CONSITUTTED ATTORNEYIN THE PRESENCE OF

- 1) _____
- 2) _____

SIGNED AND DELIVERED FOR AND ON BEHALF OF THE ARCHITECT

BY PROPRIETOR

IN THE PRESENCE OF

- 1) _____
- 2) _____

ANNEXURE E

Date :.....

The General Manager,
Bank of Baroda,
Facilities Management Department,
Baroda Corporate Centre
BKC, Mumbai

Sir,

Sub : NIT for rendering Professional Services as Interior Designer cum Architect for furnishing work on 1st floor, Baroda Sun Tower Building, BKC, Mumbai

I / We have read and understood the pre-qualification notice and instructions to the Bidders and submit my / our application/tender for Bank's consideration duly filled and complete in all respects according to the tender. I / We further understand that pre-qualification and selection of Architect for the project will be in accordance with Banks terms and conditions subject to the authority of the Bank to alter or amend the same keeping in view of the exigencies of the work. I / We do hereby declare that the information furnished in the tender from pages 1 to 43 and in the supplementary sheets is correct to the best of my / our knowledge and belief.

Yours faithfully,

Signature

Name Organization:

Designation

Seal

Date

Part -II SECTION I

Ref:

Date:

The General Manager,
Bank of Baroda,
Facilities Management Department,
Baroda Corporate Centre
BKC, Mumbai

PRICE/FINANCIAL BID

Dear Sir,

Re: Interior Designing cum Architectural services for furnishing and MEPP work on 1st floor, Baroda Sun Tower Building, BKC, Mumbai.”

With reference to the above, our Professional fee for the services to be rendered as per tender/Model Agreement will be _____%
(_____Percentage) of the actual cost of work/accepted tender cost, whichever is less.

In case there is an escalation in the actual project cost over the accepted tender cost, the payment to the Architect shall be worked out as below:

- a) 100% of the basic fee on the accepted tender cost plus
- b) 50% of the basic fee on the escalated cost over & above the accepted tender cost.

Subject to a ceiling of 110% of the Basic Fee worked out on the accepted tender cost and shall be paid as indicated in sub-clause above of this clause.

Items supplied/procured directly by Bank i.e. Chair, Modular furniture, light fixtures etc. will not be considered for calculation of Architects fees.

Architect fee shall be calculated on value of the Project (Amount billed by Contractor) excluding GST.

GST/Service Tax which has been imposed by Central/State Government on the services rendered by Architect will be borne by Bank of Baroda.

Thanking You

Name of the applicant-----

For-----

(_____)