



**INDIAN BANK STAFF COLLEGE ,LUCKNOW**

**INVITES TENDER FOR  
PREQUALIFICATION AND SELECTION OF  
ARCHITECTURAL CONSULTANT**

**FOR**

**REPAIR & RENOVATION OF ALL HOSTEL ROOMS, COMMON AREAS,  
AND INFRASTRUCTURE FACILITIES SUCH AS REPLACEMENT OF  
LIFTS, ELECTRICAL PANNELS, ETC  
AT STAFF COLLEGE ,LUCKNOW**

**AT**

Indira Nagar, Sector 21, Ring Road, Lucknow-226 016

**Part A: Technical Bid**

**Ref: No: stc.lko/Tender/2024-25/2443**

**Date :24.01.2025**

This document contains 29 pages.



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**Corporate Office,  
Estate Department,  
No. 254-260, Avvai Shanmugam Salai,  
Royapettah, Chennai – 600 014**

### **DISCLAIMER**

The information in this Tender document provided to bidders or applicants whether verbally or in documentary form by or on behalf of Indian Bank, is under the terms and conditions set out in this document and shall also be subject to all other terms and conditions to which such information is generally made available. This Tender document is not an agreement, offer or an invitation by Indian Bank to enter into an agreement/contract in relation to the service but is meant for providing information to the applicants who intend to submit the bids (hereinafter individually and collectively referred to as “Bidder” or “Bidders” respectively). This Tender document is designed with the purpose to assist the applicants/ Bidders to formulate their proposal and does not claim to provide all the information that may be required by the applicants/ Bidders.

Each Bidder may conduct its own independent investigation and analysis and is free to check the accuracy, reliability, and completeness of the information in this document. Indian Bank and its directors, officers, employees, respondents, representatives, agents, and advisors make no representation or warranty and shall incur no liability under any law, statute, rules, or regulations as to the accuracy, reliability or completeness of this Tender document. The information contained in this document is selective and is subject to updation, expansion, revision, and amendment. It does not purport to contain all the information that a Bidder may require. Indian Bank does not undertake to provide any Bidder with access to any additional information or to update the information in the this document or to correct any inaccuracies therein, which may become apparent.

The Bidders, by accepting this document, agree that any information contained herein may be superseded by any subsequent written information on the same subject made available to the bidders or any of their respective officers/ employees or published in the Bank’s website. It is also understood and agreed by the Bidder/s that decision of the Bank regarding selection of the Bidder will be final and binding on all concerned. No correspondence in this regard, verbal or written, will be entertained.

It shall be the duty and responsibility of the Bidders to ensure about their legal, statutory and regulatory eligibility and other competency, capability, expertise requisite for them to participate in this Tender process and to provide all the services and deliverables under this tender to the Bank.

The applicant shall bear all its costs associated with or relating to the preparation and submission of its proposal including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the Bank or any other costs incurred in connection with or relating to its proposal. The Bank shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by an applicant



in preparation or submission of the proposal, regardless of the conduct or outcome of the selection process.

Indian Bank in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this Tender document. Such change will be published on the Bank's Website and it will become part and parcel of this Tender document.

Indian Bank reserves the right to reject any or all the bids/proposals received in response to this Tender document at any stage without assigning any reason whatsoever. The decision of Indian Bank shall be final, conclusive and binding on all the parties.



## I. NOTICE INVITING TENDER FOR PREQUALIFICATION OF ARCHITECTURAL CONSULTANT

Indian Bank Staff College, Lucknow invites tender in Two Bid System (Technical and Price bid) for the prequalification of Architectural Consultant (shortly referred as Consultant) for rendering comprehensive **Architectural Consultant Services** for the proposed repair & renovation of all hostel rooms, related civil works along with necessary infrastructure, External painting, Replacement of 1 nos. lifts, Electrical works, Air conditioning works in Staff College campus – amenities at **Indira Nagar, Sector 21, Ring Road, Lucknow-226 016**.

The details of our Staff College ,Lucknow Campus in Indira Nagar, Sector 21, Ring Road, Lucknow-226 016 is as follows:

Address	Indian Bank Staff College , Indira Nagar, Sector 21, Ring Road, Lucknow-226 016
Land	30000 sq.ft
Building	Hostel Block - 37,5000 sq.ft
Year of Construction	1993-94

Staff College Academic block consists of Ground Floor + 4 Upper Floors

Ground Floor	Guest Room -6, Faculty Enclosure 4+1 , Principal Chamber , Reception , 1- Service Rooms
I <sup>st</sup> Floor	08 Hostel Rooms, 2-Classroom , 2 Faculty Room , 1 Service room
II <sup>nd</sup> Floor	08 Hostel Rooms, 1 Store Room , 2 Classroom , 2 Faculty Enclosure
III <sup>rd</sup> Floor	11 Hostel Rooms, 1 Store Room 1 Library , 1Gym room , 1 Recreation Room
Iv th Floor	11 Hostel, 1 Store Room, Dinning Hall & Canteen ,
<b>Total Hostel Rooms</b>	<b>38 Hostel Rooms</b>

<b>Earnest Money Deposit(EMD)</b>	<b>Rs 5,000.00</b>	<ul style="list-style-type: none"> <li>➤ in the form of FDR or Bank Guarantee ) in favour of "Indian Bank, Staff College , Lucknow</li> <li>➤ Ref..General Guidelines Clause 8 &amp; 9</li> </ul>
<b>Security Deposit</b>	<b>Rs 10,000.00</b>	

**The prequalification criteria, scope of the services to be offered, terms and conditions of appointment and the detailed proforma** etc. for submission of the application form and price bid for the purpose can be downloaded only from our Bank's website <http://www.indianbank.in/tender> from 24.01.2025 to 15.02.2025.

A pre-bid meeting will be held on **13.02.2025 at 11.00 am** at the Indian Bank Staff College Lucknow to give clarifications and decisions in connection with any issues or doubts raised by the bidders.

**The last date** for submission of completed application form in the prescribed format at this office will be **up to 3.00 pm on 15.02.2025**.

Assistant General Manager  
(Indian Bank Staff College Lucknow)



## II. PART- A: TECHNICAL BID

**INDIAN BANK**  
**Indian Bank Staff College Lucknow**

### PREQUALIFICATION OF ARCHITECTURAL CONSULTANTS FOR THE REPAIR & RENOVATION OF ALL HOSTEL ROOMS AND ALLIED INFRASTRUCTURE WORK COMMON AREA IN STAFF COLLEGE .LUCKNOW CAMPUS

#### A. PROFILE

- 1) Name of the Consultant :
- 2) Address :
- 3) Name, Telephone Nos. including Mobile of contact person :
- 4) E-mail ID and Fax No :
- 5) Constitution (Individual/Proprietorship/ Partnership ) :
- 6) Year of Establishment :
- 7) Name of Partners / Associates :
- 8) Bio-data of Partners / Associates, Details may be given in the Enclosed format (**Annexure 'A'**) :
- 9) (a) Registration Number with Council of Architects (COA) / Indian Institute of Architect (IIA). (**copy of valid registration to be enclosed**) :
- (b) Details of GST registration : (**Copy of valid registration to be enclosed**)
- (c) Amount of GST paid year-wise during last 3 financial years ending on 31.03.2024 :



- 10) Name and value of major similar :  
works completed during the Last 7  
years. Details may be given in the  
enclosed format (**Annexure 'B'**)
- 11) Name & value of the major similar :  
work on hand. Details may be  
given in the enclosed format  
(**Annexure 'C'**)
- 12) Name & value of other major :  
works (interiors etc) on hand.  
Details may be given in the  
enclosed format (**Annexure 'D'**)
- 13) Details of modern amenities :  
provided in the building
- 14) List of Technical Personnel :  
employed
- 15) List of other Personnel employed :
- 16) List of consultants engaged :
- 17) List of office equipments owned :
- 18) Banker's Name/ Branch :
- 19) Latest Income Tax Clearance :  
Certificate to be enclosed
- 20) a) List of registration with other :  
Organizations
- b) List of completion certificate :  
etc. from the clients or completed  
/ ongoing projects
- c) Certified copies of the letter of :  
intent for award of the work from  
reputed private/ multinational  
organizations/ PSUs etc.
- 21) Particulars of participation in :



competitions and awards if any received

- 22) If the Consultant is not having its office in Lucknow please indicate the time by which it is likely to open an office at Lucknow with documentary evidence on address and telephone number of responsible contact person :

**Note:** Please enclose separate sheets for additional information, photographs, and documents.

Signature of the Consultant with seal

Date:

Place:





## TECHNICAL BID

### PREQUALIFICATION OF ARCHITECTURAL CONSULTANT FOR THE REPAIR & RENOVATION OF ALL HOSTEL ROOMS AND ALLIED INFRASTRUCTURAL WORK, COMMON AREA IN STAFF COLLEGE LUCKNOW CAMPUS

#### B. PREQUALIFICATION (PQ) CRITERIA

1. Minimum 07 years experience as an Architectural Consultant as on 31.12.2024. The experience should include all consultancy services for buildings such as architectural, civil, structural, engineering and all internal and external services including electrical, AC, plumbing, water supply, soil and storm water drainage, lifts, fire fighting, EPABX / Networking, rainwater harvesting, terrace waterproofing, etc.
2. The consultant should have rendered Consultancy work for repair & renovation work which includes planning, designing & supervising viz. offered all types of consulting services as in (1) above in single and or more building project, as below:
  - (a) At least 3 multi storied Office/ residential, high rise buildings. Preference will be given to those who have designed multi storey buildings located in municipal limits of Lucknow in the last 7 years, as on 31.12.2024.
  - (b) The Consultant should have successfully completed similar works during last 7 years ending on 31.12.2024 should be either of the following:
    - i. Three similar completed projects not less than 40% (15,000 sqft) of the total built up area of the Proposed Project.
    - Or**
    - ii. Two similar completed works costing not less than 50% (18,750 sqft) of the total built up area of the proposed Project.
    - Or**
    - iii. One similar completed work costing not less than 80% (30,000 sqft) of the total built up area of the proposed Project.
  - (c) At least 2 buildings for public sector organization / Bank or reputed national / multinational companies (whose turnover is above Rs.100 crore per annum) within last 5 years ending on 31.12.2024.
3. The Consultant/ partner/ associates/ permanent employees of the consultant should have a valid registration and license as an Architect from statutory authorities viz. Council of Architects and LDA, Lucknow etc. as required for buildings. The consultant should also have a office or ready to establish an office in Lucknow agglomeration area and should have adequate number of qualified architects, engineers and other personnel on the payroll / establishment of the company and should also have tie up arrangements with reputed registered and licensed services consultant, structural consultancy firms etc.



### General Guidelines

1. Interested parties meeting the above PQ criteria can download the tender document from bank's website [www.indianbank.co.in/tenders](http://www.indianbank.co.in/tenders) and submit experience profile, proof of meeting the above criteria, attested copies of completion/work in progress certificates from the clients, audited certified balanced sheet for the last 3(three) years, EPF /GST, Registration as consultant with various PSUs, State PWDs, CPWD, MES, Railways and Autonomous Bodies, details of Technical and Administrative employees, etc., Application not accompanied by any of the above documents and EMD will be rejected at the discretion of Indian Bank.

The Technical bid PART-A to be submit in a sealed envelope super scribing "**Technical Bid PART-A for The Repair &renovation Of All Hostel Rooms And Common Area In Staff College , Lucknow**".

### Both PART- A and Part-B to be kept in a big envelop and submitted at Staff College Lucknow within the prescribed closing date and time.

2. No Joint Venture or consortium of firms shall be allowed.
3. Indian Bank reserves the right to verify the authenticity of the documents submitted by the consultant. Indian Bank also reserves the right to reject any or all applications, split the works or cancel the process without assigning any reason what so ever maybe.
4. Indian Bank reserves the right to curtail or extend project cost and terms & condition stated herein at its sole discretion.
5. **a)** Please note that there will be maximum cap/ limit of 3% of the estimated cost or the actual project cost whichever is lower, plus GST as applicable for the payment of the professional fees payable to the consultant. The scope of the work may vary, and in case the Bank decides to renovate a part of the whole work, then the fees payable will be estimated cost or actual project cost whichever is lower of the whole project.

**b)** Also, as the Hostel rooms are of prototype and repetitive in nature the fee quoted will be applicable on cost of one room repair/ renovation/ up gradation (original work) per room and for remaining rooms the fee will be 50% of the quoted fee. For the remaining works, the quoted fee shall be applicable.

6. The above fees will be for rendering **complete Architectural service**. Fees payable for Architectural service will be made from the stage of preparation of plan to completion of work as per our Standard method of payment.
7. The Bank reserves the right to reject any or all the applications without assigning any reason thereof. Bid shall be valid for Ninety (90) days from the date of the opening of the Bid
8. **EMD is** refundable on execution of contract by the successful bidder and to unsuccessful bidder after 07 days of finalization of financial bid.

The bid security may be forfeited if:

- a) Bidder withdraws its bid during the period of bid validity or does not accept the correction of errors in accordance with the terms of RFP;

or



- b) In the case of a successful Bidder, if the Bidder fails or refuses to sign the Contract within the specified time from the date of issue of purchase order, or fails or refuses to furnish performance security.
9. **Security Deposit** (refundable ) to be deposited before signing contract which shall remain with the bank till completion of contract period.
10. The Bid submitted and all supporting documentation/ templates are the sole property of Indian Bank and should not be redistributed, either in full or in part thereof, without the prior written consent of Bank. Violation of this would be a breach of trust and may, inter- alia cause the Bidder to be irrevocably disqualified. The bids and all supporting documentation submitted by the Bidder shall become the property of Indian Bank and will not be returned.
11. The Bank may at any time, by a written order given to the bidder make changes within the general scope of the Contract in the Items to be supplied/ Services to be provided by the bidder.
12. Successful bidders' aggregate liability under the contract shall be at actual and limited to a maximum of the contract value. For the purpose, contract value at any given point of time, means the aggregate payments to be made under this tender.
- This limit shall not apply to third party claims for
- IP Infringement indemnity
  - Bodily injury (including death) and damage to real property and tangible property caused by Consultant or its employee/ agents.
- If a third party asserts a claim against bank on aforesaid, the Consultant should defend the bank against that claim and pay amounts finally awarded by a court against bank or included in a settlement approved by the Consultant.
13. The relationship between the Bank and Successful Bidder is on principal-to-principal basis. Nothing contained herein shall be deemed to create any association, partnership, joint venture or relationship or principal and agent or master and servant or employer and employee between the Bank and Successful Bidder hereto or any affiliates or subsidiaries thereof or to provide any party with the right, power or authority, whether express or implied to create any such duty or obligation on behalf of the other party.
14. Successful bidder/Consultant shall be the principal employer of the employees, agents, contractors, subcontractors etc., engaged by the successful bidder/Consultant and shall be vicariously liable for all the acts, deeds, matters or things, of such persons whether the same is within the scope of power or outside the scope of power, vested under the contract.
15. The Successful Bidder/ Consultant shall agree to hold the Bank, its successors, assigns and administrators fully indemnified, and harmless against loss or liability, claims, actions or proceedings, if any, whatsoever nature that may arise or caused to the Bank through the action of Successful Bidder/ Consultant employees, agents, contractors, subcontractors etc.
16. The Bidder represents and warrants as of the date hereof, which representations and warranties shall survive the term and termination hereof, the following:
- That the representations made by the Bidder in its Bid are and shall continue to remain true and fulfil all the requirements as are necessary for executing the duties,



obligations and responsibilities as laid down in the Tender document and unless the Bank specifies to the contrary, the Bidder shall be bound by all the terms of the Tender document.

- ii. That all the representations and warranties as have been made by the Bidder with respect to its Bid and Contract, are true and correct, and shall continue to remain true and correct through the term of the Contract.
- iii. That the execution of the Services herein is and shall be in accordance and in compliance with all applicable laws.
- iv. That there are –
  - (a) no legal proceedings pending or threatened against Bidder or its team which adversely affect/may affect performance under the Contract; and
  - (b) no inquiries or investigations have been threatened, commenced or pending against Bidder or its team members by any statutory or regulatory or investigative agencies.
- v. That the Bidder is validly constituted and has the corporate power to execute, deliver and perform the terms and provisions of this Contract and has taken all necessary corporate action to authorize the execution, delivery and performance by it of the Contract.
- vi. That all conditions precedent under the Contract has been complied by the bidder.
- vii. That neither the execution and delivery by the Bidder of the Contract nor the Bidder's compliance with or performance of the terms and provisions of the Contract:
  - a) will contravene, any provision of any applicable law or any order, writ, injunction or decree of any court or government authority binding on the Bidder,
  - b) will conflict or be inconsistent with or result in any breach of any or the terms, covenants, conditions or provisions of, or constitute a default under any agreement, contract or instrument to which the Bidder is a Party or by which it or any of its property or assets is bound or to which it may be subject, or
  - c) Will violate any provision of its constitution document/ the Memorandum or Articles of Association.
- viii. That the Bidder confirms that there has not and shall not occur any execution, amendment or modification of any agreement/contract without the prior written consent of the Bank, which may directly or indirectly have a bearing on the Contract or the project.
- ix. That the Bidder owns, has license to use or otherwise has the right to use, free of any pending or threatened liens or other security or other interests all Intellectual Property Rights, which are required or desirable for the project and the Bidder does not, in carrying on its business and operations, infringe any Intellectual Property Rights of any person. None of the Intellectual Property or Intellectual Property Rights owned or enjoyed by the Bidder or which the Bidder is licensed to use, which are material in the context of the Bidder's business and operations are being infringed nor, so far as the Bidder is aware, is there any infringement or threatened infringement of those Intellectual Property or Intellectual Property Rights licensed or



provided to the Bidder by any person. All Intellectual Property Rights (owned by the Bidder or which the Bidder is licensed to use) are valid and subsisting. All actions (including registration, payment of all registration and renewal fees) required by the bidder to maintain the same in full force and effect have been taken thereon and shall keep the Bank indemnified in relation thereto.

17. Any publicity by the Bidder in which the name of the Bank is to be used should be done only with the explicit written permission of the Bank.

18. Indian Bank shall have no obligation to the successful Bidder, except as agreed under the terms of the Contract.

Signed as token of acceptance

Signature of consultant with seal

Date:

Place:



### C. PROJECT BRIEF

#### PREQUALIFICATION OF ARCHITECTURAL CONSULTANT FOR THE REPAIR & RENOVATION OF ALL HOSTEL ROOMS AND ALLIED INFRASTRUCTURAL WORK, COMMON AREA IN STAFF COLLEGE CAMPUS in LUCKNOW

##### **Scope of services to be offered**

Indian Bank is proposing to refurbish all hostel rooms (38 rooms), related civil works along with necessary infrastructure, interior works, plumbing and sanitary work, Painting (inner and outer), Replacement of 1 lifts, Electrical works, Air conditioning works in Staff College campus in Lucknow at an approximate cost of Rs.275 lakh. The existing 2'x2' vitrified tiles inside the Hostel rooms will be retained as it is unless it is in irreplaceable condition. The hostel building will be a modern building having all required amenities incorporating "Green" features. All necessary statutory approvals if any, from Lucknow Municipal Corporation/ LDA/ U.P. Fire services/ U.P. public Health / Engineering/ other statutory bodies such as approval of plans/ set of drawings, commencement, occupation, completion certificate, NOC from fire brigade and other authorities, water, electrical and drainage connection, certificate from Govt., lift inspectorate, NOC from Environment Dept./ and other related Depts. in this regard will be the responsibility of the Consultant. All the required liaising if any, work required to be done within the fees payable and no extra claim will be entertained. However, Indian Bank will remit the necessary fee payment to the Govt. authorities as per their demand.

As the project involves **dismantling certain existing amenities in the existing building**, consultant has to oversee the demolition activities with its disposal etc. including obtention of statutory permission from the local authorities as required in the matter as per the local laws. Further the proposed work need to be completed with minimum disturbance to the other occupants.

The consultant will assume total responsibility for completion of the project in all respects till obtention of all necessary completion/ commencement certificate in case of Lift works etc from the State / Central Government / Statutory authorities within the specified time frame of 12 months. The time is the essence of the contract. While the duties of the consultant will be governed by the standard agreement to be executed with Indian Bank by the successful consultant, the **role and responsibilities of the consultant** will broadly include following:

- (a) Preparation of detailed /structural/ Architectural design portion(s) to be renovated.
- (b) Preparation of detailed design of all internal and external services such as electrical, AC, plumbing, water supply, soil and storm water drainage, lifts, fire fighting, , interior works etc.
- (c) Preparation of all detailed architectural, engineering, structural drawings including those for all services as stated above.



- (d) Preparation of subhead-wise item-wise/ detailed estimates based on current market rate/ CPWD rate analysis, which will include preparation of rate analysis for all major items, take of / quantity sheets for submission to the Indian Bank for approval of the cost.
- (e) Assisting Indian Bank for prequalification and empanelment of trade-wise contractors by following elaborate procedure/ norms laid-down by Bank/ CVC guidelines.
- (f) Preparation of draft tenders (Technical Bid & Price Bid ) subhead-wise including detailed bills of quantity (BOQ) based on approved estimates by Indian Bank and full set of tender documents including all terms, conditions, special conditions and standard clauses.
- (g) Assisting the bank in calling of competitive tenders each trade-wise at appropriate time from the pre-qualified contractors. Required sets of tender documents will have to be prepared by the consultant themselves at no extra cost to Indian Bank.
- (h) Detailed scrutiny of the tender received including preparation of the comparative statement etc. and submission of recommendations for acceptance or otherwise, of the tender of successful bidder / vendor, placing of work order etc.
- (i) Preparation and issuance of detailed working drawings minimum 3 sets to the contractor well in advance so that work is not held up at any point of time for want of the drawings / details. 2 sets of such drawings will have to be issued to Indian Bank for its records. 3D views of the respective works to be issued to the client/site as and when required.
- (j) The consultant is responsible for smooth and timely completion of all works in liaison with PMC of the project within the agreed time schedule without cost overruns barring exceptional circumstances beyond the control of the consultant.
- (k) The consultant will have to apply and obtain all required approvals/ NOC from Lucknow Municipal Corporation/ LDA and other Govt./ Statutory authorities from time to time such as occupation/ completion/ drainage/ water supply and electrical connection, verification by lift and electrical authorities etc. well in time, if required , so that the progress of the work is not hampered.
- (l) The effective communication between various agencies/ vendors contractors will have to be ensured by the consultant. The problems/ hindrances/ bottlenecks need to be sorted out / removed by arranging site meetings of all concerned including employer (Indian Bank) PMC and record of such meetings, decisions taken etc. need to be maintained in a chronological manner kept in a separate register.
- (m) During the defects liability period carrying out periodical inspection along with representatives of Indian Bank and contractor, preparation of the list of defects list and arrange for its rectification from contractor.
- (n) Preparation of “**As Built**” drawings including those for all services and 2 sets of such drawings mounted on cloth papers and also in the form of a CD (soft copy) will have to be prepared and submitted to Indian Bank.
- (o) Bank’s projects may come under Technical Audit by Chief Technical Examiner’s Organization of Central Vigilance Commission. Submission of Reply to their queries, compliance of their observations etc. are statutory requirement of the consultant. The list of duties mentioned above is only indicative and the consultant will have to assume full



responsibility for completion of the project both qualitatively and quantitatively as per accepted contract conditions in the best possible workmanlike manner in all respects till its occupation within the agreed time schedule and cost by following laid down norms / procedure of Indian Bank and guidelines of CVC in an open and transparent manner to the satisfaction of the Bank and towards achieving this goal whatever is required to be done will have to be arranged by the Consultant with the approval of Indian Bank.

Signed as token of acceptance

Signature of consultant with seal

Date:

Place:





#### **D. INSTRUCTION TO APPLICANT**

1. Applicants are required to submit their applications after downloading the tender document from the bank's website [www.indianbank.co.in/tenders](http://www.indianbank.co.in/tenders) along with full bio-data giving details about their experience, technical personnel employed, competence and adequate evidence of their financial standing etc. as per enclosed Annexure, which will be kept confidential. **Part A (Technical Bid) & Part B (Price Bid) are to be enclosed in separate envelope and kept in a big envelope.**
2. The decision of Bank in regard to short listing and selection of Consultant will be final and binding on all participants. The BANK, however, reserve the right to restrict the list of pre-qualified consultants to any number as deemed suitable by it.
3. Indian Bank reserves the right to reject any or all applications without assigning any reason thereto.
4. Each page of the application shall be signed sealed and submitted in a sealed envelope. The application shall be signed by person/ persons on behalf of the organization having necessary authorization/ Power of Attorney to do so.
5. If the space in the Annexure is insufficient for furnishing full details, such information may be supplemented on separate sheets of paper, stating therein the part of the Annexure and serial number. Separate sheets shall be used for each part. However the format shall be as per Annexure.
6. Applications containing false and/ or inadequate information will be liable for rejection.
7. While filling up the application with regard to the list of important projects completed or on hand, the applicants shall include those works only to the relevant category.
8. Applicants are requested to take note of the document in Annexure giving a summary of the role and responsibilities of the consultant before submitting the application.
9. Canvassing in any form in connection with selection of consultant is strictly prohibited and the application of such persons/ organizations, who resort to canvassing, will be liable to rejection.
10. The applications received after closing date and time will not be entertained even through postal/courier mode.
11. Part-A of Tender- (Technical Bid) will be opened on the **18.02.2025** and at **03.30 pm**, in the presence of bidders who may like to attend.  
  
Part-B of Tender- (Price Bid) will be opened only for such offers, which have qualified for Part-A.
12. Date and time for presentation of proposal/ scheme and Part-B (Price Bid) opening shall be intimated to the successful bidders only.
13. Only one representative of the bidder will be permitted to be present for the tender opening and presentation of proposal/ scheme, if any.



14. No Literature, Pamphlets other than what is specified is to be enclosed. All such enclosures shall be considered as unread and also will not be considered as part of the PQ application.
15. Applications incomplete in any respect and which are not legible are liable for rejection.
16. Banks intends to appoint a Project Management Consultant (PMC) whose work will broadly include Quality control at site, recording of measurements, verification of running account/ final bills of contractors certified by the Architect, finalization of accounts, extra / deviated items, rate analysis, maintaining various registers as per CVC / Bank's guidelines at site, preparation of bar chart/ CPM networks and its updating for monitoring progress etc. The collection of samples of various materials used at the site and arranging for its testing through approved laboratories/ institutes will have to be done and proper record/ registers need to be maintained at site.
17. The PMC will be supervising day to day activity of the work, however the Consultant shall remain responsible for the successful completion of work in all respects with periodical supervision/ inspection and suitable instructing/ guiding the PMC including verifying the works.
18. Consultant who come L-1 in qualification, then their financial bid for selection of PMC will not be considered for opening, if they had applied for the both activities.
19. The suitable agreement will be entered with successful architect consultant, in a Bank Format.



**PREQUALIFICATION OF ARCHITECTURAL CONSULTANT FOR THE REPAIR & RENOVATION OF ALL HOSTEL ROOMS AND ALLIED INFRASTRUCTURAL WORK, COMMON AREA IN STAFF COLLEGE CAMPUS AT LUCKNOW**

**E. BIO-DATA OF THE PARTNERS/ ASSOCIATES/CONSULATANT**

1. Name :
2. Associates with consultancy since :
3. Year of opening/ incorporation :
4. Professional Qualifications :
5. Professional Experience :
6. Professional Affiliation :
7. Membership in :
8. Details of Published papers in Magazine :
9. Details of cost effective methods/ designs adopted in the projects :
10. Exposure to new materials/ Techniques :
11. Details of modern amenities provided in the buildings :

Signature of the Consultancy with seal

Date:

Place:



ANNEXURE 'B'

**TECHNICAL BID****F. PREQUALIFICATION OF ARCHITECTURAL CONSULTANT FOR THE REPAIR & RENOVATION OF ALL HOSTEL ROOMS AND ALLIED INFRASTRUCTURAL WORK, COMMON AREA IN STAFF COLLEGE CAMPUS AT LUCKNOW****LIST OF MAJOR BUILDING CONSTRUCTION WORKS COMPLETED DURING THE LAST 7 YEARS  
ENDING AS ON 31.12.2024**

Sr. No.	Name of the Client	Nature of work	Features of green building and modern amenities provided	Location of the building / municipal limits	Estimated value	Area in Sq.ft.	Height of the building	Date of start	Period of completion	Actual date of completion	Final value of the project	Reasons for the variation / delay if any
1	2	3	4	5	6	7	8	9	10	11	12	13

- Note:** (a) The credentials issued by the Clients shall be enclosed including letter of award of the work/ completion certificate if any.  
(b) The work should have been executed by the consultant under the name in which they are submitting the applications.

Signature of the Consultant with seal

Date:

Place:

**TECHNICAL BID****G. PREQUALIFICATION OF ARCHITECTURAL CONSULTANT FOR THE REPAIR & RENOVATION OF ALL HOSTEL ROOMS AND ALLIED INFRASTRUCTURAL WORK, COMMON AREA IN STAFF COLLEGE CAMPUS AT LUCKNOW****LIST OF MAJOR BUILDING CONSTRUCTION WORKS ON HAND AS ON 31.12.2024**

Sr. No.	Name of the client	Nature of work	Features of green building and modern amenities provided	Location of the building / municipal limits	Estimated Value	Area in Sq.ft.	Height of the building	Present position	Scheduled date of completion	Remarks
1	2	3	4	5	6	7	8	9	10	11

Signature of the Consultant with seal

Date:

Place:

**TECHNICAL BID****H. PREQUALIFICATION OF ARCHITECTURAL CONSULTANT FOR THE REPAIR & RENOVATION OF ALL HOSTEL ROOMS AND ALLIED INFRASTRUCTURAL WORK, COMMON AREA IN STAFF COLLEGE CAMPUS AT LUCKNOW****LIST OF OTHER WORKS ON HAND AS ON 31.12.2024**

Sr. No.	Name of the client	Nature of work	Estimated Value	Present position	Scheduled date of completion	Remarks
1	2	3	4	5	6	7

Signature of the Consultant with seal

Date:

Place



## ANNEXURE 'E'

**PREQUALIFICATION OF ARCHITECTURAL CONSULTANT FOR THE REPAIR & RENOVATION OF ALL HOSTEL ROOMS AND ALLIED INFRASTRUCTURAL WORK, COMMON AREA IN STAFF COLLEGE CAMPUS AT LUCKNOW**

**I. STANDARD METHOD OF PAYMENT**

Based on the satisfactory performance / achievable milestones against the activities as enumerated hereunder, the following part payment on percentage (%age) basis shall be computed from the total quoted amount shall be payable to the appointed Bank's empanelled consultant in stages, as detailed below:

S. No.	Stage	Cumulative percentage Of Fees
1)	On submitting final preliminary drawings / designs /along with the modified estimate of cost and on approval of the same by Bank , 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 floor wise, area wise. Hard copies 2 sets on A1 /A3 size white paper and soft copy in CD/ 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.	15.0
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.	25.0
3)	Assisting Bank for prequalification of the tenderers, Finalization of agencies, Inviting the tenders, arranging Pre-bid 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, tread wise. The Bank may invite combine tender or individual tenders for following. - Interior decoration floor wise comprising of flooring, false ceiling, partitions, cabins, storages, etc. for individual or group of floors. - Work stations and Chairs - Civil and Plumbing Works for renovating toilets - Lift, Electrical ,Fire Fighting and miscellaneous mechanical works	30.0



	- Decorative fittings and fixtures.	
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 pro-rata basis tread wise.	40.0
5)	During course of construction work on site (in instalments) as construction work proceeds and in proportion to the value of work executed. This fees will be paid based on certification of RA bill payment by Bank and further recommendations by the Interior Designer on prorata 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 payment to the Consultant 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 Consultants fees.

GST which has been imposed by Central/State Government on the services rendered by Consultant will be borne by Bank.

The decision of the Bank in respect of the above shall be final and binding on the appointed Consultant. All running payments made to the appointed Consultant are on account and shall be adjusted against final bill amount payable.





### J. FORM OF AGREEMENT (Draft Format)

THIS AGREEMENT made at \_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_ Two Thousand Eighteen between Indian Bank having its Staff College at Lucknow (hereinafter called "the Employer") of the ONE PART and \_\_\_\_\_ (Name and address of the Architects) (hereinafter called "the Architects/The Consultant" ) of the OTHER PART.

WHEREAS the Employer intends to carry out repair & renovation of all hostel rooms, Related civil works along with necessary infrastructure, External painting, Replacement of 1 lifts, Electrical works, Air conditioning works in Staff College Lucknow campus (hereinafter called "the Project")

AND WHEREAS the Employer is desirous of appointing the Architects for the purpose of designing, site supervision and completion of the project.

NOW THIS DEED WITNESSETH and the parties hereto hereby agree as follows:

- 1) The employer agrees to pay the Architects as remuneration for the professional services to be rendered by the Architects in relation to the said project particularly for the services mentioned in the tender documents and this agreement, a fee calculated at \_\_\_\_\_ % (as quoted in the price bid) and 50% of quoted price for prototype and repetitive work hostel room of the estimated cost or accepted tender cost or actual cost of project 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 stipulation given below:-

In case, the actual cost of work is more than the tendered cost as a result of authorised changes in the specification and /or quantities of the scheduled items or the operation of duly approved additional or substitute items, if any, such actual cost and not the accepted tender cost (without taking into account any escalation), will be considered as the cost on the basis of which basic fees will be worked out and the ceiling will also pertain to basic fees thus worked out.

- 2) The Architects/Consultants shall take the Employer's instruction, prepare scheme designs, make approximate estimate cost by cubic measurements or otherwise, prepare working drawings, prepare structural, electrical services, drawings, prepare specifications, prepare bill of quantities and detailed estimate with rate analysis, prepare tender documents, assist in obtaining tenders, advise on tenders received, prepare contract documents, nominate and instruct consultants (if any), coordinate activities of all consultants with the local Architects/PMC if and as applicable, prepare such further details and particulars as are necessary for the proper carrying out of the



works, advise Employer on technical and financial implication on the deviation/amendments (if any), from the approved scheme and give site supervision, measurement, quality control, variation management and complete project management.

When work is executed wholly or in part with old materials or where materials, labour or carriage is provided by the Employer, the percentage shall be calculated as if the work had been executed wholly by the contractor supplying all labour and materials.

No deduction will be made from the Architects'/Consultants fee on account of liquidated damages or such other sums withheld from the payments due to the contractor. However, the employer reserves the right to withheld /defer the payments due to the Architects till the completion of milestone levels as envisaged in the original programme charts.

- 3) No traveling allowance (T.A), daily allowance (D.A) or any other allowance shall be paid to the Architects for visit to the Corporate Office, Zonal offices of the Bank, office of the local authorities etc.
- 4) Apart from such copies of drawings as required for submission to the local authorities and 4 sets of contract documents for all trades, the Architects will supply additional copies of drawings free of cost, as follows:
  - i. Two sets of all drawings for contractors.
  - ii. Two sets of all drawings for clerk of works/site engineer.
  - iii. One set of all drawings for Service Consultants, if any.
  - iv. Two sets of all drawings to the Employer.
  - v. The Architect shall furnish two sets of complete design calculation and drawing for the structural work and other items in the trade for record by the Employer, whenever the work involves structural work, addition and alteration as well.
  - vi. The Architect shall furnish two sets of completion plan of the Building/Structures including all services on completion of the project, along with a complete set of design calculations and structural drawings to form a permanent record for the Employer to be consulted in case of any future additions/alterations at a later stage.

The cost of supplying copies of drawings over and above the sets mentioned above shall be reimbursed by the Employer to the Architects.

- 5). The Employer shall pay to the Architects their basic fee in the following manner:

Total fee calculated at at \_\_\_\_\_ % (as quoted in the price bid) and 50% of quoted price for prototype and repetitive work hostel room ,subject to ceiling given in clause 1a&1b of this agreement ,stage of payment shall be as given as per the annexure "E", Standard method of payment.

Note:

- a) The fees as stated hereinabove will also be applicable to engineering services work.



- b) The fees as stated hereinabove will be adjusted on the basis of the latest available estimated cost or if tenders have been received then on the lowest bonafide tendered cost. For stage (iv) onwards progressive payment will be made on the basis of cost of works done.
- c) The final installment of fees shall be adjusted on the basis of actual cost of works, subject to the stipulation and ceiling given in clause 1 herein before.
- d) The Architects shall not make any material deviation, alteration, addition to or omission from the approved design without the knowledge and consent of the Bank.
- 7). The Architects shall engage qualified and competent/ reputed Soil, Structural, Electrical, Water Supply & Plumbing and Air conditioning Consultants (if in house facility is not available) as required to assist them in the preparation of design and details for these services. The fees payable to these Consultants shall be borne by the Architects out of the fees received by them. The latter shall be however fully responsible for the design and soundness of the works of such Consultants and shall also co ordinate the activities of various consultants. The architects shall be considered as employer for these consultants for all purposes. The structure designed shall be earthquake resistant and shall be taken care in the design itself.
- 8). In case where the Architects/ Consultants perform partial services for any reason, including the abandonment, deferment, substitution or omission of any project and/or works, or part thereof, and if the services of the Consultants/Architects are terminated, the charges payable in respect of the services performed shall be as follows:
- Payment will be made in accordance with Clause 5 hereinabove written for the stages that have been completed. For the incomplete stage, payment will be made on quantum-merit basis in which case assessment of fees will be made with due regard to all relevant factors.
- 9). In case of any dispute between (the Architect and Consultant or any other agency), the matter shall be referred to the Bank whose decision shall be final and binding on all parties.
- 10). In case it is established that due to delay in execution of the project and/or due to fault of Project Architect/ Consultant the Bank has to pay any extra amount due to over-run of the Project, over measurements - faulty description of tender item or any other lapse on the part of Project Architect/Consultant necessary recovery may be effected from the Project Architect/Consultant's fee as per provision of section 73 of Indian Contract Act 1872 under section 30 of Architects Act 1972 (Central Act No. 20 of 1972), besides Bank's taking recourse to process recovery of the extra amount incurred by the Bank. The Consultant' say be however limited to 10 percent of the fees paid to him.
- 11). In the event of any dispute, difference or question arising out of or touching or concerning this agreement or the execution of the project, the same shall be referred, at the option of either party (Bank or the Architects), to the arbitration of a sole Arbitrator appointed by High Court The award of the arbitrator shall be final and binding upon the parties.



Submitting to arbitration may be considered as an additional remedy and it does not preclude the Parties to seek redressal/ other legal recourses.

- 12). This agreement can be terminated by either party on giving 3 months' written notice normally to be delivered at the registered address of the parties. However, in exigent circumstances, the services of the Architects can be terminated by the Bank by giving notice of lesser period.
- 13) Unless the context otherwise requires "General Guidelines" of tender document dated ..... shall be deemed to form part of this agreement
- 14) If any provision herein becomes invalid, illegal or unenforceable under any law, the validity, legality and enforceability of the remaining provisions and this agreement shall not be affected or impaired.

IN WITNESS WHEREOF the parties hereto have hereunto set their hands the day and year first above written.

Signed, and delivered by INDIAN BANK the hands of -----its and constituted attorney in the presence of

1. \_\_\_\_\_ (Name and Signature)

2. \_\_\_\_\_ (Name and Signature)

Signed and delivered by the hands of Shri \_\_\_\_\_  
Partner of (Name of the Architects) in the presence of

1. \_\_\_\_\_ (Name and Signature)

2. \_\_\_\_\_ (Name and Signature)

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**Place:**

**Date :**

**Signature of the Architect with seal  
(in token of acceptance of all terms and  
conditions of the tender)**



### III. CHECK LIST : DETAILS OF ENCLOSURES

Sl. No.	Description of item	Enclosed Page No
1	PQ Document including Annexure -A to F	
2	Power of Attorney as required in Para 4 of Instruction to applicant	
3	Certificate of Registration as required in Part-A: Technical Bid	
4	Audited Balance Sheet and Profit and Loss statements for the past three years duly certified by a Chartered Accountant	
5	Name and Address of the Bankers of the applicant	
6	Certificates / Reports for: a) Completion certificates b) Performance Reports	
7	Details of key Technical and Administrative personnel employed	
8	Details of infrastructure and office equipments (separate sheet to be attached)	
9	EMD	
10	Any other important information	

### [B] CHECK LIST: PREQUALIFICATION REQUIREMENTS – ELIGIBILITY CRITERIA

1	Do you satisfy requirement of Clause I <b>(B. PREQUALIFICATION (PQ) CRITERIA )</b>	Yes / No
2	Do you satisfy requirement of Clause 2.a <b>(B. PREQUALIFICATION (PQ) CRITERIA)</b>	Yes / No
3 (i)	Do you satisfy requirement of Clause 2.b. i. <b>(B. PREQUALIFICATION (PQ) CRITERIA)OR</b>	Yes / No
(ii)	Do you satisfy requirement of Clause 2 .b.ii. <b>(B. PREQUALIFICATION (PQ) CRITERIA )OR</b>	Yes / No
(iii)	Do you satisfy requirement of Clause 2.b. iii. <b>(B. PREQUALIFICATION (PQ) CRITERIA )</b>	Yes / No