



STATE BANK OF INDIA
PREMISES AND ESTATE DEPARTMENT,
3rd FLOOR, ZONAL OFFICE, ZONE-I
SHARADA COMPLEX, PUNE - 37

NOTICE INVITING TENDER FOR APPOINTMENT OF ARCHITECT/CONSULTANT

INTERIOR AND CIVIL RENOVATION WORKS AT OPENING OF RACPC-IV, NAGAR ROAD, PUNE

Sealed tenders are invited from bank's empanelled architects in the "**interior renovation category**" in Mumbai Circle who have successfully completed Ambience of branches in Pune and Mumbai. The cover duly sealed should be super scribed with "Tender for Interior and Civil Renovation Works at OPENING OF RACPC-IV,PUNE" and it should bear the Name and Address, phone no. of the architects. **The quotations have to be submitted for projects OPENING OF RACPC-IV, NAGAR ROAD, PUNE.** The cover should be duly sealed and addressed to The Deputy General Manager (B&O), State Bank of India, Zone-I, Zonal Office, 3rd Floor, Sharada Complex, Pune - 37. The copy of the tenders can be downloaded from Bank's web site free of cost.

2. The sealed tenders should be dropped in the tender box kept in the Premises & Estate Department at above address as per the details given the in the technical bid documents.

3. Architects should quote their fee on Percentage (%) basis. The rate quoted in the price bid should be exclusive of service tax but inclusive of all other taxes as applicable to them as per the extent banks/Govt norms. Bank will not entertain any claim whatsoever in this respect. Subsequently, all other terms and conditions are as per the technical bid/ Tender document. It is hereby clarified that the tender should be submitted in the exact format given herein without making any changes / alterations to the said tender document downloaded from web site. The architect has to clearly mention the copy is downloaded from web site. In case of any disputes arising in the web copy the original copy kept in the department will be taken as final tender copy.

4. The Bank reserves the right to accept/ reject any or all the tenders without assigning any reason whatsoever.

Date: 07.04.2017

APPOINTMENT OF ARCHITECT/CONSULTANT

INTERIOR AND CIVIL RENOVATION WORKS AT OPENING OF RACPC-IV, NAGAR ROAD, PUNE.

Separate Sealed quotations (Technical & Financial) are invited from the architects/consultant with regard to Interior and Civil Renovation Works at OPENING OF RACPC-IV,PUNE.

2. We request you to please quote your professional fee as percentage (exclusive of service tax) for the cost of work as per the format annexed (Annexure- II) for rendering Architectural/ Consultancy for the captioned work to be carried out. **The cost of items, if any, to be directly purchased by the Bank will not be included in the cost of the project for the purpose of calculating professional fee.**

3. The eligibility criteria and general scope of professional services to be rendered by Architect / Consultants will include –

ELIGIBILITY CRITERIA- MUST SATISFY ALL POINTS GIVEN BELOW

- a. The architect/consultant should have at least 5 years experience in Interior and Civil Renovation Works of Banks works/other PSU/ Office works.
- b. The architect/consultant should have experience of installation/supervision of fire fighting system in office area/commercial multistoried building.
- c. The architect/consultant must be having at least two running contract of similar work preferably in PSU / Banks.
- d. The architect/consultant should be an income tax assessee and should have filled income tax return for the last assessment year.
- e. The architect/consultant should have executed and successfully completed atleast one In-Touch branch in Mumbai or Pune Region.
- f. The architect/consultant should have license of municipal/local fire authority or Other regulating agency for submission of the required drawings to the Municipal and other Local Authorities If required.

BROAD SCOPE OF WORK: -

- A The scope of work involves preparation of drawings, layouts, and getting the drawings/layouts duly approved from the Banks various authorities/ user departments, preparation of detailed estimates with rate analysis of each items, preparation of tender, obtaining statutory approvals (if required), periodical supervision of work, bill verification/certification and other allied works related to project and as may be required by Bank. The architect/consultant agency shall submit a proper PERCHART/ Bar chart incorporating all the activities required for the completion of the project well in time.
- B Architect will be responsible for rendering complete professional services including periodical site supervision for above work in compliance with rules applicable to the local area and regulations of statutory/local authorities and Bank's guidelines. Scope of work and all other terms and conditions with regard to appointment of architects will be as per the bank's norms. Architects are required to sign an agreement with the Bank as per the bank's standard agreement format immediately on placing the work order to them. However, consultancy fee will be paid as per the quoted rate.
- C Submission of the required drawings to the Municipal and other Local Authorities if required.
- D Preparing the detailed estimates, which include all works like civil work, electrical work, AC etc and for installation of fire hydrant & sprinkler system if required.
- E Preparing detailed tender documents for various trade/works like interior /civil/ water supply, electrical installation, AC /fire, technical specifications of pumps and other accessories, civil work etc. complete with articles of agreement, special condition, conditions of contract specialization bill of quantities including detailed analysis of rates based on market rates, time & progress chart etc.
- F The architect/consultant shall float tender in consultation with Banks engineer and after approval of the detail estimates by the bank and judge the technical parameters of proposed work with bank.

- G Regular supervision of the work during execution of work. Checking and verifying the materials received on site as per specifications. Ensuring quality and timely completion of work. Testing/checking/commissioning of various equipment's and certifying that all the equipment are functioning as per the specifications.
- H Submitting a detailed account of various materials used etc. and verify the bill for the works carried out by the contractors.
- I Assuming full responsibility for supervision and proper execution of all works by general and specialist contractors who are engaged from time to time including control over quantities and quality during execution to restrict variation, if any, to be minimum.
- J No deviations or substitution should be authorized by the architect/consultant without working out financial benefit, if any, to the contractor and obtaining approval of the bank.
- K The architect/consultant shall be wholly and solely responsible for the successful completion of the project in all respect consistent with safety and structural stability from the inception up to the handling over the site for use.
- L On the completion of the project, prepare 'As built' drawing of architectural, structural and other services along with a brief report on the project and documents submitting 04 (four) copies of the same for the records of the bank.
- M The architect/consultant shall verify and confirm that identification marks and quality of material and ISI marks are made on all service installations/electric panel/valves/pump/wiring etc. for easy identification to carry out maintenance jobs.
- N The architect/consultant/firm shall submit the certificates of installation of the work certifying that it is done as per the Bank's requirement and standard parameters.

SCHEDULE TIME PERIOD:

- a) Submission of Sketch Plans Within 1 weeks from the date of receipt of instructions from the Employer.
- b) Submission of detailed drawings and detailed estimate complete in all respects for the project Within 1 weeks from the date of Employer's approval of the sketch plans.
- c) Submission of the required drawings to the Municipal and other Local Authorities if required.

- d) Submission of drawings and draft tender for all the trades including civil, sanitary and water supply works, electrical works, AC, Interior, etc. complete Within 1 weeks from the date of receipt of Employer's approval including revisions
- e) Submission of Architects report on the various tenders Within 2 days after opening of tender
- f) Submission of working drawings (Architectural Floor plan & details Plumbing, Sanitary and fire Protection & detection drawings Elec. & HVAC drawings etc. complete.

4. We request you to submit your sealed quotation super scribing "**APPOINTMENT OF ARCHITECT/CONSULTANT FOR INTERIOR AND CIVIL RENOVATION WORKS AT OPENING OF RACPC-IV, NAGAR ROAD, PUNE**" quoting for the work latest by **14:00 hrs** on or before **28th APRIL , 2017** at the following address :-

**The Dy. General Manager (B&O),
State Bank of India,
3th floor, ZONE-I,Zonal Office,
Sharada Complex, Pune-37.**

5. The sealed cover will be opened at **15:00 hrs** on **28th APRIL 2017**. The architect/consultant who has applied is also invited to be present in their own interest. No further intimation in this regard will be issued. **Any quotation without seal cover will not be accepted.**

6. The selected architect/consultant/firm will have to enter into a formal agreement with the Bank as per the bank's format.

7. **Bank reserves the right to reject any or all the offers without assigning any reason thereof.**

Chief Manager (GB)

STATE BANK OF INDIA ,ZONAL OFFICE,ZO-I, PUNE**APPOINTMENT OF ARCHITECT/CONSULTANT (TECHNICAL)****TECHINICAL BID FOR INTERIOR AND CIVIL RENOVATION WORKS****AT OPENING OF RACPC-IV , NAGAR ROAD, PUNE**

SNO	Particulars		Details to be furnished
1	Name of the project applying for	:	
2	Name of architect/consultant	:	
3	Address	:	
4	Contact Details	:	
	Mobile	:	
	Landline no with STD code	:	
	Email Id	:	
	Firm established since	:	
5	Whether registered with the Registrar of companies/ Registrar of firms. If so, mention number and date and enclose copy of certificate of the registration :	:	
6	PAN No	:	
7	Tan No	:	
8	Service tax No	:	
9	Details of the In touch branch executed and successfully completed in Mumbai/Pune region.	:	
10	Specify the maximum value of work Executed/supervised for Interior/electrical/AC and fire fighting or similar work elsewhere (give full details) :	:	

11	Specify the details of running two (02) contract with other organization with amount of work order (Give full details)	:	
----	--	---	--

Yours faithfully,

Signature:

Name:

Organization:

Designation :

Seal :

STATE BANK OF INDIA ,ZONAL OFFICE,ZO-I, PUNE

APPOINTMENT OF ARCHITECT/CONSULTANT (FINANCIAL)

FINANCIAL BID FOR INTERIOR AND CIVIL RENOVATION WORKS

AT OPENING OF RACPC-IV , NAGAR ROAD, PUNE.

Dear Sir,

We have read the conditions and have understood fully. We quote our professional fee as _____% { _____percent (in words)} exclusive of Service Tax of the approved estimated cost of work or actual cost of work whichever is less for rendering the architect/consultant/firm for INTERIOR AND CIVIL RENOVATION WORKS AT OPENING OF RACPC-IV, NAGAR ROAD, PUNE.

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

3. We understand that no other charges like Transportation charges etc. to visit site will be paid by the Bank.

Signature

Name & Address of the Firm