

**Appointment of architect for Interior furnishing & Electrical works at New premises of Uppal branch & Uppal -Asset Management Hub (AMH), Hyderabad.**

**Dt: 31.08.2024**

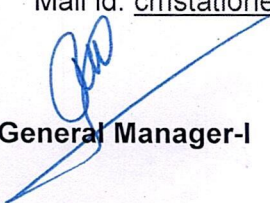
We are inviting quotations for appointment of architect for Interior furnishing & Electrical works at new premises of our Uppal branch and AMH which is located at Uppal, Hyderabad.

The brief details of the premises are as follows:

1. The approximate area of the premises is 2100 sft on ground floor.
2. The premises should accommodate our **Uppal branch** and Uppal Hub with total staff of around 10 members.(including BM cabin and cash cabins)
3. Interior furnishing works: BM cabin, cashier cabins, work stations for other staff, required storage and other branch necessities.
4. Electrical and LAN works all over the premises and required earthing.
5. Any other works as per the requirement of the Bank as decided from time to time.
6. Architects are expected to get the site inspected and get acquainted with Bank's requirements before quoting the price bid. The address of the premises for your reference:  
2-1-73/1, old SRO building,  
Laxma reddy colony, Main road,  
Uppal. Hyderabad-500039.
7. Architect should submit the price bid in the format attached below (**Annexure-I**) as **quotation physically at our head office / send signed soft copy through mail id mentioned below on or before 06.09.2024 at 12.00 pm along with the attached Annexure-II as a token of acceptance of the conditions.** Price bids will be opened at 1.00pm on the same day. The result will be communicated later after the approval of competent authority. Lowest price bidder will be appointed as architect for Interior furnishing & Electrical works at new premises of our Uppal branch and AMH.
8. The payment of **architect fee will be done only after the completion of the project and completion of final payment to the contractor.** (expected time period for completion of the project is maximum of 30 days after issue of work order to the contractor). Though the complete payment will be done after completion of the project, architect's responsibility lies till the completion of defect liability period (12 months) of contractor.
9. Architect should enter into an agreement with the bank with all the terms and conditions mentioned above as per the format prescribed by the bank.
10. **Bidders are advised to submit the experience certificates in this field of carrying out any Bank branch/offices architectural services,** for further scrutiny & Bank reserves right to reject any or all applications without assigning reasons thereof.

For any further clarifications, please contact

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**General Manager-I**

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**FORMAT FOR SUBMISSION OF THE PRICE BID**

We have understood the scope of the services to be offered, the terms and conditions for the appointment to be rendered by the Architect specified by TGB technical bid as well from their standard agreement for the captioned purpose and we will abide by the same in case our proposal is accepted.

Accordingly, we now quote a total lump sum professional fees at \_\_\_\_\_% (in figure) ( \_\_\_\_\_) in words) of actual project cost plus GST at actuals as applicable for Interior furnishing & Electrical works. We also agree that the above payment of the fees will be released to us after the completion of the project and completion of final payment to the contractor.

**Note:**

1. The evaluation of L1 bidder will be done by considering lowest quoted bid.
2. In the event of a tie among two or more bidders, L1 bidder will be decided by Draw of Lots.

Name and designation of the Authorized signatory

Signature, stamp and seal

Place:

Date:



**Interior works in new premises of Uppal branch& AMH, Uppal, Hyderabad**

The Architect shall render the following services in connection with the above project:

- i) Taking the employer's instructions, studying the requirements, visiting the site, preparing sketch designs which shall be in accordance with local governing codes / standards, regulations, etc. and also in line with the Bank's Guidelines (including carrying out necessary revisions till the sketch designs are finally approved by the employer), preparing cost estimates for Interior decoration/furnishing and repair work based on the prevailing market rates substantiated by rate analysis for major/unusual items. (Proposals for Interior Decoration/furnishing work shall be simple but elegant, consistent with functional and aesthetic requirements and shall avoid lavish and ostentatious expenditure), discussing with the employer for finalization of estimates and preparing report on the scheme to enable the employer to take a final decision on the sketch designs and estimates.
- ii) Submitting a proper program chart incorporating all the activities required for the completion of the proposed work well in time. The program should also include various stages of services to be done by the Architects in co-ordination with the Bank.
- iii) Preparing detailed working drawings for strong room specification as per Annexure A attached and structural calculations and structural drawings, layout drawings for furniture, cabins, water supply and drainage, electrical installations, telephone installations, \ fire detection system, air-conditioning units installation if required by the Bank, security systems, etc. and preparing detailed estimates and all such other particulars as may be necessary for preparation of bill of quantities.
- iv) Preparing detailed tender documents for various trades and specialist services, etc. complete with articles of agreement, special conditions, conditions of contract, specifications, bill of quantities including detailed analysis of rates based on market rates, time and progress charts, etc.
- v) Inviting tenders for all trades and submitting assessment reports thereon, together with recommendations specifying abnormally high and low rated items. Preparing contract documents for all trades and getting them executed by the concerned contractors. (All commercial conditions shall be evaluated in financial terms instead of merely saying whether a condition may be accepted or not. When conditions are not susceptible to evaluation, the alternative procedure of calling all the tenderers for negotiation and asking them to submit a final bid based on the terms and conditions acceptable to the Employer may be adopted.)
- vi) Preparing for the use of the employer, the contractor and site staff, 4 copies of contract documents for all trades including all drawings, specifications and their particulars.
- vii) Assuming full responsibility for supervision and proper execution of all work by general and specialist contractors who are engaged from time to time including control over quantities during the execution to restrict variation, if any, to the minimum.
- viii) Architect shall not authorize any deviations or substitutions in the work without working out the financial implication, if any, to the Contractor and without obtaining prior approval of the employer.

ix) Checking measurements of work at site. Checking Contractor's bills, issuing periodical certificates for payments, and passing and certifying accounts, so as to enable the employer to make payments to the Contractors and adjustments of all accounts between the Contractors and the employer. Architect shall assume full responsibility for all measurements certified by them. A recommended certification proforma for the purpose is given below :

"Certified that the various items of work claimed in this running bill/ final bill by the Contractors have been completed to the extent claimed and at appropriate rates and that the items are in accordance with and fully confirming to the standard / prescribed specifications and hence the bill is recommended for payment of Rs (Rupees)"

x) Obtaining approval of Municipality and such other authority for the work completed wherever required and assisting in obtaining refund of deposit, if any, made by the employer to the Municipality or any such other authority.

xi) Preparing, on completion of the work, a brief report on the project and submitting 2 copies of the same along with important drawings of the project for the records of the employer.

xii) The Architect shall be wholly and solely responsible for the successful completion of the work in all respects consistent with safety and structural stability from the inception up to the handing over for occupation to the employer.

xiii) The Architect shall assist the Bank in all arbitration proceedings between the contractors and the employer and also defend the Employer in such proceedings.

xiv) Any other services connected with the work usually and normally rendered by the Architect, but not referred to herein above.

**Signed as token of acceptance**

**Signature of Architect with seal and Date**

