

**TENDER
FOR EMPANELMENT OF
CONSULTANT/ARCHITECTS/
ARCHITECTURAL FIRM FOR THE
BRANCHES OF
PUNJAB & SIND BANK
ZONAL OFFICE, GURDASPUR**

Tender Reference Number: - PSB/GSP/ARC-01/2021

IMPORTANT DATES

DATE OF ISSUE OF TENDER	07.10.2021 from 11.00 hrs.
LAST DATE OF SUBMISSION OF TENDER	21.10.2021 up to 15.00 hrs.
DATE OF OPENING OF TENDER	21.10.2021 at 15.30 hrs.

**ADDRESS:
PUNJAB & SIND BANK
ZONAL OFFICE
435/7, Civil Lines,
Gurdaspur-143521
Ph.01874-500371, 221038
E-mail: zo.gurdaspur@psb.co.in**



पंजाब एण्ड सिंध बैंक
PUNJAB & SIND BANK

पं.एस.बी. भारत सरकार का उपक्रम/ A Government of India Undertaking

आंचलिक कार्यालय

Zonal Office

435/7, सिविल लाईन, गुरदासपुर-143521

Gurdaspur-143521

दूरभाष: 01874-220887, 222086

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zo.gurdaspur@psb.co.in

Document for empanelment of Counsellant/Architects/Architectural Firm

This document consists of the following :

- A. Notice for inviting applications for empanelment of Architects/Architectural Firms through e-tendering platform (<https://psb.eproc.in>).
- B. General Rules and instructions to the intending applicants.
- C. Scope, Eligibility Criteria and Related Details.
- D. Application form for Empanelment.

Last date for submission of Application - 21.10.2021

APPLICATION FEE OF Rs.3000/- (NON REFUNDABLE)

Cut off date (Experience) – 31.03.2021.

RASHPAL SINGH

ZONAL MANAGER

Punjab & Sind Bank,

Zonal Office,

435/7, Civil lines Gurdaspur

Ph. 01874-500371, 500373

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Disclaimer

- The information contained in this RFP document or any information provided subsequently to Bidder(s) whether verbally or in documentary form by or on behalf of the Bank, is provided to the Bidder(s) on the terms and conditions set out in this RFP document and all other terms and conditions subject to which such information is provided.
- This RFP is neither an agreement nor an offer and is only an invitation by Bank to the interested parties for submission of bids. The purpose of this RFP is to provide the Bidder(s) with information to assist the formulation of their proposals. This RFP does not claim to contain all the information each bidder may require. Each Bidder should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this RFP and obtain independent advice, wherever necessary. Bank makes no representation or warranty and shall incur no liability under any statute, rules or regulations as to the accuracy, reliability or completeness of this RFP.
- Bank reserves the right of discretion to the change, modify, add or alters any or all of the provisions of this RFP and/or the bidding process at any stage of the process of bidding/ RFP, without assigning any reasons whatsoever. Such change will be published on the Bank's Website (<https://punjabandsindbank.co.in>, <https://psb.eproc.in>) and it will become part and parcel of RFP.
- Bank reserves the right to reject any or all the RFPs received in response to this RFP document at any stage without assigning any reason whatsoever and without being liable for any loss/injury that Bidder might suffer due to such reason. The decision of Bank shall be final, conclusive and binding on all the parties directly or indirectly connected with the bidding process.
- Information provided in this RFP is on a wide range of matters, some of which may depend upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. Bank does not own any responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein. Further, Bank also does not accept liability of any nature whether resulting from negligence or otherwise howsoever caused arising from reliance of any Bidder upon the statements contained in this RFP.

Information for Online Participating:

This Tender will follow e-Tendering process which will be conducted by Bank's authorized e-Tendering Service Provider M/s C1 India Pvt. Ltd. through website: <https://psb.eproc.in>.

Following activities will be conducted online through the above website:

1. Download of RFP document including all Annexure.
2. Addendums to the RFP.
3. Submission of Technical Bid & Commercial Bid by the Bidder.
4. Opening of Technical Bid & Commercial Bid by the Bank.
5. Announcement of results, if any.

Instructions:

1. Bidders who wish to participate will have to register with the website (<https://psb.eproc.in>). Bidders will be required to create login id & password on their own in registration process.
2. Bidder who wish to participate in this tender need to procure Class-III Digital Signature Certificate (With Both DSC Components, i.e. Signing & Encryption) from any of the licensed Certifying Agency. Bidders can view the list of licensed CA.s from www.cca.gov.in.
3. In case of any clarification/ queries regarding online registration/ participation, Bidders may reach out to:

Email: psbsupport@c1india.com

Ph: 0124-4302033/36/37.

1. Applicability:

Any Individual, Sole Proprietorship Firm, Partnership firm, Public Limited Company or a Private Limited Company may apply for empanelment as an Consultant/Architect/Architectural Firm under these rules provided the eligibility criteria and other conditions are satisfied. The empanelled Architects have to abide by all the rules made herein. The eligible and interested Architects may download the form from the website. The bidders are requested to upload application form (annexure A) with requisit documents to (<https://psb.eproc.in>) and also submit hardcopy to this office. The bank reserves the right to accept any or all the applications without assigning any reasons there of and their decision of selection will be final.

2. Scope of Empanelment (Duties and Functions of Counsultant/ Architects):

The general scope of work of Consultant/Architects involves rendering Architectural Services for renovation of Branches/Offices/Residences, furnishing & interior decoration, civil work and rehabilitation of the buildings, electrical, air-conditioning, fire safety works etc and similar works under Gurdaspur & Pathnkot districts, State of Jammu & Kashmir and Himanchal Pradesh.

The empanelment in Bank will entitle the Consultant/Architect/Architectural Firm to take up any of the following works during the period of empanelment:

A) The Consultant/Architect shall render the following services in connection with Bank's Interior Furnishing/Renovation:-

1. Taking the employer's instructions, studying the requirements, visiting the site, preparing sketch designs which shall be in accordance with local governing codes/standards, regulations etc. and also in line with the guidelines of Bank's Uniform Furnishing Pattern (including carrying out necessary revisions till the sketch designs are finally approved by the employer), preparing cost estimates for Interior Decoration/Furnishing work based on the prevailing market rates substantiated by rate analysis for major/unusual items. (Proposals for Interior Decoration/furnishing work shall be simple but elegant, consistent with functional and aesthetic requirements and shall avoid lavish and ostentatious expenditure), discussing with the employer for finalization of estimates and preparing report on the scheme to enable the employer to take a final decision on the sketch designs and estimates.
2. Submitting a proper programme chart incorporating all the activities required for the completion of the proposal work well in time i.e. preparation of detailed working drawings, structural drawings, calling tenders etc. The programme should also include various stages of services to be done by the Consultant/Architects in co-ordination with the Bank.

3. Preparing detailed layout drawings for furniture, cabins, electrical installations, telephone installations, fire detection system installation, security systems, etc. and preparing detailed estimates and all such other particulars as may be necessary for preparation of bill of quantities.
4. Preparing pre-qualification documents.
5. Preparing detailed tender documents for various trades and specialist services, etc. complete with articles of agreement, special conditions of contract, specifications, bill of quantities including detailed analysis of rates based on market rates, time and progress charts etc.
6. 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.
7. Preparing such further details and drawings as are necessary for proper execution of the work.
8. Submitting the required drawings to the Municipal Corporation and/or any other statutory authority and obtaining its approval, if required as per instruction of competent authority.
9. Assuming full responsibility for supervision and proper execution of all work by general and specialist contractors who are engaged from time to time including control over quantities and during the execution to restrict variation, if any, to the minimum.
10. 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. Consultant/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 Contractor 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.....)

Date:

Signature of Consultant/Architect

11. The Consultant/Architect shall be wholly and solely responsible for the successful completion of the work in all aspects consistent with safety and structural stability from the inception upto the handing over for occupation to the employer. Consultant/Architect shall also be responsible for those defects/matters which may come at a later stage, if Bank suffers any pecuniary loss/damage due to negligence/oversightness of the architect, Bank will have full right to recover the lost amount from the architect.
12. Submitting 3 copies of signed as built layout along with project completion certificate.
13. The Consultant/Architect shall assist the Bank in all arbitration proceedings between the contractors and the employer and also defend the employer in such proceedings.

3. ELIGIBILITY CRITERIA:

The Consultant/architect should satisfy the minimum eligibility criteria before they can be considered for empanelment and they have their registered office in Punjab/ Jammu & Kashmir.

- i. The Consultant/Architects should have Graduate/Post Graduate Diploma/Degree in Architecture/Respective Branch of engineering either from India or abroad and have done considerable amount of work as a practicing Architect for a minimum period of 3 years.
- ii. The Consultant/Architects should be a member of (i) Council of Architecture or (ii) Indian Institute of Architecture or (iii) Institute of Engineers or (iv) any other professional institute. For civil and furnishing works the Consultant/Architect/Architectural Firm should be registered with Council of Architecture.
- iii. If the firm is a partnership firm or limited company then at least one partner/director shall be registered with Council of Architecture.
- iv. The criteria for experience shall be the completion of requisite number of works of prescribed nature and magnitude executed on independent contract basis or as an Architect/Architectural Firm during the last 5 years. The works should have been executed in same name and style in which the empanelment is sought. The balance sheet may also be submitted alongwith the application.

The experience criteria for the work for consultant/architecture, should have successfully completed consultancy for Commercial/Residential/ Bank buildings of the following magnitude in the past 5 years ending current March.

- a) Three works completed each costing not less than 50% of Category work or
 - b) Two works completed each costing not less than 60% of Category work or
 - c) One work completed not less than 80% of Category work.
- v. The financial soundness shall be judged on the basis of the average annual business turnover of not less than 30% (in terms of consultancy fees received) in the last 3 years ending current March.
 - vi. The criteria for empanelment shall be as applicable on date of empanelment.
 - vii. The Consultant/ Architect/ Architectural Firm should have in-house MEP Consultant(s) and for the principal Consultant/Architect/Architectural Firm does not have in-house MEP Consultants, he/she may associate eligible MEP Consultant(s) and intimate the name(s) to Bank.

4. Engagement of Empanelled Consultant/ Architect for specific work:

Quotes/Percentage of fees for specific work (for particular state) should be obtained from the Empanelled Consultant/ Architects (for the particular state) and the work should be awarded to the lowest quoted Consultant/ Architect subject to the maximum fees ceiling as defined in Payment terms.

5. Empanelment Class & Payment Terms:

- a) The maximum fee payable to Consultant/ Architect should not generally exceed 5% of the total cost.

Category and value	Recommended fees (with supervision)
CLASS A- For value of works above Rs. 25 lakhs.	3.5%
CLASS B- For value of works between Rs. 10 lakhs to Rs. 25 lakhs.	3.5% to 5%
CLASS C- For value of works below Rs. 10 lakhs.	4% to 5% (subject to a minimum of Rs 15000/-)

- b) The payments shall be made as per the IBA guidelines. The stages for payment to be followed:
- i) The bank shall pay to the Consultant/Architects their basic fee @.....% plus tax of the actual cost of the work/ accepted tender cost, whichever is less subject to the ceiling as mentioned above.
 - ii) Issue of completion certificate and as built drawings & checking/ certification of final bill of works - 95% of total fee less if already paid on different stages.
 - iii) After the end of defect Liability Period of contract – 100% of total fee less already paid.
 - iv) After approval of detailed drawings if Bank has decided not to float the tender then consultant/architect payment will be made 40% of total fee.
 - v) In case of any contention the decision of bank for payment shall be final.

6. Penalty:

Under any circumstance, it is established that due to the fault of the Empanelled Architect, the Bank has to pay any extra amount due to cost overrun of the project, over measurements/faulty description of items or any other lapse on the part of the Architect, necessary recovery may be effected from the Consultant/Architect fees.

7. Disciplinary Actions:

The Consultant/Architect/Architectural Firm shall have to abide by all the rules of empanelment and also by the terms and conditions of the agreement/MOU. He shall have to execute the works as per contract on time and with good quality. Bank shall have the right to suspend business with him for any period, debar or remove the name from the approved list of architects indefinitely or for a period as decided by Bank after issue of a show cause notice. Decision of Bank shall be final and binding on the Consultant/Architect.

8. Validity of Empanelment:

The empanelment will be valid for a period of three years from the date of empanelment. However, the empanelment may be revalidated, in accordance with the rules in this regard. Each revalidation shall be for a period of one year from the date of expiry of previous empanelment/revalidation. The empanelment shall be open for review by the Bank and liable to termination, suspension or any other such action at any time, if considered necessary, by the Bank after issue of due notices to the Consultant/Architect(s).

REVISION OF ABOVE RULES OF EMPANELMENT :

Bank may modify, add, delete and / or change any of the above rules and the same shall be binding on all the empanelled Consultant/Architects/Architectural Firms. Bank reserves its right to accept/reject any / or all the applications without assigning any reasons whatsoever.

ZONAL MANAGER

APPLICATION FORM (annexure A)

Sr.No	Details	Particulars
1	Name of the applicant / Firm / Company	
2	Registered Address: Address for communication	
3.	Contact Information Office Phone Number Residence Phone Number Mobile Number	
4.	Fax: E-mail	
5.	Status of the Firm Company/ partnership/ Proprietorship/ Individual (Attach Proof)	
6.	Name of the Proprietor / Partners/ Director with professional Qualification (If any)	
7.	Year of Establishment	
Sr.No	Details	Particulars
8.	Registration Details: Companies / Firm Resistration No. & Date Sales Tax Registration No, PAN, TIN: GST No. Others, If any	

9.	Income tax turnover of the company / firm (Please attach a copy of audited Balance Sheet and Profit & Loss Account / IT returns (for last three years)	2018-19 -Rs. 2019-20 -Rs. 2020-21 -Rs.
10	Empanelment with Government organizations / PSUs/ Public Sector Bank viz CPED, MES etc (Furnish Names, category, Registration details etc.)	
11.	Field of activities (Mention based on Preference)	
12.	Key Personnel details / Manpower & logistical support of the Firm. (Enclose separate sheet, if required)	
13.	Details of works done in last 5 years. Please mention only those works which qualifies for Architect work.	
14.	Details of the works done for the Bank in last 5 years (Enclose separate sheet if necessary)	
15.	Specify the maximum Value of work done in a year	Amount- Year-
16.	Details of three responsible clients / persons whom the major works carried out by the applicant with address and telephone number who will be in a posttion to certify about the quality as well as the past performance of your organization.	
17.	Empanelment Class (Tick one or more)	CLASS A <input type="checkbox"/> CLASS B <input type="checkbox"/> CLASS C <input type="checkbox"/>
18.	Empanlled Area (Tick one or more)	GURDASPUR DISTRICT <input type="checkbox"/> PATHANKOT DIRSTRICK <input type="checkbox"/> JAMMU & KASHMIR <input type="checkbox"/> HIMANCHAL PRADESH <input type="checkbox"/>
19.	Details of Application Fee	DD No. Date: Issuing Bank / Branch

Declaration :

1. All the information furnished by me / us here above are correct to the best of my knowledge / belief.
2. I / We have no objection if enquiries are made about the work listed by me / us in the accompanying sheet / annexures.
3. I / we have agree that the decision of Punjab & Sind Bank in selection of Consultant/ Architect/ Architecture Firm will be final and binding to me / us.
4. I/ We have read the instruction / and I / We understand that if any false information is detected at a later date, the empanelment shall be cancelled at the discretion of the bank.

DATE:

SIGNATURE OF THE APPLICANT

NAME & DESIGNATION

PLACE:

SEAL OF THE ORGANISATION