



HIMACHAL PRADESH GRAMIN BANK

Head Office: Jail Road, Mandi, Himachal Pradesh -175 001

www.hpgb.in,

Email – hogadhpgb@hpgbank.co.in

Tender Notice For Architectural work for New Premises of Head Office, RO Mandi and Central Stationery Centre

Himachal Pradesh Gramin Bank, Head Office Mandi (HP) invites sealed bids from Architects for Architectural work for new building of Head Office, RO Mandi and Central Stationery Centre. Tender details are as under

Tender Reference	Architectural work for new building of Head Office, RO Mandi and Central Stationery Centre.
Date of commencement	17.12.2024
Last Date and Time of receipt of tender	01.01.2025 (2:00 PM)
Opening of tender	01.01.2025 (03:30 PM)
Address of communication	Himachal Pradesh Gramin Bank, Head Office Jail Road Mandi (HP) 175001

**Sd/-
General Manager**

**Architectural work for New Premises of Head Office, RO Mandi and
Central Stationery Centre**

HIMACHAL PRADESH GRAMIN BANK

PART A

TECHNICAL BID

**Architectural work for New Premises of Head Office, RO Mandi
and Central Stationery Centre**

**Address: - Himachal Pradesh Gramin Bank, Head Office,
Jail Road Mandi-175001
Contact No. – 01905-227500**

**Architectural work for New Premises of Head Office, RO Mandi and
Central Stationery Centre**

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Architectural work for New Premises of Head Office, RO Mandi and Central Stationery Centre

To,

Dear Sir,

Notice of invitation of Tender

Reg: Architectural work for New Premises of Head Office, RO Mandi and Central Stationery Centre

Sealed tender on percentage basis in two bid system is invited on behalf of Himachal Pradesh Gramin Bank by The General Manager, Himachal Pradesh Gramin Bank (HPGB), Ph.: 01905-227501, Email Id hogadhpgb@hpgbank.co.in, from your firm for above mentioned work against payment of tender fee of **Rs.1,000/- (Non Refundable i/c 18% GST)** through bank crossed **Demand Draft payable at Mandi**. Tender fee must be submitted along with Tender document in a separate envelope.

2. SUBMISSION OF TENDERS:

2.1 The tenders are to be submitted in three separate envelopes each, sealed and clearly super scribed as to ***Envelope number, Name of Firm and Contents as indicated below***. All the three envelopes shall be contained in a large envelope super-scribed **Architectural work for New Premises of Head Office, RO Mandi and Central Stationery Centre**. Tenderers have been sent one set of tender documents comprising of general items & conditions part-A (for envelope No.2) and schedule of quantities, Part-B (for Envelope No.3) for submission of their tender.

2.2 Tenderers must ensure before submitting their tender that the tender document including corrigendum / addendum (if any) has been duly signed and stamped on each page as per instructions.

2.3 ENVELOPE NO.1:

Envelope No.1 shall contain Earnest Money Deposit: - Rs.1,000/- (Rupees One Thousand only) by Demand Draft/ Pay Order from any scheduled commercial bank, payable at (Location) drawn in favour of Himachal Pradesh Gramin Bank; along with *Tender Fee* in the form of crossed demand draft/pay order for **Rs.1,000/- (Rupees One Thousand only, i/c 18% GST) in favour of Himachal Pradesh Gramin Bank payable at Mandi. This envelope shall be super-scribed **"Envelope No.1, Architectural work for New Premises of Head Office, RO Mandi and Central Stationery Centre"**.**

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2.4 ENVELOPE NO.2:

Envelope No.2 shall contain tender document (Part 'A'), having each page and correction, if any, duly signed by tenderer including tender form duly filled in, complete details and description including all data are to be supplied by tenderers as specified in the information and instructions to tenderers. This envelope shall be super-scribed **“Envelope No.2, Architectural work for New Premises of Head Office, RO Mandi and Central Stationery Centre”**.

2.5 ENVELOPE NO.3:

Envelope No.3 shall contain only Schedule of Quantities (Part “B”) and prices duly filled in and signed on each page by the tenderer. This envelope shall be super scribed **“Envelope No.3, Price bid for Architectural work for New Premises of Head Office, RO Mandi and Central Stationery Centre”**

- 3.** Sealed bids as above shall be submitted in the office of the **General Manager, Himachal Pradesh Gramin Bank, Head Office, Jail Road, Mandi H.P.-175001** up to **02:00 PM on 01.01.2025**. Envelope No.1, 2 & 3 **will be opened on the same day at 03:30 PM**.
- 4.** **Commercial bid of only those bidders shall be opened** who bring their tender in line with requirements of tender documents and are acceptable to the Bank; and if the bidders do not submit the Tender Fee & EMD, their tenders will be summarily rejected. Conditional Tender will also be summarily rejected.
- 5.** Bids received late on account of any reason whatsoever and telegraphic tenders will not be entertained.
- 6.** The Tender fee & the Earnest Money Deposit, as the case may be, must accompany the tender. Bids that are not accompanied by the tender fee (by way of crossed Demand Draft) & the Earnest Money (by way of crossed Demand Draft) are liable to be rejected as NON-RESPONSIVE.
 - a)** The bidder should be Class-I local supplier. “Class-I local supplier” means a supplier or service provider, whose goods, services or works offered for procurement, meets the minimum “local content” as prescribed for Class-I local supplier as per DPIIT vide OM P45021/2/2017PP (BE-II) dated 16.09.2020 issued the Public Procurement (Preference to Make in India) Order 2017-revision. The “local content” requirement to categorize a supplier as “Class-I local supplier” is minimum 50%. “Local content” means the amount of value added in India which shall, unless otherwise prescribed by the nodal ministry, be the total value of the item procured (excluding net domestic indirect taxes) minus the value of imported content in the item (including all customs duties) as a proportion of the total value, in percent.

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- b) **Verification of “local content”:** The “Class-I local supplier” with the bid document shall be required to submit self-certification the bidder meets the local content requirement for “Class-I local supplier”. Such self-certification should be a part of ENVELOPE NO.2 5.
- c) **A copy of an undertaking is to be submitted to Bank by Bidder (on stamp paper of Rs.100/-) that:**
"I/We have not been black-listed/ barred by Department of Financial Services, Govt. of India and my company does not feature in the debarment list on Central Public Procurement Portal (CPPP) maintained by Department of Expenditure, Ministry of Finance, Govt. of India. Such undertaking should also be a part of ENVELOPE NO.2”.
7. The particulars of the work given in the Tender document are provisional. They are liable to change and must be considered by prospective bidders only as information.
8. The complete Tender document including annexures and corrigendums, if any, shall be duly signed and acknowledged by the bidder/authorized representative on each page.
9. For any further information/Queries please contact **Ms Perna Shrivastava**, Assistant Manager, GAD Mob. No.: 7807147056, e-mail: hogadhpgb@hpgbank.co.in. The site may also be inspected on any working day from **23.12.2024 to 28.12.2024 (Between 10:00AM to 05:00PM)** only with prior permission of Bank.
10. **Approximate Cost of work: Rs.60,00,000/- (Rupees Sixty Lakh only).** Rates quoted by the firm /bidder in the commercial bid should be as %age of estimated project cost. The rates should be quoted both in figures and words. In case of any difference between the two, the amounts written in words would be considered.
11. The competent authority reserves to itself the right of accepting the whole or any part of the bid and the Bidder shall be bound to perform the same at the accepted rate.
12. The Bidder whose bid is accepted will be required to ***furnish Performance Guarantee of 3% (Three Percent) of the bid value (calculated as % of estimated project cost as quoted in Commercial Bid) within 15 days from the issue of letter of award of work.*** This guarantee shall be in the form of Demand Draft issued by any scheduled bank. The guarantee shall be drawn in favour of Himachal Pradesh Gramin Bank. The Performance Guarantee shall be refunded upon recording completion of the project by the Bank.
13. An Agreement shall be drawn with the successful Bidder in the prescribed Format. Bidders shall quote rates as per various terms and conditions of the said format which will form a part of the agreement to be entered with the successful bidder.

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14. The Bids (**Technical Bid as well as Commercial Bid**) for the Consultancy works shall remain open for acceptance for a period of 90 Days from the date of opening of Commercial Bids (Envelope 3). If any Bidder withdraws his/her/its Bid before the said period or the issue of letter of acceptance, whichever is earlier, or makes any modifications in the terms and conditions of the Bid which are not acceptable to the Bank, then the Bank shall, without prejudice to any other right or remedy, would be at liberty to forfeit the EMD. Further the Bidder shall not be allowed to participate in the re-bidding process of this work.
15. Abnormally low fee quoted by a bidder shall be viewed with circumspection by the Bank and the bid may be rejected without assigning any reason whatsoever without any consequences to follow.
16. The Bank will not be bound to accept the lowest bid (L1) and reserves to itself the authority to reject any or all the bids received without the assignment of any reasons thereof, without any consequences to follow, at any stage of tendering process. All bids in which any of the prescribed condition is not fulfilled or any condition including that of conditional rebate is put forth by the Bidder, shall be summarily rejected.
17. Firms registered under MSEs as well as firms recognized as Start Up by DPIIT would be exempted from submission of tender Cost/Fee and from payment of EMD. Documentary evidence for the said exemption/ recognition to be submitted along with the Bid. Additionally, Purchase Preference to MSE Bidders shall be as under: -
- a) If MSE bidders quotes a price within the band of the lowest (L-1) +15 percent in a situation where the L-1 price is quoted by someone other than an MSE, then the lowest among the MSE bidders will be eligible of being awarded the work if they agree to match the L-1 price.
 - b) If the lowest among MSE bidders do not agree to match the non MSE L-1 price, the process will continue with 2nd lowest MSE bidder and so on.
18. Firms recognized as Start Up by DPIIT shall be given relaxation in the condition of turnover and prior experience subject to meeting of quality & technical specifications as defined in the following format: -

Value of Procurement	%age Relaxation in Value of prior Work Experience	%age Relaxation in Turnover
As per relevant Procurement Policy of the Bank		
As per relevant Procurement Policy of the Bank		

The decision of the Bank in this regard shall be final.

19. The Bidder shall indicate no commercial or technical condition or qualification of any sort in the bid otherwise the bid shall be liable to be rejected summarily.

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20. Any form of canvassing, whether directly or indirectly, in connection with the bid to be submitted in connection with this tender document is strictly prohibited and the bids submitted by such Bidders who resort to canvassing, shall be liable to rejection.
21. This Notice inviting Bid shall form a part of the Agreement to be entered into with the successful bidder. The successful Bidder, on acceptance of his/her/its Bid by the Accepting Authority of the Bank shall sign the contract within fifteen (15) days from the stipulated date of the start of the work.
22. If any information furnished by the bidder is found incorrect/false at any time, his/her/its bid is liable to be rejected and also he/she/it shall be liable to be debarred from the Bidding/taking up any consultancy works in HPGB in future.

**Sd/-
General Manager**

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GENERAL CONDITIONS FOR BIDDING

1. **Scope of Work:** The Bank intends to carry out the work of Architectural work for New Premises of Head Office, RO Mandi and Central Stationery Centre, with the details (indicative) as under:
 - (i) The selected Architect will have to understand the requirement of Head Office, Regional Office and Central Stationery Centre by visiting site and will have to prepare plans providing the best facilities to the employees.
 - (ii) Preparing architectural working drawings of furniture work.
 - (iii) Preparing detailed tender documents for furnishing works, false ceiling with electrical drawings, electrical installation etc.

2. For the purpose of identification, copies of the specifications, designs and drawings and any other documents required in connection with the work to be assigned by the officer for inviting Bids, shall be open for inspection by the Bidders at the office of officer inviting Bid during office hours.
 - a) A Bidder, who proposes any alteration in the work specified in the form of invitation to Bid, or in the time allowed for carrying out the work, or which contain any other conditions of any sort, including conditional rebates, shall be summarily rejected.

 - b) In case the bid quoted by two or more Bidders are same, such Bidders shall be asked to submit sealed revised financial offers/bids in the form of letter mentioning amount of Bid including all sub-sections/sub-heads as the case may be, but the revised bid should not be higher than the amount quoted at the time of submission of original Bid. The revised evaluation will be worked out on the basis of revised financial offers quoted by such bidders.

 - c) In case any of such Bidder(s) refuses to submit revised financial offer/bid, then it shall be treated as withdrawal of his/her/its Bid before acceptance and EMD shall be forfeited. If the revised evaluation of two more Bidders received after revised financial offer again works out to be equal, the successful bidder, among such Bidders, shall be decided by draw of lots in the presence of Bank Officials and bidder(s) or their authorised representatives. In case of tie if all the Bidders refuse to submit revised offers, then Bids are to be recalled and such Bidder(s), who refuse to submit revised offer, shall not be allowed to participate in the re-Bidding process of this work.

(Signature of the Consultant Architect)

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- 3. Initial Criteria for Eligibility:** Consultants/Architectural firms who fulfil the following requirements shall be eligible to apply.
- a) The Consultants/Architectural firms should have completed providing Consultancy services for projects in India in the following manner during the last **Five Years**, ending last day of the month of **November 2024**:
 - (i) Three Consultancy services of similar nature each for project having cost not less than (40% of the estimated project cost)
Or
 - (ii) Two Consultancy services of similar nature each for project having cost not less than (60% of the estimated project cost).
Or
 - (iii) One consultancy service of similar nature for project having cost not less than (80% of the estimated project cost).
 - b) The aforementioned experience taken into consideration for arriving at the eligibility of the bidder firm; should be specifically in the name of the firm that is participating in the bidding process and should be issued by the principal employer / client. Experience earned by individuals of the firm in other companies/ firms/ in individual capacities; will not be taken into consideration. In case the similar work(s) is of private organizations, i.e. other than the Central/State Government/ Central Autonomous Body/ Central Public Sector Undertaking/ City Development authority/ Municipal Corporation of city, the bidders shall be required to submit T.D.S. Traces / certificate for such works issued by the respective clients.
 - c) Joint ventures shall not be eligible and bid submitted by Joint Ventures shall be summarily rejected.
 - d) The Consultants/Architectural firms should be an Indian consultancy firm/ individual proprietor and it/they should have valid registration with the Council of Architecture. The bidders will have to submit an affidavit under oath that they are eligible for undertaking architectural consultancy works as per The Architects Act 1972 as amended from time to time and as interpreted by Council of Architecture.
 - e) The Architects/ Architectural Firms should have Architects/ Designers/ Consultants with Graduate/ Post Graduate degree/ diploma in architecture/ respective branch of engineering and who are practicing as an Architect/ Consultant/ Designers, as the case may be.
 - f) The said Architects/ Architectural Firms should have Architects/ Designers/ Engineers/ consultants who are member of any of the respective professional institution/ societies; like Council of Architecture, Institution of Engineers and have valid registration to practice in their
(Signature of the Consultant Architect)

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respective professions, in the subject area, as applicable. For example, the Architect/ all partners should be registered with Council of Architecture & having a valid COA number.

- 1) If the application is made by a proprietor firm, the proprietor of the firm should be an Architect registered with Council of Architecture having valid COA number.
- 2) If the application is made by a partnership firm, all partners of the said firm should be an Architect, registered with Council of architecture having valid COA number.
- 3) As per the Council of Architecture, limited companies, private/ public companies, societies and other juridical persons are not entitled to use the title and style of architect nor are they entitled to practice the profession of architecture.

g) The Consultants/Architectural firms should submit the following documents as detailed in Bid documents while submitting the bid:

Form ‘A’	Document of financial turn over.
Form ‘B’	Details of all Consultancy services provided for similar nature of works completed during the last seven years ending last day of the month of November 2024.
Form ‘C’	Consultancy services under progress or awarded.
Form ‘D’	List of consultancy works project delayed or abandoned during last seven years.
Form ‘E’	Performance report of consultancy services.
Form ‘F’	Structure and Organization.
Form ‘G’	Details of technical and administrative personnel
Form ‘G1’	Curriculum Vitae – Proposed Key Personnel

4. The officer inviting Bid or his/her/its duly authorized representative will open Bids in the presence of any intending Bidder who may be present at the time, and shall enter the amounts of the opened Bids in a comparative statement in a suitable form.
5. The Bidders shall sign a declaration under the Officials Secrets Act 1923, for maintaining secrecy of the Bid documents or drawings or other records connected with the work given to them. The unsuccessful Bidders shall return all the drawings given to them.
6. Use of correction fluid, anywhere in Bid document is not permitted. Such Bid is liable for rejection.

(Signature of the Consultant Architect)

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7. All rates shall be quoted on the Bid form. The amount for each item should be worked out and requisite totals be given. Special care should be taken while mentioning the rates in figures as well as in words in such a way that interpolation is not possible.
8. On acceptance of the Bid, the name of the accredited representative(s) of the Bidder who would be responsible for taking instructions from the Bank shall be communicated in writing to the Bank.
9. Turnover tax or any other tax applicable in respect of this tender/agreement to be entered into with the successful bidder shall be payable by the Bidder and Bank will not entertain any claim whatsoever in respect of the same. However, in respect of GST, same shall be paid extra as per actual. However, TDS portion will be deducted from consultant's running/ final bills as per prevailing/applicable guidelines.
10. The work to be carried out under the Contract shall, except as otherwise provided in these conditions, include all labour, materials, tools, plants, equipment and transport which may be required in preparation of and in the full and entire execution and completion of the Consultancy works.
11. No payment for the work done shall be made unless contract is signed by the Bidder.
12. Under normal circumstances, consultant will not be allowed to change the associate specialized firms/sub-consultants once approved by the bank.
13. In case of exceptional circumstances brought on record by the main consultant, the associate specialized firms/sub consultants can be changed with equivalent or more experienced ones with the prior written approval of the Bank. The cost of sub-component as assessed by Bank shall be final. The Bank reserves the right to reject any sub-consultant /firm proposed to be engaged by the consultant without assigning any reason.
14. The estimated cost for components of the project is only a rough estimation exclusively for the purpose of defining eligibility conditions for the Bidder and the same shall have no bearing and /or effect on any other matter under this tender document.

(Signature of the Consultant Architect)

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15. Intending Bidders are advised to inspect and examine the site/ workplace and its surroundings and satisfy themselves before submitting their bids to the nature of the work involved, ground conditions, subsoil (so far as is practicable), the form and nature of the site/ workplace etc. and in general; shall themselves obtain all necessary information as to risks, contingencies and other circumstances which may influence and / or affect their bid. A Bidder shall be deemed to have full knowledge of the site (whether he/she inspects it or not), nature and scope of the work; and no future consequences of any misunderstanding or otherwise shall be taken in to consideration. Submission of a bid by a Bidder implies that he/she has read this notice and all other contract documents and has made himself/ herself aware of the scope and specifications of the work to be done, and of local conditions and other factors having a bearing on the execution of the consultancy work.

16. The Bidder shall not be permitted to Bid for Consultancy works in the HPGB Division responsible for award and execution of contracts i.e. GAD, in which his/her near relative is posted as an officer in any capacity. He/She shall also intimate the names of persons who are working with him/her in any capacity or are subsequently employed by him/her and who are near relatives to any officer in Himachal Pradesh Gramin Bank. Any breach of this condition by the Bidder would render his/her bid for summary to be removed and liable to rejection. The term 'relative' for this purpose would be as defined in Section 2(77) of the Companies Act, 2013.

17. No Architect/ Engineer of Gazette rank or other Gazetted Officer employed in Engineering/Architecture or Administrative duties in an Engineering Department of the Government of India is allowed to work as a Bidder for a period of one year after his/her retirement from Government service, without the previous permission of the Government of India/competent authority in writing. This contract is liable to be cancelled if either the Bidder or any of his/her employees is found any time to be such a person who had not obtained the permission of the Government of India/competent authority as aforesaid before submission of the Bid or engagement in the Bidder's service.

(Signature of the Consultant Architect)

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DATA SHEET

Sr. No.	Description	Details
1	Name of work:	<u>Architectural work for New Premises of Head Office, RO Mandi and Central Stationery Centre</u>
2	Correspondence Address:	Address- Jail Road, Mandi H.P.-175001 Contact: 01905-227500
3	Owner/ Bank	Himachal Pradesh Gramin Bank
4	Plot Area	6668.50 Sq. ft. Approximately
5	Earnest money	Rs.1,000/- (Rupees One Thousand only) by Demand Draft/ Pay Order from any scheduled commercial bank, payable at Mandi and drawn in favour of Himachal Pradesh Gramin Bank.
6	Performance Guarantee	3% of Bid Value quoted as percentage of project cost in Commercial Bid
7	Security Deposit	EMD + Performance Guarantee (Both will be refunded upon recording completion of the project by the Bank)
8	Time allowed for submission of Performance Guarantee from the date of issue of award letter	15 days
9	Schedule of fee payment	Mentioned in Conditions of Contract
10	Time Allowed	Till Completion of the Project (3 months)
11	Number of days from the date of issue of letter of Award for reckoning date of start.	10 days
12	Tax liability	Consultant has to assess all applicable taxes and should include them in the commercial bid only. GST shall be paid extra as per Actual. However, TDS will be deducted from consultant's running/ final bills as per prevailing guidelines.
13	Bid Validity period	90 days from the date of opening of Commercial Bid
14	Bid evaluation criterion	The bidder quoting the lowest bid (L1) among bidders submitting all documents in correct format will be awarded the job.

(Signature of the Consultant Architect)

Architectural work for New Premises of Head Office, RO Mandi and Central Stationery Centre

TO BE STAMPED AS AGREEMENT

DRAFT ARTICLES OF AGREEMENT

This agreement made at _____ on ____ Day of _____ between **Himachal Pradesh Gramin Bank**, a body corporate constituted under the RRB Act,1976 having its Head Office at Jail Road, Mandi H.P.-175001 (hereinafter called as the BANK which expression shall be deemed to mean and include its successor, administrators and permitted assigns) of the first part

and

M/s _____(hereinafter called as the CONSULTANT ARCHITECT, which expression shall be deemed to mean and include his heirs, successors, administrators and permitted assigns) of the other part.

Whereas the Bank is desirous of getting executed certain works viz. construction of new Residential Building at _____, _____after dismantling of existing building for which the Consultant Architect has/have submitted it/their offer for the professional services to be rendered by the Consultant Architect described in the conditions set forth (herein after referred to “as the said conditions”).

“Consultant Architect” and “Bank” shall hereinafter jointly be referred to as “Parties” and individually as a “Party”.

Now it is hereby agreed by and between the Parties as under: -

1. In Consideration of the payments being/to be made by Bank, the Consultant Architect subject to the said condition has agreed to render professional services.
2. The Architect shall be solely responsible for the project, design, the layout plan and shall get the same approved from the concerned local/administrative authorities (including but not limited to design of civil, structural, plumbing, sanitary, electrical, firefighting & all related works); and shall supervise the works till its completion in all respects.
3. Time is the essence of this work. The Consultant Architect shall be willing to adhere to the timeline/schedule strictly.
4. The Bank shall pay to the Consultant Architect the sums as shall become payable hereunder at the times and manner specified in the said conditions forming part of this agreement.
5. Following documents and terms and conditions of these documents shall constitute and be read as part of this agreement: -
 - a) Original Tender Document No..... & documents submitted along with bid; signed and stamped by the authorised signatory of the bidder;
 - b) Any corrigendum / addendum (if published);
 - c) Letter of Award / Letter of acceptance of award of work; and

(Signature of the Consultant Architect)

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6. Any dispute, difference, or question which may at any time arise between the parties hereto or any person claiming under them, touching or arising out of or in respect of this agreement or the subject matter thereof shall first be endeavored to be amicably resolved at the top management level of the parties. However, in the event of such dispute, difference or question, etc. remaining unsolved, the same shall be referred to the arbitration by a sole Arbitrator to be nominated by the competent authority of Himachal Pradesh Gramin Bank and the provisions of the Arbitration & Conciliation Act, 1996, and the Rules and Regulations framed thereunder, as may be amended from time to time, shall be applicable. The award made in pursuance thereof shall be binding on the parties. The place of such arbitration shall be at Delhi and the language shall be English. The Parties to the arbitration shall bear their own costs. The Arbitrator shall give a reasoned award.

7. All disputes arising out of or in connection with this agreement shall be deemed to have arisen in Delhi and only the courts of Delhi shall have the jurisdiction to determine the same.

8. The aforesaid documents shall be taken as complementary and mutually explanatory of one another but in the case of ambiguity or discrepancies, (The documents shall take precedence in the ascending order set out above in point no. 5).

9. The several parts of this agreement have been read and fully understood by us. In witness thereof, parties have put their signature on the day, month and year mentioned above.

For & on behalf of the Consultant Architect	For & on behalf of HPGB
Signature	Signature
Name	Name
Designation:	Designation:
Witness 1	Witness 2
Signature:	Signature:
Name	Name
Designation:	Designation:
Date:	Date:
Place:	Place:

(Signature of the Consultant Architect)

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SECTION - I CONDITIONS OF AGREEMENT

1. INTERPRETATIONS:

In construing these conditions and agreement, the following words shall have the meaning as assigned to them hereunder except where the subject or context otherwise requires.

1.1 Bank:

The term Bank shall denote Himachal Pradesh Gramin Bank (hereinafter referred to as "Bank") with its Head Office at Jail Road, Mandi H.P.-175001 and represented by its designated employees or authorized representative.

1.2 Consultant Architect:

The term Consultant Architect shall mean M/s. _____

1.3 Contractor:

The term contractor shall mean the agency selected for the works after tendering and his/their heirs, legal representatives, assigns and successors.

1.4 Site & Work:

The Site shall mean the project at _____

(insert type of works for example - Civil, Electrical, Plumbing, Fire Fighting & Allied work) _____ are to be executed within the boundary including any area of building and erection thereon allotted by the Bank and the work shall mean the work or works to be executed or done at the site as per scope of work.

1.5 Drawings:

The work shall be carried out by the Consultant Architect in accordance with drawings, specifications, the schedule of quantities and any further drawings which may be supplied or any other instructions, which may be given by the Bank during the execution of the work. All drawings relating to work given to the contractor together with the copy (ies) of schedule of quantities, are to be kept at site and the Bank/ Architect/ Contractor shall be given access to such drawings or schedule of quantities whenever necessary.

2. SCOPE OF WORK:

The Consultant Architect shall provide the services in respect of the following works ***Modify as required***:

- 2.1** Comprehensive planning, design, site evaluation and analysis for Civil Construction Work & demolition work.
- 2.2** Civil, Sanitary, plumbing, drainage and water supply work.
- 2.3** Electrical work.
- 2.4** Fire-fighting installation work.
- 2.5** Installation and commissioning of lifts.
- 2.6** Laying telephone connections.

(Signature of the Consultant Architect)

Architectural work for New Premises of Head Office, RO Mandi and Central Stationery Centre

- 2.7 Supervision and obtaining requisite approvals from local bodies till completion of above works in all aspects
- 2.8 Any other work specially entrusted to the Consultant Architect by Bank.

3. CONSULTANT ARCHITECT'S SERVICES AND OBLIGATIONS:

The Consultant Architect shall render the following services and has following obligations in connection with the work (which shall be included in his/her/its quoted fees).

- 3.1 Taking the Bank's instructions, visiting the sites, follow the developmental byelaws and other requirements laid down by local authorities; be responsible for liaison and conforming to the urban byelaws and standards with a view to enabling an approval of local development authority.
- 3.2 Preparing conceptual sketch designs which shall be in accordance with Bank's requirement, local governing codes/standards, regulations etc. (including carrying out necessary revisions till the sketch designs are finally approved by the Bank). The Preliminary Design, which shall inter alia include, but not be limited to, the following:
 - 3.1.1 The project plan including design drawings, layout plans, sectional elevations, 2D and 3D perspective drawings of the Building, project scope, time schedule, risk and risk mitigation strategies, and project deliverables.
 - 3.1.2 Site plans.
 - 3.1.3 Plans at each floor level.
 - 3.1.4 Sections and elevations.
 - 3.1.5 Perspective sketches.
 - 3.1.6 Preliminary landscape designs.
 - 3.1.7 Felling of trees if required.
 - 3.1.8 Preliminary cost estimates.
 - 3.1.9 Phasing and broad construction planning.
 - 3.1.10 Conclusions and recommendations.
- 3.3 Consultant Architect shall perform, for various components, cost effective preliminary designs, service plans and getting the same approved from Himachal Pradesh Gramin Bank, preparation of specifications, bill of quantities, detailed cost estimates, inter alia for the following aspects:
 - 3.3.1 Architectural, Civil, Electrical, Plumbing, Fire-fighting, Interior & Allied Services:
 - 3.3.1.1 Civil designs shall inter-alia include General Arrangement drawings of various structures proposed to be constructed, modified, or redeveloped, detailed and typical sections, earthwork cross sections, etc. so as to provide full and complete details structural designs, tendering and construction.

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Architectural work for New Premises of Head Office, RO Mandi and Central Stationery Centre

- 3.3.1.2** Lay out plans, floor plans and vertical cross sections for the building and ancillary facilities, such as aprons, gates, roads and pathways.
- 3.3.1.3** Plans and elevations should cover but not be limited to:
- a)** Site plans, ancillary facility, including surrounding land usage, roads, landscaping etc.
 - b)** Floor plans for all levels. Indicate vertical and horizontal circulation elements; access and parking.
 - c)** Sections and Elevations, related to the plans, including all major structural elements; vertical circulation elements: drainage; mechanical and electrical equipment; walls and ceilings; doors, windows and other significant openings; and general materials and finishes.
 - d)** Plans and sections of sufficient size and scale to indicate proposed construction interfaces; methods of construction; and relationships between structures, finishes and services
 - e)** Plans, section, elevations, detailing etc. as relevant for other services performed under preliminary/detailed design.
 - f)** Service drawings.
 - g)** Schedules of Finishes for the Building, indicating materials and finishes, type and extent for each room or space.
 - h)** 3-D computer models and perspective views of the final design.
- 3.4** Submission of the programme schedule in the form of Bar Chart incorporating all the activities required for the award of work to the contractor well in time i.e. preparation of working drawings, structural drawings, detailed drawings etc. The programme should also include various stages of services to be done by the Consultant Architect.
- 3.5** The duties of Consultant Architect shall include day to day supervision, measurement, quality control, variation measurement and complete project management.
- 3.6** The Consultant Architect shall engage qualified Sanitary, Plumbing, Structural, Electrical / Fire sub-Consultants as required to assist them in the preparation of designs and details for the services if they do not have required arrangement internally as per the satisfaction of the Bank. Such sub-consultant shall be appointed with the approval of the Bank. ***The fees payable to these Sanitary, Plumbing, Structural, Electrical / Fire sub-consultants shall be borne by the Consultant Architect out of the fees received by them from the Bank.*** The Consultant Architect

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shall be fully responsible for the works of such sub-consultants and shall also coordinate the activities of various sub-consultants.

- 3.7** The responsibility of getting sanctions from statutory authorities shall be that of the Consultant Architect. However, the bank shall make payments directly to the statutory authorities, on demand or on production of receipts, towards application fee, deposits and service charges. Further, Consultant Architect shall facilitate the Bank in getting Commencement Certificate, Occupancy certificate, Service Connections, from statutory/ local bodies by providing required number of as built plans/drawings, meeting the concerned statutory authority's officials etc. Fee quoted should include all these services and Bank shall pay only statutory payments to be made to the statutory / local authorities against receipts of such authorities.
- 3.8** Submission of Budget estimates of all works for approval of the Bank based on latest CPWD Schedule of rates for scheduled items and prevalent market rates for items not available in CPWD Schedule of rates supported with necessary rate analysis and documents for justification viz. preliminary plans, elevations, sections, outline specifications and preliminary estimate; and preparation of reports on the proposal so as to enable the Bank to take a decision. (Including carrying out necessary corrections/revisions till it is finally approved by The Bank).
- 3.9** Designing and preparation of detailed drawings for all works including Services along with design calculations as and wherever required; and detailed estimates, specifications and other particulars along with Bill of Quantities (Including carrying out necessary corrections/revisions till these are finally approved by The Bank).
- 3.10** Preparation of pre-qualification documents.
- 3.11** Preparation of detailed tender documents for various trades viz. civil, furnishing, Sanitary, Plumbing, Electrical, Fire Alarm & detection system, Fire Fighting and other specialist services as required 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. which shall be subject to the approval of the Bank.
- 3.12** Preparation of tender notices to be issued by the Bank for all services and submission of technical and commercial assessment reports thereon, together with recommendations specifying abnormally high and low rated items. Preparation of Contract Documents for all trades and getting them executed by the concerned subcontractors.

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- 3.13** The assessment report shall be based on proper analysis of rates with constants from an approved Standard Hand Book/ latest DAR/ as per standard engineering practice on prevailing market rates of materials and labour for major items of works i.e. work costing about 90% of the estimated cost of the work. All commercial conditions shall be evaluated in financial terms giving clarification for acceptance or rejection.
- 3.14** To provide day to day supervision and render technical guidance at the site(s), as and when required by the Bank.
- 3.15** Preparation of various documents for the Bank such as the list of sub-contractors and site staff; four (4) copies of all good for construction drawings, coordinated drawings and other particulars. Preparation of such further details and drawings as necessary for proper execution of the works, as may be required by the bank from time to time.
- 3.16** Assumption of full responsibility for supervision and overall surveillance over the quality and progress of all works by General and Specialist Sub-Contractors which are engaged by the Executing agency / Consultant Architect from time to time, including control over quantities during the execution to restrict variation, if any, to the minimum.
- 3.17** No deviations, substitutions or extra items should be authorized by the Consultant Architect without working out the financial and any other effect / implication (if any), to the contractors and without obtaining prior approval of the Bank. However, where time doesn't permit and where it is expedient, the consultant may take decisions on behalf of the bank, the total cost of the item/ deviation of which should not exceed **Rs.1,000/- (Rupees One Thousand Only)**. This deviation shall be got subsequently ratified from the Bank duly justifying the action at the earliest.
- 3.18** Check measurements of works at site; Check contractor's bills, issue periodical certificates for payments, and pass and certify accounts, so as to enable the Bank to make payments to the contractors and adjustments of all accounts between the subcontractors and the Bank. Architects shall assume full responsibility for all measurements certified by them. It shall be mandatory on the part of the Consultant Architect to check the measurements of various items to full extent of each item of work claimed, in each running bill.
"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

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appropriate rates and that the items are in accordance with and fully conforming to the standard/prescribed specifications and drawings.

We further certify that we have checked the measurements to full extent of each item claimed in this bill. Hence the bill is recommended for payment of Rs.....

The Consultant Architect shall endorse the above certification in the relevant Measurements Books also.

- 3.19** Submission of a detailed account of steel, cement and any other material that the Bank may specify and certify the quantities utilized in the works.
- 3.20** Obtain final building completion certificate and secure permission of Municipality and such other concerned competent authority for occupation of the building and assistance in obtaining refund of deposit, if any, made by the Bank to the Municipality or any such other concerned authority.
- 3.21** Appearance on behalf of the Bank before the Municipal Assessor or other such authorities in connection with the settlement of the rateable value of the building and tendering advice in the matter to the Bank.
- 3.22** On completion of the project, prepare “as built” completion drawings of architectural, structural, water supply and drainage works, and electrical and other services along with a brief report on the project and relevant structural design calculations and submit four (4) copies of the same for the records of the Bank.

Further, the Consultant Architect shall verify and confirm that identification marks are made on all service installations/ cables/wiring etc. for easy identification to carry out maintenance jobs.

- 3.23** The Consultant Architect shall be wholly responsible for the successful completion of the project which shall in all respects be consistent with the applicable safety and structural stability standards from the inception up to the handing over for occupation to the Bank.
- 3.24** The Consultant Architect shall assist the Bank in all arbitration proceedings between the contractors and the Bank and also defend the

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Bank in such proceedings. The Architect shall assist Bank Authorities in preparing reply to the observations of CTE/CVC.

- 3.25** The Architect shall furnish one complete set of structural designs, calculations and structural drawings for the Bank record. The Consultant Architect shall remain responsible for the structural safety and stability of the complete structure including all alterations in design worked upon by them during construction and the subsequent design life of the structure.
- 3.26** Any other services connected with the works usually and normally rendered by the Architects, but not referred to herein above according to the applicable industry standards.

4. GENERAL CONDITIONS:

- 4.1** The Consultant Architect shall exercise his/her/its skill, care and due diligence in the discharge of duties hereby covenanted to be performed by it and shall exercise such general superintendence and inspection with regard to the said works as may be necessary to ensure that the work is being executed in accordance with the working drawing and specifications aforesaid and the work is free from defects and deficiencies. The Consultant Architect's responsibility shall continue during the defect liability period for getting defects, if any rectified by the contractor and he/she shall give a No Objection Certificate at the end of defect liability period after the removal of defects for refund of balance retention money to contractors.
- 4.2** Whenever the work is examined by Chief Technical Examiner of Central Vigilance Commission or any other vigilance authorities and if he/she brings to the notice any defective or substandard work by contractors/Consultants or any irregular /overpayments, the Consultant Architect shall take necessary action to get the defects rectified and/ or recover the irregular payments and also shall assist the Bank for giving reply to the Chief Technical Examiner's queries. In case of disputes with the Contractor(s) or disputes arising out of the said project execution as well as in matter of arbitration pertaining to project, the Consultant Architect shall assist the Bank from time to time by drafting replies in consultation with legal advisers and protect interest of the Bank.
- 4.3** During the progress of work, whenever excess over sanctioned cost is anticipated, the Consultant Architect shall immediately report the same to Bank with adequate justification for the same and obtain Bank's prior written approval.

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- 4.4** In case it is established that due to fault of Consultant Architect, the bank has to pay any extra amount due to overrun of the project, over measurements, faulty description of the tender items or any other lapses on the part of the Consultant Architect; necessary recovery for the loss caused with interest may be effected from the fees of the Consultant Architect or any other amount payable to the Consultant Architect, of such amount of damage or loss as are considered reasonable without prejudice to the rights of the bank to take such action as may be necessary under section 30 of Architects Act, 1972 or any other laws. Further, Consultant Architect may be debarred from employment by the Bank for specified period and /or black list depending on gravity of the lapses on the part of Consultant Architect.
- 4.5** Consultant Architect shall not assign, sublet or transfer their interests in this agreement to any other party without prior written consent of the Bank.
- 4.6** The Drawings, specifications and any other documents as provided by the Consultant Architect as part of services rendered shall be the property of bank. They are not to be used by Consultant Architect for any other project except with the written consent of the bank.
- 4.7** The Architect shall be responsible for total supervision and complete execution of work till issue of relevant occupancy certificates and No-objection certificates from utility Authorities, as mentioned in this agreement.

5. TERMINATION OF AGREEMENT:

- 5.1** The agreement may be terminated at any time by either party by giving a written notice of one month to the other party.
- 5.2** If the Consultant Architect fails to adhere to the time schedule stipulated elsewhere in the agreement or extended time as may be granted by Bank in its sole discretion or default in performing duties assigned under this agreement, the Bank may also terminate this agreement after one months' notice.
- 5.3** Without prejudice to the generality of power of termination as aforesaid and without prejudice to any other right open to the Bank; the Bank shall be entitled to terminate this agreement without notice period in any of the following circumstances: -

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- a) If the Consultant Architect close his / their business or one or more of them dies, becomes insolvent from acting as Consultant Architect.
- b) In case there is a change in the constitution of the firm of the Consultant Architect for any reason whatsoever.

5.4 Even after the termination of the agreement (in cases other than covered under 5.3), the Consultant Architect shall at all times remain liable and shall be responsible for due certification / approval of any bills submitted by the contractors at any time of work executed before the termination of Consultant Architect appointment.

5.5 It is further expressly agreed that after termination as aforesaid for whatever reason it may be, the Bank can entrust the work to some other Consultant Architect and the Consultant Architect cannot raise any objection to it. However, any damages suffered by the Bank as a consequence will be recovered from him/it from but not limited to pending bills, if any, earnest money deposit and performance guarantee.

5.6 In case the agreement is terminated, the Bank can make use of all or any drawings estimates or other documents prepared by the Consultant Architect.

5.7 The Consultant Architect shall not be entitled to fees or compensation except the fee payable to them for the work actually done till the stage of termination of agreement and in such cases the decision of the Bank as to what is the amount of fees due to the Consultant Architect shall be final and binding on the Consultant Architect.

6. SCHEDULE OF PAYMENT:

6.1 The Bank shall pay to Consultant Architect fee for the services to be rendered by the Consultant Architect in relation to the said works and services mentioned in this agreement, professional fees calculated at the rates quoted by the Consultant Architect and subsequent to negotiation as will be finally agreed to between Bank & Consultant Architect.

6.2 Consultant Architect fee shall be paid in the following stages consistent with the work done. Payments made to the Consultant Architect shall be on account and shall be adjusted against the final amount payable:

(i)	On the approval of sketch design and preliminary estimates.	10%
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(ii)	On completion of sufficient drawings and particulars for structural works, services, modification or augmentation, etc. for applications to be made to Bank and Local Authorities/ Town Planning for approval; and processing the same.	up to 15%
(iii)	On approval of detailed architectural working drawings, structural drawings, service drawings and other working drawings & specifications as required (sufficient for preparing detailed estimates of cost).	up to 35%
(iv)	On approval of detailed estimates, preparation of tender documents, advising on tender received and tender process & award of job.	up to 60%
(v)	For making periodic visits for inspection and quality surveillance, preparing other details and drawings as may be required during execution along with variation control (to be paid progressively with execution of the work).	up to 95%
(vi)	Issue of completion certificate and as-built drawings & at the end of Defect Liability of period of contracts.	100%

7. PAYMENT STIPULATION:

7.1 The fees as stated hereinabove will also be applicable to services.

7.2 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.

- a)** Up to stage (iii) the payment of Consultant Architect fee shall be calculated on the basis of preliminary estimate approved by Bank. However, it shall be adjusted on the basis of total fee payable stated thereafter.
- b)** Up to stage (iv) the payment shall be made on the basis of detailed estimates on individual works. However, it shall be adjusted on the basis of total fee payable stated thereafter.
- c)** From stage (v) onwards the payment shall be made on the basis of tender amount of individual works after adjusting the previous payments made.
- d)** For stage (v) progressive payment will be made on the basis of cost of works done.
- e)** The final instalment of fees shall be adjusted on the basis of actual cost of works, subject to the stipulation and ceiling given in Section II i.e. Scale of Charges.

7.3 In computing the cost of work, liquidated damages and deductions from Contractor's bill on account of defective work or other reasons will not be accounted for calculating Consultant Architect's fee.

7.4 For incomplete stage, payment will be made on quantum merit basis in which case assessment of fee will be made with due regard to all

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relevant factors at the discretion of the Bank. The decision of Bank shall be final and binding without assigning any reason whatsoever.

7.5 No professional fee shall be payable on the materials which shall be purchased / supplied by the bank such as light fittings, fans, fixture etc.

8. TIME SCHEDULE:

The Consultant Architect shall submit to the Bank the sketch plans, detailed plans, preliminary estimates, detailed estimates, tender documents etc. within the period stipulated in Schedule herein annexed.

(i) Visiting the site / Office of the Bank, and discuss the detailed utilization of the area to be furnished with the Bank and submit the sketch plan or alternatives if required.	Within one (1) week from the date of receipt of instructions from the Bank.
(ii) Submission of preliminary drawings / preliminary estimates based on plinth area rate including brief Specifications and design concept etc. (proper report in booklet form) for approval of the bank.	Within 2 weeks from the date of receipt of approval on sketch plan by the Bank (as per S.No.1)
(iii) Submission of detailed working drawings, specifications rate analysis and other details as required including detailed estimates for all disciplines for approval from Bank.	Within 2 weeks from the date of approval of building plans / instructions received from the Bank
(iv) Preparation of tender documents.	Within 1 week from the approval of the Preliminary estimate by Bank
(v) Scrutiny of tenders received and forwarding their recommendation for awarding the jobs for all disciplines.	Within 1 week from the date of receipt of the individual tender from the Bank (discipline wise)
(vi) Scrutiny, checking and verification of contractor's running bills with specific recommendation for payment	Within 1 week from the date of receipt by the contractor / site engineer.
(vii) Submission of analysis of rates including justifications and specific recommendation for the various items. i.e. Extra items , Deviated items, Substituted items, Deduction items etc. & PVA.	Within 1 weeks from the date of receipt by the contractor / site engineer.
(viii) Scrutiny checking/ Verification of final bill with specific recommendation for the payment to the contractor	Within 2 weeks from date of receipt by contractor / Site Engineer

9. REIMBURSABLE EXPENSES:

9.1 No TA/DA shall be paid to the Consultant Architect for his regular visits to site for routine inspection and works assigned under this contract.

9.2 But in addition to the fee payable under preceding clauses, the Bank shall reimburse the TA/DA to the Consultant Architect towards actual expenses for visit to places other than site (i.e. Municipal limits of _____)
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or the location (city) having office of Consultant Architect; for any work related to the project which may include selection of materials, verification of past experiences by Bank, etc. specifically as and when instructed by the Bank. Moreover, prior approval from the Bank for the above referred visit is essential for claiming TA/DA.

- 9.3** The Consultant Architect shall be paid as follows:
- a)** For Partners/ Proprietor, Associates, Senior Architects and Consultants within the entitlement of Senior Management of the Bank.
 - b)** For other staff, within the entitlement of Middle Management of the Bank.

While quoting fee, the Consultant Architect will give the list of partners, associates, senior Architect and Consultants along with their designation who will be associated with the work.

10. DELINQUENCIES OF CONSULTANT ARCHITECT:

10.1 The under noted delinquencies / defaults/ misconduct on the part of the Consultant Architect shall attract disciplinary action / monetary deductions by the Bank along with reporting the matter to the Council of Architecture and Indian Banks' Association.

- a)** Incorrect information about credentials, about his/her performance, resources and technical staff.
- b)** Violation any of the important conditions of the agreement.
- c)** Tendency towards recommending false and untenable claims outside terms of contract with contractors.
- d)** Consultant Architect becoming bankrupt or insolvent.
- e)** Consultant Architect's conviction by any court of law.

10.2 The following actions may also be taken by the Bank:

- a)** Placing an embargo on issue of further works and removal from Bank's approved list.
- b)** Permanent removal from Bank's list.
- c)** Circulation of Consultant Architect's name to other public undertaking or Govt. department for non-entertainment of their/its appointment.
- d)** Circulation to Council of Consultant Architects for removing it/them from its membership.
- e)** Termination of the agreement.
- f)** Financial recoveries as stated elsewhere in the agreement.

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11. LIQUIDATED DAMAGES:

In case Architect fails to complete the stages within the time lines prescribed in Clause 8 (Time schedule) owing to reasons attributed to Architect, liquidated damages @ 0.50% (of professional fee payable) for every week or part thereof for the delay of activity beyond timelines prescribed in Clause 8 (Time schedule) subject to a maximum of 7.50% of the total fee payable shall be levied on the Architect by the Bank.

In case of any delay beyond this, Himachal Pradesh Gramin Bank shall be free to terminate the contract and get the work done from an alternate source at the risk and cost of the consultant. The decision of the Bank as to the period of delay on the part of the consultant and the quantum of compensation for such delay shall be final and binding on the consultant. If the consultant is unavoidably hindered in carrying out the work on account of delayed decisions or the approvals by the Bank, which are necessary to carry out further work, he/ she shall be allowed suitable extension of time by competent authority of the Bank, whose decision shall be final and binding on the consultant. No claim of the consultant shall be entertained against the Bank for such delayed approvals / decisions by the Corporation, excepting suitable extension of time.

12. CONFLICT OF INTEREST:

The bidder shall not receive any remuneration in connection with the assignment except as provided in the contract. The bidder and its affiliates shall not engage in consulting or other activities that conflict with the interest of the Bank under the contract.

The tender limits future engagement of the bidder for other services resulting from or directly related to the bidder's consulting services in accordance with following requirements: -

a) The bidder shall provide professional, objective, and impartial advice and at all times hold the Himachal Pradesh Gramin Bank's interests paramount, without any consideration for future work, and that in providing advice they avoid conflicts with other assignments and their interests. Bidder shall not bid for this assignment if it will be in conflict with their prior or current obligations to other Banks, or that may place them in a position of being unable to carry out this assignment in the best interest of Himachal Pradesh Gramin Bank. Without limitation on the generality of the foregoing, bidders will not be hired under the circumstances set forth below:

i) **Conflict between consulting activities and procurement of goods, works or non-consulting services (i.e., services other than consulting services covered by these Guidelines) - A firm that has been engaged by Himachal Pradesh Gramin Bank**

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to provide goods, works, or non-consulting services for a project, or any affiliate that directly or indirectly controls, is controlled by, or is under common control with that firm shall be disqualified from providing consulting services resulting from or directly related to those goods, works, or non-consulting services. Conversely, a firm hired to provide consulting services for the preparation or implementation of a project, or any affiliate that directly or indirectly controls, is controlled by, or is under common control with that firm shall be disqualified from subsequently providing goods, works, or services (other than consulting services covered by these Guidelines) resulting from or directly related to the consulting services for such preparation or implementation. This provision does not apply to the various firms (consultants, contractors, or suppliers) which together are performing the Contractor's obligations under a turnkey or design and build contract.

- ii) **Conflict among consulting assignments** – Neither consultants (including their personnel and sub-consultants), nor any affiliate that directly or indirectly controls, is controlled by, or is under common control with that firm, shall be hired for any assignment that, by its nature, may be in conflict with another assignment of the consultants. As an example, consultants assisting Himachal Pradesh Gramin Bank in the privatization of public assets shall neither purchase, nor advise purchasers of, such assets. Similarly, consultants hired to prepare Terms of Reference (TOR) for an assignment shall not be hired for the assignment in question.
- iii) **Relationship with Bank's staff** – Bidders (including their experts and other personnel, and sub-consultants) that have a close business or family relationship with a professional staff of Himachal Pradesh Gramin Bank (or of the project implementing agency) who are directly or indirectly involved in any part of (i) the preparation of the TOR for the assignment, (ii) the selection process for the contract, or (iii) the supervision of such contract; will not be awarded the contract, unless the conflict stemming from this relationship has been resolved in a manner acceptable to Himachal Pradesh Gramin Bank throughout the selection process and the execution of the contract.
- iv) **A consultant shall submit only one proposal**, either individually or as a joint venture partner in another proposal. If a
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bidder, including a joint venture partner, submits or participates in more than one proposal, all such proposals shall be disqualified. This does not, however, preclude the bidder to participate as a sub-consultant, or an individual to participate as a team member, in more than one proposal when circumstances justify and if permitted by the RFP.

- b) Unfair Competitive Advantage** – Fairness and transparency in the selection process require that consultants or their affiliates competing for a specific assignment do not derive a competitive advantage from having provided consulting services related to the assignment in question. To that end, Himachal Pradesh Gramin Bank will make available to all the short listed consultants, together with the request for proposals, all information that would in that respect give a consultant a competitive advantage.

13. PROFESSIONAL LIABILITY:

The bidder is expected to carry out its assignment with due diligence and in accordance with prevailing standards of the profession. Bidder's liability to Himachal Pradesh Gramin Bank will be governed by the applicable law. The client (purchaser) may, however, may prescribe other liabilities depending on the requirements in each case without any restrictions on the Consultant Architect's liability as per the applicable laws.

14. GUARANTEE:

The Consultant Architect shall agree to redesign at his/its cost any portion of his / her /its engineering and design work, which due to his / her/ its failure to use a reasonable degree of design skill shall be found to be defective within one year from the date of completion of the work. The Bank shall grant right of access to the Consultant Architect to these portions of the work claimed to be defective, for inspection.

- 15.** The Bank may make good the loss by recovery from the dues / security deposits of the Consultant Architect in case of failure to comply with the above clause.

- 16.** The Bank may have the work inspected any time during the day by any officer nominated by the Bank who shall be at liberty to examine the records check estimates, structural designs and verify measurements and the quality of work.

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17. The Engagement of Bank's own supervisory staff if any, does not absolve the Consultant Architect of his/its responsibility of supervision. The Consultant Architect shall remain solely responsible for the quality of material, workmanship, structural soundness designs and constructions and for all provisions of the contract so as to satisfy the particular requirement of the specifications.
18. The Consultant Architect shall be fully responsible for the technical soundness of the work and furnish a certificate to that effect including the work of sub-consultants and specialist engaged, if any, by him / her/it and also ensure and give a certificate at every bill stage that the work is carried out strictly in accordance with drawings and specification.
19. The Consultant Architect shall supply to the supervising staff, if so engaged by the Bank, copies of all documents, instructions issued to contractors relating to the work drawings, specifications, bills of quantities and also other documents as may be required for proper supervision, free of cost.
20. All instruction to the contractor affecting the rules and provisions of contract shall be issued by the Consultant Architect in writing after obtaining proper approval in writing from the Bank and copies of such instructions shall simultaneously be supplied to the Bank.
21. The Consultant Architect shall be required to maintain his own accounts for certifying the contractor's bill and progress of work etc. These shall be properly handed over to the Bank before final payment under this contract.
22. The Consultant Architect hereby agrees that the fees to be paid as provided herein (Clause 6 of Conditions of Agreement i.e. Schedule of Payment & Section-II - Scale of Charges) will be in full discharge of function to be performed by him/ her and no claim whatsoever shall be against the Bank in respect of any proprietary rights or copy rights on the part of any other party relating to the plans, models and drawings.
23. The Consultant Architect shall indemnify and keep indemnified the Bank against any claims and against all cost and expenses paid by the Bank in defending itself against such claims.
24. Notwithstanding the completion of the work as per Agreement entered hereto, the Consultant Architect agrees and undertakes the responsibility to suitably reply to the Bank's queries that may be raised by any authorized inspection agency of the Bank or the Government.

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25. In case it is established that due to fault of Consultant Architect or external agencies / consultant appointed by the Architect, if the Bank has to pay any extra amount due to overrun of the Project, over measurements – faulty description of tender item or any other lapse on the part of project architect necessary recovery may be effected from the Project Architect / Consultant's fees as per provision of Section 73 of Indian Contract Act 1872 under section 30 of Architects Act 1972 (Central Act No.20 of 1972) and / or project Architect / Consultant may be debarred from employment for specified period and/or black listed depending on gravity of the lapses on the Consultant Architect.
26. If works carried out by the Consultant Architect or sub-consultants appointed by Consultant Architect are found to be sub-standard or un-duly delayed on his/its/their account, the bank may report the same to IBA, misbehavior of the Consultant Architect and IBA in turn should inform all the member banks, after examining veracity of the Bank's version, not to deal with such Project Architect by way of punishment to him."
27. **COST OF CONSTRUCTION:**
The cost of **the** following items shall not be included in the cost of construction for purpose of working out of consultant Architect's fees: -
- a) Land but excluding the cost of path way, landscaping and compound lighting.
 - b) Plan approval and service connection deposits and fees payable to local and/or statutory body by the Bank.
 - c) Cost of any other services, fittings and fixtures which are not designed, planned and supervised by the Consultant Architect such as light fittings, fans, AC Plant, Generator, transformer, Lift etc., but not the cost of erection, civil works, electrical works, ducting etc.,
 - d) Any infructuous expenditure as a result of demolition etc., ordered by the Consultant Architect and cost of any rejected work.
 - e) Cost of supervisory and other establishment employed on work by the Consultant Architect or by the Bank.
 - f) Other contingent expenditure like press advertisement, publicity, cost of foundation stone, Inauguration ceremonies of buildings etc.
 - g) Escalation in the cost of work due to increase in rates of materials and labour after award of work.
 - h) Any deviation in the items of work not authorized by the Bank prior to its execution.

In computing the cost of the work for computing the Architect fees, liquidated damages or deduction from the contractor due on account of defective work or other reasons will not be accounted for as deduction in cost.

(Signature of the Consultant Architect)

28. ARBITRATION

Any dispute, difference, or question which may at any time arise between the parties hereto or any person claiming under them, touching or arising out of or in respect of this agreement or the subject matter thereof shall first be endeavoured to be amicably resolved at the top management level of the parties. However, in the event of such dispute, difference or question, etc. remaining unsolved, the same shall be referred to the arbitration by a sole Arbitrator to be nominated by the competent authority of Himachal Pradesh Gramin Bank and the provisions of the Arbitration & Conciliation Act, 1996, and the Rules and Regulations framed thereunder, as may be amended from time to time, shall be applicable. The award made in pursuance thereof shall be binding on the parties. The place of such arbitration shall be at **Mandi** and the language shall be English. The Parties to the arbitration shall bear their own costs. The Arbitrator shall give a reasoned award. Any appeal will be subject to the exclusive jurisdiction of courts at **Mandi**.

- a) Despite existence of any dispute or differences or pending proceeding relating to arbitration, the Consultant Architect shall render his/her services and ensure completion of the project / works.
- b) The pendency of proceedings relating to arbitration shall not bar the Bank from exercising its right / power:
 - i) To terminate the contract as provided in the clauses 5.1, 5.2 & 5.3 above and
 - ii) To engage on such termination any other Consultant Architect provided in clause 5.5 above.

(Signature of the Consultant Architect)

Architectural work for New Premises of Head Office, RO Mandi and Central Stationery Centre

SECTION - II SCALE OF CHARGES

1. The Bank shall pay the Consultant Architect remuneration for Rendering professional services such as **comprehensive planning, designing, supervision, obtaining approval from local bodies**; preparation of architectural drawings, preliminary estimates, detailed estimates, detailed working drawings, preparing draft tender, (in accordance with IBA guidelines and the Bank norms), scrutiny of tenders, supervision of the works. Scrutiny/checking and certification of contractor's all bills, etc. complete services as per scope of work and conditions mentioned in "conditions of agreement" forming part of this bid document and as per time schedule attached till the completion of the project to the satisfaction of the bank.

2. The charges shall be paid as Percentage of the actual cost or tendered cost whichever is less.

Note: - The Bank agrees to pay the Consultant Architect as remuneration for the professional services to be rendered by the Consultant Architect in relation to the said project particularly for the services hereinafter mentioned, a fee calculated at the % as quoted above of the actual cost of work/accepted tender cost whichever is less. The said fee being hereinafter called as “Basic fee”.

In case there is a deviation in the actual project cost over accepted tender cost, the payment to the Consultant 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 stipulated given in para given below.

“In case, the actual cost of work is more than the tendered cost as a result of authorized 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 fee will be worked out and the ceiling will also pertain to basic fee thus worked out.”

Consultant Architect:
Name of the firm:
Seal
Annexure – I

(Signature of the Consultant Architect)

Architectural work for New Premises of Head Office, RO Mandi and Central Stationery Centre

Letter Submitting Tender

To,

The General Manager
Himachal Pradesh Gramin Bank
Head Office, Jail Road, Mandi H.P-175001,

Sub: Consultancy Services for Architectural work for New Premises of Head Office, RO Mandi and Central Stationery Centre

Sir,

1. I/We have visited the site read and examined the complete document including the information, instruction, guidelines to Consultants, terms of reference and conditions of the agreement and services to be provided during pre/ post construction stage for above-mentioned work.
2. I/We hereby express our interest and submit my/our bid for on prescribed formats for undertaking the work referred to in the aforesaid documents within the time stated. I/We agree to abide by and fulfil all the terms, conditions and provisions of the aforesaid documents.
3. I/We have independently considered the amount of liquidated damages shown in the Appendix to form of tender hereto and agree that it represents a fair estimate of the loss likely to be suffered, by you in the event of the works not being completed in time.
4. I/We agree to abide by this tender for the period of 90 days from opening of Price Bid/Commercial Bid or extension there of as required by the Bank from the date fixed for receiving the same and it shall remain binding upon us and may be accepted at any time before the expiry of that period.
5. I/We understand that if our tender is accepted, we are to be jointly and severally responsible for the due performance of the contract.
6. I/We understand that you are not bound to accept the lowest or any tender you may receive and may reject all or any tender, accept or entrust the entire work to the Contractor without assigning any reason or giving any explanation whatsoever.
7. We have submitted EMD and we accept that we shall be debarred from participating in tender process for a period of one year in the event our tender is accepted and we fail to execute the contract when called upon to do so and EMD will be forfeited.
8. I/We confirm that to the best of my/our knowledge and belief the information contained in the specified formats and all supporting and explanatory information is truthful and exact.

(Signature of the Consultant Architect)

Architectural work for New Premises of Head Office, RO Mandi and Central Stationery Centre

- 9. I/We hereby certify that all the statements made and information supplied in the enclosed forms and accompanying statement are true and correct.
- 10. I/We also authorize Bank to approach individuals, Banks, firms and corporation to verify our credentials, competence and general reputation.

Dated this day of _____, 202...

Signature _____ in the capacity of _____ duly authorized to sign tenders for and on behalf of _____ (IN CAPITALS)

Tender submitted on _____ before _____ P.M.

(Signature of the Consultant Architect)

Architectural work for New Premises of Head Office, RO Mandi and Central Stationery Centre

Annexure – II

BIDDERS INFORMATION

1. Name:
2. Constitution:
3. Address:
4. Names & Addresses of the Proprietor/Partners, as applicable:
5. Name of Contact Person(s) with their Mobile Numbers:
6. Name of the Bankers with telephone numbers and address:
 - a)
 - b)
7. Whether registered with Council of Architecture:
(if so, please mention the number and copy of certificate to be enclosed)
8. Certificate of Registration with Govt./Public Sector/Banks:
(certificate of Registration to be enclosed)

Name of Organization	Year Since Empanelled

9. Give details if at present involved in litigation in similar type of contractors:

Sr. No.	Name of Project	Name of Employer	Nature of work	Work order dated	Date of completion of work	Value (In Rs.

10. Details of civil suit, if any:
11. Details of work executed during last 3 years:

(Signature of the Consultant Architect)

Architectural work for New Premises of Head Office, RO Mandi and Central Stationery Centre

Type Of work	Work executed for (name of Institution/Body)	Name of work (in brief)	Location	Value (In Rs.)	Duration of work with date of Commencement and date of Completion		If work left Incomplete or terminated (give reasons)

- 12. Office Telephone, Fax, e-mail
- 13. PAN No. (duly attested)
- 14. GST No. (duly attested)
- 15. Manpower Employed.

(Signature of the Consultant Architect)

Architectural work for New Premises of Head Office, RO Mandi and Central Stationery Centre

LIST OF DOCUMENTS TO BE SUBMITTED WITHIN THE PERIOD OF BID SUBMISSION:

1. Tender Fee & EMD
2. Initial Eligibility criteria documents, Form A, B, C, D, E, F, G, G-1 and any other documents as per requirement of this bid document and as per Annexures.
3. Scanned copy of PAN card issued by Income Tax Department.
4. Certificate of financial turnover from CA.
5. Chartered Accountant's Certified copy of P & L statement of last five years ending 31st March 2024.
6. Certificate of Registration for GST and acknowledgement of up to date filed return, if required.
7. Certificate of Registration with Council of Architecture.
8. Undertaking regarding no near relative(s) of the consultant working in HPGB, as per **Annexure G-1**
9. Declaration under Official Secrets Acts, as per **Annexure G-1**
10. Affidavit under oath that the bidder is eligible as per The Architects Act.1972 & subsequent modifications.

Sd/-
GENERAL MANAGER

(Signature of the Consultant Architect)

Architectural work for New Premises of Head Office, RO Mandi and Central Stationery Centre

FORM 'A'

FINANCIAL INFORMATION

1. Financial Analysis – Details to be furnished duly supported by figures in balance sheet/ profit & loss account for the **last three consecutive years** duly certified by the Chartered Accountant, as submitted by the applicant to the Income Tax Department (Copies to be attached).

Amount in Lac (Rs.)	2021-22	2022-23	2023-24
Gross Annual turnover on consultancy works.			
Profit/Loss.			

2. Financial arrangements for carrying out the proposed work.

Signature of Bidders

Signature of Chartered Accountant with Seal

(Signature of the Consultant Architect)

Architectural work for New Premises of Head Office, RO Mandi and Central Stationery Centre

FORM "B"

DETAILS OF ALL CONSULTANCY WORKS OF SIMILAR NATURE COMPLETED DURING THE LAST FIVE YEARS ENDING LAST DAY OF NOVEMBER 2024 OF SUBMISSION OF BID (As per Eligibility Criteria)

S. No	Name of Work /project and location	Owner or sponsoring organization	Final Project Cost in Lacs of rupees	Cost of consultancy work	Date of commencement as per contract	Details of consultancy services including: Similar Consultancy works. (a) Project description in brief. (b) Location of the project site. (c) Span and arrangement of the structures. (d) Special features if any. (e) Was any unique problem faced? If so please specify in brief including remedial action taken to resolve the problem. (f) Total built up area of the Project. (g) Services included in the Project. (h) Scope of work as consultant	Stipulated date of completion	Actual date of completion	Litigation/ arbitration cases pending/ in progress with details	Name and address / telephone number of office to whom reference may be made for verification	Remarks
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											

Signature of Bidders

Indicate gross amount claimed and amount awarded by the Arbitrator.

Note:

- Supporting documents like Certificate from Bank in support of each of the above projects to be furnished.
- The photographs and/or sketches/drawing etc. can be enclosed to supplement any salient features/components.

Signature of Bidder(s)

(Signature of the Consultant Architect)

Architectural work for New Premises of Head Office, RO Mandi and Central Stationery Centre

FORM 'C'

PROJECTS UNDER EXECUTION OR AWARDED

S. No.	Name of Work/project And location	Owner or Sponsoring organization	Final Project Cost	Cost of consultancy work in Lacs of rupees	Date of commencement as per contract	Stipulated date of completion	Up to Date percentage Progress of work	Slow progress if any and reason thereof	Name And address / telephone number of office to whom reference may be made	Remarks
1	2	3	4	5	6	7	8	9	10	11

Certified that the above list of Consultancy works is complete and no work has been left out and that the information given is correct to my knowledge and belief.

Signature of Bidder(s)

(Signature of the Consultant Architect)

Architectural work for New Premises of Head Office, RO Mandi and Central Stationery Centre

FORM 'D'

LIST OF PROJECTS DELAYED OR ABANDONED DURING LAST 5 YEARS

S. No.	Name of Work /project And location	Owner or Sponsoring organization	Final Project Cost	Cost of consultancy work in Lacs of rupees	Date of commencement as per contract	Reasons for delay/abounded Slow progress if any and reason thereof	Name And address / telephone number of office to whom reference may be made	Remarks
1	2	3	4	5	6	7	8	9

Certified that the above list of Consultancy works is complete and that the information given is correct to my knowledge and belief.

**** In case the Bidder fails to report regarding Abandoning of already allotted work, but later on if it comes in the notice of the Bank regarding abandoned of such work, considering it as the concealment of facts and the bid will be liable to be rejected.***

Signature of Bidder(s)

(Signature of the Consultant Architect)

Architectural work for New Premises of Head Office, RO Mandi and Central Stationery Centre

FORM "E"

PERFORMANCE REPORT OF WORKS REFERRED TO IN FORMS "B" & "C"

1. Name of work /project & location:

2. Agreement no.:

3. Estimated Cost:

4. Final Project Cost:

5. Cost of Consultancy Services:

6. Scope of work of Consultant:

7. Date of start:

8. Date of completion:
 - a) Stipulated date of completion
 - b) Actual date of completion

9. Amount of compensation levied for delayed completion, if any

10. Amount of reduced rate items, if any

11. Performance report

a)	Quality of work	Very Good/Good/Fair/Poor
b)	Financial soundness	Very Good/Good/Fair/Poor
c)	Technical Proficiency	Very Good/Good/Fair/Poor
d)	Resourcefulness	Very Good/Good/Fair/Poor
e)	General Behavior	Very Good/Good/Fair/Poor

Date:

**Executive Engineer/ Chief Manager/
Project In-charge or Equivalent**

(Signature of the Consultant Architect)

Architectural work for New Premises of Head Office, RO Mandi and Central Stationery Centre

FORM "F"

STRUCTURE & ORGANISATION

1	Name of the Firm	
2	Address of the firm	
3	Phone Nos.	
	Landline	
	Mobile	
4	Email ID (for correspondence purpose)	
5	Year of Establishment	
6	Status of the firm (Whether Proprietorship / Partnership)	
7	Name of the Proprietor / Partners (with professional qualification)	i)
		ii)
		iii)
8	Whether registered with Registrar of Companies/ firm. If so, Registration No. and Date	
9	Registration with Authorities	
	a) Income-tax No. PAN/GIR NO	
	b) GST No.	
	(Please furnish copies of above documents)	
	c) Registration Number of Proprietor/ Partners with Council of Architecture:	
10	Bank details with address:	
	i)	
	ii)	
12	Furnish the names & contact no of three responsible clients who will be in a position to certify about the quality as well as performance of your organization.	
	i)	
	ii)	
	iii)	
13	Names and titles of Officers with designation to be concerned with this work	
14	Designation of individuals authorized to act for the organization	
15	Was the Bidder ever required to suspend contract for a period of more than six months continuously after he/she commenced the contract? If so, give	

(Signature of the Consultant Architect)

Architectural work for New Premises of Head Office, RO Mandi and Central Stationery Centre

	the name of the project and reasons of suspension of work.	
16	Has the Bidder or any constituent partner in case of partnership firm, ever abandoned the awarded work before its completion? If so, give name of the project and reasons for abandonment.	
17	Has the Bidder or any constituent partner in case of partnership firm, ever been debarred/ black listed for Bidding in any organization at any time? If so, give details.	
18	Has the Bidder or any constituent partner in case of partnership firm, ever been convicted by the court of law? If so, give details.	
19	In which field of Civil Engineering construction/ Architecture the Bidder has specialization and interest?	
20	Any other information considered necessary but not included above.	
Note:	All documents to be furnished along with this form should be self-certified by proprietor/ partner/ authorized person	

Signature of Bidder(s)

(Signature of the Consultant Architect)

Architectural work for New Premises of Head Office, RO Mandi and Central Stationery Centre

FORM 'G'

DETAILS OF TECHNICAL & ADMINISTRATIVE PERSONNEL OF THE FIRM TO BE EMPLOYED FOR THIS WORK

Sr. no	Designation	Total Number	Number Available for this work	Name	Qualification	Professional experience and detail of work carried out	How these would be involved in this work	Remarks
1	2	3	4	5	6	7	8	9
1	Architects with experience in Office/ residential/ Hospital/ institutional/ Commercial Complex design							
2	Structural Engineers							
3	Civil utilities Engineers							
4	Electrical Engineers & Mechanical Engineers							

Signature of Bidder(s)

(Signature of the Consultant Architect)

FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED KEY TEAM PERSONNEL

Data to Be Given For Consultant's/Sub Consultant's Firm Also. (As Applicable)

1. Proposed Position: _____
2. Name of the person: _____
3. Date of Birth: _____
4. Nationality: _____
5. Educational Qualifications:
(Summarize college / university and other specialized education of staff member, giving names of college, dates attended and degrees obtained.)
(Please furnish proof of qualification.)
6. Membership of Professional Societies: _____
7. Employment Record:
(Starting with present position, list in reversed order, every employment held. List all positions held by staff member since graduation, giving dates, names of employing organization, title of positions held and locations of assignments.
8. Permanent Employment with the firm (Yes / No)
If yes, how many years:
If no, what is the employment Arrangement with the firm?
9. Details of the current assignment and the time duration for which services are required for the current assignment.

Certification:

- 1) I am willing to work on the project and I will be available for entire duration of the project assignment and I will not engage himself in any other assignment during the currency of his/her assignment on the project.
- 2) I, the undersigned, certify that to the best of my knowledge and belief, this bio data correctly described myself, my qualifications and my experience.

Signature of the Candidate

Date & Place _____

Signature of the Authorized Representative of the firm

Date & Place _____

(Signature of the Consultant Architect)

Architectural work for New Premises of Head Office, RO Mandi and Central Stationery Centre

UNDERTAKING FOR NO NEAR RELATIVE (S) OF THE CONSULTANT WORKING IN HIMACHAL PRADESH GRAMIN BANK

I, _____ S/o _____
R/o _____,

hereby certify that neither my relatives(s) nor any of my firm's experts and other personnel and sub-consultants or their relative(s) as defined below is/are employees of Himachal Pradesh Gramin Bank (HPGB) and involved in:

- i) preparation of Terms of Reference (TOR) for this assignment,
- ii) the selection process for the contract, or
- iii) the supervision of such contract;

In case at any stage, it is found that the information given by me is false/ incorrect, HPGB shall have absolute right to take action as deemed fit, without any prior information to me.

Signature of the bidder with seal

The near relative(s) means:

- a) Member of a Hindu Undivided Family;
- b) They are husband and wife.
- c) The one is related to the other in the manner as father, mother, son(s) & son's wife (daughter-in-law), daughter & daughter's husband (son-in-law), brother (s) & brother's wife (sister-in-law), sister (s) & sister's husband (brother-in law)

In case of proprietorship firm, certificate will be given by the proprietor, and in case of partnership firm, certificate will be given by all the partners.

In case of any breach of these conditions by the company or firm or any other person, the tender/ work will be cancelled and security deposit will be forfeited at any stage whenever it is so noticed. The Bank will not pay any damages to the company or firm or the concerned person. The company or firm will also be debarred for further participation in Bank's tenders.

Signature of the bidder with seal

(Signature of the Consultant Architect)

Architectural work for New Premises of Head Office, RO Mandi and Central Stationery Centre

DECLARATION UNDER OFFICIAL SECRETS ACTS, 1923

My attention has been drawn to the provisions of the Official Secrets Acts, and I am fully aware of the serious consequences which may follow any breach of those provisions.

I understand the sections of the Official Secrets Acts. I am aware that I should not divulge any information gained by me as a result of my appointment as a Consultant Architect; to any unauthorised person, either orally or in writing, without the previous official sanction in writing of the Competent Authority of the Bank appointing me, to which written application shall be made and two copies of the proposed publication be forwarded. I understand that I am also liable to be prosecuted if I publish without official sanction any information I may require in the course of my tenure as Consultant Architect (unless it has already officially been made public) or retain without official sanction any sketch, plan, model, article, or official documents which are no longer needed for my official duties, and that these provisions apply not only during the period of my appointment but also after my appointment has ceased.

Signature of Bidder
Date:

(Signature of the Consultant Architect)

Architectural work for New Premises of Head Office, RO Mandi and Central Stationery Centre

PART B

COMMERCIAL BID

**OPEN TENDER for providing
Consultancy Services for the**

Architectural work for New Premises of Head Office, RO Mandi and Central Stationery Centre

COMMERCIAL BID

Sr. No.	Description	% age of the actual cost or tendered cost whichever is less
1	<p>Rendering professional services such as comprehensive planning, designing, supervision, obtaining approval from local bodies; preparation of architectural drawings, preliminary estimates, detailed estimates, detailed working drawings, preparing draft tender, (in accordance with IBA guidelines and the Bank norms), scrutiny of tenders, supervision of the works. Scrutiny/checking and certification of contractor's all bills, etc. complete services as per scope of work and conditions mentioned in "conditions of agreement" forming part of this bid document and as per time schedule attached; till the completion of the project to the satisfaction of the bank.</p> <p>Rates to be inclusive of all taxes except GST which will be paid as applicable.</p>	

SIGNATURE OF BIDDER

(Signature of the Consultant Architect)