



हिमाचल प्रदेश ग्रामीण बैंक HIMACHAL PRADESH GRAMIN BANK

(Sponsored by PNB)

(Govt of India undertaking)

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

www.hpgeb.in, email - hogadhpgb@hpgebank.co.in

HIMACHAL PRADESH GRAMIN BANK HEAD OFFICE: JAIL ROAD, MANDI

**APPLICATION INVITED FOR EMPANELMENT OF
ARCHITECTS/ ARCHITECTURAL FIRMS**

LAST DATE FOR SUBMISSION OF APPLICATIONS: 25.03.2025 (2.00 p.m.)

INDEX

PARTICULARS	Page No.
Cover page	01
Index	02
Empanelment Notice	03
GENERAL INSTRUCTION TO THE APPLICANTS	04-06
ELIGIBILITY CRITERIA AND EVALUATION CRITERIA	07-09
COVERING LETTER	10
APPLICATION FORM	11-12
LIST OF MAJOR WORK COMPLETED	14
LIST OF MAJOR WORK UNDER EXECUTION	15
DETAILS OF KEY PERSONEL	16
LIST OF THREE MAJOR CLIENTS	17
DETAILS OF LITIGATION/ARBITRATION	18
DECLARATION REGARDING NEAR RELATIVES WORKING IN HPGB	19
CHECKLIST	20
DRAFT AGREEMENT	21-22
Declaration	24-28

EMPANELMENT OF ARCHITECTS/ARCHITECTURAL FIRMS

Himachal Pradesh Gramin Bank is a leading Regional Rural Bank with network of more than **274** Branches spread across 12 districts of Himachal Pradesh along with 5 Regional Offices at Mandi, Solan, Dharamshala, Chamba and Hamirpur with its Head Office at Mandi, Himachal Pradesh Near PWD Office Jail Road Mandi HP 175001 is in process of preparing panel of Architects/Architectural Firms.

Applications are invited for empanelment of experienced, reputed and competent Architects/ Architectural Firms. The empaneled Architects/ Architectural Firms shall provide complete Architectural Services for Civil/ Interior/ Renovation/ Furnishing/ Repair/ Retrofitting/ Structural works for Bank's projects in the Branches / Offices of HPGB within Himachal Pradesh.

All Architects/ Architectural Firms in the Bank's existing panel will have to apply afresh for consideration in this empanelment process. Existing panels shall lapse once the new panels are approved.

Intending Bidders may submit their queries on or before 20.03.2025 upto 2:00 PM. Any corrigendum/ clarification in respect of this Advertisement shall be released only at Bank's website. For future corrigendum/ clarification, if any, regularly visit Bank's website: <https://www.hpqb.in>

The duly completed documents in the prescribed format with all supporting documents shall be placed in a sealed cover and super scribed as '**APPLICATION FOR EMPANELMENT ARCHITECTS/ARCHITECTURAL FIRMS 2025**' and shall be submitted in prescribed format enclosed as Part '2' to the Address of General Manager, Head Office, Himachal Pradesh Gramin Bank, Jail Road Mandi HP (175001) near PWD Office by **25.03.2025** before 2.00 PM.

The Bank reserves the right to accept or reject any or all the applications without assigning any reasons whatsoever and decision of the Bank in this regard will be final & binding on the applicants.

Date:10.03.2025

Place: Mandi

**General Manager (GAD)
Head Office: Mandi**

GENERAL INSTRUCTIONS TO THE APPLICANTS

General information to the Architects who wish to include their name in the Bank's panel for providing Architectural Services for Civil/interior furnishing / electrical / air-conditioning / retrofitting/water-proofing/structural works for Head Office and in the Branches / Regional offices, within Himachal Pradesh are requested to read following instructions before filling in the forms.

1. Generally, routine works of the Bank are awarded by calling competitive quotations from the empaneled Architects/ Architectural Firms and in case of works of small magnitude i.e. upto 5 lakhs and upto 10 lakhs for limited tender, the Bank may opt to award the work to any of the empaneled Architects/ Architectural Firms, depending on the exigencies of the work/ on rotational basis.
2. The details of the applicants and their experience are to be furnished in the "Application/ Annexure Format". Wherever space provided is not sufficient, particulars can be furnished in Annexure but such details shall be clearly mentioned in the respective columns of the Application Format. Applicant shall enclose eligible copies of relevant documents giving additional information about the applicant.
3. Costs, if any, incurred by the applicant for submitting application, providing necessary clarifications or attending discussions, conferences or Interactions prior to empanelment, if any, will not be admissible.
4. **Documentary proof with respect to the prequalification criteria is to be furnished along with the application form. In this regard, copies of the work orders and completion certificates and/ or other supporting documents to be enclosed. Incomplete applications or applications without proper proof for establishing credentials will be liable for rejection and bank will not entertain any correspondence in this regard.**
5. The empanelment will be made for a specific category/ categories depending on the credentials submitted & found acceptable.
6. The evaluation will be based on the eligibility, experience, reputation, empanelment with other Banks, PSUs, Govt. institutions, manpower & logistical support of the applicant, their financial capabilities, quality consciousness, etc. and if found necessary may also include interaction with Architects/ Architectural Firms or/and inspecting the works undertaken by them, for which necessary co-ordination shall be provided by them.
7. The empanelment will be valid for maximum of three years and shall be reviewed every year.
8. Bank reserves the right to reject any/ or all the applications without assigning any reasons whatsoever. Decision of the Bank regarding selection/ rejection for empanelment will be final and binding. Bank will not entertain any correspondence in this regard.

9. Bank reserves the right to seek for further any information/documents in support of applicant's eligibility. Bank also reserves the right to reject or accept the application if in the opinion of Bank, the qualification data is incomplete or the applicant is not found to be qualified in terms of eligibility criteria and no communication shall be entertained in this regard in future.
10. If, information and details furnished by applicants are found incorrect at any time in future or any information is withheld, which comes to the notice of the Bank at a later date, the empanelment of such applicant will be cancelled immediately and the firm shall be blacklisted.
11. Applications received after the due date and time shall not be entertained.
12. **It is mandatory that Applicants should have their office in the geographical jurisdiction of the Regional Office/Head Office.** If found necessary, Bank officials may visit and verify the Office premises of the prospective bidder.
13. If the application is made by a partnership firm, a certified copy of the partnership deed, current address of the firm and the full names and current addresses of all the partners of the firm shall also be enclosed with the application.
14. Each page of the application along with documents shall be duly signed by authorized signatory with seal of the firm with full name of the signatory.
15. Applicants must enclose duly certified Xerox copies of all relevant information in support of their statements/facts.
16. Wherever space is not sufficient, applicants should furnish the particulars, as per Performa, in a separate sheet and enclose the same with the application.
17. For any clarifications, applicants may please contact GAD Section, HPGB through email hogadhpgb@hpgbank.co.in.
18. In future, whenever there is requirement for any services the intimation inviting tender may be sent to the empaneled Contractors/Vendors at their **registered email address only, and will not be sent on postal address.** However, empanelment does not confer any right on any of the supplier's/service providers/professionals to receive invitation to bid for works at a later date.
19. The empaneled Vendors shall be required to submit the tenders as per the terms and conditions laid down in the particular notice inviting tenders.
20. The Bank reserves the right to empanel any vendor and to cancel the empanelment of any Vendor at any time, without giving any notice and any reason.
21. The empaneled Vendors shall agree to indemnify the Bank and hereby keeps the Bank indemnified in respect of any loss, damages, costs including the costs incurred by the Bank in

recovery of the money through legal process, expenses, charges etc. for any reason for which vendor is responsible.

22. The empaneled Vendors have never been black listed by any bank/ Government organization. Letter of undertaking regarding not blacklisted to be provided on letter head of Vendor/ Contractors. Format is attached as Annexure-II.
23. Penalty shall be imposed on empaneled Vendors, if work is not completed as per terms & conditions and within stipulated time.
24. Submission of the application does not confer any right on any applicant for empanelment.
25. Empanelment will not ipso facto confer any right in any vendors to receive notice inviting tender.
26. Bank reserves right to call for any information and record and inspect the premises of any applicant before as well as during empanelment.
- 27. The Bank reserves right to take service of any Architect/Architectural firms who is not empaneled with it.**
28. List of Empaneled Architects will be prepared and conveyed to the concerned in due course. No separate correspondence will be entertained in this regard. **In addition to above the following requisite documents certificates etc. are to be enclosed**
29. Crossed Demand draft of any Nationalized /Scheduled Bank for the said amount as cost of empanelment form which is Non-refundable No cheques shall be accepted.
30. The bidders have to deposit earnest money of Rs.5000.00 (Rupees Five Thousand Only) in the shape of demand draft in the name of Himachal Pradesh Gramin Bank payable at Mandi. The successful bidder has to deposit Rs. 20,000/- as security money in shape of FDR in any branch of Himachal Pradesh Gramin Bank in the name of party under the bank lien of Himachal Pradesh Gramin Bank for the period of three years, within 15 days from issuance of letter, otherwise earnest money will be forfeited.

IMPORTANT NOTE: IF AT THE TIME OF VERIFICATION OF DOCUMENT, IT IS FOUND THAT DOCUMENTS ENCLOSED ARE NOT IN ORDER, THE APPLICATION FORM IS LIABLE TO BE REJECTED

ELIGIBILITY CRITERIA AND EVALUATION CRITERIA

ELIGIBILITY CRITERIA:

1. The Architects/ Architectural Firms shall 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, for a minimum period of three years ending 28.02.2025.
2. The said Architects/ Architectural Firms should have Architects/ Designers / Engineers/ Consultants who are member of any of the respective professional institutions /societies; like Council of Architecture, Institution of Engineers and have valid registration to practice in their respective professions, in the subject area, as applicable. For example, the Architect / all partners should be registered with Council of Architecture & having valid COA number.
 - a) 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.
 - b) If the application is made by a partnership firm/ all partners of the said partnership firm should be an Architect, registered with Council of Architecture having valid COA number.
3. Applicants should have their local office in the geographical jurisdiction of the Head Office/Regional Office. Address proof in this regard to be submitted.
4. Architects/ Architectural Firms should be an assessee of Income Tax, GST, etc. ITR & GST registration copy to be submitted. Should the Architect/Architectural Firm be exempt from GST registration as per norms, an undertaking declaring the same be provided.
5. Architect/ Architectural Firm should have experience in same name for at least 3 years up to 28.02.2025 (exception in reconstitution/change of name in case of death of partner/partners).
6. Average annual financial turnover of Architects/ Architectural Firms during the last three years ending 31.03.2024. For this purpose, upper financial limits of the respective category shall be considered. Applicant to submit CA certified/audited Balance Sheet & Profit Loss A/c for the last three years ending 31.03.2024.
7. A firm shall submit only one proposal, either individually or as a JV partner in another proposal. If a firm, including a JV partner, submits or participates in more than one proposal, all such proposals shall be disqualified.

Conflict of Interest in case of consultants: Without limitation on the generality of the foregoing, and unless stated otherwise in the data sheet for the RFP/TENDER document, the consultant shall not be hired under the circumstances set forth below:

- a. Conflicting activities: a firm that has been engaged by the client to provide goods, works or non-consultancy services for a project or any of its affiliates, shall be disqualified from providing Consultancy service resulting from or directly related to those goods, works, or non-Consultancy services. Conversely, a firm hired to provide consultancy services for the preparation or implementation of a project or any of its affiliates, shall be disqualified from subsequently providing goods or works or no consultancy services resulting from or directly related to the consultancy services for such preparation or implementation.
 - b. Conflicting assignments: Consultants (including its experts and sub-consultants) or any of their affiliates shall not be hired for any assignment that, by its nature, may be in conflict with another assignment of the consultant for the same or for another Procuring Entity; and
 - c. Conflicting relationships: A consultant (including its/his experts and sub consultants) that has a close business or family relationship with a professional staff of the Procuring Entity who are directly or indirectly involved in any part of:
 - i) the preparation of Terms of Reference (bid document) for the assignment;
 - ii) selection process for the contract; or
 - iii) supervision of the contract, may not be awarded a contract, unless the conflict stemming from this relationship has been resolved in a manner acceptable to the client throughout the selection process and execution of the contract.
8. Canvassing in any form including bringing influence from any person/agency/Officials/authorities shall lead to disqualification of the applicant.
 9. Bank reserves the right to accept or reject any or all the applications without assigning any reason thereof and no correspondence will be entertained in this regard.
 10. Any amendments/ corrigendum for empanelment of contractors/ vendors shall be published in Bank's website only. Therefore, applicants are requested to visit Bank's website regarding modifications/ corrigendum issued.

EVALUATION CRITERIA:

The **applicant** should satisfy the following minimum evaluation criteria:

S.N.	Value of work	Weightage	Self-Rating marks
1.	Architects/ Architectural Firms should have provided consultancy services for similar works for:	60 marks	
a)	One project costing 80% of 10 Lakhs		
b)	Two projects costing 50% of 10 Lakhs		
c)	Three projects costing 40% of the 10 Lakhs For this purpose, upper financial limits of the respective category shall be considered during the last three years ending 28.02.2025 Similar works means Architectural Services (planning, designing, estimation, tendering, measurement & bill verification and site Supervision in all respects) for projects like institutional buildings, offices, educational buildings, commercial buildings etc.		
2.	Valid Empanelment with other Banks, PSUs, Govt. Institutions.	10 Marks	
3.	Architect/ Architectural Company/ Firm should have adequate in house infrastructure: 2 nos. of Architects (COA Registered): 10 Marks 2 nos. of Engineers: 5 marks	15 Marks	
4.	Financial Strength of the Architect/ Architectural Company/ Firm: Turnover should be at least 7.5% of 10 Lakhs for Last three Years. Should be profitable and should not have incurred loss in any of the Last three Years.	15 Marks	
	Total	100 Marks	

NOTE: Criteria mentioned above, is minimum requirement. The Bank at its discretion may upgrade the criteria. No complaint on this account will be entertained. Agencies scoring 75 marks & above will only be considered. Agencies themselves have to fill in self-rating marks column in the above table.

COVERING LETTER (To be given on letter head of the firm)

To,

The General Manager,
Himachal Pradesh Gramin
Bank,
Head Office, Mandi
Near PWD Office, Jail Road,
Mandi (HP) 175001

Sub: Empanelment of Architects/Architect Firm.

Ref: Empanelment notice published in daily News paper on date: **11.03.2025**

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In response to the above Notice, I/We hereby submit my/our application in the required format along with ANNEXURE-I to ANNEXURE VI and declaration.

I/We have adhered to the requirements prescribed by the Bank. I/We have carefully gone through the guidelines/terms and conditions and prescribed format carefully and I/We accept the same without any alterations/modifications.

I/We am/are also aware that the Bank reserves the right to accept or reject any or all applications without assigning any reason/s thereof and decision taken by the Bank in this regard will be binding on me/us.

Yours faithfully,

Signature with Seal of the Contractor

Date:

A. APPLICATION FORM

Particulars of the Firm to be Furnished for The Purpose of Empanelment

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 etc. (with professional qualifications)	i)
		ii)
		iii)
8.	Whether registered with Registrar of Companies/ firm. If so, Registration No. & 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/ Directors with Council of Architecture:	
10.	Turnover of the firm (Please attach copy of audited balance sheet and Profit and loss account for last three years):	
	S. N.	Year
	1	2021-22*
	2	2022-23
	3	2023-24
		Turnover
		Income-tax paid
	*In case balance sheet has not been audited, balance sheet certified by Chartered Accountant to be submitted.	
11.	Names of the Bankers with address:	
	i)	
	ii)	
12.	If you are presently empanelled with any Govt. Organization/statutory	

	bodies/Financial Institutions/ Banks etc., furnish the details thereof along with capacity in which empaneled	
13.	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)	

Note: All documents to be furnished along with this application should be self-certified by proprietor/ partner/ authorized person.

Date:

Signature with Seal

DECLARATION:

- 1) All the information furnished by me/us here above is correct to the best of my knowledge and belief.
- 2) I/We have no objection if enquiries are made about the work listed by me/ us in the accompanying sheets/ annexures.
- 3) I/We agree that the decision of Himachal Pradesh Gramin Bank in selection of contractors for empanelment will be final and binding to me/ us.
- 4) I/We hereby confirm that our firm/agency/company has not been disqualified / debarred / blacklisted by any Governments, Semi-governments, PSUs, Banks including any of the Offices/Branch of PNB/HPGB during last 5 years from the date of application.
- 5) I/We hereby confirm that all information, particulars, copies of certificates and testimonials submitted in connection with my/our empanelment are correct and genuine. I am / We are, therefore, liable to face appropriate actions as deemed fit by the HPGB in the event of any of the information, particulars, copies of certificates and testimonials are not found correct and genuine. I/We have read the instructions appended to the proforma and I/we understand that if any false information is detected at a later date, the empanelment shall be cancelled at the discretion of the HPGB.

PLACE:

DATE:

NAME & DESIGNATION

ANNEXURE – B

LIST OF MAJOR WORKS EXECUTED AND COMPLETED IN CENTRAL GOVT./STATE GOVT./FINANCIAL INSTITUTIONS/PSUs/REPUTED MNCs DURING LAST 5 (ENDING AS ON 28.02.2025)

(Enclose supporting documents i.e. Work order, Proof of payment and Satisfactory Completion Certificate Obtained from the Clients)

S. No.	Name of Work	Work executed for (Name of the Organization with Brief Address of Concerned Office & Contact No.)	Nature of Work	Location of the Work	Actual Value of the Work	Stipulated Date for Completion	Actual Date for Completion	In case of delay, time extension granted with- out LD (Yes/ No)	If Work Left Incomplete or Terminated (Furnish reasons)

(Add separate sheet if required)

Note:

1. Information has to be filled up specifically in this format.
2. For certificates, the issuing authority shall not be less than an Executive in charge.

Name of Authorized Signatory

Signature of Architect with date

LIST OF MAJOR WORKS UNDER EXECUTION
 (Enclose Copies of Work Orders Issued by Clients)

S. No.	Name of Work	Work being executed for (Name of the Organization with Brief Address of concerned office & Contact No.)	Nature of Work	Location of the Work	Actual Value of the Work	Date of Commencement	Scheduled Date of Completion	Likely Date of Completion	If Work Left Incomplete or Terminate (Furnish reasons)

(Add separate sheet if required)

Note:

- Information has to be filled up specifically in this format.

Name of Authorized Signatory

Signature of Architect with date

ANNEXURE - D

DETAILS OF KEY PERSONNEL (PERMANENT EMPLOYEE), GIVING DETAILS ABOUT THEIR TECHNICAL QUALIFICATION & EXPERIENCE INCLUDING THEIR IN-HOUSE ESTABLISHMENT

S. No.	Name	Qualification	Experience	Particulars of Work Done	Employed in Your Firm Since	Any Other Information

(Add separate sheet if required)

Notes:

1. Information has to be filled up specifically in this format.
2. Indicate other points, if any, to show your technical competence to indicate any important point in your favour.
3. The details of the consultants (In-house / External) shall be furnished in separate sheets.

Name of Authorized Signatory

Signature of Architect with date

DETAILS OF THREE RESPONSIBLE CLIENTS / PERSONS TO WHOM THE MAJOR WORKS CARRIED OUT BY THE APPLICANT

S. No.	Name of the Official	Organization & Address	Contact Numbers	E-mail ID

(Add separate sheet if required)

Notes:

1. Information has to be filled up specifically in this format.
2. Indicate other points, if any, to show your technical competence to indicate any important point in your favour.

Name of Authorized Signatory

Signature of Architect with date

ANNEXURE – F

DETAILS OF LITIGATION / ARBITRATION CASES RESULTING FROM THE CONTRACTS EXECUTED IN THE LAST FIVE YEARS OR CURRENTLY UNDER EXECUTION

Year	Awarded for or against Applicant	Name of Client	Cause of Litigation and Matter of Dispute	Disputed Amount	Actual Awarded Amount

(Add separate sheet if required)

Notes:

1. Information has to be filled up specifically in this format.
2. Indicate other points, if any, to show your technical competence to indicate any important point in your favour.

Name of Authorized Signatory

Signature of Architect with date

DECLARATION REGARDING NEAR RELATIVES WORKING IN THE HIMACHAL PRADESH GRAMIN BANK

Name of Bank Staff Related to Applicant	Designation	Office/Branch & Place of Posting	Relation with the Applicant

(Add separate sheet if required)

Notes:

1. Information has to be filled up specifically in this format.
2. Indicate other points, if any, to show your technical competence to indicate any important point in your favour.

Name of Authorized Signatory

Signature of Architect with date

CHECK LIST

(Please tick whichever applicable)

SR. NO.	PARTICULARS	SUBMITTED (Y or N)
1	Application Form (All pages filled in, signed and stamped)	
2	Receipt of tender fee remittance	
3	Enclosure A	
4	Enclosure B	
5	Enclosure C	
6	Enclosure D	
7	Enclosure E	
8	Enclosure F	
9	Enclosure G	
11	PAN NUMBER	
12	GST NUMBER	
13	Registration Number of Proprietor/ Partners/ Directors with Council of Architecture	
14	copy of audited balance sheet and Profit and loss account for last three years	
15	Empanelment letter with other Bank	

:

Date:

Place:

Signature of Architect with date

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 Architect with date

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 Mandi 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 Mandi and only the courts of Mandi 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 Architect with date

SCHEDULE (REF. CLAUSE 1(a) & 2(f) OF THE AGREEMENT

Sr. No.	Submission	Period
1.	Submission of sketch plan & preliminary estimates.	Within 2 (two) weeks from the date of receipt of instructions from the Bank.
2.	Submission of Detailed drawings complete in all respect for the project for approval by the local authority.	Within 2 (two) weeks from the date of receipt of Bank 's approval of the sketch plans and preliminary estimates.
3.	Submission of Detailed structural & other drawings and estimates, complete in all respect for the project.	Within (4 four) weeks from the date of receipt of plan approved by the local authority.
4.	Submission of Drawings and Draft tender documents complete in all respect.	Within 2 (two) weeks from the date of receipt of Bank 's approval of Detailed estimates.
5.	Submission of Architect's report on the various tenders.	Within 2 (two) weeks from the date of receipt of tenders from the Bank.
6.	Submission of variation orders.	Within a fortnight from the date of receipt of Bank's approval of the variation. In the case of variation costing less than Rs. 25,000/- or the amount authorized, as the case may be, within one week from the date of issue of instructions by the Architects to the contractors.
7.	Other drawings, etc, if any.	Within a reasonable time making for the smooth running of the work.

Signature of Architect with date

E. DECLARATION

1. I / We have read the instructions appended to the proforma and I / We understand that if any false information is detected at any stage, any prequalification / empanelment contract made between ourselves and Bank, on the basis of the information given by me / us shall be treated as invalid by the Bank and I / We will be solely responsible for the consequences.
2. I / We agree that the decision of Bank in selection/rejection of firms will be final and binding to me / us.
3. All the information furnished by me in the application is correct to the best of my knowledge and belief.
4. I / We agree that I / we have no objection if enquiries are made about the work listed by me / us in the accompanying sheets.
5. I / We agree that I / We have not applied in the name of sister concern for the subject empanelment process.
6. I / We hereby declare that there is no litigation, in the services provided by us, to any other Organization/statutory bodies/Financial Institutions/Banks etc.
7. I / We hereby declare that I / We have not been de - paneled/ blacklisted by any institution.

Place :

Date :

SIGNATURE

NAME & DESIGNATION

SEAL OF ORGANISATION

Signature of Architect with date

Fees for Part / Miscellaneous Services provided by Architect/ Architectural Company/ Firm:

Works where part services are done by the Architect/ Architectural Company/ Firm & where estimated cost cannot be worked out, professional fee of Rs.20/- to Rs.25/- per Sq.ft. (subject to a minimum of Rs.5,000/-) in the aforesaid stages consistent with the work done plus other charges and reimbursable expenses as agreed upon.

TA/DA Allowance:

If owner of the firm/ principal Architect/ Partner move out of town for supervision/ other works in connection with renovation/ furnishing, he shall be entitled for TA/DA as per entitlement of Scale- IV officer of the Bank.

In case Assistant Architect/ Assistant Engineer move out of town for same, he shall be entitled for TA/DA as per entitlement of Scale-I officer of the Bank.

Duties and functions of Architect:

The Architects shall render the following services in connection with various projects of the RO/ HO/ Branches/ Offices of Bank.

- i. Taking the employer's instructions in connection with the work, visiting the site, preparing sketch designs which shall be in accordance with local governing codes/standards, regulations, etc. (including carrying out necessary revisions till the sketch designs are finally approved by the employer), making approximate estimate of cost by cubic measurements, square meter, or otherwise and preparing reports on the scheme so as to enable the employer to take a decision on the sketch designs.
- ii. The Architect shall submit a proper CPM / BAR CHART incorporating all the activities required for the Completion of the project well in time.
- iii. Submitting required drawing to the municipality and other local authorities and obtaining their approval/sanction/commencement certificate /conversion certificate for site/building plan approval/ Completion certificate etc.
- iv. Preparing architectural working drawings, CPM charts for work schedule, structural drawings, Plumbing drawings, electrical drawings, DATA & LAN drawings, detailed estimates and all such other particulars as may be necessary for preparation of bill of quantities.
- v. Preparing detailed tender documents for various works like civil, interiors, HVAC and electrical etc. complete with articles of agreement special conditions of contract, specifications based on CPWD/ Bank standards, Schedule of rates based on CPWD rates for all scheduled items and competitive market rates for nonscheduled items.

Signature of Architect with date

- vi. The Architect / Architectural / Consultancy Firm shall engage qualified Sanitary & Plumbing, Structural, Electrical, HVAC & Fire Consultants whosoever 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 employer. The consultant shall be appointed with the approval of the employer. **The fees payable to these Sanitary, Plumbing, Structural, HVAC, Electrical & Fire consultants or any other sub-consultant shall be borne by the Consultant out of the fees received by them from the employer.** The Architect shall be fully responsible for the works of such consultants and shall also coordinate the activities of various consultants.
- vii. To participate while opening of tenders and submit comparative statement thereon together with recommendations specifying abnormally high rate (AHR) and abnormally low rate (ALR) items. Architect may also be member of negotiation committee for negotiations with the Contractor whose rates are accepted by the HO/other Offices of Bank.
- viii. The comparative statement shall be based on proper analysis of rates based on CPWD rates/market rates of materials and labour for major items of work worth about 90% of the estimated Cost of the work.
- ix. Preparing for the use of Branch/RO/HO, the Contractor and the site engineer, 4 copies of contract documents for all trades including all drawings, specifications, and other particulars.
- x. Assuming full responsibility for supervision and proper execution of all works by Contractor or who are engaged from time to time, including control over quantities during the execution to restricts variation, if any, to the minimum.
- xi. Visiting the site of construction/repairs/renovation/furnishing at least once in 10 days or more frequently to supervise the work and issue instructions/guidelines to the engaged Contractors and his site staff till his next visit.
- xii. No deviations or substitutes should be authorized by the Architect without working out the financial implications and obtaining approval of the RO/HO(GAD) as the case may be duly justifying his action at the earliest.
- xiii. Working out the theoretical requirement and actual consumption of cement and steel for each bill.
- xiv. CHECKING MEASUREMENTS: Checking Contractor bills, issuing periodical certificates for payments and certifying accounts jointly with the Branch/RO/HO (Services) to make payments to the Contractors shall be done by the Architects. It shall be mandatory on the part of the Architects to check all the measurements of various items of work claimed in each running bill. He shall give on each bill a separate certificate as follows:

Signature of Architect with date

"It is Certified that the various items of work claimed in the..... running bill/final bill submitted by the Contractors.....have been completed to the extent claimed and at appropriate rates and that the items are in accordance with and fully conforming to the standards/prescribed specification and drawing. It is further certified that measurements of each item is checked claimed in this bill. Hence the bill is recommended for payments – per details given below for a total amount of“"

- xv. Obtaining Completion certification, Occupation Certificate and FIRE NOC etc. from respective authorities for occupation of the building and assisting in obtaining refund of deposit, if any, made by the Branch/RO/HO(Services) to the municipality or any such other authority.
- xvi. On completion of the project, prepare as built drawings of architectural, structural, plumbing, firefighting, electrical and other building services along with a brief report on the project and relevant structural design calculations and submit 4 copies of the same for the records of the Branch /RO/HO(GAD).
- xvii. The Architects shall be wholly and solely responsible for the successful Completion of the project in all respects consistent with tenders accepted, work order, approved drawing, designs, safety and structural stability from the inception upto the handing over of building for occupation of the Bank.
- xviii. The Architects shall not at any stage accept any change of specifications being used in the project from the Contractor or on his own change the specification, design, structure of the project under whatever circumstances without written sanction/approval from the Competent authority of the Bank.
- xix. The Architects shall assist the Bank in all arbitration proceedings between the Contractors and the Bank and also defend the Bank in such proceedings.
- xx. Supervision of Strong Rooms:

Whenever a premises is taken on lease by Bank for Branch, the strong Room in the premises is to be constructed by the lessor (by landlord) as per RBI specifications at their expense. However, it is the duty of Bank to get the strong Room constructed as per RBI norms including fixing of gates and ventilators. Hence, the Bank's panel Architect shall be entrusted the work to ensure the specification and quality of construction (as per RBI norms) of strong Room. The Architect shall ensure the proper grade of concrete, thickness of walls, adequate steel reinforcement (diameter and spacing) as per specifications and proper welding of strong Room doors & ventilators with the reinforcement bar. The Architect has to visit the site minimum three times during the construction of Strong Room and has to certify the construction in the following format:

Signature of Architect with date

Certificate of Architect for construction of Strong Room at B/O:

I/ We; M/s _____, Architect for B/o: _____ certify that the Construction of strong Room is as per RBI norms and the following have been complied with during the Construction under my supervision:

1. Layout as per approved plan;
2. Size of strong Room: _____
3. Thickness: Wall _____; Roof _____; Floor _____
4. Wall reinforcement diameter, number of layers and spacing: _____
5. Roof & Floor reinforcement diameter, number of layers and spacing: _____
6. Grade of Concrete used: _____
7. Welding of strong Room door and ventilators with reinforcement bars: Yes/No

We further certify that we have visited the Construction on _____, _____ & _____ and visit report submitted to BO/RO/HO.

Signature of Architect with date

Signature of Architect with date