

## NOTICE INVITING SEALED OFFERS

**Tender For Appointment of Architects/ consultant  
for repair/ renovation/ maintenance of civil/  
electrical/ electronic/ gardening/ pest control  
works and other services for existing Bank  
properties for its Gujarat Regional Office at  
Ahmedabad.**



### **Gujarat Regional Office**

**120 Feet Ring Rd, Shanti Nagar, Usmanpura,  
Ahmedabad, Gujarat 380013**  
Email: [dpsp.ahmedabad@nabard.org](mailto:dpsp.ahmedabad@nabard.org)

#### **Important Dates and Time**

Date of Issue of Request for Proposal	03 February 2025
Date of Pre-Bid Meeting	10 February 2025
Due Date for receipt of sealed Bids	26 February 2025 3:00pm
Date and Time of Opening of Technical Bids	26 February 2025 3:30pm
Date and Time of Opening of Price Bids	Will be communicated to qualified Technical bidders

**Note:** Any change in above schedule, on account of reasons, whatsoever, shall be updated on Banks website and CPP portal.

Ref.No. NB.GJ.DPSP/ 136823/ 2024-25

31 January 2025

## NOTICE INVITING TENDER

**For Appointment of Architects/ consultant for repair/ renovation/ maintenance of civil/ electrical/ electronic/ gardening/ pest control works and other services for existing Bank properties for its Gujarat Regional Office at Ahmedabad.**

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1. We intend to engage Architects/ consultant for repair/ renovation/ maintenance of civil/ electrical/ electronic/ gardening/ pest control works and other services for following Bank properties at various locations:
  - a. NABARD Tower: 120 Feet Ring Rd, Shanti Nagar, Usmanpura, Ahmedabad, Gujarat 380013
  - b. NABARD Vihar: SV Desai Marg, New Commercial Mills Staff Society, Navrangpura, Ahmedabad, Gujarat 380009
2. Accordingly, we invite competitive sealed offers (**offline submission**) from eligible architects/ consultants for a period of 02 years.
3. **The applicant must have registered office in Ahmedabad/Gandhinagar** (within Municipal limits).
4. It may be noted that it will be a two bid system tendering wherein the first bid will be 'Technical Bid' and second bid will be the 'Price Bid'. Interested applicants may submit their Bids in **2 sub-covers – Technical Bid (Annexure A) and Financial Bid (Annexure B)** in a **sealed Main cover** addressed to the Chief General Manager, NABARD, Gujarat Regional Office, 120 Feet Ring Rd, Shanti Nagar, Usmanpura, Ahmedabad, Gujarat 380013 superscribed "sealed quotation for appointment of Architect/ Consultant for proposed repair/ renovation/ maintenance of civil/ electrical/ electronic/ gardening/ pest control works and other services for existing Bank properties" latest by 3:00 P.M on 26.02.2025. **Technical Bids (Annexure A)** will be opened at our Office at Gujarat Regional Office, 120 Feet Ring Rd, Shanti Nagar, Usmanpura, Ahmedabad, Gujarat 380013 on the same day at 3:30 pm in presence of bidders who desire to be present. **Price Bid (Annexure B)** of only the qualified bidders will be opened on a suitable date which will be communicated later only to the qualified bidders.
5. The Financial Bid should not contain any conditions whatsoever and any such conditional bids received shall be rejected.
6. The fees payable for the consultancy services will be linked to the value of project/s awarded by the Bank, for which the services of the consultant have been sought. Hence, the fees or service charges must be quoted in percentage terms (upto 2 decimal points, GST shall be paid extra as applicable) for value of works executed by the Bank and for which services have been rendered by the applicant

7. NABARD reserves the right to accept or reject any tender, in whole or in part and it is not binding on the part of the NABARD to accept the lowest (L1) or any tender.
8. Tenders, which do not fulfil all or any of the NABARD's conditions or are incomplete in any respect and tenders with the tenderer's own conditions other than those specified by NABARD, are liable to be rejected.
9. Any discrepancies, omissions, ambiguities in the Tender Documents, if any, or any doubt as to their meaning should be reported in writing to the "The Chief General Manager, National Bank for Agriculture and Rural Development, Gujarat Regional Office, 120 Feet Ring Rd, Shanti Nagar, Usmanpura, Ahmedabad, Gujarat 380013" who will review the same. NABARD will issue clarifications to all the tenderers which will become part of the Contract Document. NABARD will not be responsible if the discrepancies, omissions, ambiguities in the Tender Documents or any doubts as to their meaning are not brought to the notice of NABARD before five working days prior to the date of submission of the Tender.
10. The decision of NABARD, Gujarat Regional Office, in regard to selection of architect firm/ consultant will be final and binding on all bidders.
11. A Pre-bid Meeting shall be held as per the details given in the tender in the office of NABARD, Gujarat Regional Office, 120 Feet Ring Rd, Shanti Nagar, Usmanpura, Ahmedabad, Gujarat 380013. You are also invited to attend the meeting after visiting the site for clarification of your doubts / queries, if any. **The owner/representative attending the meeting should carry the Letter of Authorization from their organisation as per Annexure-I.**
12. The selected Architect/ Consultant will have to enter into a format Agreement on stamp paper as per Bank's standard format (**Annexure-I**) which inter-alia also give the details of services to be rendered by the Architect/ Consultants, stages for disbursement of fees etc.
13. Bank reserves the right to reject any or all the offers without assigning any reasons thereof.

-sd-

**Ashok Kumar**  
**Deputy General Manager**

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**FORM OF TENDER**

The Chief General Manager  
NABARD Gujarat Regional Office,  
Opp. Municipal Garden, Usmanpura,  
Ahmedabad – 380013

Dear Sir

**Tender For Appointment of Architect/Consultant for repair/ renovation/ maintenance of civil/ electrical/ electronic/ gardening/ pest control works and other premises related services for existing Bank properties for its Gujarat Regional Office**

I/We have read and understood the Notice Inviting Tender (NIT) and contents of the tender document such as Eligibility criteria of applicants, Instructions to the applicants, Services to be rendered by the Consultant, Terms and Conditions of Consultancy, instructions etc. I/We do hereby declare that the information furnished by me/us in the tender document are correct to the best of my/our knowledge and belief.

Our Bankers are:

i)

ii)

(Pls. submit cancelled cheque, GST & PAN documents)

The names of partners/director/proprietor of our firm/company are:

i)

ii)

(Please submit registration document/partnership deed/M & AoA/ Power of Attorney etc.)

Name of the partner/Director/Proprietor of the firm/company Authorized to sign:

I)

II)

Yours faithfully

Place / Date

Signature & Seal

**ANNEXURE- A**

**Scope of Work and other conditions**

**DUTIES / FUNCTIONS OF ARCHITECT/ CONSULTANT AND STAGES OF PAYMENT**

The Architect/ Consultant shall render the following services in connection with Bank's proposed for repair/ renovation/ maintenance of civil/ electrical/ electronic/ gardening/ pest control works and other services for existing Bank properties:

- a) Taking Bank's instructions, studying the requirements, visiting the site, preparing layout plans (3 D sketch, if required) wherever required which shall be in accordance with local governing codes / standards, regulations, etc. and also in line with the Bank's Guidelines (including carrying out necessary revisions till the layout plans are finally approved by the Bank), preparing cost estimates (bill of quantities) based on latest schedule of rates / market rate for various works and services substantiated by rate analysis for major/unusual items. Discussing with the Bank for finalization of estimates and preparing report on the scheme to enable the Bank to take a final decision on the sketch designs (if required) and estimates.
- b) Submitting a proper program chart incorporating all the activities required for the completion of the proposed work well in time. The program should also include various stages of services to be done by the Architect/ Consultants in co-ordination with the Bank.
- c) Submitting required drawings to the Municipality and other local authorities and obtaining their approval wherever required.
- d) Submitting an annual schedule of works / services along with annual budget based on various activities/ works/ services to be undertaken. Preparing detailed working drawings and preparing detailed estimates and all such other particulars as may be necessary for preparation of bill of quantities.
- e) Preparing detailed tender documents for the work complete with articles of agreement, special conditions, conditions of contract, specifications, bill of quantities including detailed analysis of rates based on market rates, time and progress charts, etc.
- f) All work shall be completed as required, and the consultant may not claim that the value of the work exceeds a specified amount.
- g) Inviting tenders for all trades and submitting assessment reports thereon, together with recommendations specifying abnormally high and low rated items. Preparing contract documents for all trades and getting them executed by the concerned contractors. (All commercial conditions shall be evaluated in financial terms instead of merely saying whether a condition may be accepted or not. When conditions are

not susceptible to evaluation, the alternative procedure of calling all the tenderers for negotiation and asking them to submit a final bid based on the terms and conditions acceptable to the Bank may be adopted.)

- h) Preparing for the use of the Bank, the contractor and site staff, 4 copies of contract documents for all trades including all drawings, specifications and their particulars.
- i) Preparing such further details and drawings as are necessary for proper execution of the work.
- j) Assuming full responsibility for supply of materials and proper execution of all work by general and specialist contractors who are engaged from time to time including control over quantities during the execution to restrict variation, if any, to the minimum.
- k) Architect/ Consultant shall not authorize any deviations or substitutions in the work without working out the financial implication, if any, to the Contractor and without obtaining prior approval of the Bank.
- l) Assisting the Bank in appointing a full time / temporary site Engineer / Consultant for supervision of construction, interior furnishing and guiding the site Engineer / Consultant, if required.
- m) Checking measurements of work at site. Checking Contractor's bills, issuing periodical certificates for payments, and passing and certifying accounts, so as to enable the Bank to make payments to the Contractors and adjustments of all accounts between the Contractors and the Bank. Architect/ Consultant shall assume full responsibility for all measurements certified by them. A recommended certification proforma for the purpose is given below:

“Certified that the various items of work claimed in this ..... running bill/ final bill by the Contractors ..... have been completed to the extent claimed and at appropriate rates and that the items are in accordance with and fully confirming to the standard / prescribed specifications and hence the bill is recommended for payment of Rs.....(Rupees.....)”
- n) Obtaining approval of Municipality and such other authority for the work completed wherever required and assisting in obtaining refund of deposit, if any, made by the Bank to the Municipality or any such other authority.
- o) Preparing a document of the completed work in digital mode on completion of the work and submit the same along with important drawings of the project for the records of the Bank.

- p) The Architect/ Consultant has submitted the progress report of the works being executed on fortnightly basis for review of the Bank
- q) The Architect/ Consultant shall be wholly and solely responsible for the successful completion of the work in all respects consistent with safety and structural stability from the inception up to the handing over for occupation to the Bank.
- r) The Architect/ Consultant shall assist the Bank in all arbitration proceedings between the contractors and the Bank and also defend the Bank in such proceedings.
- s) The Architect / Consultant shall submit a Self-Assessment Report every year for review by the Bank.
- t) Any other services connected with the work usually and normally rendered by the Architect/ Consultant, but not referred to herein above.

### **TIME SCHEDULE FOR ASSIGNMENTS**

Following time schedule shall be generally followed by the Consultant for his important stages of consultancy assignment unless otherwise specified separately according to nature of the work:

<b>Sr. No</b>	<b>Stages of Assignment</b>	<b>Time Schedule</b>
1.	Submission of initial scheme after the date of need intimation	Within 10 days
2.	Submission of final scheme	Within 7 days of approval on corrected Initial scheme
3.	Submission of draft detailed estimation, draft tender document with BOQ and drawings	Within 7 days of approval on Final scheme
4.	Submission of fair detailed estimation, tender document with BOQ and drawings	Within 7 days of opening of Technical Bid.
5.	Scrutiny of Price Bid, submission of Comparative statement with recommendations	Within 7 days of opening of Price Bid
6.	Submission of progress report of the project	Every fortnight
7.	Review meeting of the project with contractor, consultant and Bank's Engineer	Every fortnight
8.	Certification of RA Bill of the contractor and submission	Within 7 days of submission of RA Bill by the contractor.
9.	Certification of Final Bill of the contractor and submission	Within 21 days of submission of Final Bill by the contractor.



## **STAGES OF PAYMENT**

The Architect/ Consultant shall be paid the fee as per the stages mentioned hereunder. However, the cost of the items which may be purchased by the Bank directly from the suppliers will not be considered for payment of Architect/ Consultant's fee.

(a)	After approval of sketch designs and Preliminary cost estimates.	10% of the fee based on agreed estimated cost
(b)	Preparation of necessary drawings and obtaining sanction of the Municipal and other concerned authorities wherever applicable and submission of priced schedule of quantities and detailed estimates with rate analysis.	25% of the fee based on agreed estimated cost, less payments made earlier.
(c)	Preparation of detailed tender documents, detailed working drawings, inviting tenders and submitting report/recommendations on the tenders received for award of the job.	50% of the fee based on the tender amount, less payments made earlier.
(d)	Supervising the work, certifying Contractors' bills till the work are completed and submission of final certificate and obtaining completion certificates from Municipal and any other authorities wherever applicable.	95% of the fee based on the value of work executed; less payments made earlier.
(e)	Submission of "as made" important drawings to the Bank as specified.	100% of the fees based on the value of work, less payments made earlier after completion of work to the satisfaction of the bank

### **Note:**

1. If the services rendered by the Architect / Consultant are found to be unsatisfactory, suitable deduction shall be made from the fees of the Architect / Consultant.

### **A. Arbitration**

If any dispute, differences or question shall at any times arise between the parties as to the construction of this Agreement or concerning anything herein contained or arising out of the Agreement or as to the rights, liabilities and duties of the parties hereunder except in respect of matters for which it is provided hereunder that the decision of the Bank is final and binding, the same shall be referred to arbitration and final decision after giving at least 30 days' notice in writing to the other (hereinafter referred to as the "Notice for Arbitration" clearly setting out the items of dispute) to a sole arbitrator who shall be appointed as hereinafter provided. For this purpose of appointing the sole arbitrator referred to above, the Bank shall send to the Architect/ Consultants within thirty days of the "Notice of Arbitration" a panel of three names of persons who shall be presently unconnected with the organization of the Bank or the Architect/ Consultants.

The Architect/ Consultants shall, on receipt of the names as aforesaid, select any one of the persons so named to be appointed as the Sole Arbitrator and

communicate his name to the Bank within 15 days of receipt of the names. The Bank shall thereupon without any delay appoint the said person as the Sole Arbitrator. If the Architect/ Consultants fail to communicate such selection as provided above within the period specified, the Bank shall make the selection and appoint the sole arbitrator from the panel notified to the Architect/ Consultants.

If the Bank fails to send to the Architect/ Consultant the panel of three names as aforesaid within the period specified, the Architect/ Consultants shall send to the Bank a panel of three names of persons who shall be unconnected with either party. The Banks shall on receipt of the names as aforesaid, select any of the persons and appoint him as the Sole Arbitrator. If the Bank fails to select the person and appoint him as the Arbitrator within 30 days of the receipt of the panel and inform the Architect/ Consultant accordingly, the Architect/ Consultants shall be entitled to appoint one of the persons from the panel as Sole Arbitrator and communicate his name to the Bank.

If the Arbitrator so appointed is unable or unwilling to act or refuses his appointment or vacates his office due to any reason whatsoever another Sole Arbitrator shall be appointed. The arbitration shall be governed by the Arbitration & Conciliation Ordinance 1996 as in force from time to time. The award of the Arbitrator shall be binding and final on the parties.

It is hereby agreed that in all disputes referred to the Arbitration, the Arbitrators shall give a separate award in respect of each dispute or difference in accordance with the terms of reference and the award shall be reasoned award. The fees, if any of the Arbitrator shall, if required to be paid before the award is made and published, be paid in equal proportion by each of the parties. The cost of the arbitration including the fees if any, of the Arbitrator shall be borne and paid by such party or parties to the dispute in such manner or proportion as may be directed by the Arbitrator in the award. The Bank and the Architect/ Consultants also hereby agree that the arbitration under this clause shall be a condition precedent to any right of action under the contract with regard to the matters hereby expressly agreed to be so referred to arbitration.

The Arbitrator or Arbitrators or Umpire, as the case may be, will be Fellows of the Indian Institute of Architect/ Consultants or Fellow of Institute of Engineers (India). The award of the Arbitrator(s) or Umpires, as the case may be, shall be final and binding upon the parties to the Arbitration.

### **B. Professional Liability Insurance Clause: -**

The Architect/ Consultant shall obtain an insurance policy covering Professional Liability Risk to the extent of the amount of estimated professional fees payable to the Architect/ Consultant \_\_\_\_\_ and endorse such policy in Bank's favour and / or otherwise make the claim of any under the policy payable directly to the Bank by the Insurance Company till the completion of the project.

All disputes arising out of the or in connection with the agreement shall deemed to have arisen in the city where project is being executed & only the said courts in the city shall have the jurisdiction to determine the same.

IN WITNESS WHEREOF the parties hereto have subscribed their respective hands hereto and, on a duplicate, hereof at the place and on the day, month and year hereinabove first mentioned.

SIGNED AND DELIVERED FOR AND ON BEHALF OF Bank

BY SHRI \_\_\_\_\_

IT'S DULY CONSTITUTED ATTORNEY IN THE  
PRESENCE OF

\_\_\_\_\_  
SIGNED AND DELIVERED

FOR AND ON BEHALF OF THE ARCHITECT  
BY PROPRIETOR

IN THE PRESENCE OF  
\_\_\_\_\_

### C. TERMINATION OF AGREEMENT

- a) The agreement herein may be terminated at any time by either party by giving a written notice of One month to the other party. Even after the termination of their employment, the Consultants shall remain liable and be responsible for due certification of the works done hitherto and acts performed till termination and approval of any bills submitted by the contractors at any time in respect of the works executed till such termination. If any winding up proceedings are contemplated or initiated against the Consultants, the Bank shall be entitled to terminate the agreement and entrust the work to any other Consultant.
- b) If the Consultants shall close their business or there is change in business composition due to any reason by which key consultants can no more act as consultants, then the Agreement shall stand terminated.
- c) In Case
  - i. the Consultants fail to adhere to the time schedule stipulated by the Bank therein or the extended time which may be granted by the Bank in his sole discretion, OR
  - ii. there is any change in the constitution of the Consultants' company or firm for any reason whatsoever, the Bank shall be entitled to terminate this Agreement, after due notice, and entrust the work to some other Consultants.
- d) In case of termination under sub-clauses (a) or (b) or (c), the Consultants shall not be entitled to fees, or compensation, except the fees payable to them up to the stage of work actually done, which shall be solely decided and determined by the Bank.
- e) In case of termination under sub-clause (a) or (b) or (c), the Bank may make use of all or any drawings, estimates, measurements or other documents prepared by the Consultants, after a reasonable payment up to the stage of work done for the services of the Consultants for preparation of the same in full as provided herein, provided always, that all the sanctions and approved plans/designs and other drawings shall remain the property of the Bank and

the same shall be surrendered by the Consultants to the Bank within ten days from the date of such termination, without demur.

- f) In case, any court in India debars the consultant or the firm/agency to carry out any business in the area/region/country, the effect of termination of agreement/contract with this office will be ab initio from the date of pronouncement of court order, until further order from the court.

### **General Terms and conditions**

1. The engagement is for a period of 2 years subject to annual review every year. If the services provided are found to be unsatisfactory, Bank reserves the right to cancel the engagement.
2. The architect/consultant must have own adequate technical set up in **Ahmedabad/Gandhinagar** so that the works may be attended to well in time.
3. The architect/consultant must have sufficient number of experienced personnel, technical know-how, equipment's, instruments and other resources to render the required services as per the specifications given by the Bank.
4. NABARD reserves the right to inspect the facilities of the architect/consultant to verify the genuineness and to ensure conformity with the details given in the bid.
5. The Bank reserves the right to reject any or all the applications without assigning any reason whatsoever thereof and will not entertain any correspondence.
6. Applications received after due date and time and which are incomplete in any respect, are liable to be rejected without any notice.
7. **Essential Qualification:** The Agency must submit documentary evidence of the following:
  - i) Registered office at Ahmedabad/ Gandhinagar (within the Municipal limits)
  - ii) Should be a member of Indian Institutions of Architects and Indian Council of Architecture.
  - iii) The Agency should have experience of similar works during the last 7 years. (Completion certificates to be submitted)
  - iv) Should have at least one qualified Graduate Architect (having adequate experience in planning, designing, construction, painting & renovation of buildings) on their regular establishment for not less than 7 years, as on 31.12.2024
  - v) Should have at least one Graduate in Civil /Electrical Engineer with minimum 7 years of experience in planning, designing and supervision of buildings and other allied works as on 31.12.2024.

## **Annexure I**

### **Draft Articles of Agreement**

***(To be drafted/Printed on a Rs.200 Stamp Paper by the L1 bidder only)***

ARTICLES OF AGREEMENT made this day of between The National Bank for Agriculture and Rural Development (NABARD) (hereinafter called “the Bank”) and having its Regional Office at Ahmedabad, Gujarat, of the one part and M/s .....(herein after called "the Consultant") having its office at.....on the other part.

WHEREAS the Bank is desirous of getting the consultancy services from Architect cum Project Management Consultant for various civil, interior works, design and cost estimation for repairs/renovation of office premises and staff quarters of NABARD, Gujarat Regional Office, and has caused the terms and conditions of the contract showing and describing the work to be done to be prepared by or under the direction of the Bank.

AND WHEREAS the said terms and conditions have been signed by or on behalf of the parties hereto.

AND WHEREAS the Consultant has agreed to offer his/her services upon and subject to the conditions set forth in the Scope of Work, Scale of Fees, Mode of payment, Terms and Conditions and Work Order of Contract (all of which are collectively hereinafter referred to as “the said Conditions”) the work shown upon the said Terms and conditions at the respective rates therein set forth amounting the sum as therein arrived or such other sum as shall become payable there under (hereinafter referred to as “the said contract amount”).

NOW IT IS        HEREBY        AGREED        AS FOLLOWS: -

In consideration hereinafter mentioned, the Consultant will upon and subject to the conditions annexed, carry out and complete the works shown in the contract, described by or referred to Scope of Works and in the said conditions.

1. The Bank shall pay the Consultant the said fee/amount or such sum as shall become payable at the times and in the manner specified in the said conditions.

2. The said Conditions and Appendix thereto and the documents attached hereto shall be read and construed as forming part of this Agreement and the parties hereto shall be respectively abide by, submit themselves to the said Conditions and the correspondence and perform the agreements on their part respectively in the said conditions and the documents contained herein.
3. This Agreement and documents mentioned herein shall form the basis of this contract.
4. The Consultant shall afford every reasonable facility for execution of the said work. Time and Quality of work shall be considered as the essence of this contract, and the Consultant hereby agrees to complete the entire work within the time period prescribed in the Time schedule reckoned from the date of issue of work order subject nevertheless to the provision for extension of time.
5. All payments by the Bank under this contract will be made only through Online/electronic mode.
6. All disputes arising out of or in any way connected with this agreement shall be deemed to have arisen at Ahmedabad and only Courts in Ahmedabad shall have the jurisdiction to determine the same to the exclusion of all other courts.
7. That all the parts of this contract have been read by the Consultant and fully understood by him/her.
8. Period of Contract will be two years from the date of execution of the agreement which may be further renewed based on the efficiency of the services as determined through review by NABARD, Gujarat Regional Office, for a period of one year at existing rates.

IN WITNESS WHEREOF the Bank has set its hands to these presents through its duly authorized officials and the Consultant has caused its common seal to be affixed hereunto and the said two duplicates/ has caused these presents and the said two duplicates here of to be executed on its behalf, the day and year first herein above written. (If the Consultant is a company).

As witness our hands are affixed this \_\_\_\_Day of \_\_\_\_ month of 2024

<p>Signed and Delivered by NABARD by the hand of:</p> <p>Name:</p> <p>Designation:</p>	<p>Signed and Delivered by bidder (Consultant) NABARD by the hand of:</p> <p>Name:</p> <p>Designation:</p>
<p>In presence of :</p> <p>1)</p>   <p>2)</p>	<p>In presence of :</p> <p>1)</p>   <p>2)</p>



## Annexure II

### Basic Information

<b>A. General Information</b>		
1.	Name of the applicant organization/ architect/consultant	
2.	Address for communication and contact details	
3.	Telephone number (landline)	
4.	Telephone number (mobile)	
5.	E-Mail Address	
6.	Type of the organization (whether sole proprietorship, partnership, private limited or limited company or cooperative society, etc.)	<i>Furnish details with documentary evidence</i>
7.	Name of the proprietor/partners or directors in the organization along with full details of other partners/ associates/resource persons (interior designer, electrical, HVAC etc) including their name, professional qualification, work experience etc. <b>(Statement I)</b>	<i>Details to be furnished in the prescribed Proforma (Statement I)</i>
8.	Whether registered as a member of Institute of Architects/ or Indian Council of Architecture	<i>Furnish details with documentary evidence</i>
9.	Details of experience as practicing architects/ consultants	<i>Furnish details with documentary evidence</i>
10.	Details of Registration (whether partnership firm, company, society, etc.) Registering Authority, Date, Registration No., etc., mentioning the business/activity of the firm  (A copy to be enclosed)	<i>Furnish details with documentary evidence</i>
11.	Whether empanelled with Government of India/ Reserve Bank of India/ State Bank of India/ SEBI/PSU/ Municipal Authorities if so, give the details of the same and nature of contract.	<i>Furnish details with documentary evidence</i>
12.	Areas of business activities, if any, and Place and address of such business	

13.	Number of years of experience in the field/ trade applied for. A list of important assignments may be indicated for the same along with supporting documents. The work orders/completion certificates from clients to be enclosed.	<i>Furnish details with documentary evidence</i>
14.	List of personnel employed as Technical Experts and other personnel, technical qualification, experience including that in the present firm ( <b>Statement-II</b> )	<i>Details to be furnished in the prescribed proforma (Statement- II)</i>
15.	Location of Office in Ahmedabad/Gandhinagar with proof	<i>Furnish details with documentary evidence</i>
16.	Turnover of the firm during last three financial years (₹ lakh) i.e. 21-22, 22-23 & 23-24	<i>Furnish details with documentary evidence</i>
<b>B. Financial Information</b>		
17.	Permanent Account Number (PAN) of the proprietor/ partnership firm/ private limited company/ limited company/ cooperative society (Copy of PAN to be attached)	
18.	GST No. (enclose copies of relevant documents)	

**Place:**

**Date:**

**Signature of the Applicant**

### Statement- I

List of Partners/ Resource Person/ Associates of the firm, qualification, experience including that in the present firm

S.N	Name	Qualifications	Consultancy experience (05 years)	Work/ projects Handled costing more than ₹ 3 lakhs	Name of organization In which employed	Date of employment	Special Experience	Remarks, if any
1	2	3	4	5	6	7	8	9

# In case extra sheet is required, same may be added.

**Signature of the applicant**

**Seal**

*Note: Mention other points, if any, to establish technical and managerial competence to indicate any important point in your favour*

**Signature & seal of Bidder:**

**Date:**

### Statement- II

List of personnel employed as Technical Experts and other personnel, technical qualification, experience including that in the present firm

S. N	Name	Qualification	Consultancy experience (years) and details of work done of more than 3 lakhs	Name of Organization with address /email where employed	Date of Employment with the bidder	Special Experience	Remarks, if any (previous work experience of technical experts can be mentioned here)
1	2	3	4	6	7	8	9

# In case extra sheet is required, same may be added. Signature of the applicant:

Seal

*Note: Mention other points, if any, to establish technical and managerial competence to indicate any important point in your favour*

**Annexure-III**

**Specimen of Letter of Authorisation**

***(to be uploaded as supporting document by bidder/tenderer on the Letter Head)***

To

The Chief General Manager  
NABARD, Gujarat Regional Office,  
Ahmedabd-13

Dear Sir,

**Subject: Letter of Authorisation**

We (name of the company) have submitted our bid for participating in Bank's Bid/Tender dated for We, also confirm having read and understood the terms of Bid/Tender as well as the scope of work & requirements.

As per the terms of Bid/Tender, we nominate Mr.\_\_\_\_\_, designated as \_\_\_\_\_ of our company to participate in the bidding process. NABARD shall contact the above named official for any and all matters relating to the bidding process.

We, hereby confirm that we will honour the bids placed by Mr.\_\_\_\_\_ on behalf of the company in the bidding process.

We agree and understand that NABARD may debar us from participating in future tenders for any such failure on our part.

Signature with company seal	
Name –	Name of Authorised Representative
Company / Organization –	Designation of Authorised Representative
Designation within Company / Organization –	Signature of Authorised Representative
Address of Company / Organization –	Verified by

**ANNEXURE-B**

**PRICE BID**

**Appointment of Architect/ Consultant for repair/ renovation/  
maintenance of civil/ electrical/ electronic/ gardening/ pest control  
works and other services for existing Bank properties.**

1. We refer to your Notice Inviting Offer No. \_\_\_\_\_
2. We have read the requirement and have understood them fully. We quote our Professional Fee as \_\_\_\_\_ %  
{ \_\_\_\_\_ }  
(per cent in words) of the approved estimated cost of work or actual cost whichever is less plus GST extra for rendering the above services for the captioned work. TA/DA and other charges will not be payable.
3. We understand that the cost of items, if any, to be directly purchased by the Bank will not be included in the cost of the project for the purpose of calculating professional fee.
4. Income Tax or any other Tax as applicable will be deducted from any payment due to the Architect/Consultant. The Architect/Consultant shall furnish necessary documentary evidence related to PAN and Certificate for Registration under Works Contract Tax/ Goods and Service Tax.
5. The Bank do not bind itself to accept the lowest or any tender and reserve its right to accept or reject any or all the tenders, either in whole or in part without assigning any reason for doing so.

**DECLARATION BY THE CONTRACTOR**

We/ I have read and understood all the instructions/conditions stated above and we / I accept all the above terms and conditions without any reservation. We/ I have taken in to account the above terms and conditions while quoting

Signature of Contractor (with Name and Seal)  
Date:

Place: