

Tender For Appointment of Architect/Consultant firm for repair/ renovation/ maintenance of civil/ electrical/ electronic/ gardening/ pest control works and other premises related services for existing Bank properties for its Regional Office at NABARD, New Delhi Regional Office, NABARD Tower, 24, Rajendra Place, New Delhi-110008.



National Bank for Agriculture and Rural Development,
Department of Premises, Security and Procurement
NABARD, New Delhi Regional Office
NABARD Tower, 24, Rajendra Place, New Delhi-110008

Date of Issue of Tender	13 Jan 2025
Pre-Bid Meeting	16 Jan 2025, 1100 hrs.
Last date of submission	03 Feb 2025, 1400, hrs.
Date of opening of Technical Bids	04 Feb 2025, 1600 hrs.

NOTICE INVITING TENDER

Nos. NB.ND RO/DPSP/123870/2024-25

13 January 2025

Tender For Appointment of Architect/Consultant firm for repair/ renovation/ maintenance of civil/ electrical/ electronic/ gardening/ pest control works and other premises related services for existing Bank properties for its Regional Office at NABARD, New Delhi Regional Office, NABARD Tower, 24, Rajendra Place, New Delhi-110008.

National Bank of Agriculture and Rural Development (NABARD) is a Body corporate established under the Act of Parliament, having its Regional Office at New Delhi, hereinafter referred as “Bank” intends to undertake repairs/ renovation of its immovable physical assets viz Regional Office Building, Officers Quarter and Staff Quarters located in New Delhi and Ghaziabad. Coverage includes own buildings, and leased buildings. In this context, Bank intends to empanel Architect/PMC/Architect cum Project Management Consultant for various works of civil engineering, interiors, design, cost estimation and supervision works, the detailed scope of work is mentioned in the subsequent para.

1. Interested applicants are required to submit their full biodata giving details about their firms, work experience, technical personnel in their firm, spare capacity, proven competence to handle major work, in-house computer-aided design facility etc. in the enclosed pro-forma (**Annexure- II**)
2. As the time and quality is the essence of a contract, the ability and competence of the applicant to render required services within the stipulated timeframe will be a major factor while selecting the Architect/ Project Management Consultant.
3. The Form of Tender can be signed by the person/s on behalf of the firm having necessary authorization/ Power of Attorney to do so. Each page of the application shall be signed (**copy of Registration Certificate/ MoA/ POA** to be enclosed along with the Technical-Bid).
4. If the space in the pro-forma is insufficient for furnishing full details, such information may be supplemented on separate sheet/s stating therein the part of the pro-forma and serial number and uploaded on appropriate link. Separate sheet can be used for each part of the tender application.

5. While filling up the pro-forma with regard to the list of the important projects completed or in hand, the applicant shall only include those projects/ works whose individual cost is not less than **₹ 10 lakh** for Civil/Architectural works and **₹ 5 lakh** for electrical/ AC/ interior design/ other works. Applicant having prior experience of working with Public Sector Undertakings (PSUs)/Public Sector Banks(PSBs)/Govt. Office will be given preference as indicated in Evaluation Matrix, **Annexure IV**.
6. The applicants must have following professionals on its roll:

At least one Graduate with B. Arch or equivalent having membership of Indian Institute of Architects/ Indian Council of Architecture/ Institution of Engineers (India) and one civil/electrical engineer with minimum 5 years of experience in planning/designing on their regular establishment for not less than 5 year. The applicant must also have necessary draftsman support. The technical personnel should be available for consultation/ furnishing required help in getting plans sanctioned, obtaining completion certificate from local authorities etc. The applicant has to engage civil/electrical engineer for supervision of works within the quoted fees whenever any project work is in progress.
7. 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. **The maximum permissible limit for the percentage to be quoted is 3.5%.** The fees will be inclusive of all costs for rendering the services as defined in the “Scope of Work”. The “value of work” will be reckoned based on bill amount accepted by the Bank in respect of the executed works for which the consultancy services have been availed.
8. The percentage basis fee shall be valid for a period of 2 year. The 2 year contract period will be reckoned from the date of Appointment which may be further extendable for a period of 1 year subject to satisfactory services provided by the consultant.
9. In addition, in order to facilitate the hired agency to have a steady stream of income to meet overheads, bank will be paying a fixed token amount within

the overall limit of 3.5% on monthly basis. In other words, in any month where the bank has not entrusted any work or utilized the services of the agency for limited purposes, bank will pay the amount of shortfall to the agency so that agency will have minimum fixed income as part of this appointment. (See note on financial bid).

The applicant shall, with prior approval of the Bank and within his fees, engage the services of well qualified staff/specialist or consultants pertaining to services indicated below and will be broadly responsible for all the following works:

- (i) Rendering end-to-end services as required by NABARD, including consultancy services for various repair/renovation works. This encompasses all stages from planning and design (potentially requiring architects for designs, drawings, and supervision) to execution and final handover, which may involve civil engineering expertise for design, supervision, liaisoning, and obtaining statutory approvals.
 - (ii) 2D/ 3D Design with cost estimates for renovation/ re-modelling of various projects like Renovation of Staff Quarters, Renovation of Senior Officers Cabins, Renovation of Toilets, Visiting Officer Flats (VOF), Visiting Employees Flat (VEF) etc.
 - (iii) Liaisoning with MCD, state agencies or authorities to obtain necessary permissions, clearances, and approvals as required for the successful execution of the awarded work/assignment.
10. For specialized work such as electrical, HVAC, or structural design, not explicitly included within the scope of work required/assigned by NABARD, and for which the firm/agency lacks in-house technical expertise, the firm/agency may engage external technical personnel on an actual cost basis with prior approval from NABARD. In such cases, no additional fees will be payable beyond the actual costs incurred. Any changes in key personnel within the organization must be promptly communicated to NABARD.
11. **The applicant must have registered office in New Delhi (within Municipal limits).** Documentary evidence must be enclosed along with the Technical-Bid, in case the documentary evidence is not provided, the tender will be summarily rejected.

12. Applications containing false and/or incomplete information are liable for rejection.
13. Decision of the Bank about determining the selection of the Applicant/Consultants shall be final. The Bank is not bound to assign any reasons therefore and reserve the right to reject any or all offer.
14. The Architect or consultant agency/firm selected for assignment shall be required to execute an agreement on non-judicial stamp with required stamp duty (₹ 200/-) in the prescribed format. The stamp duty will be borne by the empaneled agency. Payment of professional fee shall be made in staggered manner depending upon progress of work
15. Compliance to the guidelines of Central Vigilance Commission (CVC) and other statutory authority(ies) will have to be ensured by the agency/consultant.
16. Evaluation matrix, as given in Annexure IV, will be used for evaluating the technical Bid on a matrix of 100 marks. Minimum marks for qualifying in Technical Evaluation is 50 marks. Final evaluation of Bid will be done only for those applicants who qualifies in the technical bid evaluation.
17. The decision of the NABARD, New Delhi Regional Office, regarding the selection of the architect firm/consultant shall be final and binding on all bidders.
18. NABARD reserves the right to accept or reject any/all tender/s in part or whole of any firms without assigning any reasons whatsoever.
19. Bidders who will not meet the eligibility criteria mentioned above will not be considered for further evaluation and their bids will be out rightly rejected.
20. **Pre-bid meeting** is scheduled on **16th January 2025 at 11:00 hrs.** Venue for the same will be DPSP section, 5th floor, NABARD, New Delhi Regional Office, NABARD Tower, 24, Rajendra Place, New Delhi -110008. Bidders may attend the meeting after understanding the terms and conditions to seek clarification/s required, if any.
21. The applicant must meet the technical and other stipulated criteria with regard to experience, balance sheet size, positive net-worth (to be certified by CA) and others as mentioned in the tender document and evaluation matrix before applying for the empanelment.

22. The tender for empanelment shall be published on CPPP portal and NABARD website as per policy guidelines. The Tender Evaluation Committee constituted by the NABARD shall evaluate the Bids received and the decision of the Tender Evaluation Committee in the evaluation of the Technical (including Pre-Qualification) and Financial bids shall be final. Technical Bid evaluation is to ensure that the proposed solution by the bidder meets the functional/technical requirements as outlined in the tender Document. No correspondence will be entertained in this regard. Tender Evaluation Committee will evaluate and compare the bids determined to be substantially responsive. It is Tender Evaluation Committee's intent to select the bid that is most responsive to the services and each bid will be evaluated using the criteria and process outlined. To qualify the Technical Bid Evaluation, the bidder must conform to all the requirements stated in the bid document and score at least 50 marks in technical evaluation criteria as mentioned in Annexure IV. Financial bids of only those bidders who qualify the technical bid evaluation will be opened. Actual final selection would be based on Quality and Cost Based Selection Method ("QCBS Method") as stipulated in the GFR Rules in the following manner: "relative weightage of technical bid to financial bid will be in the ratio of 70:30 and the proposals with the highest weighted combined score (technical bid and financial bid) shall be selected". The date of the tender will be as under:

Date of Issue of Tender	13 Jan 2025
Pre-Bid Meeting	16 Jan 2025, 1100 hrs.
Last date of submission	03 Feb 2025, 1400, hrs.
Date of opening of Technical Bids	04 Feb 2025, 1600 hrs.

-----sd-----

(Samir S Athalye)

Deputy General Manger