

**RE-TENDERING FOR SELECTION OF CONSULTANT FOR RENOVATION  
OF OFFICERS' LOUNGE, STAFF CANTEEN AND KITCHEN AT NABARD  
HEAD OFFICE, BANDRA KURLA COMPLEX (BKC), MUMBAI**

<b>TENDER SCHEDULE</b>	
Date of Issue of Tender	14 May 2025
Date of Pre-Bid Meeting	19 May 2025 at 02:30 PM
Bid-Submission Start Date	20 May 2025
Bid-Submission End Date	28 May 2025 till 03:00 PM
Date of Opening of Technical Bids	29 May 2025 at 03:00 PM
Date of Opening of Financial Bid	Will be communicated later



**DEPARTMENT OF PREMISES, SECURITY AND PROCUREMENT,  
NATIONAL BANK FOR AGRICULTURE AND RURAL DEVELOPMENT  
HEAD OFFICE,  
BANDRA KURLA COMPLEX, BANDRA (E),  
MUMBAI- 400051**

## Important Definitions

1. “NABARD” means National Bank for Agriculture and Rural Development.
2. “The Bank” means NABARD, DPSP, Head Office, BKC, Mumbai.
3. “Recipient”, “Respondent”, “Agency”, “Contractor”, “Applicant” and “Bidder” means respondent to the Tender Document.
4. “HO” means NABARD, Head Office, BKC, Mumbai.
5. Selected Bidder and Bank shall be individually referred to as “Party” and collectively as “Parties”.
6. “Bid”, “Offer” means response to this Tender Document.
7. “Tenderer” or “Contractor” shall mean the individual, or Manager of the firm or company, whether incorporated or not, undertaking the works and shall include the legal heirs/representatives of such individual or the partners composing firm and their legal heirs and successors, or company's authorized and constituted attorneys/agents and permitted assignees of such firm or company.
8. “Contract/Quoted Price” shall mean the final accepted rates in the Bill of Quantities.
9. "Accepting Authority" shall mean the Chief General Manager of the National Bank for Agriculture and Rural Development (the Employer), 'Approval' wherever used in the specifications or scope of work shall mean, approved by or approval of the 'Accepting Authority' in writing.
10. “Appellant Authority” shall mean the Chief General Manager, DPSP, Head Office of the Bank (the Employer), who shall also be the authority to consider any extension of time or compensation as detailed in clause hereunder.
11. Notice in writing or written notice shall mean a notice in writing typed or written characters delivered to or sent by contractor, and shall be deemed to have been received when in ordinary course of post, it would have been delivered, and/or delivered personally, or otherwise proved to have been received.
12. “Drawing” shall mean all drawings and/or design drawings of the installations and manual of operation of various equipments or any such reference for operation and maintenance furnished by the tenderer/sketches duly signed by the authorised Bank Officer or the Consultant on behalf of the employer during the progress of the work.
13. “Letter of Acceptance” shall mean an intimation by a letter issued by the Accepting Authority of the Employer to tenderers that his tender has been accepted in accordance with the provisions in the said letter.

## **Disclaimer**

The information contained in this Tender/Offer Document or information provided subsequently to bidder(s) or applicants whether verbally or in documentary form by or on behalf of National Bank for Agriculture & Rural Development (NABARD), DPSP, Head Office, BKC, Mumbai is provided to the bidder(s) on the terms and conditions set out in this Tender Document and all other terms and conditions subject to which such information is provided.

This Tender Document is not an agreement and is an offer or invitation to bid by DPSP NABARD, HO, BKC, Mumbai to any party other than the applicants who are qualified to submit the bids (“bidders”). The purpose of this Tender Document is to provide the bidder(s) with information to assist them in formulation of their proposals. This Tender Document does not claim to contain all the information each bidder may require. Each bidder should conduct its own investigations and analysis regarding any information contained in the Tender Document and the meaning and impact of that information and should check the accuracy, reliability and completeness of the information in this Tender Document and where necessary obtain independent advice. National Bank for Agriculture & Rural Development, DPSP, BKC, Mumbai makes no representation or warranty, express or implied, and shall incur no liability under any law, statute rules or regulations as to the accuracy, reliability or completeness of this Tender Document. National Bank for Agriculture & Rural Development, DPSP, HO, Mumbai may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this Tender Document.

Subject to any law to the contrary, and to the maximum extent permitted by law, Bank and its directors, officers, employees, contractors, representatives, agents, and advisers disclaim all liability from any loss, claim, expense (including, without limitation, any legal fees, costs, charges, demands, actions, liabilities expenses or disbursements incurred therein or incidental thereto) or damage (whether foreseeable or not) (“Losses”) suffered by any person acting on or refraining from acting because of any presumptions or information (whether oral or written and whether express or implied), including forecasts, statements, estimates, or projections contained in this Tender document or conduct ancillary to it whether or not the Losses arise in connection with any ignorance, negligence, inattention, casualness, disregard, omission, default, lack of care, immature information, falsification or misrepresentation on the part of Bank or any of its directors, officers, employees, contractors, representatives, agents, or advisers.

This Tender Document has been prepared solely for the purpose of enabling the Bank in defining the requirements for engaging the Services of an Agency for providing Consultancy for Renovation of Officers’ Lounge, Staff Canteen and Kitchen at NABARD Head Office, Bandra Kurla Complex (BKC), Mumbai

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## PART-I

REF.NO.NB.DPSP/ 22104/Consultant Appointment/2025-26 Date :13 May 2025

### NOTICE INVITING TENDER

#### निविदा आमंत्रण सूचना

#### **Re-tendering for Selection of Consultant for Renovation of Officers' Lounge, Staff Canteen and Kitchen at NABARD Head Office, Bandra Kurla Complex (BKC), Mumbai**

नाबार्ड मुख्य कार्यालय, बांद्रा कुर्ला कॉम्प्लेक्स (बीकेसी), मुंबई में अधिकारियों के लाउंज, स्टाफ कैंटीन और किचन की नवीनीकरण के लिए सलाहकार के चयन के लिए पुनः निविदा।

1. National Bank for Agriculture and Rural Development (NABARD) is India's apex development bank, established in 1982 under an Act of Parliament to promote sustainable and equitable agriculture and rural development. It has its Head Office in Mumbai at Plot C-24, G Block, Bandra Kurla Complex, BKC Road, Bandra East, Mumbai, Maharashtra 400051.

राष्ट्रीय कृषि और ग्रामीण विकास बैंक (नाबार्ड) भारत का शीर्ष विकास बैंक है, जिसे 1982 में संसद के एक अधिनियम के तहत स्थायी और समान कृषि और ग्रामीण विकास को बढ़ावा देने के लिए स्थापित किया गया था। इसका मुख्यालय मुंबई में प्लॉट सी-24, जी ब्लॉक, बांद्रा कुर्ला परिसर, बीकेसी रोड, बांद्रा पूर्व, मुंबई, महाराष्ट्र 400051 में है।

2. NABARD intends to select an experienced Architect (Consultant) in the relevant field for renovation of the officers' lounge, staff canteen and kitchen at its Head office, Mumbai through e-tendering process. The re-tendering is being done on the previously floated tender with tender ID as 2025\_NABA\_854483\_1 dated 26 /3/2025 on CPPP .

नाबार्ड अपने मुख्य कार्यालय, मुंबई में अधिकारियों के लाउंज, स्टाफ कैंटीन और रसोई के नवीनीकरण के लिए संबंधित क्षेत्र में एक अनुभवी आर्किटेक्ट (सलाहकार) का चयन करना चाहता है, जो ई-टेंडरिंग प्रक्रिया के माध्यम से होगा। नवीन निविदा पूर्व में प्रकाशित निविदा के लिए की जा रही है जिसका निविदा आईडी 2025\_NABA\_854483\_1 है, और जो 26 मार्च, 2025 को सीपीपी पोर्टल पर जारी की गई थी।

3. The tender document is available on NABARD's website [www.nabard.org](http://www.nabard.org) OR Central Public Procurement Portal (CPPP) i.e. <https://eprocure.gov.in> for download. No physical document will be provided by NABARD & to be submitted to the bank.

निविदा दस्तावेज नाबार्ड की वेबसाइट [www.nabard.org](http://www.nabard.org) या केंद्रीय सार्वजनिक खरीद पोर्टल (CPPP) अर्थात् <https://eprocure.gov.in> पर डाउनलोड के लिए उपलब्ध है। नाबार्ड द्वारा किसी भौतिक प्रति की पेशकश नहीं की जाएगी और नाबार्ड को जमा नहीं किया जाएगा।

4. The interested Architects who are eligible as per the pre-qualification criteria in the tender document are requested to upload their bids along with duly signed scanned copies of all relevant documents etc., in support of their technical & financial bids on the website of CPPP only within the prescribed time limit. The tenders submitted through online mode on CPP Portal only shall be evaluated.  
संबंधित आर्किटेक्ट्स, जो टेंडर दस्तावेज़ में पूर्व-योग्यता मानदंडों के अनुसार पात्र हैं, उनसे अनुरोध किया जाता है कि वे अपनी तकनीकी और वित्तीय बोली के समर्थन में सभी प्रासंगिक दस्तावेजों की हस्ताक्षरित स्कैन की गई प्रति के साथ अपनी बोली को केवल सीपीपीपी की वेबसाइट पर निर्धारित समय सीमा के भीतर अपलोड करें। केवल सीपीपीपी पोर्टल पर ऑनलाइन मोड के माध्यम से प्रस्तुत टेंडर का मूल्यांकन किया जाएगा।
5. The bidders are advised to submit e-tender (e-bids) after carefully following the instructions related to systems and procedures as indicated in CPPP. In case of any further guidance, help and support while submission of e-bids, contact CPPP support as per the directions on its website.  
बोलीदाताओं को सलाह दी जाती है कि वे सीपीपीपी में उल्लेखित प्रणालियों और प्रक्रियाओं से संबंधित निर्देशों का सावधानीपूर्वक पालन करते हुए ई-टेंडर (ई-बिड) जमा करें। यदि ई-बिड जमा करने के दौरान किसी भी आगे की मार्गदर्शन, मदद और समर्थन की आवश्यकता हो, तो उसकी वेबसाइट पर दिए गए निर्देशों के अनुसार सीपीपीपी समर्थन से संपर्क करें।
6. Please note that to submit e-tender, interested bidders should have Digital Signature Certificates (DSC) to login to CPPP.  
कृपया ध्यान दें कि ई-निविदा जमा करने के लिए, इच्छुक निविदादाताओं के पास सीपीपीपी में लॉगिन करने के लिए डिजिटल सिग्नेचर सर्टिफिकेट (डीएससी) होना आवश्यक है।
7. The tendering process is a two-bid process i.e. Technical Bid (Part-1) and Financial Bid (Part-2). Instructions regarding Technical Bid, Financial Bid, submission process and description & scope of works and the services required have been elaborated in the Tender Document.  
निविदा प्रक्रिया दो बोली प्रक्रियाओं में है यानी तकनीकी बोली (भाग-1) और वित्तीय बोली (भाग-2)। तकनीकी बोली, वित्तीय बोली, सम्मिलन प्रक्रिया और कामों तथा आवश्यक सेवाओं का विवरण एवं दायरा निविदा दस्तावेज में विस्तार से बताया गया है।
8. An Earnest Money Deposit (EMD) of ₹24,000/- amount should be remitted to NABARD through RTGS/NEFT as per details given in this tender on or before bid submission end date. Counterfoil/ receipt/ transaction detail for the same must be enclosed with the technical bid of the document. The bid without EMD shall be

rejected outrightly. No interest is payable on EMD. Agencies that applied for the previous tender on CPP portal with tender ID as 2025\_NABA\_854483\_1 dated 26<sup>th</sup> March 2025 are exempt from submitting the EMD amount for the current tender.

प्रामाणिकता जमा धन (ईएमडी) ₹24,000/- की राशि इस निविदा में दिए गए विवरण के अनुसार RTGS/NEFT के माध्यम से नाबार्ड को निविदा जमा करने की अंत तिथि से पहले भेजी जानी चाहिए। इसके लिए काउंटरफॉयल/रुकी/लेन-देन का विवरण तकनीकी बोली के दस्तावेज के साथ संलग्न किया जाना चाहिए। ईएमडी के बिना बोली को तुरन्त खारिज कर दिया जाएगा। ईएमडी पर कोई ब्याज देय नहीं है। जो एजेंसियां 26 मार्च 2025 को सीपीपी पोर्टल पर निविदा आईडी 2025\_NABA\_854483\_1 के साथ पिछली निविदा के लिए आवेदन कर चुकी हैं, उन्हें वर्तमान निविदा के लिए ईएमडी राशि जमा करने से छूट दी गई है।

9. The bidders are advised to submit the bid at least two days before the last date of submission to avoid any technical glitches during the last days of submission of tender. The request of bidders to extend the time of submission on this aspect will not be entertained.

बिड करने वाले लोगों को सलाह दी जाती है कि वे निविदा जमा करने की अंतिम तिथि से कम से कम दो दिन पहले बोली प्रस्तुत करें, ताकि निविदा जमा करने के अंतिम दिनों में किसी भी तकनीकी मुद्दों से बचा जा सके। इस मामले में बोलीदाताओं का समय बढ़ाने का अनुरोध स्वीकार नहीं किया जाएगा।

10. The Bid should not contain any conditions whatsoever and any such conditional bids received shall be outrightly rejected.

बिड में किसी भी प्रकार की शर्तें नहीं होनी चाहिए और ऐसी कोई भी शर्त वाली बोली प्राप्त होने पर उसे अस्वीकार कर दिया जाएगा।

11. NABARD reserves the right to accept or reject any /all tender/s in part or whole of any firm / firms without assigning any reasons whatsoever.

नाबार्ड के पास किसी भी कंपनी/ कंपनियों के किसी भी टेंडर / टेंडरों को आंशिक या सम्पूर्ण रूप से स्वीकार करने या अस्वीकार करने का अधिकार है, बिना किसी कारण की व्याख्या किए।

12. All documents that comprise the offer should be signed and sealed by the firm before uploading, as a token of acceptance of the terms and conditions specified in the tender.

सभी दस्तावेज जो प्रस्ताव का हिस्सा हैं, उन्हें अपलोड करने से पहले कंपनी द्वारा हस्ताक्षरित और मुहरबंद किया जाना चाहिए, यह निविदा में निर्दिष्ट शर्तों और नियमों की स्वीकृति का प्रतीक है।

13. Applications containing false and/or incomplete information are liable for rejection.

झूठी और/या अधूरी जानकारी वाले आवेदन अस्वीकरण के लिए उत्तरदायी होते हैं।

14. The selection of the consultant will be based on Quality cum Cost Based Selection (QCBS) process with 70% weightage on technical parameters and 30% weightage on financial bid as mentioned in the evaluation criteria in the tender document.  
सलाहकार का चयन गुणवत्ता-सह-लागत आधारित चयन (क्यूसीबीएस) प्रक्रिया के आधार पर किया जाएगा, जिसमें तकनीकी मापदंडों पर 70% वज़न और वित्तीय प्रस्ताव पर 30% वज़न होगा, जैसा कि निविदा दस्तावेज़ में मूल्यांकन मानदंडों में उल्लेख किया गया है।
15. The selected Consultant will have to enter into an Agreement on non-judicial stamp paper as per Bank's standard format [Article of Agreement (Annexure-III)] which inter-alia also give the details of services to be rendered by the Consultants, stages for disbursement of fees etc.  
चयनित सलाहकार को बैंक के मानक प्रारूप [अनुबंध का अनुच्छेद (अनुच्छेद- III)] के अनुसार गैर-न्यायिक स्टाम्प पेपर पर एक समझौते में प्रवेश करना होगा, जिसमें सलाहकार द्वारा प्रदान की जाने वाली सेवाओं के विवरण, शुल्क के वितरण के चरण आदि भी शामिल होंगे।
16. Integrity pact – The bidders have to submit the Integrity pact at his own cost on Rs. 200/- non judicial stamp paper as per the format given elsewhere in the tender document to become eligible to participate in the tender. It would be a preliminary qualification for accepting the bid. The bank has appointed Independent Monitor Shri Jagdeep Kumar Ghai, P&TA, FS (Retd) (Hereinafter referred to as Monitor) for this, in consultation with the Central Vigilance Commission.  
इंटीग्रिटी पैक्ट – निविदाकर्ताओं को निविदा दस्तावेज़ में दिए गए प्रारूप के अनुसार 200/- रुपये के गैर न्यायिक स्टाम्प पेपर पर इंटीग्रिटी पैक्ट अपनी लागत पर प्रस्तुत करना होगा ताकि निविदा में भाग लेने के लिए पात्र हो सकें। यह बोली स्वीकार करने के लिए एक प्रारंभिक योग्यता होगी। बैंक ने इस उद्देश्य के लिए स्वतंत्र मोनिटर श्री जगदीप कुमार घई, पी&टीए, एफएस (सेवानिवृत्त) (जिसे यहाँ मोनिटर कहा जाएगा) को केंद्रीय सतर्कता आयोग के साथ परामर्श करके नियुक्त किया है।
17. A Pre-Bid meeting is scheduled to be held on 19 May 2025 at 2:30 PM at NABARD Head Office, Ground Floor A wing, Plot C-24, G Block, Bandra Kurla complex, BKC Road, Bandra East, Mumbai, Maharashtra 400051, in the presence of Bank's concerned officers. The clarifications being sought in the pre-bid meeting may be submitted in writing at our Office through e-mail to [dpsp@nabard.org](mailto:dpsp@nabard.org) at least two working days prior to the date of pre bid meeting. The clarifications given by NABARD on pre bid queries will also form part of tender document. NABARD reserves the right to revise the Financial Bid and terms & conditions in the technical bid after pre-bid meeting, if required.  
एक पूर्व-निविदा बैठक 19 मई 2025 को दोपहर 2:30 बजे नाबार्ड मुख्य कार्यालय, प्लॉट सी-24, जी ब्लॉक, बांद्रा कुर्ला परिसर, बीकेसी रोड, बांद्रा पूर्व, मुंबई, महाराष्ट्र 400051 में बैंक के संबंधित अधिकारियों की उपस्थिति में आयोजित की जाएगी। प्रस्तावना बैठक में मांगी जा रही स्पष्टताएँ हमारी कार्यालय में ई-मेल के माध्यम से [dpsp@nabard.org](mailto:dpsp@nabard.org) पर बैठक की तिथि से कम से कम

दो कार्य दिवस पहले लिखित रूप में प्रस्तुत की जा सकती हैं। नाबार्ड द्वारा पूर्व-निविदा प्रश्न पर दिए गए स्पष्टीकरण भी टेंडर दस्तावेज का हिस्सा होंगे। नाबार्ड पूर्व-निविदा बैठक के बाद वित्तीय बिड और तकनीकी बिड की शर्तों में संशोधन करने का अधिकार सुरक्षित रखता है, यदि आवश्यक हो।

Yours faithfully,

Sd/-

**(Ravinder Singh)**  
Deputy General Manager

## I. FORM OF TENDER

To  
 The Chief General Manager,  
 Department of Premises, Security and Procurement  
 National Bank for Agriculture and Rural Development  
 Head Office, Mumbai – 400051

Dear Sir,

**Re-tendering for Selection of Consultant for Renovation of Officers’ Lounge, Staff Canteen and Kitchen at NABARD Head Office, Bandra Kurla Complex (BKC), Mumbai**

1. Having examined the bid document relating to the works specified in the Memorandum hereinafter set out, having visited and examined the site of the works specified in the said memorandum and having acquired the requisite information relating thereto as affecting the bid, I/We hereby offer to extend the consultancy services specified in the said memorandum within the time specified, at the rates mentioned in the Financial bid in all respects of the bid, in accordance with such conditions in so far as they may be applicable.

2. Memorandum

S. No.	Key Components	Details
1	Name of the Project	Consultancy service for Renovation of Officers’ Lounge, Staff Canteen and Kitchen at NABARD Head Office, Bandra Kurla Complex (BKC), Mumbai
2	Location	Officers’ Lounge, Staff Canteen and Kitchen, 1 <sup>st</sup> floor, NABARD Head Office, Bandra Kurla Complex (BKC), Mumbai
3	Bid issued by	DPSP, NABARD, HO, Mumbai
4	Procurement stage	Two stage (i) Technical Bid (Part I) (ii) Financial Bid (Part II)
5	Earnest Money Deposit (EMD)	₹24,000/-

3. I/We do hereby declare that the information furnished by me/us in the in the tender documents are correct to the best of my/our knowledge and belief.

4. Should this bid be accepted, I/we hereby agree to abide by and fulfill the terms and conditions of the bid annexed hereto.

Details of firm/company/individual:

- i. Name of Firm / Company / Individual:
- ii. Address of Firm / Company/ Individual:
- iii. Telephone No.: \_\_\_\_\_ Mobile No.:
- iv. E-mail address:
- v. Our Bankers are:
  1. .... Bank, ..... Branch, ....., Mumbai
  2. .... Bank, ..... Branch, ....., Mumbai
- vi. Type of account: Savings / Current account  
Bank Account No. \_\_\_\_\_ :  
IFS code of Bank and branch \_\_\_\_\_ :
- vii. The names of partners of firm are:
  - a.
  - b.
- viii. Name of the partner of the firm Authorized to sign:

OR

Name or person having Power of Attorney to sign the contract (certified copy of the Power of Attorney should be attached):

Yours faithfully,

Signature of Bidder with stamp

## II. PRE-QUALIFICATION CRITERIA

The bidder shall fulfil the following eligibility criteria for participating in the tender. Non-production of the documents for the proof of eligibility will make the bid liable for rejection.

S.No.	Description
1.	<p>The bidder (Director/owner of the firm/agency who is bidding) should have minimum educational qualification of B. Arch. degree and registration of Council of Architecture and should be registered as a fellow or a member of the Indian Institute of Architects. The registration with the above professional bodies should be active during the currency of the tendered work.</p> <p><b>Document to be submitted:</b> 1. Copy of B. Arch. degree Certificate and registration certificates with the Council of Architecture / Indian Institute of Architects of the bidder. 2. The profile of the bidder may be submitted as per proforma attached in this tender.</p>
2.	<p>The bidder should have a minimum of <u>5 years' experience</u> as on Financial Year ending on <u>31<sup>st</sup> March 2025</u>, in the field of Architectural Project Consultancy in Interior Design.</p> <p><b>Following documents should be submitted :</b></p> <ol style="list-style-type: none"> <li>1. Copy of work order (s) /Contract document (s), and</li> <li>2. Completion Certificate (s) issued by the clients against the above Work Orders.</li> </ol>
3.	<p>The bidder should have successfully rendered architectural consultancy services for interior renovation works for commercial/office space belonging to corporates/ PSUs/Govt. organisations/Autonomous bodies/Educational Institutions/Hospitality Industries with minimum completed cost of the project as below :</p> <ol style="list-style-type: none"> <li>i. <b>One similar work</b> of value not less than ₹320 lakh.</li> </ol> <p>OR</p> <ol style="list-style-type: none"> <li>ii. <b>Two similar works</b> of individual value not less than ₹200 lakh.</li> </ol> <p>OR</p> <ol style="list-style-type: none"> <li>iii. <b>Three similar works</b> of individual value not less than ₹160 lakh.</li> </ol> <p><i>The applicant should furnish the project completion certificates issued by the clients among the any of the above categories of projects executed within the last 10 years as on 31.03.2025.</i></p>

4.	<p>Architect/Agency shall have an in-house kitchen consultant/designer. In case the bidder/s who does not have an in-house kitchen consultant, shall submit the document showing details of their kitchen consultant who will be associated with from planning, execution and till completion of the NABARD project.</p> <p><b>Documents to be furnished:</b> Qualification &amp; Experience certificates of Inhouse Kitchen consultant or details of Kitchen designers Associate with their profile &amp; experience certificate. The agency/architect will certify that the Kitchen Consultant will be associated with the NABARD work till its completion.</p>
5.	<p>The bidder (Architect) or Kitchen consultant of the bidder shall have successfully rendered consultancy services for any one of the following completed interior projects during the last 10 years as on 31.03.2025:</p> <ul style="list-style-type: none"> <li>i. Office/Corporate Lounge/Canteen with Kitchen facility. The dining space shall be of capacity of serving minimum of 100 persons during a mealtime. It will be ascertained either on the basis of dining tables/chairs shown in the executed drawing or dividing the internal carpet area of dining space by 20 Sq ft per person i.e. dining area shall have minimum area of 2000 sqft.</li> <li>ii. School/College/Hostel Kitchen with dining space. The dining space shall be of capacity of serving minimum of 100 persons during a meal time. It will be ascertained either on the basis of dining tables/chairs shown in the executed drawing or dividing the internal carpet area of dining space by 20 Sq ft per person i.e. dining area shall have minimum area of 2000 sqft.</li> <li>iii. Design of Kitchen with dining space for bulk cooking for NGOs/Social or Charity Organisations.</li> <li>iv. Design of Kitchen with closed/open dining area for three star &amp; above category hotels or Banquet Hall or Marriage Hall.</li> </ul> <p><i>The applicant should furnish the documents/drawings approved or certified by the clients from any of the above categories of projects.</i></p>
6.	<p>The bidder should have technical/ resource person for supervising, monitoring of NABARD works &amp; will act as Nodal person ( shall have at least 01 Qualified Architect having minimum total 10 years experience in planning, designing &amp; execution of renovation works) in their firm on regular basis.</p>

	Organizational set up of the firm including names, qualifications and experience of partners/ Associates and staff to be enclosed as per the enclosed format (Statement 1 of Annexure IV) along with Qualification & experience certificates and biodata of the technical staff employed by the bidder.
7.	Minimum Average Annual Turnover of the bidder (For the last 3 years ending 31.03.2024) - ₹20 lakh
8.	The bidder should be profitable during the last three years ending on 31.03.2024.  <b>Document for Sr. No. 7 &amp; 8:</b> The bidder should submit copies of Balance Sheet and Profit & Loss a/c of the firm for the last three years (ending 31.03.2024) duly certified by a Chartered Accountant.
9.	The bidders should submit Signed and stamped Integrity Pact on Rs. 200 non-judicial stamp paper. Integrity pact (IP) – The bidder has to enter into the Integrity pact at his own cost on Rs. 200/- non judicial stamp paper with Bank as per the format given to become eligible to participate in the tender. Agencies (who have already submitted the IP to NABARD for this project) are not required to submit the document again.
11.	The bidders should submit Registration Certificate as per existing norms (indicating the legal status – Company / Partnership firm/ Proprietorship Concern, etc.)
12.	The bidders should submit Copy of GST Registration Certificates and Copy of PAN Card
13.	The bidders should submit Copies of Income Tax Return filed for last three financial years ending 31.03.2024.
14.	The bidders should submit undertaking stating that his / their/her firm is not blacklisted in NABARD/ Govt. / Semi Govt. institutions on their letterheads. The undertaking/affidavit should be of latest date and in original as per format given in Annexure II.

**[Bidders may ensure to provide details of works fulfilling the eligibility criteria in statements I, II & III]**

### III. SCOPE OF WORK

**The Consultant shall render the following services in connection with Bank's proposed Renovation of Officers' Lounge, Staff Canteen and Kitchen at NABARD Head Office, Mumbai:**

1. Providing comprehensive Architectural Consultancy Services for planning, designing, implementation and supervision of proposed Renovation of Officers' Lounge, Staff Canteen and Common Kitchen at NABARD Head Office building, BKC, Mumbai.
2. Carrying out detailed site investigation and surveying after obtaining requisite permission from NABARD.
3. Based on the site survey and investigation, preparing 2-D concept design and drawings with alternative schemes (minimum two alternatives) of interiors of Officers Lounge, Staff Canteen, Kitchen area with equipment layout in consultation with concerned DPSP officers. Preparing 3-D walk through of the conceptual designs and making presentations wherein the details of the scheme shall be explained in detail before officials and/or senior management of NABARD. Any doubt that may arise thereof shall be clarified and changes, if any, suggested in the proposed design may be incorporated or deleted as found suitable, to meet the needs of NABARD and to enable NABARD to select the final design and the scheme.
4. Concept design and drawings of Dining area (Lounge & Canteen) and Kitchen shall also include lay out of drainage, water line, fire safety measures and exhaust in consultation with concerned officers of DPSP dealing with Lounge/canteen of NABARD, Head Office. The designs and drawings so proposed should conform to the requirements for issue/ renewal of lounge licence/ health licence/ fire licence requirement as per statutory bodies of Mumbai.
5. As regards the functional design of kitchen equipment's, kitchen storage and related kitchen items, the Architect and Kitchen Consultant of the Architect should discuss with lounge / canteen in-charge of NABARD Head office and get all relevant information such as requirement of kitchen equipment's, kitchen storage, kitchen fixtures, probable items to be prepared & served in detail before making the design.
6. On approval of concept design by NABARD, submitting required drawings to the Municipality and other local authorities and obtaining their approval wherever required.
7. Preparing preliminary project cost estimate with detailed specifications on the approved concept design for financial sanction of the project.
8. Total area covered under the renovation project is approximate 20,000 sq. ft and Expected time period for project execution, including key milestones and deadlines will be Eight months from the date of issue of work order to the contractor.
9. Preparing final project cost estimate with detailed specifications and rate analysis after incorporating necessary corrections, if any, as suggested by NABARD.

10. Preparing comprehensive design and drawings of the interior area and functional arrangements of the kitchen, dining area, serving area etc.
11. Conducting visits to other setups of similar nature, as and when needed and carrying out necessary liaison with their officials as per the requirement during design and implementation stage.
12. Conducting discussions/ deliberations/ presentations, etc. with officials/ top management/ representatives of NABARD with respect to the project.
13. After approval of project cost estimate by NABARD, prepare the draft tender document for interior work and Supply, Installation, Testing and Commissioning of Kitchen Equipment.
14. After approval of draft tender documents by NABARD, prepare the tender documents for renovation of Officers' Lounge, Staff Canteen and Supply, Installation, Testing & Commissioning of Kitchen Equipment.
15. Assisting NABARD during tendering process and for selection of contractors/ vendors.
16. Issuing three sets of detailed layout, plan, elevation and section of Interior work and Kitchen equipment arrangements to NABARD immediately after award of work to the contractor.
17. Issuing two sets of Working Drawings (Good for Construction Drawings) as per the requirement during the progress of the work. Out of these, one set to be issued to the Contractor after approval of NABARD.
18. Day to day monitoring of works to ensure the quality and workmanship of all parts of the project during implementation and report to NABARD.
19. Arranging the progress review meetings at monthly interval with the contractors/ vendors with NABARD officials, preparation of the minutes of the meeting and circulate the minutes to all the concerned parties.
20. Appointing qualified and experienced technical personnel(s) preferably Diploma/BTech/B-Arch in Civil/Architecture at site as Site Engineer/Site Supervisor at Architect's own cost and risk, for day-to-day project management, supervision, taking and recording measurements in Measurement sheet and verifying the bills submitted by the contractor at site.
21. Certifying the bills submitted by the contractors/ vendors and recommending NABARD for eligible payment to them.
22. Issuing virtual completion certificate after completion of project and submitting the final sets of 2D drawing of the completed work (as built drawings) with soft copies.
23. Engaging the services of well-qualified Kitchen Specialists or consultants pertaining to the services relevant to the kitchen equipment design & allied items at Architect's own risk and cost. *No extra payment shall be made by NABARD in this regard and will be part of consultancy work.*
24. Assisting NABARD in maintaining milestones of execution and quality control.
25. Any other services incidental to or connected with the said works usually and normally rendered by architect and not referred to in any of the items referred to above.

26. The necessary statutory approvals for starting the work shall be obtained by the Architect before tendering or starting the implementation of the project, if required. Post completion of the project, the consultant shall facilitate necessary statutory approvals from municipal corporation/ fire dept etc., if required. The payments actually made to the statutory organizations and handling charges shall be reimbursed by the Bank on production of fee receipts issued by statutory organizations and/or bills raised by the consultant.
27. The general layout of the entire floor shall be made available to the Architect, however, the drawings of the existing functional arrangements of the dining hall & kitchen need to be prepared by the Architect on award of work and before preparing design of the proposed interior work.
28. Consultant's association will continue from the beginning of the project work until its completion, settlement of the bills and till the end of defect liability period. The Consultant will plan the works in such a way that the project could be completed within the scheduled time and will submit 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 Consultants in co-ordination with the Bank.
29. The duties and functions of the Architect mentioned above are only indicative and not exhaustive.

#### IV. EVALUATION CRITERIA

The bidders who are preliminary qualified as per the pre-qualification criteria, shall be evaluated based on Quality cum Cost Based Selection (QCBS) method wherein, 70% weightage is for Quality (Technical parameters) and 30% weightage is for quoted Price as detailed below:

##### ‘Technical Score’

Description	Criteria	Marks	
Experience of the Consultant/agency in architectural and interior design as on 31.03.2025	More than 15 years	10	
	10-15 Years	8	
	5-10 Years	5	
Experience in architectural / interior consultancy services rendered to Government Organizations/ Banks/All India Financial Institutions/ PSUs for the projects having individual cost of minimum ₹160 lakhs, during last 10 years as on 31.03.2025	More than 3 projects	10	
	Minimum 3 projects	5	
Presence of kitchen designer with the agency for the proposed project	In house Kitchen designer	10	
	Association with Kitchen consultant for design	5	
Overall financial strength of the Consultant in terms of turnover (Turnover figure for last three years as on 31.03.2024)	More than 100 lakh	10	
	50 lakh – 100 lakh	8	
	20-50 lakh	5	
Presentation by the bidder in front of NABARD officials as regards their firm, technical resource personnel, projects executed and strategy to implement the proposed project	A total of 30 marks in presentation. The bidder has to score a minimum of 60% of maximum marks	Introduction of the firm, Human resources and Experience	5
		Details of the Projects executed with special emphasis on Kitchen projects	15

	<p>earmarked (i.e. 18) for presentation for qualifying in Financial Bid. The criteria for marking in presentation and maximum marks for each criteria are mentioned in next column.</p>	<p>Understanding about the proposed project and strategy/ approach for execution</p>	<p>10</p>
<p>Architectural consultancy rendered by the bidder (Architect) or Kitchen consultant of the bidder for successful execution of Kitchen projects during the last 10 years as on 31.03.2025 :</p> <ul style="list-style-type: none"> <li>i. Office/Corporate Lounge/Canteen with Kitchen facility. The dining space shall be of capacity of serving minimum of 100 persons during a mealtime. It will be ascertained either on the basis of dining tables/chairs shown in the executed drawing or dividing the internal carpet area of dining space by 20 Sq ft per person i.e. dining area shall have minimum area of 2000 sqft. = 20</li> <li>ii. School/College/Hostel Kitchen with dining space. The dining space shall be of capacity of serving minimum of 100 persons during a meal time. It will be ascertained either on the basis of dining tables/chairs shown in the executed drawing or dividing the internal carpet area of dining space by 20 Sq ft per person i.e. dining area shall have minimum area of 2000 sqft. = 15</li> <li>iii. Design of Kitchen with dining space for bulk cooking for NGOs/Social or Charity Organisations. =5</li> <li>iv. Design of Kitchen with closed/open dining area for three star &amp; above category hotels or Banquet Hall or Marriage Hall.= 20</li> </ul> <p><i>The applicant should furnish the documents/drawings approved or certified by the clients from any of the above categories of projects .</i></p>		<p>20</p>	

Whether the Architect has registered office in Mumbai Metropolitan Region, if yes =10	10
Total maximum marks	100

- i. Technical Score of the bidders will be evaluated using the following formula.

$$\text{Technical Score} = (T \times 70) / T (\text{high})$$

T stands for actual marks secured by the bidder

T (high) stands for highest marks secured by any bidder in technical score

Technical score shall be calculated up to two decimal places.

- ii. Evaluation of Financial Bid: Financial score of the bidders will be evaluated using the following formula.

$$\text{Financial Score} = [(L1 \times 30) / (L)].$$

L1 stands for lowest rate quoted by any bidder

L stands for rate quoted by the bidder

Financial Score shall be calculated up to two decimal places.

- iii. Combined Evaluation of Technical & Financial Bids: The technical and financial scores of each bidder will be added to compute a composite bid score.

$$\text{Composite bid score} = \text{Technical Score} + \text{Financial Score}$$

The bidder securing the highest composite bid score will be selected for awarding the consultancy work. In the event of two or more bids having the same highest composite bid score, the bid scoring the highest marks against 'Technical' criteria will be recommended for awarding the consultancy services. In the event of two or more bids having the same highest marks against 'Technical' criteria, then the bidder having higher score in the presentation will be recommended for awarding the consultancy services.

## V. GENERAL TERMS AND CONDITIONS

1. Bids containing false and/or incomplete information are liable for rejection.
2. The decision of the Bank in regard to determining the selection of the applicant/Consultants shall be final. The Bank is not bound to assign any reasons therefor and reserve the right to reject any or all the offers.
3. Before submitting their bid, the Consultant shall visit and inspect the site and shall make his/her own assessment about the proposed project.

### 4. Scale of charges:

The Consultant shall quote his/her remuneration in the Price Bid (Part-II) for the services to be rendered by him/her in relation to the said works and in particular for the services herein mentioned under scope of work as the percentage of actual cost of the project plus GST applicable.

### 5. Method / Mode of payment:

**(a)** The fees set out in Price-Bid (Part-II) herein shall be initially calculated and paid on the basis of the estimated value of the entire works as approved by the Employer (NABARD) till the work as per this consultancy is awarded and thereafter as per accepted tendered cost (s) and the same shall be paid proportionately upon completion of each stage of work as indicated below ( The total fee, however, will be calculated and finally settled on actual cost of works including extra/substitute items) :

- i) 20% of the total fees after approval and finalisation of the scheme including submission and approval of the estimate and tender documents along with all drawings for the project.
- ii) 60% of the total fees during different stages of execution of the work and proportionate with the physical/financial progress of the work.
- iii) 15% of the total fees after certification of virtual completion of the work and on certification of final bill of the contractor
- iv) 5% after the expiry of the defect liability period of the contractors' work.

**(b).** The actual payable fee will be calculated as the percentage quoted on the actual cost of works as executed & supervised by the Consultant and paid to the contractors. The items of works, which are carried out by the Bank directly, shall be excluded from the aforesaid actual cost to be taken into account for calculation of fee. The quoted Architect/Consultant's fee includes all the expenses related with salaries of site Engineer, other officers/staff, Consultant fee and profits, local conveyance, Kitchen Consultant, TA, DA etc. for visiting to our office and site for review meetings/inspection of works.

## 6. Time Schedule for assignment:

The following time schedule shall be followed by the Consultant for the important stages of consultancy assignment:

Stages of Assignment	Time Schedule
Submission of Initial Scheme after the date of Work Order	Within 21 days
Submission of Final scheme	Within 7 days of approval on Initial scheme
Submission of draft detailed estimation with quantity and rate analysis.	Within 14 days of approval on Final scheme
Submission of fair detailed estimation with quantity rate analysis.	Within 7 days of approval on draft detailed estimation
Submission of draft tender document with BOQ and drawings	Within 7 days of approval on detailed estimation.
Submission of fair tender document with BOQ and drawings	Within 7 days of approval on draft tender document
Scrutiny of Technical Bid, submission of scrutiny report with recommendations	Within 14 days of opening of Technical Bids.
Scrutiny of Price Bids, submission of Comparative statement with recommendations	Within 7 days of opening of Price Bids
Certification of RA Bill of the contractor and submission	Within 7 days of submission of RA Bill by the contractor.
Certification of Final Bill of the contractor and submission	Within 15 days of submission of Final Bill by the contractor.

**7. Retention Money Deposit (RMD):** The EMD of the selected bidder (Architect) will be converted as RMD which will be a Security Deposit (SD) for the assignment. SD will be refunded after the issue of virtual completion certificate and after certification of Final Bill of the contractor. MSE bidders will be exempted from the

submission of EMD. The scanned copy of the valid MSE registration certificate in support of exemption will have to be uploaded by the bidder during bid submission. The EMD will be forfeited, if Agency does not start the work after issue of work order.

**8. Defect Liability Period (DLP)** is one year after issue of virtual completion certificate by the consultant.

9. The Consultant shall depute sufficient number of qualified and experienced technical personnel in the project for daily supervision, monitoring, quality control and measurements to ensure smooth progress of the project as scheduled.

**10. Termination of Agreement:**

- i. The agreement herein may be terminated at any time by either party by giving a written notice of two months 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 Employer shall be entitled to terminate the agreement and entrust the work to any other Consultant.
- ii. If the Consultants shall close their business or die or become incapacitated from acting as such Consultants, then the Agreement shall stand terminated.
- iii. If the Consultants fail to adhere to the time schedule stipulated in the tender or the extended time which may be granted by the Employer in his sole discretion, or there is any change in the constitution of the Consultants' company or firm for any reason whatsoever, the Employer shall be entitled to terminate this Agreement, after due notice, and entrust the work to some other Consultants.
- iv. In case of termination under sub-clauses (i) or (ii) or (iii), 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 decided and determined by the Employer.
- v. In case of termination under sub-clause (i) or (ii) or (iii), the Employer 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 Employer and the same shall be surrendered by the Consultants to the Employer within ten days from the date of such termination, without demur.

**11. Article of Agreement:** The Consultant has to sign the agreement as per attached "Article of Agreement". This agreement shall be executed in duplicate, and the

Employer shall retain the original and the Consultants shall retain the duplicate. The Consultant shall bear the Stamp Duty on the original as well as the duplicate of this Agreement.

## **12. Arbitration**

- i. 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 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 Consultants.
- ii. The 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 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 Consultants.
- iii. If the Bank fails to send to the Consultant the panel of three names as aforesaid within the period specified, the 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 Consultant accordingly, the Consultants shall be entitled to appoint one of the persons from the panel as Sole Arbitrator and communicate his name to the Bank.
- iv. 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 with latest amendments 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.

- v. The Arbitrator or Arbitrators or Umpire, as the case may be, will be Fellows of the Indian Institute of 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.
- vi. Services continued to be rendered notwithstanding any reference or dispute to the arbitration - It is specifically agreed that the Consultant shall continue to render its services provided herein with all due diligence, professional skill and tact notwithstanding that any matter, question or dispute has been referred to arbitration.

**13. Professional Liability Insurance Clause:** The Consultant shall obtain an insurance policy covering Professional Liability Risk to the extent of the amount of estimated professional fees payable to the 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.

14. All disputes arising out of the or in connection with the agreement shall deemed to have arisen in Mumbai & only the said courts in Mumbai shall have the jurisdiction to determine the same.

## Annexure I

### General Information of the Bidder

S. No	Particulars	Details	
1	Name of the Firm		
2	Registered Address		
3	Telephone		
4	E-mail id		
5	Legal Status of the Applicant / Type of the organization: (Whether Partnership Firm / Private Limited company/ Public Limited Company / Co-operative Body)		
6	Date of Establishment of the firm		
7	GST Registration Number		
8	Turnover of the firm during the last 3 years	Year Ended on	Turnover in Lakhs (₹)
		31.03.2022	
		31.03.2023	
		31.03.2024	
9	Number of Architects/Consultants with discipline on regular employment of the firm	Architects	Consultants
10	Name of Proprietor/ Partners/ Directors		
11	Number of years of Experience in execution of Similar Projects		
12	Number of Experience Center/ customer experience zones carried out and successfully completed during the last10 years		
13	Names of Bankers and their full address (solvency certificate from the Bank shall be submitted separately by the Banker/s)		

S. No	Particulars	Details	
14	1. State whether in-house expertise is available for all the works B) If not, details of sub-contractors to be involved in the project.		
15	Has the applicant or any constituent partner in case of partnership firm, ever been debarred / black-listed for competing in the tender by any organization at any time? If so, give details		
16	Whether any Civil Suit/ Litigation arisen in the contracts executed/ being executed during the last 5 years. If yes, please furnish the name of the project, organization, nature of work, contract value, work order, date and brief details of litigation.		
17	Has the applicant or any constituent partner in case of partnership firm, ever been convicted? If Yes, Give details.		
18	Name and Communication details of firm representative in respect of the bid application		
19	Address of the Office through which the proposed work of the bank will be handled and Name and Designation of the Office-In-Charge		

## ANNEXURE - II

### NON-BLACKLISTING DECLARATION

(To be given on company letterhead)

Date:

To,

The Chief General Manager  
Department of Premises, Security and Procurement  
National Bank for Agriculture and Rural Development  
NABARD Head Office, BKC, Mumbai.

**Sub: Declaration for Non-Blacklisting – Re-tendering for Selection of Consultant for Renovation of Officers’ Lounge, Staff Canteen and Kitchen at NABARD Head Office, Bandra Kurla Complex (BKC), Mumbai**

Dear Sir,

We hereby declare that we are not blacklisted by any Central/ State Government/ agency of Central/ State Government of India or any other country in the world/ Public Sector Undertaking/ any Regulatory Authorities in India or any other country in the world for any kind of fraudulent activities.

Yours Faithfully,

Signature of the Bidder and Seal

## ANNEXURE - III

### ARTICLES OF AGREEMENT

**(on ₹200 non-judicial stamp paper)**

ARTICLES OF AGREEMENT made this \_\_\_\_\_ day of \_\_\_\_\_ between the National Bank for Agriculture and Rural Development (NABARD) (hereinafter called “the Employer”) and having its Head Office at C-24, G-Block, Bandra Kurla Complex, Bandra (E), Mumbai – 400051 of the one part and M/s ----- (herein after called "the Consultant") having its office at ----- of the other part.

WHEREAS the Employer is desirous of getting executed Tender for “Selection of Consultant for Renovation of Officers’ Lounge, Staff Canteen and Kitchen at NABARD Head Office, Bandra Kurla Complex (BKC), Mumbai” 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 Employer.

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 Duties/Functions of the Consultant, 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:-

1. 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 the Duties and Functions of the Consultant and in the said conditions.
2. The Employer 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.
3. 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 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.
4. This Agreement and documents mentioned in the tender herein shall form the basis of this contract.

5. The Consultant shall afford every reasonable facility for execution of the said work.
6. Time 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.
7. All payments by the Employer under this contract will be made only at Mumbai.
8. All disputes arising out of or in any way connected with this agreement shall be deemed to have arisen at Mumbai and only Courts in Mumbai shall have the jurisdiction to determine the same to the exclusion of all other courts.
9. That the several parts of this contract have been read by the Consultant and fully understood by the Consultant.

IN WITNESS WHEREOF the Employer 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 hereof to be executed on its behalf, the day and year first herein above written. (If the Consultant is a company).

**Signature Clause**

SIGNED AND DELIVERED by the  
National Bank for Agriculture and  
Rural Development by the hand of  
Shri

SIGNED AND DELIVERED by the  
Bidder

(Name & Designation)

(Name & Designation)

In the presence of:

Witness #1

(1)

Signature:

Signature:

Name:

Name:

Address

Address

(2)

Witness #1

Signature:

Signature:

Name:

Name:

Address

Address



## ANNEXURE-IV

### STATEMENT - I

**List of professional staff (Architect and Engineers-Civil & Electrical) with the firm, giving their qualification, experience, including that in the present organization\***

Sr. No.	Name	Age	Qualification	Experience	Nature of works handled	Name of the assignments handled	Date from which employed in the present organization
1	2	3	4	5	6	7	8

**\* Use separate/additional sheets as per the requirement**

Signature of the applicant with full address and office seal

**Note:** Attach bio-data, copies of qualification certificate and experience certificates issued by the employers.



## STATEMENT - II

**List of important Interior contracts executed by the Consultant with individual value of ₹160 lakh and more and Commercial Kitchen design of any value \***

Sr. No.	Name of the Work including name of the building and location.	Nature of work involved in the contract.	Name of the owner and indicate whether it is a State Govt./Govt. of India undertaking or Pvt. body with full address and telephone numbers. ***	Completion Period		Value of the work ** (₹ in lakh)
				Stipulated	Actual	
1	2	3	4	5	6	7



**\* Use separate /additional sheets as per the requirement**

**\*\* Mention the Interior assignments where value of works costing ₹160.00 lakhs and above only and Commercial Kitchen design of any value.**

**\*\*\* Attach client's certificates, Copy of work order, Work Completion Certificate, Scope of work etc.**

Signature of the applicant with full address and office seal



### STATEMENT - III

**List of important contracts ON HAND being executed by the Consultant with individual value of ₹160 lakh and more and Commercial Kitchen design of any value \***

Sr. No	Name of the Work including name of the building and location	Nature of work involved in the Contract.	Name of owner and indicate whether it is a State Govt./ Semi- Govt./ Govt. of India Undertaking or Pvt. Body with full address and telephone numbers.***	Stipulated date of completion	Expected date of completion	Present stage of work with reasons if the work is getting delayed	Value of the work ** (Rs. in lakh)
1	2	3	4	5	6	7	8

**\* Use separate /additional sheets as per the requirement**



**\*\* Mention the assignments where value of works costing ₹160.00 lakhs and above only and Commercial Kitchen design of any value.**

**\*\*\* Attach client's certificates, Copy of work order etc.**

Signature of the applicant with full address and office seal

## ANNEXURE-V

### PRE-CONTRACT INTEGRITY PACT

(To be submitted on ₹200.00 Stamp Paper)

Between

**National Bank for Agriculture and Rural Development (NABARD)**  
hereinafter referred to as “**The Principal**”

And

..... hereinafter referred to as “**The Bidder/Consultant**”

#### Preamble

The Principal intends to award, under laid down organizational procedures, contract/s for ..... The Principal values full compliance with all relevant laws of the land, rules, regulation, and economic use of resources and of fairness /transparency in its relations with its Bidder(s) and/or Contractor(s).

In order to achieve these goals, the Principal will appoint Independent External Monitors (IEMs) who will monitor the tender process and the execution of the contract for compliance with the principles mentioned above.

#### **Section 1 - Commitments of the Principal**

(1) The Principal commits itself to take all measures necessary to prevent corruption and to observe the following principles:-

- a. No employee of the Principal, personally or through family members, will in connection with the tender for, or the execution of a contract, demand, take a promise for or accept, for self or third person, any material or immaterial benefit which the person is not legally entitled to.
- b. The Principal will, during the tender process treat all Bidder(s) with equity and reason. The Principal will, in particular, before and during the tender process, provide to all Bidder(s) the same information and will not provide to any Bidder(s) confidential / additional information through which the Bidder(s) could obtain an advantage in relation to the tender process or the contract execution.
- c. The Principal will exclude from the process all known prejudiced persons.

(2) If the Principal obtains information on the conduct of any of its employees which is a criminal offence under the IPC/PC Act, or if there be a substantive suspicion in this regard, the Principal will inform the Chief Vigilance Officer and in addition can initiate disciplinary actions.

## **Section 2 - Commitments of the Bidder(s)/ Consultant (s)**

(1) The Bidder(s) / Consultant (s) commit themselves to take all measures necessary to prevent corruption. The Bidder(s)/ Contractor(s) commit themselves to observe the following principles during participation in the tender process and during the contract execution:

- a. The Bidder(s) / Consultant (s) will not, directly or through any other person or firm, offer, promise or give to any of the Principal's employees involved in the tender process or the execution of the contract or to any third person any material or other benefit which he/she is not legally entitled to, in order to obtain in exchange any advantage of any kind whatsoever during the tender process or during the execution of the contract.
- b. The Bidder(s)/ Consultant (s) will not enter with other Bidders into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to introduce cartelization in the bidding process.
- c. The Bidder(s)/ Consultant (s) will not commit any offence under the relevant IPC/PC Act; further the Bidder(s)/Contractor(s) will not use improperly, for purposes of competition or personal gain, or pass on to others, any information or document provided by the Principal as part of the business relationship, regarding plans, technical proposals and business details, including information contained or transmitted electronically.
- d. The Bidder(s)/ Consultant (s) of foreign origin shall disclose the name and address of the Agents/representatives in India, if any. Similarly, the Bidder(s)/Contractors(s) of Indian Nationality shall furnish the name and address of the foreign principals, if any.
- e. The Bidder(s) / Consultant (s) will, when presenting their bid, disclose any and all payments made, is committed to or intends to make to agents, brokers or any other intermediaries in connection with the award of the contract.
- f. Bidder(s) / Consultant (s) who have signed the Integrity Pact shall not approach the Courts while representing the matter to IEMs and shall wait for their decision in the matter.

(2) The Bidder(s) / Consultant (s) will not instigate third persons to commit offences outlined above or be an accessory to such offences.

## **Section 3 - Disqualification from tender process and exclusion from future contracts**

If the Bidder(s) / Consultant (s), before award or during execution has committed a transgression through a violation of Section 2, above or in any other form which put their reliability or credibility in question, the Principal is entitled to disqualify the Bidder(s)/ Consultant (s) from the tender process.

#### **Section 4 - Compensation for Damages**

(1) If the Principal has disqualified the Bidder(s) from the tender process prior to the award according to Section 3, the Principal is entitled to demand and recover the damages equivalent to Retention Money Deposit/Bid Security.

(2) If the Principal has terminated the contract according to Section 3, or if the Principal is entitled to terminate the contract according to Section 3, the Principal shall be entitled to demand and recover from the Consultant liquidated damages of the Contract value or the amount equivalent to Performance Bank Guarantee.

#### **Section 5 - Previous transgression**

(1) The Bidder declares that no previous transgressions occurred in the last three years with any other Company in any country conforming to the anti-corruption approach or with any Public Sector Enterprise in India that could justify his exclusion from the tender process.

(2) If the Bidder makes incorrect statement on this subject, he can be disqualified from the tender process.

#### **Section 6 - Equal treatment of all Bidders / Contractors/ Subcontractors**

(1) In case of Sub-contracting, the Principal Consultant shall take the responsibility of the adoption of Integrity Pact by the Sub-contractor.

(2) The Principal will enter into agreements with identical conditions as this one with all Bidders and Contractors.

(3) The Principal will disqualify from the tender process all bidders who do not sign the Pact or violate its provisions.

#### **Section 7 - Criminal charges against violating Bidders(s) / Consultant (s)/ Subcontractor(s)**

If the Principal obtains knowledge of conduct of a Bidder, Consultant or Subcontractor, or of an employee or a representative or an associate of a Bidder, Consultant or Subcontractor which constitutes corruption, or if the Principal has substantive suspicion in this regard, the Principal will inform the same to the Chief Vigilance Officer.

#### **Section 8 - Independent External Monitor**

(1) The Principal appoints competent and credible Independent External Monitor for this Pact after approval by the Central Vigilance Commission. The task of the Monitor is to review independently and objectively, whether and to what extent the parties comply with the obligations under this agreement.

The Independent External Monitor appointed for NABARD is

**Shri Jagdeep Kumar Ghai, P&TA, FS (Retd)**

Flat 1032, A Wing, Vanashree Society,  
Sector 58 A&B, Palm Beach Road,  
Nerul, Navi Mumbai, Pin 400 706.

(2) The Monitor is not subject to instructions by the representatives of the parties and performs his/her functions neutrally and independently. The Monitor would have access to all Contract documents, whenever required. It will be obligatory for him / her to treat the information and documents of the Bidders / Consultant as confidential. He / she reports to the Chairman, NABARD.

(3) The Bidder(s)/ Consultant (s) accepts that the Monitor has the right to access without restriction to all Project documentation of the Principal including that provided by the Consultant. The Contractor will also grant the Monitor, upon his/her request and demonstration of a valid interest, unrestricted and unconditional access to their project documentation. The same is applicable to Sub-contractors.

(4) The monitor is under contractual obligation to treat the information and documents of the Bidder(s) / Consultant (s) / Sub-contractor(s) with confidentiality. The Monitor has also signed declarations on 'Non-disclosure of Confidential Information and of 'Absence of Conflict of Interest'. In case of any conflict of interest arising at a later date, the IEM shall inform Chairman, NABARD and recuse himself/herself from that case.

(5) The Principal will provide to the Monitor sufficient information about all meetings among the parties related to the Project, provided such meetings could have an impact on the contractual relations between the Principal and the Contractor. The parties offer to the Monitor the option to participate in such meetings.

(6) As soon as the Monitor notices, or believes to notice, a violation of this agreement, he/she will so inform the Management of the Principal and request the Management to discontinue or take corrective action, or to take other relevant action. The monitor can in this regard submit non-binding recommendations. Beyond this, the Monitor has no right to demand from the parties that they act in a specific manner, refrain from action or tolerate action.

(7) The monitor will submit a written report to the Chairman, NABARD within 8 to 10 weeks from the date of reference or intimation to him by the Principal and, should the occasion arise, submit proposal for correcting problematic situations.

(8) If the Monitor has reported to the Chairman, NABARD, a substantiated suspicion of an offence under the relevant IPC/PC Act, and the Chairman NABARD has not, within reasonable time, taken visible action to proceed against such offence or reported it to the Chief Vigilance Officer, the Monitor may also transmit this information directly to the Central Vigilance Commissioner.

(9) The word '**Monitor**' would include both singular and plural.

**Section 9 - Pact Duration**

This Pact begins when both parties have legally signed it. It expires for the Contract or 12 months after the last payment under the contract, and for all other Bidders 6 months after the contract has been awarded. Any violation of the same would entail disqualification of the bidders and exclusion from future business dealings.

If any claim is made/lodged during this time, the same shall be binding and continue to be valid despite the lapse of this pact as specified above, unless it is discharge/determined by the Chairman of NABARD.

**Section 10 - Other provisions**

- (1) This agreement is subject of Indian Law, Place of performance and jurisdiction is the Head Office of the principal, i.e. Mumbai.
- (2) Changes and supplements as well as termination notices need to be made in writing. Side agreements have not been made.
- (3) If the Contractor is a partnership or a consortium, this agreement must be signed by all partners or consortium members.
- (4) Should one or several provisions of this agreement turn out to be invalid, the remainder of this agreement remains valid. In this case, the parties will strive to come to an agreement to their original intentions.
- (5) Issues like Warranty/Guarantee etc. shall be outside the purview of IEMs.
- (6) In the event of any contradiction between the Integrity Pact and its Annexure, if any, the Clause in the Integrity Pact will prevail.

\_\_\_\_\_  
 (For & On behalf of the Principal)  
 (Office Seal)

\_\_\_\_\_  
 (For & On behalf of the Bidder/Contractor)  
 (Office Seal)

Place \_\_\_\_\_

Date \_\_\_\_\_

Witness 1	Witness 1
Signature	Signature
Name:	Name:
Address :	Address :

## ANNEXURE – VI

### PROFORMA OF EMD CREDIT DETAILS

**Re-tendering for Engagement of Consultant for Renovation of Officers' Lounge and Staff Canteen at NABARD Head Office, Bandra Kurla Complex (BKC), Mumbai**

**(EMD details to be filled by bidders)**

Name of the Account	NATIONAL BANK FOR AGRICULTURE AND RURAL DEVELOPMENT
BANK NAME	NABARD
BRANCH NAME	HEAD OFFICE, MUMBAI
IFSC CODE	NBRD0000002
ACCOUNT NUMBER (VAN)	NABADMN07
NAME OF THE DEPOSITOR	
MODE OF TRANSFER – ONLINE (NEFT / RTGS)	
UTR NO.	
TRANSACTION DATE	
AMOUNT DEPOSITED	

# Attach Bank statement showing amount debited from account, on or before last date of submission of bid.

Date:

Place:

Signature of the Bidder and Seal

## ANNEXURE – VII

### PROFORMA OF FURNISHING- THE PAYMENT DETAILS OF BIDDER

**Re-tendering for Engagement of Consultant for Renovation of Officers' Lounge, Staff Canteen and Kitchen at NABARD Head Office, Bandra Kurla Complex (BKC), Mumbai.**

Name of the Bidder	
Email Id	
Contact No	
PAN Details (enclose copy of PAN)	
GST Number (enclose copy of GST registration)	
Address of principle place of business in the state as per GST registration certificate	
Bank Account No.	
Account Name	
Type of the account	
Name & address of the Bank	
IFSC Code (enclose copy of cancelled cheque)	

Date:

Place:

Signature of the Bidder and Seal

## **ANNEXURE - VIII**

### **FORM OF VIRTUAL COMPLETION CERTIFICATE TO BE ISUSED BY THE CONSULTANT**

Having executed the work in terms of the tender, we hereby certify and affirm that the contractor M/s ..... Have virtually completed the contracted works.

We hereby certify that ..... work has been executed completely to our satisfaction and with materials, workmanship and specifications in accordance with the tender.

We do certify that the Contractor executed the work in accordance with the applicable laws and without any transgression of such laws.

Date:

Place:

Signature of the Bid

**PART-II**

**FINANCIAL BID (PRICE BID) to be uploaded separately on  
CPP portal**

To,  
The Chief General Manager  
Department of Premises, Security and Procurement  
National Bank for Agriculture and Rural Development  
NABARD Head Office, BKC, Mumbai.

**Selection of Consultant for Renovation of Officers' Lounge, Staff Canteen  
and Kitchen at NABARD Head Office, Bandra Kurla Complex (BKC),  
Mumbai**

1. We refer to your Notice Inviting Tender No. \_\_\_\_\_.
2. We have read the requirement and have understood them fully. We quote our Professional Fee as percentage of the approved estimated cost of projects/actual cost of work, in the SoQ format uploaded on CPP portal including TA/DA and other charges etc. Complete.
3. We understand that the cost of items/works, if any, to be directly purchased/carried out by the Bank will not be included in the cost of the project for the purpose of calculating professional fee.

Thanking you,

Your faithfully,

(CONSULTANT/ARCHITECT)  
WITH SEAL

Date:  
Place:

**Note:**

\*Before quoting the fees, the consultant shall visit and inspect the site and shall make his/her own assessment about the project.

\* The professional fees to be quoted by the bidder excludes applicable GST.

\* Fee quoted by the bidder shall be inclusive of all cost as well as profit, overheads. TDS and other statutory deductions will be applicable against the payment.

### **Schedule of Quantity (SoQ) of Consultancy Services**

S. No	Description of work	Qty.	Unit	Estimated cost of the project [₹]	Quoted percentage (% age)
1	2	3	4	5	6
A	Providing Architectural Consultancy services for renovation of officers' lounge, staff canteen and Kitchen at NABARD Head Office building, Mumbai [ fee quoted by the bidder shall be inclusive of all cost as well as profit, overheads/Income Tax as applicable. TDS will be applicable against the payment] as per scope of work & tender terms & conditions.	1	Job	4,00,00,000	

**Note:** This is a percentage rate contract. Estimated Cost of the project is given for the purpose of arriving absolute figure in price bid. However, the total fee payable to the consultant shall be calculated as percentage (as quoted in the price bid part of this e-tender) of the actual project cost on completion of the work. GST shall be paid extra as applicable. TDS on IT and GST will be deducted as applicable.