

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 Regional Office at NABARD, Jammu & Kashmir Regional Office, Jammu-180012.



National Bank for Agriculture and Rural Development,
Department of Premises, Security and Procurement
NABARD Jammu & Kashmir Regional Office,
Railway Road, Railhead Complex, Jammu-180012

Date of Issue of Tender	03 Dec 2024
Pre-Bid Meeting	09 Dec 2024, 1100 hrs.
Last date of submission	23 Dec 2024, 1400, hrs.
Date of opening of Technical Bids	24 Dec 2024, 1600 hrs.

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NOTICE INVITING TENDER

Nos. NB.JAMMU & KASHMIR RO/DPSP/92601 /2024-25

03 December 2024

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 Regional Office at NABARD, Jammu & Kashmir Regional Office, Jammu-180012.

National Bank of Agriculture and Rural Development (NABARD) is a Body corporate established under the Act of Parliament, having its Regional Office at Jammu & Kashmir, Jammu, 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 Jammu and various offices located (or to be located) across the UT of Jammu & Kashmir and Ladakh. Coverage includes own buildings, rental buildings and leased buildings. In this context, Bank intends to empanel Architect/PMC/Architect cum Project Management Consultant Architect cum Project Management Consultants 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)/Banks/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 including planning to execution to taking over which may require architect (designs, drawings / supervision) to civil (design/supervision/liasioning/taking statutory approvals.) etc.
 - (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) Liasoning with state agencies or authorities for any permissions, clearances, etc. if required and incidental to awarded work/assignment.
10. Any other specialized nature of work like electrical, HVAC, Structural design etc. not included in the scope of work required/ assigned by NABARD for which the firm/ agency does not have the technical experts on roll, it can hire technical person required for the work on actual cost basis with the prior approval from NABARD. In that case, no fee will be payable except the actual cost. Change in key personnel within organization is to be informed to NABARD immediately.
 11. **The applicant must have registered office in Jammu (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 agency/ firm or Architect or consultant 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 Commissioner (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 NABARD, Jammu & Kashmir Regional Office, Jammu in regard to selection of architect firm/ consultant will be final and binding on all bidder.
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 **09 December 2024 at 11:00 hour** Venue for the same will be NABARD, Jammu & Kashmir Regional Office, Railway Station Road, Adjacent to Saraswati Dham Jammu. 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. Tender Evaluation Committee constituted by the NABARD shall evaluate the Bids received through GeM-CPP portal/Procurement process. 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:

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(Urmil Lata)
Deputy General Manger