

**Tender for Empanelment
of Architects/Project Management Consultant (PMC) for
repair/ renovation/ maintenance/supervision of civil/
electrical/ electronic/ landscaping / pest control works
and other services for existing properties at
Bankers Institute of Rural Development (BIRD),
Mangaluru**



बैंकर्स ग्रामीण विकास संस्थान

BANKERS INSTITUTE OF RURAL DEVELOPMENT

(बर्ड, लखनऊ के साथ शैक्षणिक सहयोग के तहत नाबार्ड की स्थापना)

(An establishment of NABARD under academic collaboration with BIRD, Lucknow)

कृष्णा नगर रोड, बॉन्डेल, मंगलूरु -575008

Krishna Nagar Road, Bondel, Mangaluru -575008

फ़ोन: 0824-2888520, ईमेल आईडी: bird.mangaluru @nabard.org

Ph: 0824-2888520, Email-id: bird.mangaluru@nabard.org

निविदा की अनुसूची नीचे दी गई है / The Schedule of the tender is given below:

आरंभ करने की तिथि Start Date	20 अगस्त 2025 20 August 2025
आवेदन जमा करने की अंतिम तिथि Last Date for submission of applications	10 सेप्टेम्बर 2025 को शाम 5.00 बजे 05:00 PM of 10 September 2025



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Notice Inviting Tender

Ref. No. BIRD(M)/DPSP/A-51/ 74528/2025-26

Dated 20 August 2025

To,

.....

.....

Dear Sir,

Tender for Empanelment of Architects/Project Management Consultant (PMC) for repair/ renovation/ maintenance/supervision of civil/ electrical/ electronic/ landscaping / pest control works and other services for existing properties at Bankers Institute of Rural Development (BIRD), Mangaluru

1. BIRD-Mangaluru, NABARD invites quotation for "Appointment of Architects/ Project Management Consultant (PMC) for repair/ renovation/ maintenance/ supervision of civil/ electrical/ electronic/ landscaping / pest control works and other services for existing properties at Krishna Nagar, Bondel, Mangaluru, 575008. Accordingly, we invite competitive sealed offers from eligible Architect/PMC/Architect cum Project Management Consultant for various works of civil engineering, interiors, design, cost estimation and supervision works for the period of 02 years, The detailed scope of work is mentioned in the subsequent para.
2. 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.
3. 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.
4. 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).



5. 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.
6. Applicant having prior experience of working with Public Sector Undertakings (PSUs)/Banks/Govt. Office will be given preference as indicated in Evaluation Matrix.
7. The applicants should have following professionals on its roll:
 - a) At least three Graduate/Post-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 3 years of experience in planning/designing on their regular establishment, will be given preference.
 - b) The applicant should also have necessary draftsman support.
 - c) The technical personnel should be available for consultation/ furnishing required help in getting plans sanctioned, obtaining completion certificate from local authorities etc.
 - d) The applicant has to engage civil/electrical engineer for supervision of works within the quoted fees whenever any project work is in progress.
8. The fees payable for the consultancy services will be linked to the value of project/s awarded by BIRD, Mangaluru, 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 BIRD, Mangaluru and for which services have been rendered by the applicant.
9. 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 BIRD, Mangaluru in respect of the executed works for which the consultancy services have been availed.
10. The percentage basis fee shall be valid for a period of 18 months (i.e., from 01 October 2025 to 31 March 2027). The 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.



11. The applicant shall, with prior approval of BIRD, Mangaluru 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:
- a) Rendering end to end services as required by BIRD, Mangaluru 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/liaisoning/taking statutory approvals.) and electrical works.
 - b) 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), etc.
 - c) Liaisoning with state agencies or authorities for any permissions, clearances, etc. if required and incidental to awarded work/assignment.
12. **The applicant must have registered office in Karnataka (preferably in Mangaluru).**
13. Applications containing false and/or incomplete information are liable for rejection.
14. Decision of BIRD, Mangaluru about determining the selection of the Applicant/ Consultants shall be final. BIRD, Mangaluru is not bound to assign any reasons therefore and reserve the right to reject any or all offer.
15. 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 (₹ 1000/-) 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
16. Compliance to the guidelines of Central Vigilance Commissioner (CVC) and other statutory authority(ies) will have to be ensured by the agency/ consultant.
17. The decision of BIRD, Mangaluru in regard to selection of architect firm/ consultant will be final and binding on all bidder.
18. BIRD, Mangaluru 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. 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.
21. Interested applicants may submit their professional fees in the format (Price Bid) latest by 05:00 PM on 10 September 2025. The bidders shall quote their rates in the price bid and submit bid to GeM Portal. Every page of the bid should be sealed and signed by the authorised person of the firm.
22. Bids shall not contain any condition whatsoever and any conditional tender shall be rejected.
23. Quotations of those bidders will be considered, who fulfil the eligibility criteria mentioned elsewhere in this document.
24. BIRD, Mangaluru reserves the right to accept or reject any /all bid/s in part or whole of any firm /firms without assigning any reasons for doing so.

Sreenivasa

(P V Sreenivasa)

Assistant General Manager



Part 1- Technical bid



FORM OF TENDER

Joint Director

Krishna Nagar Road,
Bondel,
Mangaluru-575008

Date:

Dear Sir

Tender for Empanelment of Architects/Project Management Consultant (PMC) for repair/ renovation/ maintenance/ supervision of civil/ electrical/ electronic/ landscaping / pest control works and other services for existing properties at Bankers Institute of Rural Development (BIRD), Mangaluru

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

Our Bankers are:

i) _____

ii) _____

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

The names of Partners/Director/Proprietor of our firm/company are:

i) _____

ii) _____

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

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

i) _____

ii) _____

Yours faithfully

Place / Date

Signature & Seal



ELIGIBILITY CRITERIA

The firms having following Eligibility Criteria should submit bid:

- i) The Bidder shall be a registered Architectural Firm with at least three (03) years of experience in designing and providing architectural services, including design, planning, and project execution, as of 31 July 2025.
- ii) The firm should have valid registration with appropriate statutory authorities and should have licence for carrying out consultancy works.
- iii) The firm should have an annual turnover of minimum ₹2 Lakh during the last 03 financial years ending 31 March 2025.
- iv) Bidder must have successfully completed at least one or more similar kind of project of value equal to or more than ₹2 Lakh.
- v) Copy of work orders and performance / completion certificate should be submitted
- vi) The firm should have valid PAN and GSTIN. PAN should have been linked to Aadhar card.
- vii) The Bidder should not have been blacklisted by any government organization.
- viii) The bidder should indicate for civil suit/litigation, if any.
- ix) Registered office at Mangaluru/Karnataka (within the Municipal limits)
- x) Should be a member of Indian Institutions of Architects and Indian Council of Architecture.
- xi) Should have at least three qualified Graduate/Post-Graduate Architect (having adequate experience in planning, designing, construction, painting & renovation of buildings) on their regular establishment for not less than 7 years, as on 31.07.2025
- xii) Should have at least one Graduate in Civil and Electrical Engineer each with minimum 7 years of experience in planning, designing and supervision of buildings and other allied works as on 31.07.2025.



DUTIES / FUNCTIONS OF ARCHITECT/ CONSULTANT

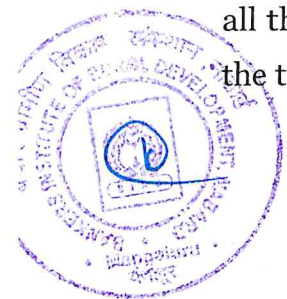
The Architect/Consultant shall render the following services in connection with BIRD, Mangaluru's proposed for repair/ renovation/ maintenance/supervision of civil/ electrical/ electronic/ landscaping / pest control works and other services for existing properties:

1. Taking BIRD, Mangaluru's instructions, studying the requirements, visiting the site, preparing layout plans (3 D sketch, if required) wherever required which shall be in accordance with local governing codes / standards, regulations, etc. and also in line with the BIRD, Mangaluru's Guidelines (including carrying out necessary revisions till the layout plans are finally approved by BIRD, Mangaluru), preparing cost estimates (bill of quantities) based on latest schedule of rates / market rate for various works and services substantiated by rate analysis for major/unusual items. Discussing with BIRD, Mangaluru for finalization of estimates and preparing report on the scheme to enable BIRD, Mangaluru to take a final decision on the sketch designs (if required) and estimates.
2. Submitting a proper program chart incorporating all the activities required for the completion of the proposed work well in time. The program should also include various stages of services to be done by the Architect/ Consultants in co-ordination with BIRD, Mangaluru.
3. Carrying out detailed site investigation and surveying after obtaining necessary permission from BIRD, Mangaluru.
4. Concept design and drawings of any typical floor shall also include related civil. Electrical, HVAC, Fire safety works in consultation with officers of BIRD, Mangaluru. The designs and drawings so proposed should conform to the requirements for issue/ renewal of fire compliance certificate from Competent Authority. No structural alteration will be carried out for execution of interior works.
5. Prepare architectural and working drawings, make structural calculations, and prepare all structural, mechanical, sanitary, plumbing, drainage, lift and electrical drawings, specifications, detailed estimates of cost and furnish such other particulars as may be necessary for preparation of the bill of quantities.
6. On approval of concept design by BIRD, Mangaluru, submitting required drawings to the Municipality and other local authorities and obtaining their

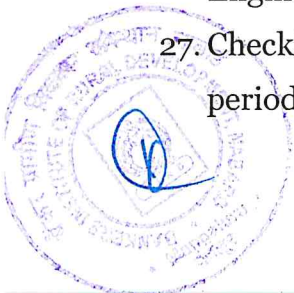


approval wherever required as per prevailing rules. Any fee in this regard shall be paid by BIRD, Mangaluru on submission of demand note or receipt.

7. Submitting an annual schedule of works / services along with annual budget based on various activities/ works/ services to be undertaken. Preparing detailed working drawings and preparing detailed estimates and all such other particulars as may be necessary for preparation of bill of quantities.
8. Preparing preliminary project cost estimate with detailed specifications on the approved concept design for financial sanction of the project.
9. Preparing final project cost estimate with detailed specifications and rate analysis after incorporating necessary corrections, if any, as suggested by BIRD, Mangaluru.
10. Preparing detailed tender documents for the work complete with articles of agreement, special conditions, conditions of contract, specifications, bill of quantities including detailed analysis of rates based on market rates, time and progress charts, etc.
11. Assist BIRD, Mangaluru during tendering process and for selection/ prequalification of contractors/ vendors.
12. All work shall be completed as required, and the consultant may not claim that the value of the work exceeds a specified amount.
13. Conducting visits to similar offices or showrooms of materials proposed to be used in project.
14. Day to day monitoring of works to ensure the quality and workmanship of all parts of the project during implementation and report to BIRD, Mangaluru.
15. Conducting discussions/ deliberations/ presentations, etc. with officials/ top management/ representatives of BIRD, Mangaluru with respect to the project.
16. Inviting tenders for all trades and submitting assessment reports thereon, together with recommendations specifying abnormally high and low rated items. Preparing contract documents for all trades and getting them executed by the concerned contractors. (All commercial conditions shall be evaluated in financial terms instead of merely saying whether a condition may be accepted or not. When conditions are not susceptible to evaluation, the alternative procedure of calling all the tenderers for negotiation and asking them to submit a final bid based on the terms and conditions acceptable to BIRD, Mangaluru may be adopted.)



17. Preparing for the use of BIRD, Mangaluru, contractor and site staff, 4 copies of contract documents for all trades including all drawings, specifications and their particulars.
18. Arrange progress review meetings at monthly/ weekly intervals as required with the contractors/ vendors with BIRD, Mangaluru officials, preparation of the minutes of the meeting and circulate the minutes to all the concerned parties.
19. Appoint 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.
20. Engaging the services of well-qualified Civil, Electrical, HVAC, Fire safety consultants. *No extra payment shall be made by BIRD, Mangaluru in this regard.*
21. The Consultant shall be responsible for operations in Government procurement portals such as GeM, CPPP, etc. for identification/specification of goods/services/works, order placement, viz. Direct Purchase, Comparison, custom bid, open tender, etc., evaluation, coordination with authorities, problem solving, etc.
22. Preparing such further details and drawings as are necessary for proper execution of the work.
23. Assuming full responsibility for supply of materials and proper execution of all work by general and specialist contractors who are engaged from time to time including control over quantities during the execution to restrict variation, if any, to the minimum.
24. Assisting BIRD, Mangaluru in maintaining milestones of execution and quality control.
25. Architect/ Consultant shall not authorize any deviations or substitutions in the work without working out the financial implication, if any, to the Contractor and without obtaining prior approval of BIRD, Mangaluru.
26. Assisting BIRD, Mangaluru in appointing a full time / temporary site Engineer / Consultant for supervision of construction, interior furnishing and guiding the site Engineer / Consultant, if required.
27. Checking measurements of work at site. Checking Contractor's bills, issuing periodical certificates for payments, and passing and certifying accounts, so as to



enable BIRD, Mangaluru to make payments to the Contractors and adjustments of all accounts between the Contractors and BIRD, Mangaluru. Architect/ Consultant shall assume full responsibility for all measurements certified by them. A recommended certification proforma for the purpose is given below:

“Certified that the various items of work claimed in this running bill/ final bill by the Contractors have been completed to the extent claimed and at appropriate rates and that the items are in accordance with and fully confirming to the standard / prescribed specifications and hence the bill is recommended for payment of Rs..... (Rupees.....)”

28. Obtaining approval of Municipality and such other authority for the work completed wherever required and assisting in obtaining refund of deposit, if any, made by BIRD, Mangaluru to the Municipality or any such other authority.
29. Preparing a document of the completed work in digital mode on completion of the work and submit the same along with important drawings of the project for the records of BIRD, Mangaluru.
30. The Architect/ Consultant has submitted the progress report of the works being executed on fortnightly basis for review of BIRD, Mangaluru.
31. The Architect/ Consultant shall be wholly and solely responsible for the successful completion of the work in all respects consistent with safety and structural stability from the inception up to the handing over for occupation to BIRD, Mangaluru.
32. The Architect/ Consultant shall assist BIRD, Mangaluru in all arbitration proceedings between the contractors and BIRD, Mangaluru and also defend BIRD, Mangaluru in such proceedings.
33. The Architect / Consultant shall submit a Self-Assessment Report every year for review by BIRD, Mangaluru.
34. 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.
35. Any other services connected with the work usually and normally rendered by the Architect/ Consultant but not referred to herein above.
36. Liquidated damages for delay in completion of the work on part of consultant will be levied at 0.25% of the value of the work order for every week of delay or part



thereof, subject to maximum of 5% of the value of work order. Liquidated damages can be waived by BIRD, Mangaluru subject to receipt of suitable explanation from agency that reasons for delay are beyond control of the agency and same being accepted by competent authority.

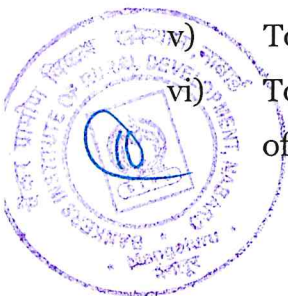
37. The duties and functions of the Architect mentioned above are only indicative and not exhaustive.
38. BIRD, Mangaluru at its own discretion can reduce or enhance the area to be covered in the project or abandon the project itself. The consultant shall be paid on the basis of actual work done in such case.

PROJECT MANAGEMENT CONSULTANTS:

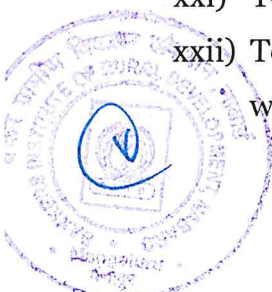
In large projects it may be necessary to engage a Project Management Consultant (PMC) for the day-to-day supervision, measurement, testing and quality control, bill certification and project scheduling, monitoring and control of time and cost. They also keep watch on the supply of working drawings, design, specifications, and decisions for any change in detail or design, by the Architect in time. In case of critical structures or designs, they may be entrusted with the responsibilities of checking Architect's structural design and bill of quantities also.

Responsibilities of the Project Management Consultant

- i) To assist the Bank in the empanelment of Contractors including speedy processing of various formalities involved.
- ii) To scrutinise the draft tender for various works and incorporate missing items, if any, in the draft tender as per standard amenities and the site requirements.
- iii) To assist the Bank in opening of tenders.
- iv) To obtain and scrutinise recommendations of the Architects for award of contract with comparative statement of rates (where the scope of contract with the Architects includes such services), to scrutinise the tenders in detail and forward the recommendations along with Architects' recommendations wherever necessary to the Bank.
- v) To assist the Bank in execution of contract documents if required.
- vi) To scrutinise and proof check all the working drawings structural calculations of all trades for execution of the work.



- vii) To execute projects within set time and cost frames by following approved methods for monitoring viz., PERT/Bar Chart, etc. and assume responsibility for timely completion and ensure proper quality of work through his engineers posted at site.
- viii) To enforce and administer contractors to ensure execution according to the conditions, specifications, and drawings.
- ix) To ensure quality of works executed by undertaking necessary quality control measures.
- x) To exercise administrative, technical, and financial controls on the work in Progress.
- xi) To ensure quality, timely completion, correct measurements, timely certification of bills, test checks, accounting for steel and cement, determination of rates for extra/variation items.
- xii) To work out time schedule for certification and payment of bills including keeping close watch for timely payment to contractor.
- xiii) To ensure timely submission of progress reports by the site staff.
- xiv) To attend site meetings, record minutes of such meetings and circulate the same amongst the concerned parties in good time. Minutes of such meetings shall reach the Bank within 03 days from the date of such meeting.
- xv) To attend to necessary correspondence with Site Engineers, Architects, and BIRD, Mangaluru with a view to keep all concerned duly informed of progress, developments, decisions, supply of drawings and details etc.
- xvi) To assist Bank in approving samples of various fittings, fixtures, and materials to be used on work in consultation with Architect and the Bank.
- xvii) To ensure that necessary registers are maintained at site by periodical verification.
- xviii) To ensure that all the tests are carried out at site as per tender stipulations and that test reports conform to relevant BIS specifications.
- xix) To take remedial measures and appropriate action in cases where test reports are not conforming to BIS specifications.
- xx) To issue all instructions specifically in writing.
- xxi) To effect economy and avoid wastage/wasteful expenditure.
- xxii) To identify abnormally high and abnormally low quoted rates and carefully watch the execution of such items to avoid undue benefit to the contractors.



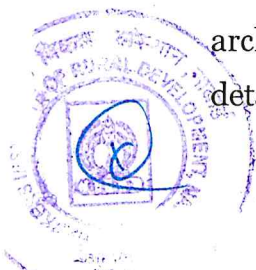
xxiii) To assume full responsibility for supervision and proper execution of the project with special reference to quality, stability, and structural safety of the building.

xxiv) To attend meetings/discussion in BIRD, Mangaluru whenever required to do so.



GENERAL TERMS AND CONDITIONS

1. Bids containing false and/or incomplete information are liable for rejection.
2. The decision of BIRD, Mangaluru in regard to determining the selection of the applicant/ Consultants shall be final. BIRD, Mangaluru 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. The engagement is for a period of 18 months (i.e., from 01 October 2025 to 31 March 2027) subject to annual review every year. If the services provided are found to be unsatisfactory, BIRD, Mangaluru reserves the right to cancel the engagement.
5. The architect/consultant must have own adequate technical set up in **Karnataka** so that the works may be attended to well in time.
6. The issue of letter of award of work in GeM and/or by BIRD, Mangaluru shall be construed as a binding contract.
7. If the Consultant is a joint venture/consortium/group/partnership of two or more persons, all such persons shall be jointly and severally liable to BIRD, Mangaluru for fulfilment of the terms of contract. Such persons shall designate one of them to act as leader with authority to sign. The joint venture/consortium/group/partnership shall not be altered without an intimation to BIRD, Mangaluru.
8. The Consultant shall not use logo, name, identity, or letterhead of BIRD, Mangaluru and the relationship between the Consultant and BIRD, Mangaluru being on principal-to-principal basis, the tenderer shall not hold himself/herself as an agent of BIRD, Mangaluru, unless explicitly declared by BIRD, Mangaluru.
9. The Consultant shall not use BIRD, Mangaluru's address on their letterhead for the purpose of registration with any Government/Local Body or any other organisation or person and no tenancy shall be created by presence of their personnel on the BIRD, Mangaluru's premises.
10. The architect/consultant must have sufficient number of experienced personnel, technical know- how, equipment's, instruments and other resources to render the required services as per the specifications given by BIRD, Mangaluru.
11. BIRD, Mangaluru reserves the right to inspect the facilities of the architect/consultant to verify the genuineness and to ensure conformity with the details given in the bid.



12. BIRD, Mangaluru reserves the right to reject any or all the applications without assigning any reason whatsoever thereof and will not entertain any correspondence.
13. Applications received after due date and time and which are incomplete in any respect, are liable to be rejected without any notice.
14. **Confidentiality:**
- i) The Consultant shall ensure that complete confidentiality is maintained by them and all its personnel, with regard to all information relating to BIRD, Mangaluru. Unless required under law, the Consultant assures BIRD, Mangaluru that neither the Consultant nor any of its personnel/ representative/ agent shall at any time divulge, disclose or make known to any third parties any business process or date, trust, accounts, matters or transactions whatsoever pertaining to BIRD, Mangaluru.
 - ii) The details of the proposed service shall be treated as confidential information between BIRD, Mangaluru and the Consultant. Any such information shall not be passed on in part or in full to any third party without BIRD, Mangaluru's prior written approval.
 - iii) The Consultant agrees that it shall take adequate measures to protect the secrecy/confidentiality of and avoid disclosure and unauthorized use of confidential/sensitive information. The Consultant shall immediately notify BIRD, Mangaluru, in writing, upon discovery of any threatened breach, actual loss, or unauthorized disclosure of confidential/sensitive information.
 - iv) The persons deployed shall, during the course of their work be privy to certain qualified documents and information which they are not supposed to divulge to third parties. In view of this, they shall be required to take oath of confidentiality and breach of this condition shall make the Consultant as well as person deployed liable for penal action under the applicable laws besides, action for breach of the Contract.
15. **Assignment:** The Consultant shall not assign, transfer, pledge or make other dispositions of this contract or any part thereof, or any of the consultant's rights, claims or obligations under this 'contract except with the prior written consent of BIRD, Mangaluru.
16. **Subcontracting:** In the event the Consultant requires the services of sub-contractors, the Consultant shall obtain the prior written approval and clearance



of BIRD, Mangaluru for all sub-contractors. The approval of BIRD, Mangaluru shall not relieve the Consultant of any of its obligations under this contract including active superintendence of the work at any stage. The terms of any sub-contract shall be subject to and conform to the provisions of this contract.

17. Intellectual Property:

- i) All documents, drawings, samples, data, associated correspondence, or other information furnished by or on behalf of BIRD, Mangaluru to the Consultant and/or collected by the Consultant to perform services under and/or in connection with this contract, whether such information has been furnished before, during or following completion or termination of the contract, are confidential and shall remain the property of BIRD, Mangaluru and shall not, without the prior written consent of BIRD, Mangaluru, neither be divulged by the Consultant to any third party nor be used by the Consultant for any purpose other than services and work required for the performance of this Contract.
- ii) All rights to any intellectual property conceived or produced by the Consultant for BIRD, Mangaluru in the course of performing the Consultancy Services and all information (including information that is in electronic form), working papers, reports, or other papers collected or produced by the Consultant for the purpose of providing the Consultancy Services are the property of BIRD, Mangaluru from the date that property is created or developed and the Consultant waives in favour of BIRD, Mangaluru any moral rights that the Consultant may have.
- iii) Existing intellectual property: It is understood and agreed that the Consultant shall retain all of its rights in its proprietary information including, without limitation, its methodologies and methods of analysis, ideas, concepts, expressions, know-how, methods, techniques, skills, knowledge, and experience possessed by the Consultant prior to, or acquired by the Consultant during, the performance of this Contract and the Consultant will not be restricted in any way with respect to the same.

18. Right to Alteration / Option Clause: BIRD, Mangaluru reserves the right to alter quantities / Scope of Work / additions / deletion of services and/or works/goods on the same terms and conditions and prices and costs including service charges upto 100% to be paid extra at the discretion of BIRD, Mangaluru at any time, till final delivery (or the extended delivery) or during contract period



by giving reasonable notice even though the quantity/services ordered initially has been supplied in full before the last date of the delivery (or the extended delivery).

19. Modifications/Amendment of Contract: All modifications leading to changes in the contract with respect to technical or commercial aspects including terms of completion period shall be considered valid only when amendment to the Contract is issued by BIRD, Mangaluru. The modification or amendment of the contract for an adjustment in the contract price and/or completion date in accordance with the applicable provision of the contract, if any, shall be subject to mutual agreement. BIRD, Mangaluru shall not be bound by any printed conditions or provisions in the Contractor's bid forms or acknowledgement of contract and other documents which is meant to impose any condition at variance with or supplemental to contract. The decision of BIRD, Mangaluru in this regard shall be final and binding on the Contractor.

20. Amendment in Statutory Variations: All statutory variations leading to increase in the cost of the contract will be settled as per decision of BIRD, Mangaluru .

21. Force Majeure:

- i) The parties shall not be liable for default or non-performance of obligations under the contract, if such default or non-performance of the obligations under this contract is caused by Force Majeure.
- ii) For the purpose of this clause. "Force Majeure" shall mean an event beyond the control of the parties, due to or as a result of or caused by acts of God, wars, insurrections, riots, earthquake, fire, strikes, tempest, etc. events not foreseeable but does not include any fault or negligence or carelessness on the part of the parties, resulting in such a situation.
- iii) In the event of any such intervening Force Majeure, each party shall notify the other party in writing of such circumstances and the cause thereof immediately within five calendar days. Unless otherwise directed by the other party, the party pleading Force Majeure shall continue to perform/render/dischage other obligations as far as they can reasonably be attended/fulfilled and shall seek all reasonable alternative means for performance affected by the Event of Force Majeure. If the performance of any obligation under the contract is prevented or delayed by reason of the event beyond a period



mutually agreed to, if any, or seven days, whichever is more, either party may at its option terminate the contract.

iv) Notwithstanding the above, the decision of BIRD, Mangaluru shall be final and binding on the Tenderer.

22. Failure to exercise BIRD, Mangaluru 's rights: Any omission on the part of BIRD, Mangaluru at any time to exercise any of its rights under the terms of engagement of the catering Contractor shall not be deemed to amount as waiver on the part of BIRD, Mangaluru of its rights and in no way impair or affect the validity of the terms and the privilege of BIRD, Mangaluru to enforce its rights at any time subsequently.

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

24. Compliance to the guidelines of Central Vigilance Commissioner (CVC) and other statutory authority (ies) will responsibility of the Consultant.

25. Insurance for staff deputed to BIRD, Mangaluru site shall be taken by consultant to cover any claim due to accident at workplace or various sites across Mumbai. The amount of cover will be minimum Rs 10 Lakh per person. If the consultant has already taken group insurance cover for its staff, copy of the same shall be submitted to BIRD, Mangaluru.

26. The salary, allowances, TA, any statutory payment etc in respect of staff deputed by consultant shall be borne by the consultant. The percentage fee quoted by consultant must include all such expenditure, profit, overheads etc involved in completion of consultancy project.

27. Replacement of staff/ professional: If any of the staff deputed by consultant for supervision of work during execution is found to be unfit by BIRD, Mangaluru, or behaviour of such staff/ professional is found to be unsuitable, the Consultant shall replace such person within 7 days from receipt of communication from BIRD, Mangaluru.

28. Any communication sent to Consultant by Registered post / Speed post / e mail id indicated by him in information sheet shall be deemed to have been served.

29. BIRD, Mangaluru reserves the right to abandon the work at any stage of completion due to any reason whatsoever, no claim shall be entertained by BIRD,



Mangaluru on this account. However, the consultant shall be paid for consultancy fee for work done up to stage.

30. Other Terms and Conditions:

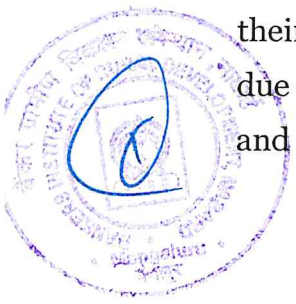
- i) Before quoting the fees, the Consultant at his own cost, if desires so, shall visit and inspect the site/s and shall make his own assessment about the site conditions, nature of assignment and type of works to be executed.
- ii) The Consultant will be selected according to BIRD, Mangaluru's procurement policy and guidelines amongst the empanelled firms. Depending upon the size of project, BIRD, Mangaluru reserves its right to appoint consultants as per GFR guidelines and BIRD, Mangaluru expenditure rules and quotations can be called for any work.
- iii) The Consultant shall depute sufficient number of technical personnel in the project for daily supervision, monitoring, quality control and measurements to ensure smooth progress of the project as scheduled. Only those personnel will be allowed to supervise/monitor the work whose details are indicated in Annexure II /Statement II or otherwise mutually agreed by both the parties. Changes in key personnel needs to be intimated to BIRD, Mangaluru immediately.
- iv) In case the empanelled firm fails to accept the offer, Bidder with next higher total marks under QCBS selection process can be offered empanelment.
- v) Transfer of Interest: The Consultants shall not assign, sublet or transfer their interest in this Agreement, without the written consent of BIRD, Mangaluru .

31. Professional Liability Insurance Clause:

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

32. Termination of Agreement/Exit Clause:

- i) The agreement herein may be terminated at any time by either party by giving a written notice of One month to the other party. Even after the termination of their employment, the Consultants shall remain liable and be responsible for due certification of the works done hitherto and acts performed till termination and approval of any bills submitted by the contractors at any time in respect of



the works executed till such termination. If any winding up proceedings are contemplated or initiated against the Consultants, BIRD, Mangaluru shall be entitled to terminate the agreement and entrust the work to any other Consultant.

ii) If the Consultants shall close their business or there is change in business composition due to any reason by which key consultants can no more act as consultants, then the Agreement shall stand terminated.

iii) In case:

a) the Consultants fail to adhere to the time schedule stipulated by BIRD, Mangaluru therein or the extended time which may be granted by BIRD, Mangaluru in his sole discretion, OR

b) there is any change in the constitution of the Consultants' company or firm for any reason whatsoever, BIRD, Mangaluru 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 (a) or (b) or (c), the Consultants shall not be entitled to fees, or compensation, except the fees payable to them up to the stage of work actually done, which shall be solely decided and determined by BIRD, Mangaluru .

v) In case of termination under sub-clause (a) or (b) or (c), BIRD, Mangaluru 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 BIRD, Mangaluru and from the date of such termination, without demur.

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



TERMS & STAGES OF PAYMENT

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

Sl. No.	Condition for release of payment	Particulars of payment
1	After approval of sketch designs and Preliminary cost estimates.	10% of the fee based on agreed estimated cost
2	Preparation of necessary drawings and obtaining sanction of the Municipal and other concerned authorities wherever applicable and submission of priced schedule of quantities and detailed estimates with rate analysis.	10% of the fee based on agreed estimated cost, less payments made earlier.
3	Submission of "as made" important drawings to BIRD, Mangaluru as specified.	10% of the fees based on the value of work, less payments made earlier.
4	Preparation of detailed tender documents, detailed working drawings, inviting tenders and submitting report/recommendations on the tenders received for award of the job.	20% of the fee based on the tender amount, less payments made earlier.
5	Supervising the work, certifying Contractors' bills till the work are completed and submission of final certificate and obtaining completion certificates from Municipal and any other authorities wherever applicable.	40% of the fee based on the value of work executed; less payments made earlier.
6	Completion of Work	10% of the fees based on the value of work, less payments made earlier.

- i) The fees will be calculated as percentage quoted on actual cost of works executed and supervised by the Consultant and paid to the contractors. The items of works, which are carried out by BIRD, Mangaluru directly, shall be excluded from the aforesaid actual cost to be considered for calculation of fee. The Consultant's fee includes all expenses related with salaries of site Engineer, other officers/staff, Consultant fee and profits, local conveyance, TA, DA etc. for visiting to our office and site/s for review meetings/inspection of works.
- ii) All payments will be made by BIRD, Mangaluru based on GST invoice submitted by the Consultant and certified by the concerned official of BIRD, Mangaluru to the effect that services are satisfactory, and the complaints

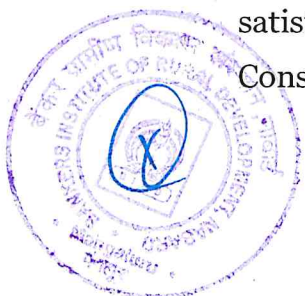


conveyed to the Consultant are attended to as per the Scope of Work. The Consultant must get signature of the concerned official of BIRD, Mangaluru after completion of respective order/s on the bill/s. The bills for maintenance and related works for reimbursement purposes, if any, should be raised separately.

- iii) No additional payment shall be made if the Consultant keeps more staff at a site for completing the pending work or if the minimum staff strength is not able to perform satisfactorily as per the contract provisions.
- iv) No advance payment shall be made. Further, the Consultant will not link payment to his manpower with the settlement of bills by BIRD, Mangaluru.
- v) No escalation in rates on any account will be permitted during the contract period. Also, no subsidy will be given over the quoted rates.
- vi) If in the opinion of BIRD, Mangaluru, the work done by the Consultant is not satisfactory, BIRD, Mangaluru may decide depending upon the merit of the work to deduct such amount from the monthly bill amount as it may deem fit.
- vii) If, as a result of post payment audit/inspection, any overpayment is detected in respect of any work done by the Consultant or alleged to have done by the Consultant under the tender, it shall be recovered by BIRD, Mangaluru from the Consultant. If any underpayment is discovered, the amount shall be duly paid to the Consultant by BIRD, Mangaluru.
- viii) The Consultant shall not be entitled to any compensation for any loss suffered by him on account of delay in commencing or executing the work, whatever the cause of delay may be, including delay arising out of modification to the work entrusted to him or in any sub-contract connected therewith or delay in awarding contracts for other trades of the project or in commencement or completion of such works or for any other reason whatsoever and BIRD, Mangaluru shall not be liable for any claim in respect thereof.
- ix) BIRD, Mangaluru does not accept liability for any sum besides the tender amount, subject to such variations as are provided for herein.

Note:

- If the services rendered by the Architect / Consultant are found to be unsatisfactory, suitable deduction shall be made from the fees of the Architect / Consultant @5% of the architectural fees.



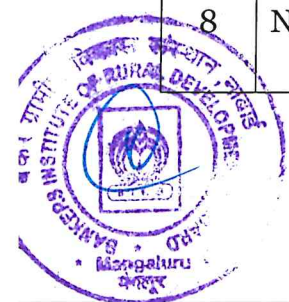
- In case the work awarded involves only certain stages, payments for that part/stage only will be eligible for payment as per the above schedule. For example, if only supervision of works has been entrusted to, then payments will be made for only that part.



BASIC INFORMATION

I / We am / are desirous of participating in the bid for Appointment of Architects/Project Management Consultant (PMC) for repair/ renovation/ maintenance/supervision of civil/ electrical/ electronic/ landscaping / pest control works and other services for BIRD, Mangaluru as detailed under scope of work, and hereby apply for the same. I/we give the following details for your consideration:

Sl. No.	Particulars	Details
1	Name and registered office address, e-mail ID and contact details of the firm	
2	Whether proprietorship/partnership firm etc with full details of other partners/ associates /resource persons, including their name, professional qualification, work experience etc.	Details to be furnished in the prescribed proforma (Statement- I)
3	Name, qualification and experience of technical experts and other personnel employed in the firm	Details to be furnished in the prescribed proforma (Statement- II)
4	Whether registered as a member of Institute of Architects/ or Indian Council of Architecture	Furnish details with documentary evidence
5	Details of experience as practicing architects/ consultants	Attach a separate sheet
6	Important projects executed during last 5 years by the firm together with estimated cost of individual project. The work orders/completion certificates from clients to be enclosed.	Details to be furnished in the prescribed proforma (Statement- III)
7	Whether the firm/ applicant is empanelled with Reserve Bank of India/ State Bank of India/ SEBI/ Central Govt/ State Govt. If yes, please enclose documentary evidence	
8	Name and address of Bankers of the applicants	



9	Turnover of the firm during last three financial years (₹ lakh) upto 31.03.2025	FY2022-23 - FY 2023-24 - FY 2024-25 -
10	List of registration with other firms/ Organizations	
11	Proof of the registration of Shops and Establishment and the GST	Attach Self attested copies
12	Location of Office in Karnataka with proof	
13	Telephone nos. & contact details of key persons	

Note:

- All copies submitted by the prospective bidder shall be self- attested failing which, bid submitted is liable for rejection.
- Submission of work order copies against experience criteria without providing work completion certificate may not be considered by BIRD, Mangaluru.

Place:

Date:

(Signature and Full Name of the authorized person with seal on behalf of Firm/Agency/Contractor)



BANK DETAILS

Sl. No.	Particulars	Information to be filled in by applicant
1	Name of the Firm/ Agency/Contractor	
2	Category (Individual/partnership/ proprietor/company etc.)	
3	Name of the Account Holder	
4	Registered Address of the Firm	
5	Name of the Bank's branch and Address	
6	Bank's Code and Branch's Code	
7	IFSC Code of the Bank's Branch	
8	Type of Account (Current/ Saving/Cash credit)	
9	Account Number	
10	PAN	
11	Service Tax Registration Number	
12	GSTIN	
13	TAN Number	
14	Other details, if any	

Please enclose:

- i) A self-attested copy of cancelled cheque of the bank account,
- ii) A self-attested copy of PAN.
- iii) A self-attested copy of GSTIN.

Place:

Date:

(Signature and Full Name of the authorized person with seal on behalf of Firm/Agency/Contractor)



LIST OF DOCUMENTS TO BE SUBMITTED

(along-with application by uploading the same at appropriate links on GeM portal)

1. Constitution of the firm, Memorandum/ Association of Agreement
2. Power of Attorney, if any
3. Audited Balance Sheet for last three FYs (FY 2022-23, FY 2023-24, FY 2024-25).
4. IT Return for last three FYs (FY 2022-23, FY 2023-24, FY 2024-25).
5. Particulars of firms/ partners (Statement I)
6. Particulars of Technical/ Other personnel (Statement II)
7. List of important projects executed by the firm during last five years costing ₹10.00 lakh and above for civil works and ₹5.00 lakh and above for Electrical/ air Conditioners/ Interiors etc. (Statement III). Work orders from client to be enclosed.
8. List of important projects under execution by the firm during last two years costing ₹ 10.00 lakh and above for civil works and ₹5.00 lakh and above for Electrical/ air Conditioners/ Interiors etc. (Statement III). Work orders from client to be enclosed.
9. Self-attested copies of the registration under Shops and Establishment Act and the GST.



ARTICLES OF AGREEMENT

(On Non-judicial stamp paper of ₹1000/-)

THIS AGREEMENT is made at _____ on this _____ day of _____ 2025.

BETWEEN

National Bank for Agriculture and Rural Development, a body corporate established under an Act of Parliament viz. the National Bank for Agriculture and Rural Development Act, 1981 having its Head office at C-24, 'G' Block, Bandra-Kurla Complex, Bandra(East), Mumbai-400051 and Bankers Institute of Rural Development, Krishna Nagar Road, Bondel, Mangaluru - 575008 hereinafter referred to as "**BIRD, Mangaluru**" (which expression shall, unless repugnant to the context or meaning thereof, means and includes its successors and assigns) of the **ONE PART**

AND

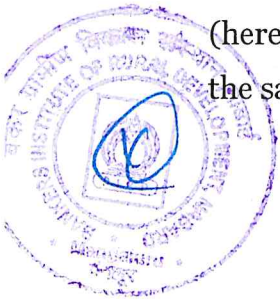
M/s. _____, a firm/society/company registered/incorporated under the Companies Act, 1956 Act and having its registered office at _____ hereinafter referred to as the "**Architect**" which expression shall, unless repugnant to the context or meaning thereof, mean and include its successors, liquidators, administrators and assigns) of the **OTHER PART**.

*(BIRD, Mangaluru and the Architect are collectively hereinafter referred to as "**the parties**")*

WHEREAS

1. BIRD, Mangaluru, being desirous of getting the consultancy services from Architect cum Project Management Consultant for various civil, interior works, design and cost estimation for repairs/renovation of BIRD, Mangaluru (hereinafter referred to as "**the said works**") of its premises at Krishna Nagar Road, Bondel, Mangaluru -575008.

(hereinafter collectively referred to as "**the said Premises**") for the period 01.09.2025 to 31.03.2027 (hereinafter referred to as "**the said Period**"), had, vide its letter No. _____ dated _____, issued a "Notice Inviting Tender" (hereinafter referred to as "the NIT") inviting bids for providing the said works at the said Premises. The NIT is to be read as part and parcel of this Agreement.



2. The Architect had, vide its letter dated, submitted its Tender for undertaking the said works at the said Premises.
3. BIRD, Mangaluru, vide its Letters of Intent No. dated had selected the Architect for carrying out the said works at the said Premises.
4. The parties hereby agree, record and confirm the various terms and conditions for carrying out the said works at the said Premises hereinafter appearing.

NOW THIS INDENTURE WITNESSES AS FOLLOWS:

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

1. BIRD, Mangaluru shall pay the Consultant the said fee/amount or such sum as shall become payable at the times and in the manner specified in the said conditions.
2. The said Conditions and Appendix thereto and the documents attached hereto shall be read and construed as forming part of this Agreement and the parties hereto shall be respectively abide by, submit themselves to the said Conditions and the correspondence and perform the agreements on their part respectively in the said conditions and the documents contained herein.
3. This Agreement and documents mentioned herein shall form the basis of this contract.
4. The Consultant shall afford every reasonable facility for execution of the said work.
5. Time and Quality of work shall be considered as the essence of this contract, and the Consultant hereby agrees to complete the entire work within the time period prescribed in the Time schedule reckoned from the date of issue of work order subject nevertheless to the provision for extension of time.
6. All payments by BIRD, Mangaluru under this contract will be made only through Online/electronic mode.
7. All disputes arising out of or in any way connected with this agreement shall be deemed to have arisen at Mangaluru and only Courts in Mangaluru shall have the jurisdiction to determine the same to the exclusion of all other courts.
8. That all the parts of this contract have been read by the Consultant and fully understood by him/her.

9. Period of Contract will be for 18 months from the date of execution of the agreement which may be further renewed based on the efficiency of the services as determined through review by BIRD, Mangaluru for a period of one year at existing rates.
10. This agreement is being executed in duplicate, BIRD, Mangaluru should keep the original and the **Architect** shall keep the duplicate.
11. The Architect shall bear the stamp duty on this agreement for both the original and the **duplicate** copies.

In **witness** whereof the parties hereto, have caused their presence to be signed on the above by the duly authorised officials at the place and on the day, month and year first herein above written.

Signed, sealed and delivered

Signed, sealed and delivered

By Shri _____
DGM/ GM

By Shri _____

For & on behalf of BIRD, Mangaluru

the duly authorized signatory
for & on behalf of the Bidder

In the presence of

In the presence of

1

1

2

2



AFFIDAVIT

(on a non-judicial stamp paper of Rs. 100/- duly notarized)

DECLARATION

I,, sole proprietor/ partner/ authorized signatory of M/s., sole proprietorship/partnership firm/public/private limited company, having its principal place of business/ registered office at (Full Address) do hereby solemnly affirm and declare as under:-

That I am the sole proprietor of M/s _____

Or

That ours is partnership firm having partners as under:-

Full Name of partners:

- (a)
- (b)
- (c)
- (d)

Or

That ours is a private limited/public limited company incorporated in terms of the provisions of the Companies Act, 1956/Companies Act, 2013.

(Delete which is not applicable while typing affidavit)

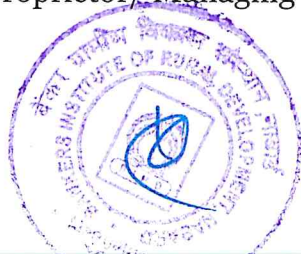
If proprietorship, a registration certificate for the same/if partnership Firm, partnership deed is to be enclosed, if private limited/public limited company, Certificate of incorporation and Memorandum & Articles of association to be submitted. All the partners/ directors should sign the affidavit or the person authorized by all the partners or one of the Directors duly authorized by Board Resolution in case of Company can sign with authority letter from all the partners/or Board Resolution in case of Company is to be enclosed.

2. That I hereby confirm and declare that my/our firm/company M/s is not blacklisted/delisted or debarred or on Holiday list with any company of Private/Public Ltd. or Government Company/Govt. dept. from participating in the tender as on date.

3. I know that to swear a false affidavit is a crime under the law and with such knowledge only I have swear this Affidavit.

(Signature of the Proprietor/ Managing Partner/Director with Seal)

DEPONENT



Verified at on that the contents of paras 1 to 3 of this affidavit are true and correct and no part of this is false and nothing material has been concealed or falsely stated therein.

(Signature of the Proprietor/ Managing Partner/ Director with Seal)

DEPONENT

(Signature & Seal of Notary)



ANNEXURE- I: WORK EXPERIENCE

LIST WORKS COMPLETED DURING LAST THREE YEARS

Sr. No.	Name & Location of work	Cost of work	Name of owner	Full address	Name of the contact person from owner's side for whom work was executed.	Contact no. of the contact person of the owner	Email id of the contact person	Completion period		Whether the work was left incomplete (Reasons if any for delay in completion of work) or contract was terminated from either side (give full details)	Any other relevant information
								Stipulated	Actual		
1	2	3	4	5	6	7	8	9	10	11	12

NOTE: To enable us to process your application, please ensure that complete present Postal Address including Pin Code and latest Telephone Numbers / Email Address etc. are furnished under Column Nos. 2 above and "Completion Certificate" from client / owner for each work listed above has been enclosed, bearing above details.
(Please Attach sheets, if required)



SIGNATURE & SEAL OF CONSULTANT

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

Sl. No.	Name	Qualification	Consultancy experience (years)	Work/ projects handled costing more than ₹ 10 lakh for civil works and ₹ 5 lakh for electrical/ AC/ Interior design	Name of Organization with address /email where employed	Date of employment with the bidder	Special Experience	Remarks, if any (previous work experience of technical experts can be mentioned here)
1	2	3	4	5	6	7	8	9

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

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

SIGNATURE & SEAL OF CONSULTANT



ANNEXURE - III: List of KYC documents to be enclosed

Documents to be submitted (certified copies or the equivalent e-documents thereof) –

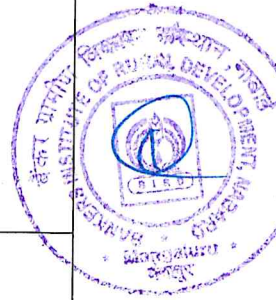
Officially Valid Document (OVD) – In terms of para 3(a)(xiv) of Master Director of RBI on KYC, Officially Valid Document (OVD) means –

- i) Passport,
- ii) Driving Licence,
- iii) Proof of possession of Aadhaar number,
- iv) Voter's Identity Card issued by the Election Commission of India,
- v) Job card issued by NREGA duly signed by an officer of the State Government and
- vi) Letter issued by the National Population Register containing details of name and address.

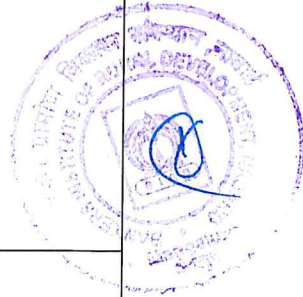
Sl. No.	Type of Customer	Certified copies of documents to be obtained for proof of identity / address
1	Accounts of Individuals	<p>i. Self-attested copy of any OVD or the equivalent e-document thereof containing the details of his identity and address</p> <p>OR</p> <p>The KYC Identifier with the explicit consent to download records from CKYCR and</p> <p>ii. Permanent Account Number (PAN) OR Form No. 60 and</p> <p>iii. Self attested latest photograph</p> <p>iv. where the OVD furnished by the customer does not have updated address, the following documents or the equivalent e-documents thereof shall be deemed to be OVDs for the limited purpose of proof of address:-</p> <ol style="list-style-type: none"> a. utility bill which is not more than two months old of any service provider (electricity, telephone, post-paid mobile phone, piped gas, water bill); b. property or Municipal tax receipt; c. pension or family pension payment orders (PPOs) issued to retired employees by Government Departments or Public Sector Undertakings, if they contain the address;



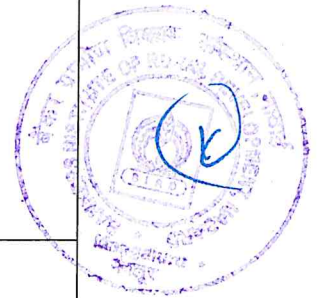
		<p>d. letter of allotment of accommodation from employer issued by State Government or Central Government Departments, statutory or regulatory bodies, public sector undertakings, scheduled commercial banks, financial institutions and listed companies and leave and licence agreements with such employers allotting official accommodation;</p> <p>v. the customer shall submit OVD with current address within a period of three months of submitting the documents specified at 'iv (a to d)' above</p> <p>vi. Any other information / documents in respect of the nature of business and financial status of the customer like –</p> <p>a. Income Tax Returns</p> <p>b. Bank a/c statement (of last 6 months)</p>
2	Sole Proprietary Firms	<p>I. Sole Proprietary Firm :</p> <p>i. Any two of the following documents or the equivalent e-documents thereof as a proof of business/activity in the name of Proprietary firm to be obtained:</p> <p>a. Registration certificate including Udyam Registration Certificate (URC) issued by the Government b. Certificate/license issued by the Municipal authorities under Shop and Establishment Act</p> <p>c. Sales and Income Tax returns</p> <p>d. CST/VAT/GST certificate</p> <p>e. Certificate/registration document issued by Sales Tax/Service Tax/Professional tax authorities</p> <p>f. IEC (Importer Exporter Code) issued to the proprietary concern by the office of DGFT (Director General of Foreign Trade) or License/certificate of practice issued in the name of the proprietary concern by any professional body incorporated under a Statute.</p> <p>g. Complete Income Tax Return (not just acknowledged) in the name of the sole proprietor where the firm's income is reflected, duly authenticated/acknowledged by IT authorities, and</p> <p>ii. Permanent Account Number (PAN) of the firm, and</p> <p>iii. Copy of utility bills viz. Electricity, Water, Telephone bills, etc. (not more than two months old) OR rent agreement, for address proof</p> <p>II. Beneficial Owner /Proprietor and Power Attorney Holder:</p> <p>i. For opening an account in the name of a sole proprietary firm, CDD of the Proprietor shall be carried out and KYC documents applicable for "Individual" category customers to be obtained in respect of the Proprietor of the firm along with Self-attested latest photograph of the proprietor</p> <p>ii. A resolution of the firm and power of attorney granted to its authorized person to transact on its behalf.</p>



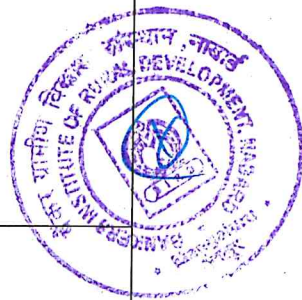
3	Partnership Firms	<p>iii. Any OVD, relating to person, holding an attorney to transact on the behalf of firm containing the details of his identity and address and self-attested latest photograph.</p> <p>I. Firm:</p> <p>i. Registration certificate ii. Partnership deed iii. Permanent Account Number (PAN) of the partnership firm iv. The names and latest self-attested photographs of all the Partners of the Firm v. Audited Financial Statements of the Firm vi. Bank Account Statement of Firm (min. of last 6 months) vii. The address of the registered office and the principal place of business of the firm, if it is different from the registered office with supporting documents like Utility bills viz. Electricity, Water, Telephone bills, etc. (not more than two months old) OR rent agreement, for address proof</p> <p>II. Beneficial Owner and Power Attorney Holder:</p> <p>i. KYC Identifier or Self-attested copy of any OVD, relating to the Partners of the firm containing the details of his identity and address and self-attested latest photograph ii. A resolution of the firm and power of attorney granted to its authorized person to transact on its behalf. iii. KYC Identifier or any OVD, relating to person, holding an attorney to transact on the behalf of firm containing the details of his identity and address and self-attested latest photograph.</p>
4	Companies (including Section 8 companies)	<p>I. Company:</p> <p>i. Certificate of Incorporation ii. Memorandum & Articles of Association iii. Permanent Account Number (PAN) of the Company iv. The names and latest self-attested photographs of the Directors/ relevant persons holding senior management position / holding control of the Company v. Permanent Account Number (PAN)/Director Identification Number of the Directors vi. Audited Financial Statements of Company vii. Bank Account Statement of Company (min. of last 6 months) viii. Latest share holding pattern ix. The address of the registered office and the principal place of business of the company, if it is different from the registered office with supporting documents like Utility bills viz. Electricity, Water, Telephone bills, etc. (not more than two months old) OR rent agreement, for address proof</p>



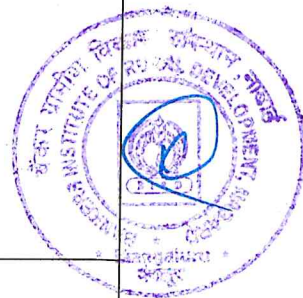
		<p>x. Copy of FCRA certificate, if applicable and copy of latest FCRA return</p> <p>xi. Copy of registration on DARPAN Portal of Niti Aayog, if applicable</p> <p>II. Beneficial Owner and Power of Attorney Holder:</p> <p>i. KYC Identifier or Self-attested copy of any OVD, relating to the Key Person / Director/ Beneficial Owner of the company containing the details of his identity and address and self-attested latest photograph</p> <p>ii. A resolution from the Board of Directors (BoDs) and power of attorney granted to its managers, officers or employees to transact on its behalf</p> <p>iii. KYC Identifier or any OVD, relating to the Managers, Officers or Employees, as the case may be, holding an attorney to transact on the company's behalf containing the details of his identity and address and self-attested latest photograph.</p>
5	Registered Societies/ Trusts/ Foundations/ NGOs/NPOs	<p>I. Registered Society/Trust/Foundation/NGO:</p> <p>i. Registration certificate</p> <p>ii. Copy of Trust deed/AoA/ Society rules and Bye laws certified by Chairman/President/Secretary/Settlor/Trustee of the Trust/Foundation/NGO</p> <p>iii. Permanent Account Number (PAN) or Form No.60 of the Society/Trust/Foundation/NGO</p> <p>iv. The names and latest self-attested photographs of all Executive/Managing/Governing Body members, beneficial owners, trustees, settlor, protector, if any and authors of the Trust/Foundation/NGO</p> <p>v. Audited Financial Statements of the Society/ Trust/Foundation/NGO</p> <p>vi. Bank Account Statement of Society/ Trust/Foundation/NGO (min. of last 6 months)</p> <p>vii. The address of the registered office and the principal place of business of the Society/Trust/Foundation/NGO, if it is different from the registered office with supporting documents like Utility bills viz. Electricity, Water, Telephone bills, etc. (not more than two months old) OR rent agreement, for address proof</p> <p>viii. Copy of FCRA certificate, if applicable and copy of latest FCRA return</p> <p>ix. Copy of registration on DARPAN portal of Niti Aayog</p> <p>II. Beneficial Owner and Power Attorney Holder:</p> <p>i. KYC Identifier or Self-attested copy of any OVD, relating to the Principle/Key Person/ Beneficial Owner of the Trust/Foundation/NGO containing the details of his/her identity and address and self-attested latest photograph</p>



		<p>ii. A resolution of the Board of the Trust/Foundation/NGO and power of attorney granted to its authorized person to transact on its behalf.</p> <p>iii. KYC Identifier or any OVD, relating to person, holding an attorney to transact on the behalf of Trust/Foundation/NGO containing the details of his identity and address and self-attested latest photograph.</p> <p>Certified copies of each of the following documents or equivalent e-documents thereof:</p> <p>i. Resolution of the Managing Body of such unincorporated association or Body of individuals.</p> <p>ii. Copy of rules and Bye laws certified by Chairman/President/Secretary</p> <p>iii. Permanent Account Number (PAN) or Form No. 60 of the unincorporated association or body of individuals</p> <p>iv. List of Managing Committee members and their self-attested latest photographs</p> <p>v. Utility bills viz. Electricity, Water, Telephone bills, etc. (not more than two months old) OR Rent agreement of the entity, as proof of address</p> <p>vi. Bank account statement (min. of last 6 months)</p> <p>vii. Power of attorney / Committee resolution for persons authorized to act as authorized signatories with specimen signatures/document showing the name of the person authorized to act on behalf of the entity with Self-attested latest photographs of the authorized person</p> <p>viii. KYC Identifier or any OVD, relating to beneficial owner, Managers, Officers or Employees, as the case may be, holding an attorney to transact on its behalf.</p> <p>ix. Any other documents as may be required by NABARD to collectively establish the legal existence of such an Association or Body of individuals.</p>
6	Accounts of unincorporated association or a body of individuals	
7	Accounts of Juridical Person such as Societies, Universities, Institutes, (other than owned by Government)	<p>i. Document showing name of the person authorized to act on behalf of the entity with Self attested latest photographs of authorized person</p> <p>ii. KYC Identifier or any OVD of the person holding an attorney to transact on its behalf.</p> <p>iii. Permanent Account Number (PAN) or Form No. 60</p> <p>iv. Utility bills viz. Electricity, Water, Telephone bills, etc. (not more than two months old) OR rent agreement, for address proof</p> <p>v. Bank account statement (min. of last 6 months)</p> <p>vi. Registration certificate or document/certificate of incorporation</p> <p>vii. List of Managing Committee members and their self-attested latest photographs</p> <p>viii. Power of attorney / Committee resolution for persons authorized to act as authorized signatories with specimen signatures/document showing the name of the person authorized to act on behalf of the entity</p> <p>ix. Society rules and Bye laws certified by Chairman/President/Secretary</p> <p>x. Such documents as may be required by NABARD to establish the legal existence of such an entity/juridical person</p>



8	SHGs/JLGs/Farmers Clubs	<p>i. Certified copy of Resolution passed by the group/club to have business relationship with NABARD ii. List of office bearers of the FC / list of office bearers and members of the SHG/JLG</p> <p>iii. KYC Identifier or any OVD of the Office bearers of the Group/Club</p> <p>iv. Group resolution for persons authorized to act as authorized signatories with specimen signatures/documents showing the name of the person authorized to act on behalf of the entity v. Self-attested latest photographs of office bearers and authorized persons</p>
9	Accounts of Federation of SHGs/ Farmers Club/Social Clubs, Welfare Associations etc.	<p>i. Registration certificate (if applicable/available) or resolution of the Managing Body of such association or Body of individuals</p> <p>ii. KYC Identifier or any OVD of the Office bearers of the Group/Club/Association</p> <p>iii. Permanent Account Number (PAN) or Form No. 60 of the Group/Club/Association (if applicable/available) or Office bearers of Group/Club/Association</p> <p>iv. Power of attorney granted to transact on its behalf</p> <p>v. Utility bills viz. Electricity, Water, Telephone bills, etc. (if available, not more than two months old) OR rent agreement OR committee resolution indicating address</p> <p>vi. Bank account statement (min. of last 6 months)</p> <p>vii. List of Managing Committee members</p> <p>viii. Committee resolution for persons authorized to act as authorized signatories with specimen signatures/document showing the name of the person authorized to act on behalf of the entity</p> <p>ix. Copy of Society rules and Bye laws certified by Chairman/President/Secretary</p> <p>x. Self-attested latest photographs of office bearers and authorized persons</p> <p>xi. Such documents as may be required by NABARD to establish the legal existence of such an entity / juridical person.</p>
10	Accounts of Hindu Undivided Family (HUF)	<p>Documents to be submitted for proof of identity of Karta (Account should be in the name of HUF)</p> <p>i. Self-attested copy of any OVD or the equivalent e-document thereof containing the details of his (Karta's) identity and address</p> <p>OR</p> <p>The KYC Identifier with the explicit consent to download records from CKYCR and</p> <p>ii. Permanent Account Number (PAN) OR Form No. 60 in the name of HUF</p> <p>iii. Self attested latest photograph of Karta</p> <p>iv. Copy of Income Tax Returns</p> <p>v. List of Co-parceners in the HUF</p> <p>vi. Authorization given to Karta by the said co-parceners to transact on their behalf</p>



	<p>vii. Where the OVD furnished by the customer does not have updated address, the following documents may be obtained as proof of address Utility bills viz. Electricity, Water, Telephone bills, etc. (not more than two months old) OR rent agreement for address proof</p> <p>viii. Bank a/c statement (min. of last 6 months)</p>
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Annexure-IV Consent Form

To,

Joint Director
BIRD
Mangaluru

Dear Sir/Madam

We, M/s _____, give our consent to download KYC Records of our organization from the Central KYC Registry (CKYCR), only for the purpose of verification of our identity and address from the database of CKYCR Registry. Our KYC Identifier number is _____.

We understand that our KYC Record includes our KYC Records/Organizational information such as our name, address, date of incorporation, PAN number, etc.

Authorized Signatory Name:

Designation:

Signature:

Date:



Part 2- Price bid



Price Bid

Tender for Empanelment of Architects/Project Management Consultant (PMC) for repair/ renovation/ maintenance/supervision of civil/ electrical/ electronic/ landscaping / pest control works and other services for existing properties at Bankers Institute of Rural Development (BIRD), Mangaluru

Sr. No.	Particulars	Scale of Fee to be quoted by Consultant as percentage (%) of project cost (upto 2 decimal places) (both in words and figures)
1	Conceptual drawings with up to 03 alternates design as per requirement, Preparation of detailed estimate after site visit and measurements, BoQ with sufficient architectural 2D Drawings for the purpose of calling tender/inviting bids including services of Services of Qualified Interior Designer for design & detailing of interiors including suggesting colour schemes, materials and aesthetics, illumination with drawings if required.	_____ % of approved project cost In words: _____
2	Preparation of Bid document and facilitation in uploading, scrutinizing of BIDS and tabulation of received Bids including associated documentation	_____ percentage
3	Supervision with sufficient site visits, certification of bills, work completion certificate including obtaining all necessary permissions and compliance documents	

Note:

- i) Consultancy Fees to be quoted inclusive of all expenditure related to consultancy assignment as per scope of work and tender conditions including all overheads. GST shall be paid extra as applicable.
- ii) Separate work order for each assignment will be given by BIRD, Mangaluru and project cost means estimated cost or actual cost, whichever is less. Cost of items/services directly purchased/sourced by BIRD, Mangaluru will not be included in the project cost.



DECLARATION:

I/We have read and understood all instructions/conditions and I/We have taken into account the above instructions/conditions while quoting the rates.

Place:

Date:

Name, Address and Seal of the Consultant

