



**Quotation for Appointment of Architects/
consultants for providing consultancy
services for repair/ renovation
/ Maintenance of civil/ electrical
/electronic/ gardening/
pest control works and other services
for existing Bank properties
for its Regional Office at Ranchi**

**Jharkhand Regional Office
Near PHED Water Tank
Bariatu- Booty Road, Ranchi- 834009**

Date of issue of tender document	22 April 2025
Pre Bid Meeting with bidders	02 May 2025 at 12:00 PM
Due date for submission of tender	13 May 2025 by 11:00 AM
Date and time of opening technical bids	13 May 2025 at 12:00 PM
Issue and Opening of Price Bid	Will be communicated to qualified bidders in due course.

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NOTICE INVITING QUOTATION

Ref. No. NB. JHRO. DPSP/ 11753/Appointment of Architects/2024-25
22 April 2025

To Prospective bidders

Dear Sir,

Quotation for “Appointment of Architects/ consultants for providing consultancy services for repair/ renovation/ maintenance of civil/ electrical / electronic/ gardening/ pest control works and other services for existing Bank properties for NABARD Regional Office, Ranchi”

1. National Bank for Agriculture and Rural Development (NABARD) invites quotation for “Appointment of Architects/ consultant for providing consultancy services for repair/ renovation/ maintenance of civil/ electrical/ electronic/ gardening/ pest control works and other services for existing Bank properties for NABARD Regional Office, Ranchi” at following locations:

- a. NABARD Officers Quarters, Khelgaon Housing Complex, Block 19 & 20, Sector – 01, Ranchi 835217
- b. NABARD Regional Office Building, Near PHED Water Tank, Bariatu- Booty Road, Ranchi- 834009

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 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 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 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.
 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 the Bank 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 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.
 11. 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:
 - a. 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/liasoning/taking statutory approvals.) etc.
 - 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. Liasoning 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 Ranchi.**
 13. Applications containing false and/or incomplete information are liable for rejection.
 14. 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.
 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 (₹ 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
 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 NABARD, Jharkhand Regional Office, Ranchi 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. The **Pre-Bid meeting** will be held at **12:00 hrs. on 02 May 2025** at NABARD Jharkhand Regional Office, Near PHED Water Tank, Bariatu-Booty Road, Ranchi-834009. To be eligible to participate in the pre-bid meeting, the bidder should have already conducted a site survey and should have satisfied himself about the overall feasibility of the

work/service. **Any clarifications being sought in the pre-bid meeting should be submitted in writing at least 01 working day prior to the date of pre- bid meeting by email to dpsp.ranchi@nabard.org.** All the clarifications of the pre-bid meeting will be part of tender. All the bidders are advised in their own interest to be present on the specified date. No separate intimation will be given in this regard. Please note, not more than two representatives from each bidder shall be entertained. The representative has to furnish an authorization letter from the respective bidder on their letter head for participating in the technical bid opening.

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. Interested applicants may submit their professional fees in the format (Price Bid) in a sealed cover, addressed to the Chief General Manager, NABARD, Jharkhand RO, Ranchi – 834009, superscribed “sealed quotation for appointment of Architect/ Consultant for proposed repair/ renovation/ maintenance of civil/ electrical/ electronic/ gardening/ pest control works and other services for existing Bank properties for NABARD Regional Office, Ranchi” latest by **11:00 Hrs on 13 May 2025**. The bidders shall quote their rates in the price bid and submit bid to NABARD, Ranchi. Every page of the bid should be sealed and signed by the authorised person of the firm.
23. Bids shall not contain any condition whatsoever and any conditional tender shall be rejected.
24. Quotations of those bidders will be considered, who fulfil the eligibility criteria mentioned elsewhere in this document.
25. NABARD 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.
26. Sealed quotations will be opened at our Office at **12:00 Hrs on 13 May 2025** in presence of bidders who desire to be present.
27. For any clarification you may please call Shri S Prusty, AGM (9769259891), Smt Juhi Pravasini, AGM (7250247821) and Shri P. H. Thakare, AM (9029447896).

--sd--

(Juhi Pravasini)
Asst General Manager



**Quotation for Appointment of Architects/
consultants for providing consultancy
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/ Maintenance of civil/ electrical
/electronic/ gardening/
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for existing Bank properties
for its Regional Office at Ranchi**

Part 1- Technical bid

Section I: FORM OF TENDER

The Chief General Manager

Date-

NABARD, Jharkhand Regional office
Near PHED water Tank
Bariatu-Booty Road
Ranchi-835009

Dear Sir

Appointment of Architect/ Consultant for providing consultancy services for repair/ renovation/ maintenance of civil/ electrical/ electronic/ gardening/ pest control works and other services for existing Bank properties at NABARD, Jharkhand Regional Office, Ranchi-835009

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

Section II: Eligibility Criteria:

The firms having following Eligibility Criteria should submit bid:

1. 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 March 2024.
2. The firm should have valid registration with appropriate statutory authorities and should have licence for carrying out consultancy works.
3. The firm should have an annual turnover of minimum ₹2 Lakh during the last 03 financial years ending 31 March 2024.
4. Bidder must have successfully completed at least one or more similar kind of project of value equal to or more than ₹1.6 Lakh.
5. Copy of work orders and performance / completion certificate should be submitted
6. The firm should have a registered office in Ranchi, Jharkhand.
7. The firm should have valid PAN and GSTIN. PAN should have been linked to Aadhar card.
8. The Bidder should not have been blacklisted by any government organization.
9. The bidder should indicate for civil suit/litigation, if any.

Section III: Duties / functions of architect/ consultant

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

1. Taking Bank's instructions, studying the requirements, visiting the site, preparing layout plans (3 D sketch, if required) wherever required which shall be in accordance with local governing codes / standards, regulations, etc. and also in line with the Bank's Guidelines (including carrying out necessary revisions till the layout plans are finally approved by the Bank), preparing cost estimates (bill of quantities) based on latest schedule of rates / market rate for various works and services substantiated by rate analysis for major/unusual items. Discussing with the Bank for finalization of estimates and preparing report on the scheme to enable the Bank to take a final decision on the sketch designs (if required) and estimates.
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 the Bank.
3. Taking statutory approvals/permissions whenever necessary.
4. Submitting required drawings to the Municipality and other local authorities and obtaining their approval wherever required.
5. 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.
6. 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.
7. All work shall be completed as required, and the consultant may not claim that the value of the work exceeds a specified amount.

8. Inviting tenders for all trades and submitting assessment reports thereon, together with recommendations specifying abnormally high and low rated items. Preparing contract documents for all trades and getting them executed by the concerned contractors. (All commercial conditions shall be evaluated in financial terms instead of merely saying whether a condition may be accepted or not. When conditions are not susceptible to evaluation, the alternative procedure of calling all the tenderers for negotiation and asking them to submit a final bid based on the terms and conditions acceptable to the Bank may be adopted.)
9. Preparing for the use of the Bank, the Architect and site staff, 4 copies of contract documents for all trades including all drawings, specifications and their particulars.
10. Preparing such further details and drawings as are necessary for proper execution of the work.
11. 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.
12. Architect/ Consultant shall not authorize any deviations or substitutions in the work without working out the financial implication, if any, to the Contractor and without obtaining prior approval of the Bank.
13. Assisting the Bank in appointing a full time / temporary site Engineer / Consultant for supervision of construction, interior furnishing and guiding the site Engineer / Consultant, if required.
14. Checking measurements of work at site. Checking Contractor's bills, issuing periodical certificates for payments, and passing and certifying accounts, so as to enable the Bank to make payments to the Contractors and adjustments of all accounts between the Contractors and the Bank. Architect/ Consultant shall assume full responsibility for all measurements certified by them. A recommended certification proforma for the purpose is given below:
 "Certified that the various items of work claimed in this _____ running bill/ final bill by the Contractors _____ have been completed to the extent claimed and at appropriate rates and that the items are in accordance with and fully confirming to the standard / prescribed specifications and hence the bill is recommended for payment of ₹ _____ (Rupees _____)"
15. Obtaining approval of Municipality and such other authority for the work completed wherever required and assisting in obtaining refund of deposit, if any, made by the Bank to the Municipality or any such other authority.
16. Preparing a document of the completed work in digital mode on completion of the work and submit the same along with important drawings of the project for the records of the Bank.
17. The Architect/ Consultant must submit the progress report of the works being executed on fortnightly basis for review of the Bank. Also, all records/ registers for monitoring the progress of work shall be maintained by the consultant.
18. 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 upto the handing over for occupation to the Bank.
19. The Architect/ Consultant shall assist the Bank in all arbitration proceedings between the contractors and the Bank and also defend the Bank in such proceedings.

20. The Architect / Consultant shall submit a Self Assessment Report every year for review by the Bank.
21. Any other services connected with the work usually and normally rendered by the Architect/ Consultant but not referred to herein above.
22. 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 NABARD 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.

Section IV: Stages of payment

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

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

Note:

- i. 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.

- ii. 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

Section V: Other Terms and Conditions

1. 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.
2. The Consultant will be selected according to Bank's procurement policy and guidelines amongst the empaneled firms. Depending upon the size of project, NABARD reserves its right to appoint consultants as per GFR guidelines and NABARDs expenditure rules and quotations can be called for any work.
3. 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 III or otherwise mutually agreed by both the parties. Changes in key personnel needs to be intimated to NABARD immediately.
4. In case the empaneled firm fails to accept the offer, Bidder with next higher total marks under QCBS selection process can be offered empanelment.
5. Transfer of Interest: The Consultants shall not assign, sublet or transfer their interest in this Agreement, without the written consent of the Bank.

Section VI: Termination of Agreement

1. The agreement herein may be terminated at any time by Bank by giving a written notice of One month to the empaneled firm. Even after the termination of their employment, the Consultants shall remain liable and be responsible for due certification of the works done hitherto and acts performed till termination and approval of any bills submitted by the contractors at any time in respect of the works executed till such termination. If any winding up proceedings are contemplated or initiated against the Consultants, the Bank shall be entitled to terminate the agreement and entrust the work to any other Consultant.
2. "If the Consultants cease to carry on business, undergo a change in their business composition resulting in the inability of key consultants to continue performing their obligations under this Agreement, are adjudged insolvent, or become subject to any legal proceedings that may materially affect their performance, this Agreement shall be deemed to be automatically terminated with immediate effect."

Section VII: Arbitration

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

Consultants within thirty days of the “Notice of Arbitration” a panel of three names of persons who shall be presently unconnected with the organization of the Bank or the Architect/ Consultants.

2. The Architect/ Consultants shall, on receipt of the names as aforesaid, select any one of the persons so named to be appointed as the Sole Arbitrator and communicate his name to the Bank within 15 days of receipt of the names. The Bank shall thereupon without any delay appoint the said person as the Sole Arbitrator. If the Architect/ Consultants fail to communicate such selection as provided above within the period specified, the Bank shall make the selection and appoint the sole arbitrator from the panel notified to the Architect/ Consultants.
3. If the Bank fails to send to the Architect/ Consultant the panel of three names as aforesaid within the period specified, the Architect/ Consultants shall send to the Bank a panel of three names of persons who shall be unconnected with either party. The Banks shall on receipt of the names as aforesaid, select any of the persons and appoint him as the Sole Arbitrator. If the Bank fails to select the person and appoint him as the Arbitrator within 30 days of the receipt of the panel and inform the Architect/ Consultant accordingly, the Architect/ Consultants shall be entitled to appoint one of the persons from the panel as Sole Arbitrator and communicate his name to the Bank.
4. If the Arbitrator so appointed is unable or unwilling to act or refuses his appointment or vacates his office due to any reason whatsoever another Sole Arbitrator shall be appointed. The arbitration shall be governed by the Arbitration & Conciliation Ordinance 1996 as in force from time to time. The award of the Arbitrator shall be binding and final on the parties. It is hereby agreed that in all disputes referred to the Arbitration, the Arbitrators shall give a separate award in respect of each dispute or difference in accordance with the terms of reference and the award shall be reasoned award. The fees, if any of the Arbitrator shall, if required to be paid before the award is made and published, be paid in equal proportion by each of the parties. The cost of the arbitration including the fees if any, of the Arbitrator shall be borne and paid by such party or parties to the dispute in such manner or proportion as may be directed by the Arbitrator in the award. The Bank and the Architect/ Consultants also hereby agree that the arbitration under this clause shall be a condition precedent to any right of action under the contract with regard to the matters hereby expressly agreed to be so referred to arbitration.
5. The Arbitrator or Arbitrators or Umpire, as the case may be, will be Fellows of the Indian Institute of Architect/ Consultants or Fellow of Institute of Engineers (India). The award of the Arbitrator(s) or Umpires, as the case may be, shall be final and binding upon the parties to the Arbitration.

Section VIII: Professional Liability Insurance Clause: -

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

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

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

SIGNED AND DELIVERED FOR AND ON
BEHALF OF Bank
BY SHRI

IT'S DULY CONSTITUTED ATTORNEY
IN THE PRESENCE OF

SIGNED AND DELIVERED FOR AND
ON BEHALF OF THE ARCHITECT
BY PROPRIETOR

IN THE PRESENCE OF



Section IX: Basic Information

I / We am / are desirous of participating in the bid for Appointment of Architects/ consultant for providing consultancy services for repair/ renovation / Maintenance of civil/ electrical /electronic/ gardening/ pest control works and other services for existing Bank properties for its Regional Office at Ranchi – 834009 as detailed under scope of work, and hereby apply for the same. I/we give the following details for your consideration:

S.N	Particulars	Details
1	Name and registered office address, e-mail ID and contact details of the firm	Attach a separate sheet
2	Whether proprietorship/partnership firm etc with full details of other partners/ associates /resource persons (interior designer, electrical, HVAC etc) 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 empaneled with Reserve Bank of India/ State Bank of India/ SEBI/ Central Govt/ State Govt. If yes, please enclose documentary evidence	Attach a separate sheet
8	Name and address of Bankers of the applicants	Attach a separate sheet
9	Turnover of the firm during last three financial years (₹ lakh) upto 31.03.2024	Attach a separate sheet
10	List of registration with other firms/ Oragnizations	Attach a separate sheet
11	Proof of the registration of Shops and Establishment and the GST	Attach Self attested copies
12	Location of Office in Ranchi with proof	Attach a separate sheet
13	Telephone nos. & contact details of key persons	Attach a separate sheet

Note:

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

Bank Details:

Particulars	Information to be filled in by applicant
Name of the Firm/ Agency/Contractor	
Category (Individual/partnership/proprietor/company etc.)	
Name of the Account Holder	
Registered Address of the Firm	
Name of the Bank's branch and Address	

Bank's Code and Branch's Code	
IFSC Code of the Bank's Branch	
Type of Account (Current/Saving/Cash credit)	
Account Number	
PAN	
Service Tax Registration Number	
GSTIN	
TAN Number	
Other details if any	

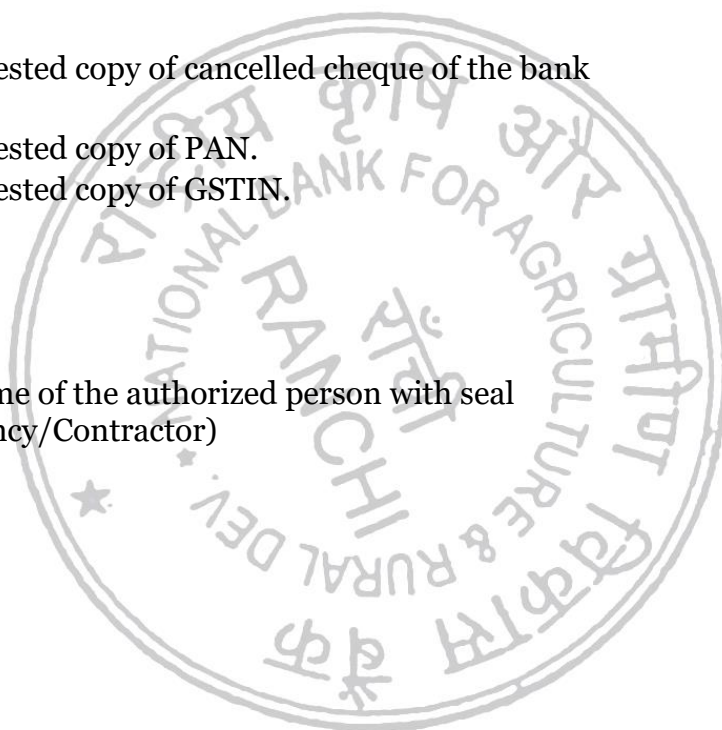
Please enclose:

- 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:

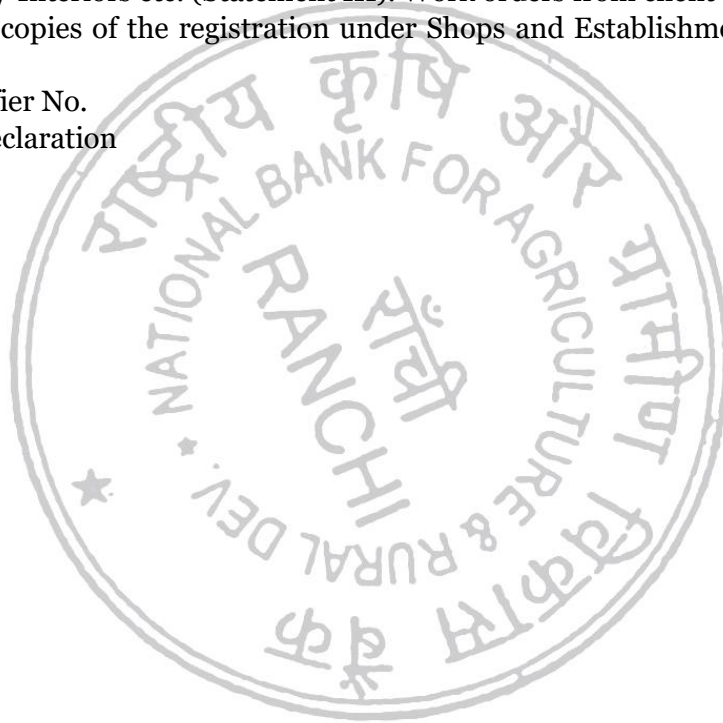
(Signature and Full Name of the authorized person with seal on behalf of Firm/Agency/Contractor)



Section X - 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 i.e. FY 2021-22, FY 2022-23, FY 2023-24
4. IT Return for last three FYs i.e. FY 2020-21, FY 2021-22, FY 2022-23, FY 2023-24
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
10. CKYC Identifier No.
11. UAPA self-declaration



Section XI: Draft ARTICLES OF AGREEMENT

(On Non-judicial stamp paper of ₹100/-)

AGREEMENT FOR ANNUAL MAINTENANCE CONTRACT

THIS AGREEMENT is made at Ranchi 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 Jharkhand Regional Office at Near PHED Water Tank, Bariatu-Booty Road, Ranchi-834009, hereinafter referred to as "**NABARD**" (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**.

*(NABARD and the Architect are collectively hereinafter referred to as "**the parties**")*

WHEREAS

- (1) NABARD, 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 for its Regional Office at Ranchi (hereinafter referred to "**the said works**") of its premises -
 - a. NABARD Officers Quarters, Khelgaon Housing Complex, Block 19 & 20, Sector – 01, Ranchi 835217
 - b. NABARD Regional Office Building, Near PHED Water Tank, Bariatu- Booty Road, Ranchi- 834009
 (hereinafter collectively referred to as "**the said Premises**") for the period 01.06.2025 to 31.03.2027 (hereinafter referred to "**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) NABARD, 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) The Bank shall pay the Consultant the said fee/amount or such sum as shall become payable at the times and in the manner specified in the said conditions.
- (2) The said Conditions and Appendix thereto and the documents attached hereto shall be read and construed as forming part of this Agreement and the parties hereto shall be respectively abide by, submit themselves to the said Conditions and the correspondence and perform the agreements on their part respectively in the said conditions and the documents contained herein.
- (3) This Agreement and documents mentioned herein shall form the basis of this contract.
- (4) The Consultant shall afford every reasonable facility for execution of the said work.
- (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 the Bank 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 Ranchi and only Courts in Ranchi 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 two years from the date of execution of the agreement which may be further renewed based on the efficiency of the services as determined through review by NABARD, Jharkhand Regional Office, Ranchi for a period of one year at existing rates.
- (10) This agreement is being executed in duplicate, NABARD 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 NABARD

the duly authorized signatory
for & on behalf of the Bidder

In the presence of

In the presence of

1.....

1.....

2.....

2.....

Section XII: Proforma for Electronic Payment

Details of Bank account to be furnished by the Architects/service providers for effecting payment

Name and address of Architects/service providers with phone nos.

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1	Name of the account holder (As appearing in the Bank account)	
2	Name of the Bank	
3	Name of the Branch	
4	Account Number	
5	IFS Code	
6	Type of account (Savings, Current, etc.)	
7	PAN Number	
8	GSTN Number	

Signature

Please attach (1) one original cancelled cheque leaf of the above Bank account and (2) copy of PAN Card and (3) allotment letter/registration letter under GSTN (4) Copy of address proof.

Section XIII: 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 5 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

S. N	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. Signature of the applicant:

Seal

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



**Quotation for Appointment of Architects/
consultants for providing consultancy
services for repair/ renovation
/ Maintenance of civil/ electrical
/electronic/ gardening/
pest control works and other services
for existing Bank properties
for its Regional Office at Ranchi**

Part 2- Price bid

PRICE BID

Appointment of Architect cum Project Management Consultant for various civil, interior works, design and cost estimation for repairs/renovation of office premises and staff quarters of NABARD, Jharkhand Regional Office, Ranchi.

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)
C1.a	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.	In fig (%): In words:
C1.b	Preparation of Bid document and facilitation in uploading, scrutinizing of BIDS and tabulation of received Bids including associated documentation	In fig (%): In words:
C1.c	Supervision with sufficient site visits, certification of bills, work completion certificate including obtaining all necessary permissions and compliance documents	In fig (%): In words:
C1	TOTAL (C1.a + C1.b + C1.c)	In fig (%) In words:
C2	Per day charges payable in case specific task is assigned beyond the normal duty	₹ In words

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 NABARD and project cost means estimated cost or actual cost, whichever is less. Cost of items/services directly purchased/sourced by NABARD 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

