

Notice Inviting Sealed Offers

For Appointment of Architect/ consultant for repair/ renovation/ maintenance of civil/ electrical/ electronic/ gardening/ pest control works and other services for existing Bank properties for its Haryana Regional Office at Chandigarh.



Haryana Regional Office

Plot No. 3, Sector -34-A, Chandigarh – 160022

Email: dpsp.haryana@nabard.org, haryana@nabard.org

Important Dates and Time

Date of Issue of Request for Proposal	23/04/2025
Due Date for receipt of sealed quotations	14/05/2025
Date and Time of Opening of Quotations	14/05/2025 at 1500 hours

Note: Any change in above schedule, on account of reasons, whatsoever, shall be updated on Banks website and CPPP portal.

मुहरबंद प्रस्तावों को आमंत्रित करने की सूचना

चंडीगढ़ में अपने हरियाणा क्षेत्रीय कार्यालय के लिए विद्यमान बैंक संपत्तियों के लिए सिविल/ इलेक्ट्रिकल/ इलेक्ट्रॉनिक/ बागवानी/ कीट नियंत्रण कार्यों और अन्य सेवाओं की मरम्मत/ नवीनीकरण/ रख-रखाव के लिए वास्तुकारों/ परामर्शदाताओं की नियुक्ति के लिए।

NOTICE INVITING SEALED OFFERS

For Appointment of Architect/ consultant for repair/ renovation/ maintenance of civil/ electrical/ electronic/ gardening/ pest control works and other services for existing Bank properties for its Haryana Regional Office at Chandigarh.

1. हम निम्नलिखित स्थानों पर मौजूदा बैंक संपत्तियों के लिए सिविल/ इलेक्ट्रिकल/ इलेक्ट्रॉनिक/ बागवानी/ कीट नियंत्रण कार्यों और अन्य सेवाओं की मरम्मत/ नवीनीकरण/ रखरखाव के लिए वास्तुकारों/ परामर्शदाताओं को सूचीबद्ध करना चाहते हैं:

We intend to engage an Architect/ consultant for repair/ renovation/ maintenance of civil/ electrical/ electronic/ gardening/ pest control works and other services for following Bank properties at various locations:

- i) हरियाणा क्षेत्रीय कार्यालय, प्लॉट नंबर 3, सेक्टर 34 – ए, चंडीगढ़ 160022 में स्थित है।
Haryana Regional Office (RO) situated at plot No. 3, Sector 34 – A, Chandigarh 160022
- ii) मॉडर्न हाउसिंग कॉम्प्लेक्स (एमएचसी), मनीमाजरा में अधिकारियों के आवास।
Officers' Quarters at Modern Housing Complex, Manimajra, Chandigarh.

तदनुसार, हम 02 वर्षों की अवधि के लिए पात्र वास्तुकारों/ सलाहकारों से प्रतिस्पर्धी मुहरबंद प्रस्ताव आमंत्रित करते हैं।

Accordingly, we invite competitive sealed offers (offline submission) from eligible architects/ consultants for a period of 02 years.

2. इच्छुक आवेदक मुख्य महाप्रबंधक, हरियाणा क्षेत्रीय कार्यालय, प्लॉट नंबर 3, सेक्टर 34 – ए, चंडीगढ़ 160022, को संबोधित एक सीलबंद कवर में दिनांक 14.05.2025 दोपहर 2:00 बजे तक प्रारूप (अनुलग्नक-ए) में अपनी सबसे प्रतिस्पर्धी पेशेवर फीस का आवेदन प्रस्तुत करें। इस हेतु "सिविल/ इलेक्ट्रिकल/ इलेक्ट्रॉनिक/ बागवानी/ कीट नियंत्रण कार्यों और मौजूदा बैंक संपत्तियों के लिए अन्य सेवाओं की प्रस्तावित मरम्मत/ नवीनीकरण/ रख-रखाव के लिए वास्तुकार/ सलाहकार की सूचीबद्ध के लिए सीलबंद उद्धरण" मुहरबंद लिफाफे पर ऊपर की ओर लिखें। सीलबंद

कोटेशन हमारे कार्यालय प्लॉट नंबर 3, सेक्टर 34 - ए, चंडीगढ़ -160022 में उसी दिन दोपहर 3:00 बजे आवेदकों की उपस्थिति ,यदि कोई उपस्थित रहना चाहें, में खोले जाएंगे।

Interested applicants may submit their most competitive professional fees in the format (Annexure-A) in a sealed cover addressed to the Chief General Manager, NABARD, Haryana Regional Office, Plot No. 03, Sector 34 – A, Chandigarh - 160022 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**” latest by 2:00 P.M on 14.05.2025. Sealed quotations will be opened at our Office at plot No. 3, Sector 34 – A, Chandigarh 160022 on the same day at 3:00 P.M. in presence of bidders who desire to be present.

3. चयनित आर्किटेक्ट/ परामर्शदाता को बैंक के मानक प्रारूप (अनुलग्नक-बी) के अनुसार स्टाम्प पेपर पर औपचारिक करार करना होगा जिसमें अन्य बातों के साथ-साथ आर्किटेक्ट/ परामर्शदाताओं द्वारा प्रदान की जाने वाली सेवाओं का विवरण, शुल्क के संवितरण के चरण आदि भी दिए जाएंगे।

The selected Architect/ Consultant will have to enter into a formal Agreement on stamp paper as per Bank's standard format (Annexure-B), which inter-alia also give the details of services to be rendered by the Architect/Consultant, stages for disbursement of fess etc.

4. बैंक किसी भी कारण बताए बिना किसी भी या सभी प्रस्तावों को अस्वीकार करने का अधिकार सुरक्षित रखता है।

Bank reserves the right to reject any or all of the offers without assigning any reasons thereof.

....Sd/-....

(Sumer Chand)

उप महाप्रबंधक

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PRICE BID

To,
The Chief General Manager,
NABARD
Haryana Regional Office
Chandigarh

Appointment of Architect/ Consultant for repair/ renovation/ maintenance of civil/ electrical/ electronic/ gardening/ pest control works and other services for existing Bank properties.

1 We refer to your Notice Inviting Offer No. _____

2. We have read the requirement and have understood them fully. We quote our Professional Fee as _____ % { _____ } (per cent in words) of the approved estimated cost of work or actual cost whichever is less plus GST extra for rendering the above services for the captioned work. Further, we quote our nominal monthly fee/ retainer fee as Rs. _____/- { _____ } (amount in words) plus GST extra. TA/ DA and other charges will not be payable.

3. We understand that the cost of items, if any, to be directly purchased by the Bank will not be included in the cost of the project for the purpose of calculating professional fee.

Thanking you,

Your faithfully,

(ARCHITECT)
WITH SEAL

Date:

Place:

ANNEXURE- B

DUTIES / FUNCTIONS OF ARCHITECT/ CONSULTANT AND STAGES OF PAYMENT

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:

- a) 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 a report on the scheme to enable the Bank to take a final decision on the sketch designs (if required) and estimates.
- b) 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.
- c) Submitting required drawings to the Municipality and other local authorities and obtaining their approval wherever required.
- d) 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.
- e) 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.
- f) **Visiting RO/ staff quarters on a need basis (as per the requirement) for a minimum of 4 days per month and provide consultancy/ cost estimates/ monitoring towards any miscellaneous works (not covered under project work) that may arise.** The miscellaneous works of an amount less than Rs.2.00 lakh will be considered as non-project works.

- g) All work shall be completed as required, and the consultant may not claim that the value of the work exceeds a specified amount.
- h) 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.)
- i) Preparing for the use of the Bank, the contractor and site staff, 4 copies of contract documents for all trades including all drawings, specifications and their particulars.
- j) Preparing such further details and drawings as are necessary for proper execution of the work.
- k) 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.
- l) 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.
- m) 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.
- n) 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 Rs./- (Rupees).”

- o) Obtaining approval of the Municipality and such other authorities for the work completed wherever required and assisting in obtaining a refund of deposit, if any, made by the Bank to the Municipality or any such other authorities.
- p) Visiting any other Institution/ Office regarding approvals/ statutory requirements pertaining to the premises department of NABARD Haryana RO.
- q) 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.
- r) The Architect/ Consultant must submit the progress report of the works being executed on a fortnightly basis for review by the Bank.
- s) 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.
- t) 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.
- u) The Architect/ Consultant shall submit a Self-Assessment Report every year for review by the Bank.
- v) Any other services connected with the work usually and normally rendered by the Architect/ Consultant, but not referred to herein above.
- w) Any other work wherein there is a requirement for consultancy/ expertise of the architect/ consultant.

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.

I	Nominal monthly fee/ retainer fee	Will be paid quarterly on production of invoice and a certificate of misc. works attended during the quarter.
II	Project base payments	

(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:

1. A nominal monthly fee/ retainer fee will be paid for any works/ consultancy as mentioned in the scope of works. The same will also be paid if no work will be undertaken in a particular month.
2. If the services rendered by the Architect / Consultant are found to be un-satisfactory, a suitable deduction shall be made from the fees of the Architect/ Consultant.

Arbitration

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/ Consultant 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/ Consultant.

The Architect/ Consultant 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/ Consultant 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/ Consultant.

If the Bank fails to send to the Architect/ Consultant the panel of three names as aforesaid within the period specified, the Architect/ Consultant shall send to the Bank a panel of three names of persons who shall be unconnected with either party. The Bank shall, on receipt of the names as aforesaid, select any of the persons and appoint him/ her as the Sole Arbitrator. If the Bank fails to select the person and appoint him/ her 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/ her name to the Bank.

If the Arbitrator so appointed is unable or unwilling to act or refuses his/ her appointment or vacates his/ her 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/ Consultant 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.

The Arbitrator or Arbitrators or Umpire, as the case may be, will be Fellows of the Indian Institute of Architects/ Consultants or a Fellow of The 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.

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 or in connection with the agreement shall be 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 herein above 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

General Terms and Conditions

1. The engagement is for a period of 2 years, subject to annual review every year. If the services provided are found to be unsatisfactory, the Bank reserves the right to cancel the engagement.
2. The architect/ consultant must have their own adequate technical set-up in Tri-City i.e. Chandigarh/ Mohali/ Panchkula, so that the works may be attended to well in time.
3. The architect/ consultant must have a 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 the Bank.
4. NABARD 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.
5. The Bank reserves the right to reject any or all the applications without assigning any reason whatsoever thereof and will not entertain any correspondence.
6. Applications received after the due date and time and which are incomplete in any respect, are liable to be rejected without any notice.
7. Application form can be downloaded from the website <https://www.nabard.org> and the CPPP portal.
8. **Essential Qualification:** The Agency/ architect/ consultant has to submit documentary evidence of the following:
 - i) Should be a member of the Indian Institutions of Architects/ Indian Council of Architecture.
 - ii) The Agency/ architect/ consultant should have experience of similar works during the last 7 years.
 - iii) Should have at least one qualified 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 March 2025.
 - iv) Should have at least one Graduate in Civil / Electrical Engineer with minimum 7 years of experience in planning, designing and supervision of buildings and other allied works as on 31 March 2025.

Basic Information

A. General Information		
1.	Name of the applicant organization/ architect/ consultant	
2.	Address for communication and contact details	
3.	Telephone number (landline)	
4.	Telephone number (mobile)	
5.	E-Mail Address	
6.	Type of the organization (whether sole proprietorship, partnership, private limited or limited company or cooperative society, etc.)	
7.	Name of the proprietor/ partners or directors in the organization	1. 2. 3. 4. 5.
8.	Details of Registration (whether partnership firm, company, society, etc.) Registering Authority, Date, Registration No, etc., mentioning the business/ activity of the firm (A copy to be enclosed)	
9.	Whether empanelled with Government/ Semi- Government/ Municipal Authorities or any other organization and if so, give the details of the same and nature of contract.	
10.	Number of years of experience in the field/ trade applied for. A list of important assignments may be indicated for the same along with supporting documents.	____Years
11	Have you in the past carried out any works for NABARD? If yes, give details.	

B. Financial Information		
12.	Permanent Account Number (PAN) of the proprietor/ partnership firm/ private limited company/ limited company/ cooperative society (Copy of PAN to be attached)	
13.	GST No. (enclose copies of relevant documents)	

Place:

Date:

Signature of the Applicant