Date: 23 December 2020

Madam / Dear Sir,

NABARD, a multi-rural development organization, has decided to prepare a panel of Architects/Consultants for various repair, renovation and other civil works at its premises at RTC X Roads and Staff Quarters at Ameerpet and Masab Tank, Hyderabad.

National Bank for Agriculture and Rural Development (NABARD), Telangana Regional Office, Hyderabad proposes to prepare a panel of Architects/Consultants for various repair, renovation and other civil works likely to be taken up in its Office Premises at RTC X Roads and Staff Quarters at Ameerpet and Masab Tank, Hyderabad in Telangana State.

Applications are invited from the firms of Architects/Consultants having office

Telangana Regional Office
1-1-61, RTC ‘X’ Road, Musheerabad, P.B. No.: 1863, Hyderabad-500 020 Tel: +91 40 27612640, Fax: +91 40 27611829
E-mail: hyderabad@nabard.org Website: www.nabard.org
at Hyderabad in Telangana State who are members of “Institutions of Architects and Indian Council of Architects” and have completed planning, design and execution of at least three major projects of multi-storied office buildings/residential buildings individually costing about Rs.100.00 lakh & above for civil works and Rs.50.00 lakh for Electrical/Air conditioning/Interior works etc. for Government/Semi Government/ Government of India Undertakings during the last 5 years and having proper supporting staff, infrastructural facilities and experience in the field for not less than 15 years.

3. Application form can be obtained from our website www.nabard.org. The forms duly filled in and enclosed in a sealed cover should be submitted to the Chief General Manager, NABARD, Telangana Regional Office, 1-1-61, RTC X Roads, Musheerabad, Hyderabad - 500 020 so as to reach in his office on or before at 15:00 hours on 06 January 2021.

Yours faithfully,

Deputy General Manager

(G. Santhanam)

Encl: As above - यथोक्त
Notice Inviting Tender (NIT) for Appointment of Architect/Consultant for Repair, renovation and other civil works at NABARD Regional Office, NABARD Staff Quarters at Ameerpet and Masab Tank, Hyderabad - Telangana State

<table>
<thead>
<tr>
<th>Ref. No.</th>
<th>NB.DPSP.TSRO.HYD/1688/DPSP-Architect for Renovation works/2020-21</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>23 December 2020</td>
</tr>
<tr>
<td>Pre-bid meeting</td>
<td>11.00 AM on 30 December 2020 at NABARD, Telangana Regional Office, 1-1-61, RTC X Roads, Musheerabad, Hyderabad - 500 020.</td>
</tr>
<tr>
<td>Time and the last date for Submission of the Applications</td>
<td>Latest by 15:00 Hours on 06 January 2021 at NABARD, Telangana Regional Office, 1-1-61, RTC X Roads, Musheerabad, Hyderabad - 500 020</td>
</tr>
<tr>
<td>Time and Date of opening of envelop of applications</td>
<td>16:00 Hours on 06 January 2021 at NABARD, Telangana Regional Office, 1-1-61, RTC X Roads, Musheerabad, Hyderabad - 500 020</td>
</tr>
</tbody>
</table>

National Bank for Agriculture and Rural Development
Telangana Regional Office
1-1-61, RTC "X" Roads, Musheerabad, Hyderabad - 500 020
TENDER - निविदा

नाबार्ड क्षेत्रीय कार्यालय, कर्मचारी/अधिकारी आवास अभियंता और नसाब टॉक हैदराबाद में मूर्तित, नवीनतम और अन्य सिविल कार्यों के लिए आर्किटेक्ट/सलाहकार की नियुक्ति

Appointment of Architect/Consultant for
Repair, renovation and other civil works at NABARD
Regional Office, NABARD Staff Quarters at Ameerpet and
Masab Tank, Hyderabad - Telangana State

National Bank for Agriculture and Rural Development
Telangana Regional Office
1-1-61, RTC "X" Roads, Musheerabad
Hyderabad - 500 020
Email: dpsp.tsro@nabard.org
www.nabard.org
List of documents to be furnished

1. Constitution of the Firm
2. Power of Attorney, if any
3. Audited Balance Sheets and Annual Turnover for the last 3 years
4. Particulars of the Firm/ Partners - Statement I
5. Particulars of Technical/ other Personnel - Statement II
6. List of important Projects executed by the firm during the last five years costing Rs.100.00 lakh & above for Civil works and Rs.50.00 lakh for Electrical/Air conditioning/ Interior etc. works - Statement III
7. List of important projects under execution by the firm costing Rs.100.00 lakh & above for civil works and Rs.50.00 lakh for Electrical/Air conditioning/ Interior etc. works - Statement IV.
ANNEXURE

Application for appointment of Architects/Consultants for repair, renovation and other civil works at NABARD Regional Office, Staff Quarters at Ameerpet and Masab Tank, Hyderabad - Telangana State

Name of the applicant M/s. ______________________________________

Last date for submission: 06 January 2021 at 15.00 Hours

The application form in duplicate duly filled in shall be addressed to:

The Chief General Manager
National Bank for Agriculture & Rural Development (NABARD)
Telangana Regional Office
1-1-61, RTC X Roads, Musheerabad
HYDERABAD - 500 020 (Telangana)

Dear Sir,

I/we have read and understood the instructions and the terms & conditions contained in the application form. I/We do hereby declare that the information furnished in the application and in the supplementary sheets from pages ---- to --- are correct to the best of my/our knowledge and belief.

Signature __________________________

Name______________________________

Designation _______________________

Email id :

Mobile No.

Full address

Date

Seal of the Applicant/firm
Part-I - Instructions to the Applicants

1. Interested applicants are required to submit in duplicate their full bio-data giving details about their firm, experience, technical personnel in their firm, spare capacity, proven competence to handle major works, in-house computer aided design facilities, etc. in the enclosed proforma.

2. As the time is the essence of a contract, the ability and competence of the applicants to render required services within the specified time frame, will be a major factor while deciding the selection of the Architects/Consultants for preparation of a parcel of Architects/Consultants.

3. The application shall 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 Power of Attorney/Memorandum of Association shall be furnished along with the application).

4. If the space in the proforma is insufficient for furnishing full details, such information may be supplemented on separate sheet stating therein the part of the proforma and serial number. Separate sheets shall be used for each part of the application.

5. Both the forms of applications (original and duplicate copy) shall contain copies of all the enclosures separately.

6. While filling up the application with regard to the list of important projects completed or in hand, the applicants shall only include those works which individually cost not less than Rs.100.00 lakh for civil works and Rs.50.00 lakh for Electrical/Air conditioning/Interior works etc.

7. The applicant must have at least two qualified Graduate Architects (having adequate experience in planning and designing and construction of buildings) on their regular establishment for not less than 5 years and necessary Drawing Office with supporting staff for being always available for consultation/furnishing required help in getting plans, sanctioned, Completion Certificates from the local controlling/competent authorities.

8. The fees to be paid will have to be quoted by the architect including supervision & execution of the repair, construction/renovation and other civil works.

9. The applicant shall, with the prior approval of the Bank and within his fees, engage the services of well qualified Specialists or Consultants pertaining to the following services who shall be responsible for all the following works:
a. Civil works
b. Electrical works
c. Air-conditioning works
d. Interiors for renovation etc.
e. Fire safety
f. Sound proofing
g. Any other works required by NABARD. In case the firm/consultant does not have technical experts for the particular category, it can hire technical person required for the work on actual cost basis with the prior approval from NABARD. In that case, no fee will be paid except the actual approved cost.

10. The applicant shall have office at Hyderabad and of reasonable size with necessary equipment and supporting staff at senior and middle level and requisite phone and mail facility.

11. Services to be rendered by the Architect/Consultant

a. Take instructions from NABARD and prepare conceptualization of interior work and obtaining approval of conceptual drawing.
b. To plan, design and prepare Architectural drawings (preliminary as well as detailed) for works entrusted to it with due regard to aesthetics, economy, availability for building materials, local environments, National codes, local building bye-laws.
c. Preparation of detailed estimate.
d. Preparation of tender/working drawings, assist bank in shortlisting and selection of contractor.
e. Liaison with local authorities, to arrange submission of drawings to the Local Controlling Authority and obtaining their approval, whenever required.
f. Co-ordination with contractors etc., and Construction department,
g. Clearance from local authorities on behalf of NABARD for specific works wherever necessary.
h. Nominate and instruct consultants engaged by the Architect.
i. Scrutinize applications for empanelment of Contractors, forward
recommendations to NABARD for making a panel of contractors.

j. Submit Assessment Reports on tenders received for various trades/works along with comparative statements and recommendations for award of work.

k. Prepare and supply of 2 sets of all drawings for execution.

l. To obtain preserve all record drawings of completed projects and submit the same to NABARD.

m. Prepare work execution charts i.e. Performance Evaluation and Rating Technique (PERT) charts.

n. To inspect the final approved work as per the design periodically, works under construction, so as to ensure that the works carried out are in accordance with the approved drawings, designs and specifications etc.,

o. Supervision of works should be done by Civil Engineer or suitable subject related specialist from your firm.

p. Take measurement of works for settlement of bills.

q. Verification and certification of bills and recommendations for payment.

r. Any other services connected with the said works usually and normally rendered by the Architect/Consultants and not referred to in above, administration of contract and certification of payment.

12. Applications containing false and/or incomplete information will be out-rightly rejected.

13. The selected Agency/firm or Architect or Consultant shall be required to execute an agreement with NABARD on Rs.200.00 (Rupees two hundred only) non-judicial stamp paper in the prescribed format as and when directed to do so by NABARD. Expenses of agreement shall be borne by the Agency or Architect or Consultant.

14. Compliance to the guidelines of CVC and other statutory authorities will have to be ensured by the Agency or Architect or Consultant.

15. The Agency/Architect/Consulting Firm will be called for interview/interface meeting at our Regional Office located at RTC X Roads, Musheerabad, Hyderabad and a Committee of the Bank will decide the Consultant based on the work experience, rate quoted, designing abilities, projects handled, liaison abilities, etc.,

16. Decision of NABARD in regard to selection of the Agency/Architect/Consulting Firm
shall be final.

17. NABARD reserves the right to accept or reject any/all tender/s in part or whole of any firm / firms without assigning any reasons for doing so.

18. The appointment will be valid for a period of three years from the date of appointment with a provision of termination by giving one month notice from either side.

19. An Earnest money (EMD) of Rs. 25000.00 (Rupees twenty five thousand only) may be deposited to NABARD A/C NABADMN14 IFSC NBRD0000002 maintained with National Bank for Agriculture and Rural Development (NABARD) at Head Office, Mumbai and proof of the deposit to be submitted along with the application. Application without EMD will be rejected.

I/We have read the terms and conditions and the same are acceptable to me/us.

Signature of the applicant with full address

Date:
Place:
## Part - II - Information to be furnished by the Applicant

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Particulars</th>
<th>Details</th>
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<tbody>
<tr>
<td>1</td>
<td>Name and registered office Address, Email Id and Contact Details of the firm</td>
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</tr>
<tr>
<td>2</td>
<td>Whether individual or a partnership firm with full details of the other partners/ associates including their names, professional qualifications, age, experience, etc.</td>
<td>Attach a separate sheet (Statement I)</td>
</tr>
<tr>
<td>3</td>
<td>Names, qualification and experience of technical personnel and other personnel employed in the firm.</td>
<td>Details to be furnished in the Prescribed proforma (Statement II)</td>
</tr>
<tr>
<td>4</td>
<td>Whether Registered as a member of Institution of Architects/Consultants or Indian Council of Architects/Consultants?</td>
<td>Furnish Details</td>
</tr>
<tr>
<td>5</td>
<td>Details of experience as practicing Architects/Consultants.</td>
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<tr>
<td>6</td>
<td>Important large projects executed during last 5 years by the firm together with approximate cost of individual project. The full address of the clients for whom the works have been executed.</td>
<td>Details to be furnished in the prescribed proforma (Statement III)</td>
</tr>
<tr>
<td>7</td>
<td>Important large projects on which the firm is engaged at present and their estimated cost. (Stages of work, viz. Planning and Construction). The full address of the clients shall be indicated against each project.</td>
<td>Details to be furnished in the prescribed proforma (Statement IV)</td>
</tr>
<tr>
<td>8</td>
<td>Important large projects, if any, completed by the partners prior to joining the firm (these projects shall not be included under 6 &amp; 7 above, but shall be shown separately).</td>
<td>Attach a separate sheet</td>
</tr>
<tr>
<td>9</td>
<td>Name and address of the Bank/s of Architects/Consultants</td>
<td>Details of Bank account, IFSC Code etc. may be given</td>
</tr>
<tr>
<td>10</td>
<td>Turnover of the firm during last 5 years (Year-wise)</td>
<td></td>
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<tr>
<td>11</td>
<td>List of registration with other firms/organizations, if any</td>
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<tr>
<td>12</td>
<td>Locations of projects in Telangana State /Andhra Pradesh</td>
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<tr>
<td>13</td>
<td>The fees acceptable to be indicated in percentage term of work value excluding tax. (Provision of 5.24 page 46 of Procurement Manual).</td>
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</tbody>
</table>

**NOTE:**
The Lowest one (L1) will be determined from lowest percentage quote. In the event of more than one firm/consultant quoted same percentage term of work value L1 will be determined by calling sealed revised offer. In case any of such tenderer refuses to submit the revised...
offer, then it shall be treated as withdrawal of his tender before acceptance and 50% of EMD (Earnest Money Deposit) shall be forfeited. If the revised tendered amount of 2 or more bidders received in revised offer is again found to be equal the process of retendering followed. The tenderer whose Earnest Money forfeited because of non-submission of revised offer, shall not be allowed to participate in the retendering process.

Signature of the applicant with full address and Office Seal.
PROFORMA FOR ELECTRONIC PAYMENT

Details of Bank account to be furnished by Architect/Consultant for effecting payment through ECS (e-payments)

Name and Address of Architect/Consultant with email-ID, Mobile No, and Office address

 name and address

Email id: ....................... Mobile No. ................. Aadhar No. ..................

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Particulars</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Name of the account holder (as appearing in the Bank Account)</td>
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<tr>
<td>2</td>
<td>Name of the Bank</td>
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<td>3</td>
<td>Name of the Branch</td>
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<td>4</td>
<td>Account Number</td>
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<td>5</td>
<td>IFSC Code</td>
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<td>6</td>
<td>Type of account (Savings / Current)</td>
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<td>7</td>
<td>PAN Number</td>
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<tr>
<td>8</td>
<td>GST Identification Number</td>
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<tr>
<td>9</td>
<td>Aadhar Number</td>
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</tbody>
</table>

Please enclose photocopies of cancelled cheque, PAN Card and GST Identification Number along with the tender document.

(Seal and Signature of Applicant)
Name of the Applicant:
ARTICLES OF AGREEMENT

ARTICLES OF AGREEMENT made this ___ day of ____________ ______ between the National Bank for Agriculture and Rural Development (NABARD) (hereinafter called "the Employer") and having its Head Office at C-24, C Block, Bandra Kurla Complex, Bandra (East) Mumbai - 400 051 of the one part and M/s ____________ ____________ (hereinafter called "the Tenderer") having its office at ____________ ____________ of the other part.

WHEREAS the Employer is desirous of getting executed ____________ ____________ to be located at NABARD, Telangana Regional Office, 1-1-61, RTC "X" Roads, Musheerabad, Hyderabad - 500 020 AND WHEREAS the Tenderer has agreed to execute upon and subject to the conditions set forth in the Price Bid and Conditions of contract (all of which are collectively hereinafter referred to as "the said Conditions") the work shown upon the said technical specifications, and included in the Price Bid at the respective rates therein set forth amounting the sum as therein arrived or such other sum as shall become payable there under (hereinafter referred to as "the said contract amount").

NOW IT IS HEREBY AGREED AS FOLLOWS:-

In consideration hereinafter mentioned, the Tenderer will upon and subject to the conditions annexed, carry out and complete the supply/works shown in the contract, described by or referred to in the Schedule of Quantities and in the said conditions.

1. The Employer shall pay the Tenderer the said contract 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 agreement on their part respectively in the said conditions and the documents contained herein. This Agreement and documents mentioned herein shall form the basis of this Contract.

3. This Agreement and documents mentioned herein shall form the basis of this contract.

4. This contract is an item rate contract for the complete work to be paid for according to necessary installation carried out at site, at the rate contained in the Schedule of Rates or as provided in the said conditions.

5. The Tenderer shall afford every reasonable facility for carrying out of all works of other Contractors employed by the Employer and shall make good any damage done to walls, floors, etc., after the completion of such works.

6. The Employer reserves to itself the right of altering the nature of work by adding to or omitting any items of works or having port ons of the same carried
out without prejudice to this contract.

7. Time shall be considered as the essence of this contract and the Tenderer hereby agrees to commence the work/job within the tenth day of receipt of the work order as provided for in the said conditions and to complete the entire work within the time period prescribed below reckoned from the date of receipt of such work order subject nevertheless to the provision for extension of time.

8. All payments by the Employer under this contract will be made only at Hyderabad through ECS/NEFT.

9. All disputes arising out of or in any way connected with this agreement shall be deemed to have arisen at Hyderabad and only Courts in Hyderabad shall have the jurisdiction to determine the same to the exclusion of all other courts.

10. That the tenderer has visited the site and fully understood the existing conditions of site for execution of work.

11. That the several parts of this contract have been read by the Tenderer and fully understood by the tenderer. The Contractor shall not be entitled for the payment for the quantities beyond the tendered quantities unless ordered for by specific written instructions from the Bank.

12. This agreement shall be signed in duplicate, the original document shall be kept in the custody of the Employer, the duplicate with Contractor.

IN WITNESS WHEREOF the Employer has set its hands to these presents through its duly authorized officials and the Tenderer has caused its common seal to be affixed hereunto and the said two duplicates/ has caused these presents and the said two duplicates hereof to be executed on its behalf, the day and year first herein above written. (If the Tenderer is a company).

Signature

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

Shri

Name & Designation

In the Presence of:

Witness # 1

Signature

Witness # 2

Signature
Statement - I

List of partners/associates of the firm, qualifications, experience, including that in the present firm.

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Name</th>
<th>Qualification</th>
<th>Consultancy experience (year)</th>
<th>Nature of the work/project handled costing more than Rs.100.00 lakh</th>
<th>Name of the organization employed including present organization</th>
<th>Date of employment</th>
<th>Special experience</th>
<th>Remarks if any</th>
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</tbody>
</table>

Signature of the Applicant

Seal

Mention other points, if any, to show technical and managerial competency to indicate any important point in your favour.
Statement - II

List of technical personnel & other personnel, technical qualifications, experience, including that in the present firm

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Name</th>
<th>Qualification</th>
<th>Consultancy experience (year)</th>
<th>Nature of the work/ project handled costing more than Rs.100.00 lakh</th>
<th>Name of the organization employed including present organization</th>
<th>Date of employment</th>
<th>Special experience</th>
<th>Remarks if any</th>
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</table>

Signature of the Applicant

Seal

Mention other points, if any, to show technical and managerial competency to indicate any important point in your favour.
Statement - III

List of important Projects executed by the firm during the last five years costing Rs.100.00 lakh and above

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Name of the Project and location, Contact details</th>
<th>Nature of work involved in contract (e.g. Residential, Office, etc.) &amp; other details</th>
<th>Name of the owner (also indicate whether Govt./ Semi-Govt./ Govt. of India Undertaking or Private Body with full address, email id, contact details, etc.)</th>
<th>Project Cost (Rs. Lakh)</th>
<th>Completed Period</th>
<th>Any other relevant information</th>
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<td>Stipulated</td>
<td>Actual</td>
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</table>

Signature of the Applicant

Seal

Mention other points, if any, to show technical and managerial competency to indicate any important point in your favour.
## Statement – IV

List of important projects under execution by the firm costing Rs.100.00 Lakhs and above

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Name of the Project and location, Contact details</th>
<th>Nature of work involved in contract (e.g. Residential, Office, etc.) &amp; other details</th>
<th>Name of the owner (also indicate whether Govt./Semi-Govt./Govt. of India Undertaking or Private Body with full address, email id, contact details, etc.)</th>
<th>Project Cost (Rs. Lakh)</th>
<th>Completed Period</th>
<th>Present stage of work with reasons, if the work is getting delayed</th>
<th>Any other relevant information</th>
</tr>
</thead>
<tbody>
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</table>

Signature of the Applicant

Seal

Mention other points, if any, to show technical and managerial competency to indicate any important point in your favour.