TENDER DOCUMENT FOR

APPOINTMENT OF ARCHITECT CUM PROJECT MANAGEMENT CONSULTANT FOR VARIOUS WORKS OF CIVIL ENGINEERING, DESIGN and COST ESTIMATION for REPAIRS/RENOVATION OF OFFICE PREMISES AND STAFF QUARTERS OF NABARD LOCATED IN PATNA

National Bank for Agriculture and Rural Development
Department of Premises, Security and Procurement

Bihar Regional Office, 4th & 5th Floor, Maurya Lok Complex, Patna- 800001
(Last Date of submission: 15:30 hours on 16 August 2021)
Part – I

TECHNICAL BID

for

APPOINTMENT OF ARCHITECT CUM PROJECT MANAGEMENT CONSULTANT FOR VARIOUS WORKS OF CIVIL ENGINEERING, DESIGN and COST ESTIMATION for REPAIRS/RENOVATION OF OFFICE PREMISES AND STAFF QUARTERS OF NABARD LOCATED IN PATNA

National Bank for Agriculture and Rural Development
Department of Premises, Security and Procurement

Bihar Regional Office, 4th & 5th Floor, Maurya Lok Complex, Patna- 800001
(Last Date of submission: 15:30 hours on 16 August 2021)
ANNEXURE – I

FORM OF TENDER

The Chief General Manager
National Bank for Agriculture and Rural
Development Bihar Regional Office
4th & 5th Floor, Maurya Lok Complex
Dak Bungalow Chowk
Patna-800001

Dear Sir

APPOINTMENT OF ARCHITECT CUM PROJECT MANAGEMENT
CONSULTANT FOR VARIOUS WORKS OF CIVIL ENGINEERING, DESIGN
AND COST ESTIMATION FOR REPAIRS/RENOVATION OF OFFICE
PREMISES AND STAFF QUARTERS OF NABARD LOCATED IN PATNA

I/We have read and understood the Notice Inviting Tender (NIT) and contends in 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 of our firm are:

i)

ii)

(Please submit Partnership document/Power of Attorney
etc.) Name of the partner of the firm
Authorized to
sign: OR
Name or person having Power of
Attorney to sign the contract
(certified copy of the Power of Attorney should be attached):

I) 
II) 

Yours faithfully
Place Signature & Seal

Date
ANNEXURE - II

Terms and Conditions of the Tender

Instructions to the bidders

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

2. As the time is the essence of a contract, the ability and competence of the applicant to render required services within the stipulated time-frame will be a major factor while deciding the Architect/ Project Management Consultant.

3. The application 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 submitted).

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

5. While filling up the applications with regard to the list of the important projects completed or in hand, the applicant shall only include those projects/ works whose individual cost is not less than Rs. 20 lakh for civil works and Rs. 5 lakh for electrical/ AC/ interior design/ other architect works.

6. The applicants must have following professionals on its roll:

   (i) At least three Graduate with B.Arch or B.Tech (Civil Engineering)/ M.Tech (Civil/Construction/Structural design) degree from a recognized institute/ University

7. The applicants must have qualified personnel, as indicated at Para 6 above, having adequate work experience in planning, designing and construction of multi-storied buildings on their regular establishment for not less than 3 years and have necessary drawing staff with supporting office for being always available for consultation/ furnishing required help in getting plans sanctioned, obtaining completion certificate from local authorities etc.

8. The fees to be paid will have to be quoted (one rate in percentage terms for all works) by the applicant including supervision and execution of design preparation, cost estimation.
9. The applicant shall, with the prior approval of the Bank and within his fees, engage the services of well qualified specialist or consultants pertaining to services indicated below and will be responsible for all the following works:

(i) Rendering consultancy services for various repair/ renovation works of office building and staff quarters of NABARD located in Patna including Interior Designing and day-to-day supervision.

(ii) 2D/ 3D Design with cost estimates for renovation/ re-modelling for Conference Hall of NABARD Regional Office, Patna

(iii) 2D/ 3D design with cost estimates for renovation/ re-modelling of Visiting Officer Flats (VOF) in the 8th Floor, NABARD Sadan, Exhibition Road, Patna-800001

(iv) 2D/ 3D design with cost estimates for chambers of Senior Officers at NABARD Regional Office, 4th & 5th Floor, Mauryalok Complex, Patna-800001.

(v) Structural survey/ audit of NABARD Officers/ staff Quarters situated at (a) NABARD Sadan, Exhibition Road, Patna (b) NABARD Vihar, Punaichak (c) Jagat Apartment, Bank Road, Patna (d) NABARD Quarters, Khajpura, Patna and (e) NABARD Flats in Udaigiri Apartment, Near Kotwali thana, Patna.

(vi) Cost estimations for civil works (repairs/ renovations) of NABARD Office Premises at Mauryalok Patna and NABARD Officers/ staff quarters situated at various places as mentioned above.

(vii) Preparation of BoQ for suggested/ approved design/ work. Preparation of BOQ for Civil works (repair and renovation of bank property)

(viii) Design/ Measurement / Cost estimates for Painting/repair of exterior and interior walls and pillars of NABARD Officers/ staff Quarters situated at (a) NABARD Sadan, Exhibition Road, Patna (b) NABARD Vihar, Punaichak (c) Jagat Apartment, Bank Road, Patna (d) NABARD Quarters, Khajpura, Patna and (e) NABARD Flats in Udaigiri Apartment, Near Kotwali thana, Patna.

(ix) Interior and furnishing work in office building and staff quarters including shifting and reconstruction of partition and workstations etc.

(x) Air conditioning work at the Office premises.

(xi) Any other civil/electrical work required/ assigned by NABARD. In case the firm/ agency does not have the technical experts for assigned work of 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 payable except the actual cost.

10. The applicant must have office in Patna with reasonable size and equipment and staff at senior and middle management level.

11. Applications containing false and/or incomplete information are liable for rejection.

12. The fees/charges for rendering the services will be dependent on the cost of work and will be on Percentage basis.
13. Decision of the Bank about determining the selection of the applicant/Consultants shall be final. The Bank is not bound to assign any reasons therefore and reserve the right to reject any or all offers.

14. The applicants have to submit the Part I (Technical Bid) and Part-II (Financial Bid) in separate envelope. Both the envelopes should be put in a Big separate envelope super-scribed “APPOINTMENT OF ARCHITECT CUM PROJECT MANAGEMENT CONSULTANT FOR VARIOUS WORKS OF CIVIL ENGINEERING, DESIGN and COST ESTIMATION for REPAIRS/RENOVATION OF OFFICE PREMISES AND STAFF QUARTERS OF NABARD LOCATED IN PATNA” and submitted within the time given in the tender documents.

15. The selected agency/ firm or Architect or consultant shall be required to execute an agreement on non-judicial stamp with required stamp duty in the prescribed format. The stamp duty will be borne by the empanelled agency.

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. Evaluation matrix, as given in Annexure VI, will be used for evaluating the technical Bid on a matrix of 100 marks and minimum qualifying marks for opening of Financial Bid will be 70. Financial Bid of only those applicants will be opened on a later date who obtains minimum 70 marks in the technical bid evaluation.

18. The decision of NABARD, Bihar Regional Office in regard to selection of architect firm/consultant will be final and binding on all bidders.

19. NABARD reserves the right to accept or reject any/all tender/s in part or whole of any firms without assigning any reasons whatsoever.

20. The appointment will be valid for two years from date of appointment with a provision of termination by giving one month’s notice by either side. The appointment can be extended by 01 year subject to agreement between both the parties at existing rates only.

21. An Earnest Money Deposit (EMD) of Rs. 10,000 (Rs. Ten thousands only) need to be submitted through electronic mode only in the following account:
   (a) Name of Account : NATIONAL BANK FOR AGRICULTURE AND RURAL DEVELOPMENT
   (b) Name of Bank : NABARD
   (c) Branch Name : Head Office, Mumbai
   (d) Account Number : NABADMIN25 (VAN)
   (e) IFSC : NBRD0000002
22. No other forms (like DD) of EMD deposit will be accepted. Applications without documentary evidence of credit of EMD amount to the designated account of NABARD will be summarily rejected.

23. 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 appointment.
Annexure III

Scope of Work

Services to be rendered by the Consultant (Scope of Work)

Scope of the consultancy will include the following works:

1. Taking the Bank (NABARD)’s instructions and after visiting the site and detailed surveying and investigations, preparing 2D detailed sketch with dimensions, preparing 3D walk through of the proposed designs, if needed, according to the requirement of the Bank, preparing plans with alternative schemes, preparing presentation wherein the gist of the scheme may be explained in detail before senior management of the Bank and any doubt that may arise thereof may be clarified and changes, if any, suggested in the proposed design may be incorporated or deleted as found suitable, to meet the needs of the Bank, so as to enable the Bank to select the design and the scheme.

2. The following offices/ buildings will be taken for design, cost estimation/ repairs/ Renovations:
   (i) Rendering consultancy services for various repair/ renovation works of office building and staff quarters of NABARD located in Patna including Interior Designing and day-to-day supervision.
   (ii) 2D/ 3D Design with cost estimates for renovation/ re-modelling for Conference Hall of NABARD Regional Office, Patna
   (iii) 2D/ 3D design with cost estimates for renovation/ re-modelling of Visiting Officer Flats (VOF) in the 8th Floor, NABARD Sadan, Exhibition Road, Patna-800001
   (iv) 2D/ 3D design with cost estimates for chambers of Senior Officers at NABARD Regional Office, 4th & 5th Floor, Mauryalok Complex, Patna-800001.
   (v) Structural survey/ audit of NABARD Officers/ staff Quarters situated at (a) NABARD Sadan, Exhibition Road, Patna (b) NABARD Vihar, Punaichak (c) Jagat Apartment, Bank Road, Patna (d) NABARD Quarters, Khajpura, Patna and (e) NABARD Flats in Udaigiri Apartment, Near Kotwali thana, Patna.
   (vi) Cost estimations for civil works (repairs/ renovations) of NABARD Office Premises at Mauryalok Patna and NABARD Officers/ staff quarters situated at various places as mentioned above.
   (vii) Preparation of BoQ for suggested/ approved design/ work.
   (viii) Design/ Measurement / Cost estimates for Painting/repair of exterior and interior walls and pillars of NABARD Officers/ staff Quarters situated at (a) NABARD Sadan, Exhibition Road, Patna (b) NABARD Vihar, Punaichak (c) Jagat Apartment, Bank Road, Patna (d) NABARD Quarters, Khajpura, Patna and (e) NABARD Flats in Udaigiri Apartment, Near Kotwali thana, Patna.
   (ix) Interior and furnishing work in office building and staff quarters including shifting and reconstruction of partition and workstations etc.
(x) Air conditioning work at the Office premises.
(xi)Any other civil/electrical work as and when required.

3. Preparing preliminary project cost estimate with detailed specifications on the final sketch design and scheme and preparing report on the merits of the selected scheme, so as to enable the Bank to take a decision on the sketch designs and the scheme as a whole and approve the same.

4. Preparing final project cost estimate with detailed specifications and rate analysis after incorporating necessary corrections, if any, as suggested by the Bank and submitting to the Bank.

5. Submitting the drawings as approved by the Bank to appropriate authorities and obtaining their approvals, wherever required.

6. Appointing and instructing other consultants, such as Electrical consultants, Heating, Air Conditioning and Ventilation (HVAC) consultants, etc. for the said works or part or portion thereof as may be considered necessary by the Bank at the Architects own cost and paying the fees to such other consultant.

7. Preparing complete final Architectural and detailed working 2D interior / exterior drawings with dimensions in MKS system and making 3D view walk through if needed/ required by the Bank. The Architect shall get all these drawings and cost estimates approved by the Bank before releasing the same for execution or adoption. Architect shall submit minimum 3 sets of final approved drawings of required size separately to the Bank for reference and for record.

8. Drawing up detailed tender documents for all the interior / furnishing works, electrical work, LAN cable work, HVAC work, Loose furniture’s and bought-out items, state of the art equipment’s etc. complete with specifications, drawings, schedule of quantities, time and progress charts and any other material necessary for completing the tender documents and get the same approved by the Bank. Suitable time schedule shall be worked out mutually for the completion of the above items.

9. The selection of the contractors will be through open bidding. Preparing the draft paper advertisement for Notice Inviting Tender (NIT) and submitting to the Bank, preparing select list/pre-qualification list of the contractors with the approval of the Bank including making visits to the contractors' work jointly with the Bank's representatives, if and as desired/required, inviting tenders for various trades, preparing comparative statements and submitting assessments and recommendations thereon, arranging pre-bid meeting of contractors in consultation and jointly with the Bank and preparing the minutes of pre-bid meeting and submitting to the Bank for approval, assisting the Bank to conduct negotiation with bidder wherever necessary and after Banks decision on the tender, preparing contract documents and getting them executed by the contractors selected by the Bank after obtaining Bank’s approval for the contracts.
10. Preparing requisite number of copies of the contract documents of the various trades including all drawings, specifications and other particular and such further details and drawings as are necessary, for use of the Bank, the contractors and the site engineers for the proper execution of the work.

11. Assuming full responsibility for design for all works, for the quantity of the materials used in the work and installations and ensures that the construction is according to the designs, drawings and specifications.

12. Assuming full responsibility for supervision including day-to-day supervision, monitoring, quality control, co-ordination with NABARD and the contractors and reporting daily progress by posting sufficient number of qualified technical staff (preferably graduate in Architect or Civil Engineering having minimum 5 years’ experience in similar type of works) as necessary to ensure proper and timely execution of the said works as per drawings and specifications. Bio-data of above technical staff shall be furnished to NABARD. Site Engineers shall be engaged full time during the progress of work on daily basis throughout the entire period of the Project for day-to-day supervision, ensuring smooth progress by prompt supply of drawings and giving proper directions and also co-ordination with all the agencies engaged in the design engineering and execution of various items of work as required.

13. During the course of the execution of the project any change in the design, taking measurements jointly with the contractors/contractor’s representatives after completion of every stage of items of work, recording measurements and quantities in specified Measurement Books at the site, preparation of computerized soft copies of measurements and quantities in spread sheets and certification of measurement sheets with sign and stamp in all pages of measurement sheet and submitting the certified measurement sheets to NABARD.

14. Preparing the rate analysis of extra / substitute items, if any, with respect to CPWD or Bihar Govt. Patna Schedule of Rates (SoR), issued by the GoI or GoB with due recommendations and submitting to NABARD for its approval.

15. Certifying the Running Account (RA) Bills and Final Bills of the contractors with personnel visit and verification and due recommendations preferably within a week’s time of submission of bill by the contractor and submit to NABARD for sanction so that the Bank shall be able to make payments to the contractor within reasonable time.

16. Preparing detailed comparative statement of works carried out with respect to actual sanctioned awarded quantities with remarks and recommendations to excess and savings of quantities and submit to NABARD along with certified RA Bills.

17. Review meetings will be held at NABARD Regional Office, Patna on a fortnightly basis /as and when required, in the presence of the architect, contractor and a representative of the Bank and issues related to smooth execution of the project shall be discussed. The minutes of the meetings shall be recorded by the Architect and get it approved by the Bank. The changes as decided in review meeting and as per the approved minutes
shall be communicated to the contractor in writing by the Architect within a weeks’ time of the review meeting.

18. Issue completion certificate after completion of work at site and submitting the final two sets of 2D drawing of the completed work (as built drawings) with soft copies. The work executed along with the completed drawing will be jointly inspected along with the contractor, architect and RO officials before settling the final bill.

19. 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.

20. The Architect’s association will continue from the beginning of the project work till its completion, settlement of the bills and during defect liability period. The Architect will plan the works in such a way that the project could be completed within the scheduled time specified in the tender of the project.

21. Any other work related to repair/renovation/civil works/ design/drawing etc. as suggested by the Bank.

22. Scale of Charges

a) The Consultant shall quote his/her remuneration in financial BID for the services rendered by him/her in relation to the said works and in particular for the services herein mentioned as the percentage of actual cost of individual project, inclusive of all taxes. GST shall be paid extra as applicable. The remuneration as the percentage of actual cost of project shall remain constant for all the projects irrespective of the size of the project. TDS/Govt. Tax will be borne by Consultant.

23. Method/ Mode of Payment

The fees set out shall be initially calculated and paid on the basis of the estimated value of each work as approved by NABARD till the work is awarded and thereafter as per accepted tender cost (s) and the same shall be paid proportionately upon completion of each stage of work as indicated below. The total fee, however, will be calculated and finally settled on actual cost of works including extra/substitute items. TDS, as applicable, shall be deducted while settling the bills.

(i) 20% of the total fees after approval and finalisation of the work/project.
(ii) 15% of the total fees after submission and approval of the estimate and tender documents for the work/project.
(iii) 15% of the total fees after awarding of the works to contractors.
(iv) 15% of the total fees after execution of 50% of the work by the contractor.
(v) 15% after certification of the final bill of contractors.
(vi) 15% after settlement of the final bill of the contractor.
(vii) 05% after the expiry of the defect liability of the contractor’s work.
24. Time Schedule for Assignment

Following time schedule shall be generally followed by the Architect for his important stages of consultancy assignment unless otherwise specified separately in the work order according to nature of the work:

<table>
<thead>
<tr>
<th>Stages of Assignment</th>
<th>Time Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submission of Initial Scheme after the date of Work Order</td>
<td>Within 10 days</td>
</tr>
<tr>
<td>Submission of Final scheme</td>
<td>Within 7 days of approval on corrected Initial scheme</td>
</tr>
<tr>
<td>Submission of draft detailed estimation, draft tender document with BOQ and drawings</td>
<td>Within 7 days of approval on Final scheme</td>
</tr>
<tr>
<td>Scrutiny of Price Bid, submission of Comparative statement with recommendations</td>
<td>Within 7 days of opening of Price Bid</td>
</tr>
<tr>
<td>Submission of progress report of the project</td>
<td>Every fortnight</td>
</tr>
<tr>
<td>Review meeting of the project with contractor, consultant and Bank’s Engineer</td>
<td>Every fortnight</td>
</tr>
<tr>
<td>Certification of RA Bill of the contractor and submission</td>
<td>Within 7 days of submission of RA Bill by the contractor.</td>
</tr>
<tr>
<td>Certification of Final Bill of the contractor and submission</td>
<td>Within 21 days of submission of Final Bill by the contractor.</td>
</tr>
</tbody>
</table>

25. Other Terms and Conditions

1. Before quoting the fees, the Consultant shall visit and inspect the site and shall make his own assessment about the projects. No separate TA/ DA will be paid for such visits.

2. The fees will be calculated as the percentage quoted on the actual cost of works as executed and supervised by the Consultant and paid to the contractors. The items of works, which are carried out by the Bank directly, shall be excluded from the aforesaid actual cost to be taken into account for calculation of fee. The Consultant’s fee includes all the 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 for review meetings/inspection of works.

3. The Consultant will be selected according to the lowest among total quoted fees of the project.
4. 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.

26. Termination of Agreement

a) 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, the Bank shall be entitled to terminate the agreement and entrust the work to any other Consultant.

b) If the Consultants shall close their business or die or become incapacitated from acting as such Consultants, then the Agreement shall stand terminated.

c) In Case

(i) the Consultants fail to adhere to the time schedule stipulated in the Para 24 therein or the extended time which may be granted by the Bank in his sole discretion, or

(ii) there is any change in the constitution of the Consultants' company or firm for any reason whatsoever, the Bank shall be entitled to terminate this Agreement, after due notice, and entrust the work to some other Consultants.

d) 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 the Bank.

e) In case of termination under sub-clause (a) or (b) or (c), the Bank 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 the Bank and the same shall be surrendered by the Consultants to the Bank within ten days from the date of such termination, without demur.

27. Damages

Notwithstanding what is contained in clauses herein above, if the Bank is put to any loss or suffers any damages (including cost escalations in execution of the said works) due to delays in carrying out the obligations under these terms or negligence, indolence or breach of any of the terms and conditions herein contained on the part of the Consultants, whether the cause for such loss or damage is immediate or remote, the Consultants shall be liable not only to forgo their fees for the quantum of work thus
done but also make good losses and damages on a written demand made by the Bank and a certificate issued by the Bank as regards the amount of such loss or damage shall be final and conclusive as between the Bank and the Consultant and shall not be questioned either inside or outside a Court, tribunal or arbitration. Such loss or damage, if not reimbursed within the time stipulated by the Bank, shall, without prejudice to the Bank's right to recover the same in accordance with the law, be recovered by the Bank from any sums payable to the Consultant, either under this contract or any other contract made between the Bank and the Consultants for any other works belonging to the Bank, provided always that such damage or loss recoverable from the Consultants shall not be more than 10% of the fees payable to them under the contract. Provided further that, in addition to what is contained herein above in this clause, the Consultant shall indemnify the Bank through a Professional Liability Insurance Policy to be taken at his cost with a Nationalised Insurance Company to the extent of the full amount of fees to be charged by the Consultants on the basis of estimated cost of works. Such policy shall be obtained and deposited with the Bank within a period of 2 months from the date of execution of this presents and shall be kept valid by the Consultants during the subsistence of this Contract.

28. Transfer of Interest

The Consultants shall not assign, sublet or transfer their interest in this Agreement, without the written consent of the Bank.

29. Article of Agreement

The Consultant has to sign the agreement as per attached “Article of Agreement”. This agreement shall be executed in duplicate and the Bank shall retain the original and the Consultants shall retain the duplicate. The Consultant shall bear the Stamp Duty on the original as well as the duplicate of this Agreement.

30. Arbitration

If any dispute, difference or question shall at any time arise between the parties concerning anything or as to the rights, liabilities and duties of the parties under this Agreement, the decision of the Bank will be final and binding.

31. Services continued to be rendered not withstanding any reference or dispute to the arbitration

It is specifically agreed that the Consultant shall continue to render its services provided herein with all due diligence, professional skill and tact notwithstanding that any matter, question or dispute has been referred to arbitration. These will be contract based consulting services and no/any other right remuneration except service charge is payable by NABARD.

Accepted all terms & conditions
Date :-
Place :-
(Signature
Name,
Address
and Seal of
the
consultant
ANNEXURE - IV

ARTICLES OF AGREEMENT

ARTICLES OF AGREEMENT made this _______________day of __________ between the National Bank for Agriculture and Rural Development (NABARD) (hereinafter called “the Bank”) and having its Regional Office at Patna of the one part and M/s ------ --------------

--------------- (herein after called "the Consultant") having its office at -------

----------------------------------------------- of the other part.

WHEREAS the Bank is desirous of getting executed “APPOINTMENT OF ARCHITECT CUM PROJECT MANAGEMENT CONSULTANT FOR VARIOUS WORKS OF CIVIL ENGINEERING, DESIGN and COST ESTIMATION for REPAIRS/RENOVATION OF OFFICE PREMISES AND STAFF QUARTERS OF NABARD LOCATED IN PATNA” and has caused the terms and conditions of the contract showing and describing the work to be done to be prepared by or under the direction of the Bank.

AND WHEREAS the said terms and conditions have been signed by or on behalf of the parties hereto.

AND WHEREAS the Consultant has agreed to offer his/her services upon and subject to the conditions set forth in the Scope of Work, Scale of Fees, Mode of payment, Terms and Conditions and Work Order of Contract (all of which are collectively hereinafter referred to as “the said Conditions”) the work shown upon the said Terms and conditions 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:-

1. 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.

2. 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.

3. 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.

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

5. The Consultant shall afford every reasonable facility for execution of the said work.

6. Time 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.

7. All payments by the Bank under this contract will be made only through electronic mode.

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

9. That the several parts of this contract have been read by the Consultant and fully understood by the Consultant.

10. 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, Bihar Regional Office, Patna for a period of one year at existing rates.

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

Signature
Clause

SIGNED AND DELIVERED by
the National Bank for
Agriculture and Rural
Development by the hand of Shri
(Name &
Designation) In the
presence of:
(1)
If the bidder(Consultant) is a partnership firm or an individual should be signed by all or on behalf of all the partners.

in the presence of :

The COMMON SEAL
OF:

was hereunto affixed pursuant to the resolutions passed by its Board of Directors at the meeting held on:

Directors who have signed these If the bidder signs under Presents

Common seal, the signature clause should tally with the sealing clause in the Articles of
Associatio
n
SIGNED AND DELIVERED by the Bidder If the bidder is signing by the by the hand of Shri. hand of Power of Attorney,

Whether a company or an individual. Duly Constituted Attorney.
Witness
#1
Signature:
Name:
Address
Witness
#2
Signature
: Name:
Address
Annexure V

Information to be furnished by the applicants

<table>
<thead>
<tr>
<th>S.N</th>
<th>Particulars</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Name and registered office address, e-mail ID and contact details of the firm</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Whether individual or partnership firm with full details of other partners/ associates including their name, professional qualification, work experience etc.</td>
<td>Attach a separate sheet (Statement- I)</td>
</tr>
<tr>
<td>3</td>
<td>Name, qualification and experience of technical experts 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 Institute of Architects/ Consultants or Indian Council of Architect/ Consultants or Engineering Council of India</td>
<td>Furnish details with documentary evidence</td>
</tr>
<tr>
<td>5</td>
<td>Details of experience as practicing architects/ consultants</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Important projects executed during last 5 years by the firm together with estimated cost of individual project. The work orders from clients to be enclosed.</td>
<td>Details to be furnished in the prescribed proforma (Statement- III)</td>
</tr>
<tr>
<td>7</td>
<td>Important projects on which firm is engaged at present and their cost estimates. (Stages of work viz, Planning, Renovation, Constructions etc. to be indicated). The work orders from clients to be enclosed</td>
<td>Details to be furnished in the prescribed proforma (Statement- IV)</td>
</tr>
<tr>
<td>8</td>
<td>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</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Name and address of Bankers of the applicants</td>
<td></td>
</tr>
</tbody>
</table>
| 10  | Turnover of the firm during last five years (Rs. lakh) | (i) FY 2015-16  
(ii) FY 2016-17  
(iii) FY 2017-18  
(iv) FY 2018-19  
(v) FY 2019-20  
(vi) FY 2020-21 (if available) |
| 11  | Net-worth of Bank for last three FYs i.e FY 2017-18, FY 2018-19, FY 2019-20 and FY 2020-21 (if available) | CA certified net worth to be submitted |
| 12  | List of registration with other firms/ Organizations | |
| 13  | Location of Projects in Bihar | |

List of Documents to be submitted along with application:

(a) Constitution of the firm
(b) Memorandum/ Association of Agreement
(c) Power of Attorney, if any
(d) Audited Balance Sheet for last five FYs
(e) IT Return for last three FYs i.e FY 2017-18, FY 2018-19, FY 2019-20 and FY 2020-21 (if available)
(f) CA certified positive networth certificate for last three FYs i.e FY 2017-18, FY 2018-19, FY 2019-20 and FY 2020-21 (if available)
(g) Particulars of firms/ partners (Statement I)
(h) Particulars of Technical/ Other personnel (Statement II)
(i) List of important projects executed by the firm during last five years costing Rs. 20.00 lakh and above for civil works and Rs. 5.00 lakh and above for Electrical/ air Conditioners/ Interiors etc. (Statement III). Work orders from client to be enclosed.
(j) List of important projects under execution by the firm during last five years costing Rs. 20.00 lakh and above for civil works and Rs. 5.00 lakh and above for Electrical/ air Conditioners/ Interiors etc. (Statement III). Work orders from client to be enclosed.
## Statement- I

List of Partners/ Associates of the firm, qualification, experience including that in the present firm

<table>
<thead>
<tr>
<th>S.N</th>
<th>Name</th>
<th>Qualification</th>
<th>Consultancy experience (years)</th>
<th>Nature of the work/projects handled costing more than Rs. 20 lakh for civil works and Rs. 5 lakh for electrical/AC/Interior design</th>
<th>Name of organization employed during present organization</th>
<th>Date of employment</th>
<th>Special Experience</th>
<th>Remarks, if any</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>3</td>
<td>4</td>
<td>5</td>
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</tbody>
</table>

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
**Statement- II**

List of Technical Experts and other personnel, technical qualification, experience including that in the present firm

<table>
<thead>
<tr>
<th>S.N</th>
<th>Name</th>
<th>Qualification</th>
<th>Consultancy experience (years)</th>
<th>Nature of the work/projects handled costing more than Rs. 20 lakh for civil works and Rs. 5 lakh for electrical/AC/Interior design</th>
<th>Name of organization employed during present organization</th>
<th>Date of employment</th>
<th>Special Experience</th>
<th>Remarks, if any</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

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
**Statement- 3**

*List of Important Projects executed by the applicant’s firm during last five years costing individual project of Rs. 20.00 lakh and above for Civil Works and Rs. 5.00 lakh and above for Electricals/AC/Interiors etc.*

<table>
<thead>
<tr>
<th>S.N</th>
<th>Name of Project and location, contract details</th>
<th>Nature of work involved in the contract (e.g. Residential, Office, etc.) and other details</th>
<th>Name of the employer with full address, e-mail ID and contact details (enclose work orders from the employer)</th>
<th>Project Cost (Rs. Lakh)</th>
<th>Completed Project</th>
<th>Any other relevant information</th>
<th>Remarks, if any</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

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.
Statement- 4

List of Important Projects under execution by the applicant’s firm during last five years constituting individual project of Rs. 20.00 lakh and above for Civil Works and Rs. 5.00 lakh and above for Electricals/AC/Interiors etc.

<table>
<thead>
<tr>
<th>S.N</th>
<th>Name of Project and location, contract details</th>
<th>Nature of work involved in the contract (e.g. Residential, Office, etc.) and other details</th>
<th>Name of the employer with full address, e-mail ID and contact details (enclose work orders from the employer)</th>
<th>Project Cost (Rs. Lakh)</th>
<th>Completed Project</th>
<th>Present state of the project (Please indicate reasons if the project is delayed)</th>
<th>Any other relevant information</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
<td>Stipulated</td>
<td>Expected</td>
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</tbody>
</table>

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.
## Annexure- VI

**Appointment of Architect/ Consultants in NABARD Bihar Regional Office**

### Evaluation Matrix for Evaluation of Technical BID

**Name of the Applicant:**

<table>
<thead>
<tr>
<th>S.N</th>
<th>Particulars</th>
<th>Sub-Marks</th>
<th>Marks Obtained by the agency</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Applicant having office in Patna</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Yes</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td></td>
<td>No</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Age of the applicants/ Firms</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(i) More than 10 years</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(ii) More than 3 years but less than 10 years</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(iii) Less than 3 years</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Technical Expertise of the firm/ Technical persons on the establishment of the firm</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(i) Minimum Five experts with B.Arch degree or B.Tech (Civil Engineering)/ M.Tech Civil Engineering degree</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(ii) Minimum Four experts with B.Arch degree or four B.Tech (Civil Engineering)/ M.Tech Civil Engineering degree</td>
<td>15</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(iii) Minimum three experts with B.Arch degree or B.Tech (Civil Engineering)/ M.Tech Civil Engineering degree</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(iv) Less than three qualified experts</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Number of Employees</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(i) More than 10</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(ii) 5 to 10 employees</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>(iii)</td>
<td>Less than 5 employee</td>
<td>0</td>
<td></td>
</tr>
<tr>
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<td>---</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Whether registered as a member of Institute of Architects/ Consultants or Indian Council of Architect/ Consultants or Engineering Council of India</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>(i)</td>
<td>Yes</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>(ii)</td>
<td>No</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Number of important projects executed by the firm during last five years costing Rs. 20.00 lakh and above for civil works and Rs. 5.00 lakh and above for Electrical/ air Conditioners/ Interiors etc. (Statement III) for individual projects</td>
<td>15</td>
<td></td>
</tr>
<tr>
<td>(i)</td>
<td>More than 5 projects</td>
<td>15</td>
<td></td>
</tr>
<tr>
<td>(ii)</td>
<td>More than 3 but less than 5 projects</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>(iii)</td>
<td>2 to 3 projects</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>(iv)</td>
<td>1 to 2 Projects</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>(v)</td>
<td>No Project</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Number of important projects under execution by the firm during last five years costing Rs. 20.00 lakh and above for civil works and Rs. 5.00 lakh and above for Electrical/ air Conditioners/ Interiors etc. (Statement IV) for individual projects</td>
<td>15</td>
<td></td>
</tr>
<tr>
<td>(i)</td>
<td>More than 5 projects</td>
<td>15</td>
<td></td>
</tr>
<tr>
<td>(ii)</td>
<td>More than 3 but less than 5 projects</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>(iii)</td>
<td>2 to 3 projects</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>(iv)</td>
<td>1 to 2 Projects</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>(v)</td>
<td>No Project</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Size of Balance Sheet</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>(i)</td>
<td>Average Balance sheet of last three years more than Rs. 25 lakh</td>
<td>10</td>
<td></td>
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</tr>
<tr>
<td>(ii)</td>
<td>Average Balance sheet of last three years more than Rs. 15 lakh but less than Rs. 25 lakh</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>(iii)</td>
<td>Average Balance sheet of last three years more than Rs. 5 lakh but less than Rs. 15 lakh</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>(iv)</td>
<td>Average Balance sheet of last three years less than Rs. 5 lakh</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td><strong>9</strong></td>
<td><strong>CA Certified Net-worth</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(i)</td>
<td>Average Net-worth of Rs. 10 lakh during last three years</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>(ii)</td>
<td>Average Net-worth of Rs. 5 lakh to Rs. 130 lakh during last three years</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>(iii)</td>
<td>Average Net-worth less than Rs. 5 lakh during last three years</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td><strong>10</strong></td>
<td><strong>Empanelment Status</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(i)</td>
<td>Empanelment with RBI/ SEBI/ SBI/ Central Govt/ State Govt</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>(ii)</td>
<td>Empanelment with PSBs/PSUs/Automous Bodies</td>
<td>3</td>
<td></td>
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<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td>100</td>
<td></td>
</tr>
</tbody>
</table>
Part – II

FINANCIAL BID

for

“APPOINTMENT OF ARCHITECT CUM PROJECT MANAGEMENT CONSULTANT FOR VARIOUS WORKS OF CIVIL ENGINEERING, DESIGN and COST ESTIMATION for REPAIRS/RENOVATION OF OFFICE PREMISES AND STAFF QUARTERS OF NABARD LOCATED IN PATNA”

National Bank for Agriculture and Rural Development
Department of Premises, Security and Procurement

Bihar Regional Office, 4th & 5th Floor, Maurya Lok
Complex, Patna– 800001
(Last Date of submission: 15:30 hours on 16 August 2021)
**APPOINTMENT OF ARCHITECT CUM PROJECT MANAGEMENT CONSULTANT FOR VARIOUS WORKS OF CIVIL ENGINEERING, DESIGN and COST ESTIMATION for REPAIRS/RENOVATION OF OFFICE PREMISES AND STAFF QUARTERS OF NABARD LOCATED IN PATNA**

<table>
<thead>
<tr>
<th>Particulars</th>
<th>Percentage to be quoted in figures and in words (2 decimal places) (Only one rate to be quoted)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional fee</td>
<td></td>
</tr>
<tr>
<td>(i) Rendering consultancy services for various repair renovation works of office building and staff quarters of NABARD located in Patna including Interior Designing and day-to-day supervision.</td>
<td></td>
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<tr>
<td>(ii) 2D/ 3D Design with cost estimates for renovation/ re-modelling for Conference Hall of NABARD Regional Office, Patna</td>
<td></td>
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<tr>
<td>(iii) 2D/ 3D design with cost estimates for renovation/ re-modelling of Visiting Officer Flats (VOF) in the 8th Floor, NABARD Sadan, Exhibition Road, Patna-800001</td>
<td></td>
</tr>
<tr>
<td>(iv) 2D/ 3D design with cost estimates for chambers of Senior Officers at NABARD Regional Office, 4th &amp; 5th Floor, Mauryalok Complex, Patna-800001.</td>
<td></td>
</tr>
<tr>
<td>(v) Structural survey of NABARD Officers/ staff Quarters situated at (a) NABARD Sadan, Exhibition Road, Patna (b) NABARD Vihar, Punaichak (c) Jagat Apartment, Bank Road, Patna (d) NABARD Quarters, Khajpura, Patna and (e) NABARD Flats in Udaigiri Apartment, Near Kotwali thana, Patna.</td>
<td></td>
</tr>
<tr>
<td>(vi) Cost estimations for civil works (repairs/ renovations) of NABARD Office Premises at Mauryalok Patna and NABARD Officers/ staff quarters situated at various places as mentioned above.</td>
<td></td>
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<tr>
<td>(vii) Preparation of BoQ for suggested/ approved design/ work.</td>
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<tr>
<td>(viii) Design/ Measurement / Cost estimates for Painting/repair of exterior and interior walls and pillars of NABARD Officers/ staff Quarters situated at (a) NABARD Sadan, Exhibition Road, Patna (b) NABARD Vihar, Punaichak (c) Jagat Apartment, Bank Road, Patna (d) NABARD Quarters, Khajpura, Patna and (e) NABARD Flats in Udaigiri Apartment, Near Kotwali thana, Patna.</td>
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<tr>
<td>(ix) Interior and furnishing work in office building and staff quarters including shifting and reconstruction of partition and workstations etc.</td>
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<tr>
<td>(x) Air conditioning work at the Office premises.</td>
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<tr>
<td>(xi) Any other civil/electrical work as and when required.</td>
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</tr>
</tbody>
</table>
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 taxes. 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 directly purchased 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.

Plac:

e:-

Dat:

e:-

Name, Address and Seal of the Consultant