



Institute for Development and Research in Banking Technology

(Established by Reserve Bank of India)

Castle Hills, Road No. 1, Masab Tank, Hyderabad – 500057.

TENDER NOTICE FOR PROVIDING ARCHITECTURAL CONSULTANCY SERVICES FOR THE WORK “ RENOVATION OF AUDITORIUM AT IDRBT, MASAB TANK, HYDERABAD”

Ref: IDRBT/EST/VB/26.7.1/1263/2017-2018

Dt. 27th July 2017

Sealed tender is hereby invited by Institute for Development and Research in Banking Technology from the experienced Architects/ Consultants for carrying out the work as mentioned below:

SL NO.	DESCRIPTION OF WORK	ESTIMATE OF PROJECT	LAST DATE OF SUBMISSION
1.	Renovation of Auditorium in IDRBT Premises, Castle Hills Rd. No.1, Masab Tank Hyderabad	120 Lakh	21.08.2017 5.00 PM

1. Tender documents can be downloaded from the website idrbt.ac.in/tenders.html up to 21.08.2017 till 5.00 pm.
2. The Institute reserves the right to reject any or all tenders without assigning any reason thereof and also not bound to accept lowest tender. Tenders in whom any of the prescribed conditions are not fulfilled or found incomplete in any respect are liable to be rejected.
3. Canvassing whether directly or indirectly in connection with tender is strictly prohibited and the tender submitted by the contractors who resort canvassing are liable to be rejected.
4. The technical bid submitted by the parties shall be opened on the next working day. The price bids of technically qualified parties shall be opened at a later date.
5. For any clarifications, the bidder may contact the Institute's Engineer through e-mail: nanurag@idrbt.ac.in , Cell: 9617773419

INSTRUCTIONS TO BIDDERS

1.0 GENERAL

- (i) Name of the work is "Renovation of Auditorium at IDRBT, Hyderabad". Estimated value of the work is in the range of 100 -120 lakh.
- (ii) Tenderers are advised to inspect and examine the site and its surroundings & satisfy themselves before submitting the tenders, and obtain all necessary information, which they feel, is necessary to submit their tenders.
- (iii) The bidders are advised to quote their consultancy fee for executing the job in the format enclosed as Annexure -III.

2.0 SUBMISSION OF TENDER

Tenders shall be submitted in two parts in the following manners: -

- i) "Part -I- Technical Bid"

The envelope shall be marked Part-I- Technical Bid and shall contain the information/ documents as per clause No. 3 below as well as pages 1-13 of this tender.

- ii) "Part -II- Price Bid"

The envelope shall be marked Part-II- i.e. Price Bid (page-14), which will contain consultancy fee for executing the job in the format enclosed. No condition i.e. deviations / assumptions / stipulations / clarifications / comments / any other request whatsoever should be imposed. The conditional offers will be rejected.

- iii) The Part-I & Part-II should be put in an outer cover and the name of the work and name of the vendor shall be marked on it.

3.0 QUALIFYING CRITERIA

Tenderers having following valid documents will be technically qualified and considered for opening of their price bid. Technically qualified parties have no right to claim for award of the work. The Institute reserves the right to cancel or award the work to any firm/tenderers.

1. Registration with Council of Architecture. Copy of the Registration Certificate valid as on date should be enclosed.
2. An empaneled vendor in the Reserve Bank of India and/or any Public Sector Bank and/or any Centre/State run Universities and/or any CPSE/SPSE shall be given preference. A letter of empanelment must be attached with the tender.
3. Should have an establishment of at least five years old and the principal partners/ owner should have professional qualification and experience of 10 years in the field of Architecture/Planning etc. Details should be furnished in the following format:-

- a) Name of the firm :
 - b) Year of establishment of the firm :
 - c) Bio data of principal partners and professional staff :
4. Should have minimum two full time Architects on the regular payroll and qualified and experienced structural and plumbing, Electrical engineers etc. and should enclose relevant documents.
5. Should have successfully designed and completed minimum one work in any one financial year of value Rs. 1 crore during the last Three years for similar nature of work.
6. Should furnish the copies of audited balance sheets/IT Returns of the previous three financial years
7. Details of the works completed shall be submitted in the following format. A completion certificate is desirable.
- a. Name of the client
 - b. Description of the Project.
 - c. Project Cost.
 - d. Date of commencement
 - e. Date of completion.

4.0 Other conditions to be fulfilled by the Tenderers

The tenderers are also essentially required to fulfill the following conditions/submit relevant documents along with their offers:

- i) Detail of works under execution along with copies of relevant documents.
- ii) Should enclose the Partnership deed in case of partnership firms and Article of Association in case of limited company.
- iii) If the tender is signed by any other person, the tenderer should enclose the Power of Attorney in favor of person who has signed the tender documents. In case of company, the authority to sign the tender document is to be given under Board resolution.
- iv) Should also have adequate in-house facilities for structural designing and other related services like plumbing, sanitary, electrical /air conditioning, landscaping etc. or should have experienced associates on their panel.
- v) Any other important information, which the firm may like to submit in support of their technical competence.

IN THE ABSENCE OF SUPPORTING DOCUMENTS, THE OFFERS SHALL BE REJECTED.

5.0 The price bids of the bidders who do not meet the qualifying requirements in the technical bid will not be opened.

6.0 VALIDITY OF OFFER

Tender submitted by tenderers shall remain valid for acceptance for a minimum period of 180 days from the date of opening of the tenders. The tenderers shall not be entitled during the said period of 180 days, to revoke or cancel their tender or to vary the tender given or any term thereof, without the consent in writing of the Institute. In case of tenderers revoking or canceling their tenders or varying any terms in regard thereof without the consent of owner in writing, The Institute shall reject their tender without giving any notice.

7.0 Acceptance/ Rejection of Tender

- i) The Institute does not bind itself to accept the lowest tender.
- ii) The Institute also reserves the right to accept or reject any or all tenders without assigning any reason whatsoever.
- iii) The Institute also reserves the absolute right to reject any or all the tenders at any time solely based on the past unsatisfactory performance by the bidder(s) the opinion/decision of the Institute regarding the same shall be final and conclusive.

8.0 It will be obligatory on the part of the tenderer to sign the tender documents for all the components & parts. After the work is awarded, he will have to enter into an agreement on proforma provided by the Institute for Work awarded, on a non-judicial stamp paper of requisite value at his own cost within ten days from date of receipt of acceptance order or before the work is undertaken.

CONDITIONS OF THE CONTRACT

1. Where the context so requires, words imparting the singular only also include the plural and vice versa.
2. Institute shall mean, "Institute for Development and Research in Banking Technology, Castle Hills Road No.1, Masab Tank, Hyderabad" and shall include their legal representatives, successors and permitted assignees.

3. **DEFINITIONS**

- i. The "Contract" means and includes the documents forming the tender and "acceptance thereof together with the documents referred to therein and instructions issued from time to time by the "Engineer in -charge". The formal agreement executed between the Institute & the Architect shall be complementary to one another.
- ii. The "Site" shall mean the land and/or other places on into or through which work is to be executed under the contract or any adjacent land, path or street which may be allotted or used for the purpose of carrying out the contract.
- iii. The "Architects" shall mean the individual or firm of company, whether Corporate or not, and shall include the legal personal representative of such individual of the persons composing such firm of company and the permitted assignee of such individual of firm of company.
- iv. The "Competent Authority" means the Asst. General Manager- Estate of the Institute or any other official designated by the Institute.
- v. The Engineer-in-charge means the Administrative Executive-Estate of the Institute, as the case may be who shall supervise as the in charge of the Works.
- vi. "I.S. Specification" means the Specifications of latest edition with amendments, if any, up to time of receipt of tender by Institute issued by the Bureau of Indian Standards as referred to in the specifications and/or work orders.
- vii. A "Week" means seven days without regard to the number of hours worked or not worked in any day in a week.

4. **SCOPE OF WORK**

The Architects shall render the following services:

I. Preliminary Stage

A. Preparation of Drawings:

- a) Prepare Architectural drawings of proposed work including all internal and external utility services like electrical, fire -fighting, HVAC Design, telephone conduit, network & related works, based on the available features of existing Building. However, the Institute reserves the right to exclude any of the above services from the scope of the Architect's work.
- b) Prepare Interior plans/drawings as per the requirements of the Institute. The Architects should submit the above drawings to the Institute and modify them if considered necessary by the Institute.
- c) Obtain approval of the Institute to (a & b) above.

The Architects at their own cost shall conduct site inspections for finalization of above details.

B. Obtaining statutory approvals:

- a) To prepare & submit the required drawing & details for approval of the drawings, plans/ obtaining Clearances from the Competent Authority/Statutory Body, (i.e. the Institute), according to the local Acts, Laws, Regulations etc. and make any changes desired by such authorities and obtain final approval and completion certificate from these authorities after completion of the building.
- b) Program of work assigned to them, up to the stage of tender documents.

II. Working Drawing Stage

The preparation of detailed working drawings with details incorporating services & schedule of quantities and incorporating details of the existing building. This will include:

- a) Preparation of working and detailed architectural and structural drawings of the proposed works after studying the various details of the existing building. The electrical drawings and layouts of the proposed work & other allied installations to be prepared after studying already laid electrical & power lines in the existing building. Electrical work of the proposed area should be designed in such a way to suit to the existing electrical layout and related installations. The Architect shall do Details of design for whole of the work or in part to facilitate call of tender in stages for HVAC Design, Network layout, sound system design, interior

- design etc. in accordance with Institute's requirement.
- b) Obtain the approval of the Institute to above and modify them if considered necessary by the Institute.
 - c) Obtain approval of local authorities, if any, and make changes required by them.
 - d) Direct and co-ordinate the Architectural, Engineering and surveying work and prepare (with help of surveyors and other associates, as necessary) complete working details, schedules, specifications and bill of quantities to describe the whole project adequately for the purposes of taking the approval of the Institute as well as the approval of local authorities.
 - f) Prepare specifications, detailed cost estimate and such other details along with detailed calculation of all items of work for all work detailed in clause I {A (a & b)} & I {B (a & b)} and other works (as deemed fit for completion of the project) etc. as may be necessary for the purpose of inviting Tenders, scrutinizing and render all professional services up to the time of handing over the possession of the projects.

III Construction Stage

- a) Supply to the Institute five sets of Hard copies and One set of Soft copies in AutoCAD Format in a CD/DVD of the detailed working drawings, specifications, etc. free of charge for use during execution of work.
- b) Supply to the Institute such further drawings, specifications or details that may be required for proper execution of the work.
- c) Obtain Institute's approval for any material, deviation in design, cost, working drawings, schedule and specifications from the approved scheme.
- d) Visit the site of work and provide periodic supervision as and when necessary to clarify any decision or interpretation of the drawings and specifications that may be necessary and attend conferences and meetings, as and when required.
- e) Checking of contractor bills as and when presented & certifying them.

IV. Completion Stage

- a) Prepare completion drawings on suitable scale including scale plans, elevations and cross sections, etc. indicating the details of the buildings and services as completed, and submit two sets of Hard copies of the As-Built drawings & one set of soft copies in CD/DVD.
- b) Certify the Contractors' final bills.
- c) Assist the Institute in arbitration/litigation case that may arise out of the contract entered into in respect of above work, regarding clarifications/interpretations, supply of drawings, designs, specifications as

and when required.

V. Payment of Remuneration:

a) The Consultancy fee:

The Institute agrees to pay to the Architects for the comprehensive professional services to be rendered by them as herein above described at Clauses (I,II,III & IV) as at Annexure-III.

A fee as mentioned at Annexure-III including entrusted services on admissible items (clause 6) subject to a ceiling of cost of the corresponding items as per sanctioned estimate as per clause II(f) or in the event of change in the scope of work leading to recasting of the said estimate the ceiling shall be based on such revised sanctioned cost of the modified proposal.

b) The above fee at V (a) is inclusive of fee payable by the Architects to any other Consultants/Associate(s) and nothing extra shall be payable by the Institute for this purpose.

c)	Mode of Payment	
i)	On finalization & submission of Architectural drawing based on item 1A (a,b,c)	10%
ii)	On submission of complete set drawings of Civil, Electrical, HVAC, Sound System, Network & Telephone Layout and Interior Designing.	30%
iii)	On submission of Detailed Estimate, BOQ & Tender document and assisting the Institute by evaluating the tenders for Selection of contractors	20%
iv)	Supervision of site and giving periodical instructions to the contractor and advice the client {Item III (a to d)}	20%
v)	Certification of Final Bill of all the contractors involved in the project.	10%
vi)	Preparation of as built drawings and service drawings After completion of work as clause {Item IV(b)}	10%

NOTE:

The total fees shall be calculated based on work as per accepted tendered cost of the items entrusted to the Architects excluding cost of items as per clause-VI below:-

VI. The Cost of the following shall be Excluded :

- a) Any other services, fittings and fixtures, which are not designed, planned by the Architects.
- b) Any infructuous expenditure because of demolition etc. ordered by the Architects or the Institute.
- c) Other contingent expenditure like press advertisement, publicity, cost of foundation stone, inauguration ceremonies of building etc.
- d) Escalation in the cost of work due to increase in rates of materials after award of work, if any.
- e) Any deviation in the items of work not authorized by the Institute, prior to its execution.

VII. Security Deposit

An amount equivalent to 5% (Five percent) of the total amount payable to the Architects shall be deducted progressively from each bill towards the Security Deposit for fulfilling the terms of contract. The Security deposit will be refunded after the completion of the project in all respect and submission of completion certificate from the Institute, if required.

VIII. Additions & Alterations:

- i) The Institute shall have the right to request in writing for additions, alterations, modifications or deletions in the design and drawing of any part of the work and to request in writing for additional work in connection therewith and the Architects shall comply with such requests.
- ii) That if the Institute deviates substantially from the original scheme which involves for its proper execution extra services, expenses and extra labour on the part of the Architects for making changes and additions to the drawings, specifications or other documents due to rendering major part or whole of his work anfractuous, the Architects may then be compensated for such extra services and expenses on quantum merit basis at percentage applicable under this agreement and to be determined mutually unless such changes, alterations are due to Architect's omissions and/or discrepancies, including changes under clause I (A) & (B), II (c) & (d) due to changes required by Architects of all internal, external services. The decision of the Institute shall be final on whether the deviations and additions are substantial as requiring any compensation to be paid to the Architects. However, for the minor modification or alteration which does not affect the entire design,

- planning etc., no amount will be payable.
- iii) If it is found after call of tenders that the acceptable tender is not within the amount sanctioned, the Architects shall, if so desired by the Institute, take steps to carry out necessary modifications in the design and specifications to see that the tendered cost does not exceed the amount of corresponding sanction by more than 10% (Ten percent). The Architects shall not be paid anything extra for such modification. If the Institute is convinced that the trend of the market rates is such that the work cannot be done within the amount of sanctioned estimate, the Architects shall submit a revised estimate expeditiously for obtaining sanction of the Competent Authority.
 - iv) The Architects shall not make any material deviation, alteration, addition to or omission from the work shown and described in the contracts documents except without first obtaining the written consent of the Engineer-in-charge.
 - v) The cost of individual work shall not exceed the sanctioned estimates as approved by the Institute. Institute's approval in advance shall be taken for any such increase anticipated giving full justification.

IX. Time Schedule:

Commencement of Work

The commencement of work shall be considered from the date of signing of the agreement:

- | | |
|---|---------------------|
| a) Preparation, finalization & submission of Architectural Drawing as per clause I A (a, b & c) | 2 weeks |
| b) Submission of complete set of Civil, Electrical, HVAC, Network & interior designs, working Drawings based on existing drawings as per clause II | 2 Weeks |
| c) Preparation of Detailed Estimates, bill of quantities along with details of calculation for all items of works and draft tender document for call of tenders as per clause II(f) | 2 Weeks |
| d) Evaluation and finalization of the vendor for executing the works | 1 week |
| e) Anticipated period of construction to cover the services mentioned in clause III (a, b, c, d & e) | 06 months |
| f) Completion of services as mentioned in clause IV (a & b) | As per Requirement |
| g) Assistance in Arbitration as mentioned in clause IV (c) | When ever required. |

X. The time allowed for carrying out the work, as specified in clause IX, shall be strictly observed by the Architects and shall be deemed to be the essence of the contract on the part of the Architect. The work shall throughout the stipulated period of the contract, be processed with all diligence and in the event of failure of the Architects to complete the work within time schedule as specified above or subsequently notified to them, the Architects shall be liable to pay the Institute compensation (not amounting to penalty) at the rate not exceeding 1% (one percent only) to the total fee of the architect as per the contract per week of delay subject to maximum of 10% (Ten percent) of the total fee or such smaller amount as may be fixed by the Institute.

XI. **Termination**

The Institute without any prejudice to its right against the Architects in respect of any delay or otherwise or to any claims or damages in respect of any breaches of the contracts and without prejudice to any rights or remedies under any of the provisions of this contract, may terminate the contract by giving one month's notice in writing to the Architects and in the event of such termination, the Architect shall be liable to refund the excess payment, if any, made to him over and above what is due in terms of this agreement on the date of termination and the Institute may make full use of all or any of the drawings prepared by the Architects.

Termination of the Contract by the Architects shall be subject to levy of a suitable compensation by the Institute, quantum of which shall be decided by the Competent Authority up to a maximum of the security deposit.

XII. **ARBITRATION**

Any dispute of any kind whatsoever at any time(s) arising out of or in connection with or touching upon or incidental to this Agreement (including any dispute or difference regarding the interpretation or termination of this Agreement or any part or portion thereof) shall be referred to the Competent Authority of the Institute who may, nominate any of the officers of the Institute to act as a Sole Arbitrator.

The venue of the Arbitration shall be Hyderabad.

The Architects shall continue to perform their duties with diligence notwithstanding the fact that a dispute has been referred to arbitration or any dispute or difference has arisen.

It is also the term of the agreement that if the Architects do not make demand for arbitration in respect of any item in writing within 90 days of receiving intimation from the Institute that the final bill is ready for payment, the claim of the Architects will be deemed to have been waived and absolutely barred and the Institute shall be discharged and released of all liabilities under the agreement in respect of this claims.

XIII. Number of Drawings sets, etc. and Copy Right

All the estimates, details of quantities, detailed designs, reports and any other details envisaged under this Agreement, including drawing-architectural, structural, electrical, air-conditioning or other services (Internal & External) would be supplied by the Architects as indicated above, but not less than 5 sets of prints and one set of AutoCAD copies on a CD/DVD on suitable scale as well invariably. All these drawings will become the property of the Institute and it will have the right to use the same anywhere else. The drawing cannot be issued to any other person, firm or authority or used by the Architects for any other project. No copies of any drawing or document shall be issued to any one except the Institute and its authorized representative.

XIV. Guarantee:-

The Architects shall agree to re -design at their cost any portion of their engineering and design work, which due to failure on the part shall become defective within one year from the date of start of regular use of the portion of the work affected. The Institute shall grant right of access to the Architects to these portions of the work claimed to be defectives for inspection.

The Institute may make good the loss by recovery from the dues of the Architect in case of failure to comply with the above clause.

XV. General

The Architect shall remain solely responsible for structural soundness of the designs and for all provisions of the contract to satisfy the particular requirement of the Architectural specifications.

XVI. The Architects shall supply to the Institute copies of all documents, instructions issued to Contractors, if any, relating to the work, drawing, specifications, bill of quantities and also other documents as may be required.

XVII. The Architects hereby agree that the comprehensive consultancy fee to be paid as provided herein (clause V) will be in full discharge or functions to be performed by him and no claim whatsoever shall be against the Institute in respect of any proprietary rights or copy rights on the part of any other party

relating to the plans, models and drawings.

In case any discrepancy is found later on in architectural work due to which execution of the project work based on architectural work is not possible, the final payment shall be withheld.

The Architects shall indemnify and keep indemnified the Institute against any such claims and against all costs and expenses paid by the Institute in defending himself against such claims.

XVIII. The Consultancy fee shall not be subject to any escalation on any account whatsoever even for the extended period granted by the Institute to the Contractor.

XIX. All payments made shall be subject to TDS. The architect has to submit their GST IN.

XX. The time allowed for consultancy services to the Architects shall be correspondingly extended due to delays on any account in completing the works. The Architects shall be expected to continue, to render their services till the completion of the works in spite of the delays caused. However, they shall not be entitled for any extra remuneration, etc. other than the agreed fees. All losses and damages to the Institute including the determined claims or the contractors due to fault or delay caused by the Architects or their staff shall be compensated by the Architects. The damages shall be subject to confirmation by the Engineer-In-Charge of the Institute.

XXI. The Institute shall not be bound to carry out all or any of the works as per the scheduled mentioned in this tender. In case of a partial/full abandonment of the works, the architect shall be paid only for the works that were completed by him in all respects according to the payment schedule mentioned above.

“Part-II- Price Bid
”

(The envelop shall be marked Part-II- i.e. Price Bid will contain consultancy fee for executing the job in the format enclosed).

NAME OF THE WORK: *PROVIDING ARCHITECTURAL CONSULTANCY SERVICES FOR THE WORK*
“RENOVATION OF AUDITORIUM AT IDRBT, HYDERABAD”

Name of the Firm/Tenderer:

Address :

I/we hereby agree to render architect’s/consultancy services for the project as defined in the tender documents and also agree to abide by all the terms and conditions put forth in the said tender documents enclosed and my/our fee for the above all services will be _____ % (_____ In Words) percent on Final cost of the Project (Inclusive/Exclusive of all taxes). The above fee shall remain firm until the completion of the project in all respect.

Note: Strike off whichever not applicable.