

Notice Inviting Tender (NIT)
for
Empanelment of Architect / Consultant
for
Renovation of Office Building and Residential Buildings
at Ahmedabad

RFA Ref. No.	NB.Guj.RO/4695 /DPSP-Renovation/2017-18
Date of RFA	30 November 2017
Time and Last Date for Submission of application	15:00 Hours, 13 December 2017
Time and Date of opening of envelop of applications	16:00 Hours, 13 December 2017

(This document contains 12 pages including the title page)



National Bank for Agriculture and Rural Development
Gujarat Regional Office, NABARD Tower
Opposite Municipal Garden
Usmanpura, Ahmedabad-380013

राष्ट्रीय कृषि और ग्रामीण विकास बैंक



टेंडर / TENDER

**Empanelment of Architect / Consultant for
Renovation of Office Building and Residential Buildings
at Ahmedabad**

ग्राहक / CLIENT

**मुख्य महाप्रबंधक
राष्ट्रीय कृषि और ग्रामीण विकास बैंक,
गुजरात क्षेत्रीय कार्यालय, नाबार्ड टॉवर, म्युनिसिपल गार्डन के सामने,
उसमानपुरा, अहमदाबाद – 380013**

Empanelment of Architect / Consultant for Renovation of Office Building and Residential Buildings at Ahmedabad

National Bank for Agriculture and Rural Development, a Central Government Public Sector Undertaking proposes to prepare a panel of Architects/Consultants for various renovation projects likely to be taken up in its office building at Usmanpura and residential buildings at Navrangpura, Ahmedabad.

Applications are invited from the firms of Architects/Consultants who are members of Institutions of Architects and Indian Council of Architects and have completed planning, design and execution of at least 3 major projects of multi-stories office buildings/residential buildings individually costing about Rs.100 lakh and above for Civil works and Rs. 50.00 lakh for Electrical/Airconditioning / Interior etc. works for Government/Semi Government/Government of India Undertaking during last 5 years and having proper supporting staff and infrastructural facilities and experience in the field for not less than 15 years.

Application forms can be obtained from DPSP, 2nd Floor, NABARD, Gujarat Regional Office, NABARD Tower, Opposite Municipal Garden, Usmanpura, Ahmedabad-380013 on or before **13 December 2017** after furnishing documentary evidence for fulfilling the qualifications mentioned above and the forms duly filled in and enclosed in a sealed cover should be submitted to the Chief General Manager, NABARD, Gujarat Regional Office, NABARD Tower, Opposite Municipal Garden, Usmanpura, Ahmedabad – 380013 so as to reach his office on or before **at 15:00 Hours, 13 December 2017**.

(B Somaddar)
Deputy General Manager

Place: Ahmedabad
Date: 30 November 2017

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 Organisation during the last five years costing Rs.100.00 lakh and above for Civil works and Rs. 50.00 lakh for Electrical/Airconditioning/ Interior etc. works – Statement III
7. List of important projects under execution by the Organisation costing Rs.100.00 lakh and above for Civil works and Rs. 50.00 lakh for Electrical/Airconditioning / Interior etc. works – Statement IV

ANNEXURE

Application for Empanelment of Architects/Consultants

Name of the applicant M/s. _____

Last date for submission: 13 December 2017

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

The Chief General Manager
National Bank for Agriculture & Rural Development
Gujarat Regional Office
NABARD Tower
Opposite Municipal Garden
Usmanpura
Ahmedabad-380013

Dear Sir

I/We have read and understood the instructions and the terms and 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 _____ is correct to the best of my/ our knowledge and belief.

Signature _____

Name _____

Designation _____

Address _____

Email Id

Contact Details

Place

Date

Seal of the Applicant

Part-I

Instructions to the Applicants

1. Intending applicants are required to submit in duplicate their full bio-data giving details about their organisation, experience, technical personnel in their organisation, 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 service within the specified time frame, will be a major factor while deciding the selection of the Architects/Consultants for preparation of a panel of Architects/Consultants.
3. The application shall be signed by the person/s on behalf of the organisation 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/Airconditioning/ Interior etc. works.
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 excluding supervision & execution of the construction/renovation.
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 works:
 - a. Civil Works
 - b. Electrical Works
 - c. Air-conditioning Works
 - d. Interiors for renovation etc.
10. The applicant shall have registered office of reasonable size with necessary equipment and supporting staff at senior and middle level and requisite phone facility.
11. **Services to be rendered by the Architect/Consultant**
 - a. Take instructions from the Bank and prepare conceptualization of interior work and obtaining approval of conceptual drawing.
 - b. Draw detailed specifications, estimates, draft tender for various trades.

- c. Preparation of detailed estimate
 - d. Preparation of tender/working drawings, assist bank in shortlisting and selection of contractor.
 - e. Supervision of works.
 - f. Liaison with local authorities.
 - g. Co-ordination with contractors etc.
 - h. Submit required drawing to the Local Authority and obtain approval if required.
 - i. Nominate and instruct consultants engaged by the Architect.
 - j. Prepare architectural working drawings, structural drawings including design and all other drawings for various trades.
 - k. Scrutinize applications for empanelment of Contractors, forward recommendations to the Bank for making a panel of contractors.
 - l. Submit Assessment Reports on tenders received for various trades along with comparative statements and recommendations for award of work.
 - m. Prepare and supply 6 sets of all drawings for execution.
 - n. Visit site as and when required by the Bank.
 - o. Submit Completion Drawings.
 - p. Take measurement of works for settlement of bills.
 - q. Any other services connected with the said works usually and normally rendered by the Architects/Consultants and not referred to in above, administration of contract and certification of payment.
12. Applications containing false and/or incomplete information will be outrightly rejected.
 13. Decision of the Bank in regard to selection of the Architect shall be final.
 14. The selected Architect/Consultant shall be required to execute an agreement with the Bank in the prescribed proforma as and when directed to do so by the Bank. Expenses of agreement shall be borne by the Architect/Consultant.
 15. Compliance to the guidelines of CVC and other statutory authorities will have to be ensured by the Architect / Consultant.

I/We have read the various items 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

Sl. No.	Particulars	Details
1	Name and registered office Address, Email Id and Contact Details of the firm	
2	Whether individual or a partnership firm with full particulars of the other partners/ associates including their names, professional qualifications, age, experience, etc.	Attach a separate sheet (Statement I)
3	Names, qualification and experience of technical personnel and other personnel employed in the firm.	Details to be furnished in the Prescribed proforma [Statement II]
4	Whether Registered as a member of Institution of Architects/ Consultants or Indian Council of Architects/ Consultants?	Furnish Details
5	Details of experience as practicing Architects/ Consultants.	
6	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.	Details to be furnished in the prescribed proforma (Statement III)
7	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.	Details to be furnished in the prescribed proforma (Statement IV)
8	Important large projects, if any, completed by the partners prior to joining the firm (these projects shall not be included under 6 & 7 above, but shall be shown separately).	Attach a separate sheet
9	Name and address of the Banker/s of Architects/ Consultants	Details of bank account, IFSC Code etc. may be given
10	Turnover of the firm during last 5 years (Year-wise)	
11	PAN No.	
12.	GSTIN No.	
13	List of registration with other organisation, if any.	
14	Locations in Ahmedabad & Gujarat	
15	The fees acceptable to be indicated	

Signature of the applicant with full address and Office Seal.

Statement – I

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

Sr. No.	Name	Qualification	Consultancy experience (year)	Nature of the work/ project handled costing more than Rs.100.00 lakh	Name of the organisation employed including present organisation	Date of employment	Special experience	Remarks if any
1	2	3	4	5	6	7	8	9

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 organisation.

Sr. No.	Name	Qualification	Consultancy experience (year)	Nature of the work/ project handled costing more than Rs.100.00 lakh	Name of the organisation employed including present organisation	Date of employment	Special experience	Remarks if any
1	2	3	4	5	6	7	8	9

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 Organisation during the last five years costing Rs.100.00 lakh and above

Sr. No.	Name of the Project and location, Contact details	Nature of work involved in contract (e.g. Residential, Office, etc.) & other details	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.	Project Cost (Rs. Lakh)	Completed Period		Any other relevant information
					Stipulated	Actual	

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 Organisation costing Rs.100.00 Lakhs and above

Sr. No.	Name of the Project and location, Contact details	Nature of work involved in contract (e.g. Residential, Office, etc.) & other details	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.	Project Cost (Rs. Lakh)	Completed Period		Present stage of work with reasons, if the work is getting delayed	Any other relevant information
					Stipulated	Expected		

Signature of the Applicant

Seal

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