



बैंक ऑफ महाराष्ट्र
Bank of Maharashtra
ONE FAMILY ONE BANK

RFP

Bank of Maharashtra

1501 "LOKMANGAL",

SHIVAJINAGAR

CORPORATE SERVICES DEPARTMENT

HEAD OFFICE, PUNE 411005

Invites

Applications for

APPOINTMENT OF ARCHITECT

RFP INDEX

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Notice for Appointment of Architect

Bank of Maharashtra Corporate Services Department, HO 'Lokmangal', 1501, Shivaji Nagar, Pune 411 005 is in the process of appointing an Architect & invites sealed applications from eligible Architects for following proposed projects/works.

i)	Construction of staff quarters at Plot No. 38, Prabhat road, Pune. Approximate built-up area 2,300 Sq. M. (25,000 sq. ft)
ii)	Construction of Staff Training Center (after acquiring land) Approximate built-up area 9,000 to 14,000 Sq.M. (1,00,000 to 1,50,000 sq. ft.)
iii)	Extension of its Head office Lokmangal at Shivaji nagar, Pune. Approximate built-up area 1,850 Sq.M. (20,000 sq. ft.) Bank may also explore the possibility of construction of a new tower, if feasible.

1. The interested parties may collect the Application Form from Bank of Maharashtra , Head Office, Corporate Services Department, Pune or the Application Forms can be downloaded from our website: www.bankofmaharashtra.in
2. Cost of Application Form: Rs. 1000/- (Rs. One Thousand only-non-refundable) to be paid in the form of Demand Draft /PO favouring 'Bank of Maharashtra" payable at Pune.
3. Date of Issue of Application Form 09.12.2014.
4. Pre Bid meeting is arranged on 16.12.2014 at 4.00 p.m. at Bank of Maharashtra, Corporate Services dept. Head Office, Lokmangal, 1501 Shivaji Nagar, Pune 411005.
5. Last date of submitting the Application form: 30.12.2014 up to 3.00 p.m. at Bank of Maharashtra, Corporate Services dept. Head Office, Lokmangal, 1501 Shivaji Nagar, Pune 411005.
6. Sealed **Application along with detailed profile of the firm** should be submitted in sealed envelope, super scribing the work / purpose "Application for appointment of Architect for i) Construction of staff quarters at Plot No. 38, Prabhat road, Pune. / ii) Construction of Staff Training Center after acquiring land. / iii) Extension of Head office Lokmangal at Shivaji nagar, Pune 411005, along with DD / PO for Rs.1000/- in favour of 'Bank of Maharashtra' payable at Pune, being application money in a separate second envelope. (please write name of the applicant on the reverse side of demand draft)
7. Bank of Maharashtra reserves the right to reject any or all applications without assigning any reason whatsoever.

Place: Pune
Date : 09.12.2014

Asst. General Manager
(Corporate Services)

Technical Bid

Brief Description of the Proposed Projects:

1. **Construction of Staff Quarters at Prabhat Road, Pune** - Bank has its own building at Plot No 38, Lane no 11, Prabhat Road Pune. It is proposed to demolish the existing structure and construct residential flats for its executives by using available FSI, and if required, by purchasing additional floor space through TDR. Approximate proposed built up area is 2300 Sq. M. (approx 25000 square feet.)
2. **Construction of Staff Training Centre** - It is proposed to construct a state-of-the-art Staff Training Centre after purchasing suitable land in the vicinity of Pune. Approximate built up area expected is 9000 to 14000 Sq. M. (approx 100000 to 150000 sq ft.)
3. **Extension of Head Office Building** – Bank has its Head Office “Lokmangal” at 1105, Shivaji nagar, Pune-411005. It is proposed to construct additional floor on the existing building having approximate area of 1850 Sq. M. (approx 20000 sq ft.) Bank may also explore the possibility of construction of a new tower, if feasible.

Scope of Work of Architect

The Architect is required to provide all such services which are required for smooth completion of the project. The broad scope of work for the Architect proposed to be appointed by the Bank for the proposed projects mentioned on page no 4 is as under.

1 Services:-

- 1.1 Taking Bank's instructions and preparation of design brief.
- 1.2 Site evaluation, analysis and impact of existing and / or proposed development on its immediate environs.
- 1.3 Design and site development.
- 1.4 Getting the proposal approved from local authorities.(PMC,MSEDCL, Fire Dept etc)
- 1.5 Structural design.
- 1.6 Sanitary, plumbing, drainage, water supply, rain water harvesting, solid waste management, internal roads, pump house and sewerage design.
- 1.7 Electrical, electronic, communication systems and design.
- 1.8 Heating, ventilation and air conditioning design (HVAC) and other mechanical systems.
- 1.9 Elevators, escalators, etc.
- 1.10 Fire detection, Fire protection and Security systems, etc.
- 1.11 Landscape Design
- 1.12 Periodic inspection and evaluation of Construction works.

2 Schedule and Scope of architectural Services:

The Architect shall, after taking instructions from the Bank, render the following services:

- 2.1 CONCEPT DESIGN [STAGE 1] :
 - 2.1.1 Ascertain Bank's requirements, examine site constraints & potential; and prepare a design brief for Bank's approval.
 - 2.1.2 Prepare report on site evaluation, state of existing buildings, if any; and analysis and impact of existing and/ or proposed development on its immediate environs.
 - 2.1.3 Prepare drawings and documents to enable the Bank to get done the detailed survey and soil investigation at the site of the project.
 - 2.1.4 Furnish report on measures required to be taken to mitigate the adverse impact, if any, of the existing and / or proposed development on its immediate environs.

- 2.1.5 Prepare conceptual designs with reference to requirements given and prepare rough estimate of cost on area basis.
- 2.2 PRELIMINARY DESIGN AND DRAWINGS [STAGE 2] :
 - 2.2.1 Modify the conceptual designs incorporating required changes after discussion with the Bank and prepare the preliminary drawings, sketches, study model, etc., for the Bank's approval along with preliminary estimate of cost on area basis.
 - 2.2.2 Preparing 3D views for study purposes and to support visualisation. (Cost of making 3D views shall be paid separately, at actual)
- 2.3 DRAWINGS FOR BANK'S/ STATUTORY APPROVALS [STAGE 3] :
 - 2.3.1 Prepare drawings necessary for Bank's/ statutory approvals and ensure compliance with codes, standards and legislation, as applicable and assist the Bank in obtaining the statutory approvals thereof through follow up and required liaisoning with local authorities.
- 2.4 WORKING DRAWINGS AND TENDER DOCUMENTS [STAGE 4] :
 - 2.4.1 Prepare working drawings, specifications and schedule of quantities sufficient to prepare estimate of cost and tender documents including code of practice covering aspects like mode of measurement, method of payments, quality control procedures on materials & works and other conditions of contract.
- 2.5 APPOINTMENT OF CONTRACTORS [STAGE 5] :
 - 2.5.1 Invite, receive and analyse tenders; advise Bank on appointment of contractors.
- 2.6 CONSTRUCTION [STAGE 6] :
 - 2.6.1 Prepare and issue working drawings and details for proper execution of works during construction.
 - 2.6.2 Preparing working details in co-ordination with other sub-consultants appointed for the project including structural, public health, electrical, landscape, fire etc.
 - 2.6.3 Approve samples of various elements and components.
 - 2.6.4 Check and approve shop drawings submitted by the contractor/ vendors.
 - 2.6.5 Visit the site of work, at intervals mutually agreed upon, to inspect and evaluate the Construction Works and where necessary clarify any decision, offer interpretation of the drawings/specifications, attend conferences and meetings to ensure that the project proceeds generally in accordance with the conditions of contract and keep the Bank informed and render advice on actions, if required.
 - 2.6.6 In order to ensure that the work at site proceeds in accordance with the contract documents/ drawings and to exercise time and quality controls, the day-to-day supervision will be carried out by a Construction Manager (Clerk of Works/ Site Supervisor or Construction Management Agency in case of a large and complex project), who shall work under the guidance and direction of the Architect and shall be appointed and paid by the Bank.

2.6.7 Issue Certificate of Virtual Completion of works.

2.7 COMPLETION [STAGE 7] :

2.7.1 Prepare and submit completion reports and drawings for the project as required and assist the Bank in obtaining "Completion/ Occupancy Certificate" from statutory authorities, wherever required.

2.7.2 Issue two sets of as built drawings including services and structural drawings.

In addition to above, Architect is expected to hold discussions with Bank, from time to time and as per requirements of the project, in co-ordination with consultants regarding the respective matters.

3 Scope for various services shall be as detailed below:

3.1 Scope of Liaisoning Services (Mentioned in 2.3 above):

Preparing & submitting for approval drawings to Sanctioning Authority. (Support documents with regards to property, etc. shall be provided by the bank.)

To get Approvals from Sanctioning Authority

Following up the matter at various stages as required.

Getting approval at various stages & guiding the Bank regarding the process & required documents.

Obtaining Provisional fire NOC.

After completion of the building, it needs to be ensured that final Fire NOC is obtained.

Obtaining Garden, Encroachment, Road, NOC (if required) at the time of completion.

Obtaining Occupancy certificate from the local sanctioning authority.

3.2 Scope of BOQ, Estimation & Tendering work (Mentioned in 2.4 above):

Preparing BOQs, estimates and abstract sheets along with working drawings based on instruction from Bank, prepare advertisement to be released by the bank & provide the tender information to the contractors selected/ short listed by the Bank.

Assess the bids received in response to tender/RFP notice and advise the Bank on the selection of the contractor. Provide the final draft agreement to be executed between the Bank and the contractor.

Support Bank through the process of appointing the contractors for specific work packages.

3.3 Scope of Mechanical, Electrical & Plumbing services, Structural Design, & Landscape Design.

MEP Services include Electrical, Water supply, Drainage, Storm water, Rain water harvesting, Solid waste management, Fire fighting, etc.

3.3.1 Electrical Works

Design and issue of drawings and layouts for Internal, External, Street light, D.G. Sets as also special schemes for Auto Controls, Designs of Metering panels and improved quality of power distribution system.

Preparation of "Bill of Quantities" and Technical Specifications, Project Estimate and related work.

Assisting in procurement of major materials, call of quotations/ tender, recommendations and inspection of the same after they are procured, at site.

Check of typical slabs before casting for all electrical works. Check of sample flats, concealed conduits, wall drops, DB's, etc.

Attending to co-ordination meetings with other services consultants, Architects, Site Project Managers as required.

Inspection of works at different stages, certification of bills of contracts, Testing and issue of acceptance for occupation and charging of power supply etc.

3.3.2 Water Supply:

To study and analyse basic data with respect to water requirement, consumption and storage including fire fighting needs with due consideration to existing / future plans.

To design feeder line from specified water source to storage facilities.
Analyse water quality and determine need for water treatment. If necessary design the water treatment facilities depending upon the need.

Determine and design underground / overhead storage facilities.
Design water distribution pipelines from storage tanks to various water supply locations and / or Hydro-pneumatic systems.

Determine fire fighting water requirements and work out suitable storage.
Design hot water distribution system for solar hot water system.
Design and work out details for Swimming Pool Filtration system and recirculation piping.

Prepare detailed drawings for laying proposed pipelines (transmission and distribution)

Prepare detailed specifications for water supply components / piping.

Prepare 'Bill of Quantities' for water supply components/ piping.

Work out 'Cost Estimates' for water supply system.

3.3.3 Drainage / Sanitation:-

Study existing land profile/ contours and decide tentative pipeline alignment for sewerage.

Study alignment survey details at site and prepare relevant drawings for laying

sewer.

Design sewer lines based on data and above contour / alignment survey.
Prepare detailed specifications for piping system. Prepare 'L' sections for total piping system. Prepare drawings for other work like manhole, flushing tank and bathroom / toilet / drawings etc.

Design septic tank / anaerobic filter / soak pits or centralized sewage treatment plant and its disposal / reuse of waste water. (where required)

Prepare 'bill of quantities' and work out 'cost estimates' for drainage system and sewage treatment plant.

3.3.4 Storm water / Rain water Harvesting:-

Collect data with respect to total rainfall, rainfall intensity, contributing area etc.
Study existing contour plan and determine economical alignment for storm water drainage system.

Design storm water including roof drainage / area drainage lines.

To prepare drawing of identified alignments for execution purpose.

To prepare drawings for appurtenances like inlet drain, chambers / man holes etc.
Design / prepare storm water harvesting system for roof top as well as drainage area.

Prepare "bill of quantities" and work out 'cost estimates' for storm water/ rain water harvesting system.

3.3.5 Fire Fighting :-

To design and prepare working drawings to include all aspects of fire fighting facilities such as underground and overhead water storage tanks, wet riser cum down comer, hydrants, rose reel and hose box, sprinkler system design, main pump, sprinkler pump, booster pump, jockey pump design, pipe sizing, fire alarm system etc. based on fire N.O.C.

To provide technical specifications for all the works to be done at site.

To provide bill of quantities and assisting Bank for selection of right materials.

To assist during commissioning of system after completion of the work.

3.3.6 Structural Design:-

Structural Design for all components of building and services.

Site visit at required stages

- a) Strata checking
- b) Column footing checking
- c) Plinth beams checking
- d) Slab-beam checking.

Notes:- Exclusions from MEP, Structural services :-

(Normally these are done by respective sub-contractor.)

Liaisoning with MSEDCL.

Liaisoning with PMC's Drainage & Water Supply department

Final Fire NOC

Lifts, elevators, etc. Including getting NOC for operation.

Post Completion follow up with Contractor.

Design & details of Integrated Building Management System.

3.3.7 Landscape Design Services:

Design of the landscape scheme and site planning with detailed inputs for grading and levels on site.

Design and detailing of all elements namely civil works, planting scheme and details, fabrication, colour schemes, lighting layout and specifications, finishing details, etc. Any other speciality elements like fountains, sculptures, features etc and preparing the working drawings for the same.

Issuing drawing to various agencies for inputs for structural works, irrigation, electrical, fabrication etc. interacting with them to get inputs for drawing, detailing and execution of respective works and approving their bills.

The scope of work would include the site supervision to ensure that all the work at site is done as per the design inputs given by the architect.

4 GENERAL INSTRUCTIONS TO APPLICANTS:

1. Intending Architects are requested to furnish details about their firm, technical experience, competence and evidence of their financial standing as per enclosed format for considering their firm for appointment of Architect.
2. The professionals should have minimum ten years of experience in the architecture field. The intending Architects are requested to read the format carefully and self assess their standing before filling the particulars.
3. Incomplete applications will not be considered.
4. Bank of Maharashtra may approach the professional's clients, corporations, organizations, etc. to verify their general reputation / competence.
5. Selection of Architect will be based on the ability and competence required for good quality jobs to be performed by him.
6. Bank of Maharashtra shall pay professional fees as prescribed by the Council of Architecture for the services expected to be rendered, however, the total fees vis-

a-vis the services to be rendered and stages and effecting of payment shall be decided mutually by appointed Architect & the Bank. All out of pocket expenses, unless expressly agreed upon at the time of signing the agreement, will be borne by the appointed Architect.

7. If the space provided in the format is insufficient for giving full details, the same may be given on a separate sheet of paper.
8. Information/details furnished by Architects, if found to be false at any time in future or any information affecting appointment is willingly / unwillingly withheld & if it comes to the notice of the Bank at any point of time, the appointment of Architect can be cancelled immediately and the matter will be construed as professional misconduct. The bank may refer such case to Council of Architecture for appropriate action.
9. Where copies of documents are required to be furnished, these should be self attested copies.
10. Cost of the application form is Rs.1000.00 which is not refundable & to be paid by way of Pay Order/Demand Draft favouring Bank of Maharashtra payable at Pune.
11. Application form is not transferable.
12. The evaluation will be based on the experience of the Architect and their technical capabilities.(Please refer page 12 & 13)
13. Based on the details furnished and inspection of works, eligibility criteria, an Architect will be appointed. (Please refer page 12 & 13)
14. The Architect shall be fully responsible for the successful completion of the projects in all respect, consistent with safety, structural stability and extant Local Body / Government rules and regulations, from the inception up to handing over of occupation / possession to the Bank.

5 Decision of the Bank regarding selection

Bank of Maharashtra reserves the right to accept or reject any/ all application(s) without assigning any reason. Acceptance or rejection of an application for appointment of Architect will be final and binding and no further correspondence will be entertained. The appointed Architect will only be informed by post.

The application shall be submitted strictly in the format as mentioned along with the supporting documents. Information furnished to Bank will be kept as strictly confidential.

The application shall be signed by the person/s on behalf of the organization having necessary Authority/ Power of Attorney to do so. Each page of the application shall be signed as token of acceptance of the contents mentioned therein and copy of partnership Deed / Power of Attorney / Memorandum of association (Wherever applicable) shall be furnished along with application.

Completed application shall be submitted by hand delivery up to 3.00 p.m. on 30.12.2014 to the Asstt. Gen. Manager, Bank of Maharashtra, Corporate Services Department, 'Lokmangal', 1501, Shivaji Nagar, Pune 411005. The application shall not be accepted by post / courier.

Each application/form must accompany Pay Order / Demand Draft favouring 'Bank of Maharashtra' payable at Pune, for Rs.1000/-. (non refundable)

It is necessary that Architects must have full office set up at Pune or a full-fledged office/ branch office at Pune if its head / registered office is at somewhere else. Preference will be given to Pune based Architect.

EVALUATION/QUALIFICATION CRITERIA: FOR ARCHITECT

Quality and Value of completed projects

1. All the offers/technical bids received will be screened and short listed by in house committee based on requirements specified and details submitted by the bidder.
2. Short listed bids will be further inspected/visited/examined by the in-house committee and will be further evaluated on the qualitative aspects on various parameters. The detail list and marks to each parameter is as under:

Sr. No	Criteria	Marks	Self assessment	Bank's assess..
1	Work Executed/Capacity assessment	25		
	The firm having executed works of Rs.200 crore during last 10 years. Marks 25			
	The firm having executed works Rs.100 to Rs.200 crore during last 10 years. Marks 15			
	The firm having executed works of Rs.50 to Rs.100 crore during last 10 years. Marks 05			
2	Turnover of Rs.5 crore & above Marks-25 Turnover of Rs.2 crore to Rs.5 crore Marks-15 Turnover of less than Rs.2 crore Marks-05	25		
3	Should have made profit for at least two years during the last three years. Marks-10	10		
4	Easy Availability The firm stationed in Pune Marks-25 The firm having branch office with full set up at Pune Marks-10 The firm not having branch office Marks-00	25		
5	Work quality/The firm must have qualified personnel	15		
	Technically qualified personnel - Above 20 Marks 15 (Architects, and Engineers) Technically qualified personnel - 10 to 20 Marks 10 Technically qualified personnel - 5 to 10 Marks 05			
6	Experience in the field.	25		
	Minimum experience in the field-30 Years & above Marks 25			
	Minimum experience in the field-20 to 30 Years Marks 15			
	Minimum experience in the field -10 to 20 Years Marks 05			
7	Green Building Experience No. of Green Building Projects with Green Certification & Environmental Clearance Above 5 Buildings Marks 15 2 to 5 Buildings Marks 10 0 to 2 Buildings Marks 05	15		
8	Awards for Architectural work in past Marks 05	5		
9	ISO Certification Marks 05	5		
	Total Marks	150		

NOTE: Minimum marks to qualify are 80% i.e.120

Evaluation will be done by the Bank and Bank's decision in the matter is final & binding. No complaints in this regard will be entertained.

3. (i) Preliminary evaluation of the Technical bids will be done to ensure that the bidders fulfil the basic selection criteria as per detailed terms and Conditions specified in the tender document.

- (ii) Thereafter, the technical bids will be subjected to detailed evaluation by allotting marks on various parameters/criteria prescribed in the bid document to arrive at the qualifying marks.

Application Format for Architects:

Desired requirements:

Architects should be a practicing architect in their respective fields with more than 10 years experience.

Architect should be based in Pune. Architect should have successfully completed projects worth Rs.200 crore & more till date and Documentary evidence in support of this must be submitted.

1	Name of the Firm/ Organization				
	Registered Office				
	Pune Office				
	Telephone No.				
	Fax No.				
	E-mail				
	Website				
2	Year of Establishment				
3	Status of the firm (Partnership firm / Proprietary/ LLP)				
4	Name and Qualifications of Partners / Proprietor				
	Name	Designation	Qualification	CoA Regn No.	Mobile No.
5	Whether registered with the				
(a)	Registrar of Companies /Registrar of Firms. If so, mention number & date. (Also enclose copy of Partnership Deed / Registration / Articles and Memorandum of Association)				
(b)	If empanelled with other organizations such as Govt. / Semi-Govt undertakings, etc. (attach copy of registration, if any)				
6	Name of the Bankers.	Name of the bank:			
		Name of the branch:			
		Phone Nos:			
		Contact person phone no.			

7	Satisfactory evidence to indicate financial capacity	Year	Turnover Rs. in lac	Profit
		31.03.2012		
		31.03.2013		
		31.03.2014		
Please enclose Certified copies of last 3 years Balance Sheet, Profit & loss A/C, IT Return be submitted.				
8	Registration with Tax Authorities			
	i) Income-tax (PAN) No.			
	ii) Service tax no.			
	iii) EPF Reg. No. (if applicable)			
	iv) ESI Reg. No. (if applicable)			
9	No. of years of experience in the Architectural field. (Minimum experience- 10Years)			
10	Whether ISO certified? Furnish details.			
11	Details of works executed in last 5 years (as per Proforma I & II attached)			
12	Details of important / major works in hand (as per Proforma III & IV attached)			
13	Whether any Civil suit / Litigation arisen in the projects executed during last 10 years / being executed now. If yes, please furnish details.			
14	Key personnel employed: (as per Proforma V attached) (Detailed C.V.'s to be attached) Indicate special expertise and projects in which such techniques were employed			
15	Infrastructure of the firm viz. office space, office equipment. (as per Proforma VI attached)			
16	Whether related to any staff member of Bank of Maharashtra. If yes, please elaborate.			
17	Please give reference with address and telephone no. of 3 persons for whom you have executed works of importance who may be directly contacted by the bank about the ability, competence or capability			
	Name	Address and telephone numbers		
18	List of major clients			
19	Any other relevant information			

Note: Where copies are required to be furnished, these are to be self attested / notarized copies. In case you intend to give further / more information, please attach separate sheet/s.

Signature and Seal of the Applicant

PROFORMA – I

PARTICULARS OF MAJOR WORKS EXECUTED FOR CLIENTS (RESIDENTIAL)

SR. No.	Name of Work / Project executed	Short description of work	Name & Address of Owner / Architect	Value of work executed	Stipulated time of completion	Actual time of completion	Copy of Work Order / completion certificate from the Client.
1	2	3	4	5	6	7	8

Signature of the Applicant

PROFORMA – II

PARTICULARS OF MAJOR WORKS EXECUTED FOR CLIENTS (INSTITUTIONAL)

SR No.	Name of Work / Project executed	Short description of work	Name & Address of Owner / Architect	Value of work executed	Stipulated time of completion	Actual time of completion	Copy of Work Order / completion certificate from the Client.
1	2	3	4	5	6	7	8

Signature of the Applicant

PROFORMA – III

PARTICULARS OF MAJOR WORKS IN HAND FOR CLIENTS (RESIDENTIAL)

SR.No.	Name of Work / Project being executed & address / location	Short description of work	Name & Address of Owner / Architect	Value of work executed	Stipulated time of completion	Copy of Work Order / Certificate from the Client.
1	2	3	4	5	6	8

Signature of the Applicant

PROFORMA – IV

PARTICULARS OF MAJOR WORKS IN HAND FOR CLIENTS (INSTITUTIONAL)

SR.No.	Name of Work / Project executed & address / location	Short description of work	Name & Address of Owner / Architect	Value of work executed	Stipulated time of completion	Copy of Work Order / certificate from the client.
1	2	3	4	5	6	8

Signature of the Applicant

PROFORMA - V

KEY PERSONNEL PERMANENTLY EMPLOYED

Sr. No.	Name	Designation	Qualifications	Experience	Years with the firm	Any other information
1	2	3	4	5	6	7

Signature of the Applicant

Note: Information has to be filled up in this format. Please attach C.V.'s of Key Personnel.

PROFORMA – VI

Details of Infrastructure in Office

Sr. No.	Items	Details
1	Address of the office.	
2	Office premises, area etc. in Sq.M.	
3	Fax and Other equipment	
4	Telephones	
5	Number of Computer workstations	
6	Software used for planning, estimating, execution, supervision etc.	
7	Any other information	

Signature and Seal of Applicant

Note: Information has to be filled up in this format.

DECLARATION

1. I / We have read the instructions appended to the proforma and I / We understand that if any false information is detected at a later date, any future contract made between ourselves and Bank of Maharashtra, on the basis of the information given by me / us can be treated as invalid by the Bank and I / We will be solely responsible for the consequences.
2. I / We agree that the decision of Bank of Maharashtra in selection of Architect will be final and binding to me / us.
3. All the information furnished by me hereunder is correct to the best of my/our knowledge and belief.
4. I / We agree that I / we have no objection if enquiries are made with my / our clients for whom I / We have worked & details of these work executed are listed by me / us in the accompanying sheets.
5. I / We agree that I / We have not applied in the name of sister concern for the subject appointment of Architect process.

Place :
Date :

Signature
name & designation
seal of organisation.

Bank of Maharashtra.

APPOINTMENT OF ARCHITECT

(No Change whatsoever is to be made in this format)

1. Issue of Application/Bid forms from 09.12.2014 to 30.12.2014 during 10.30 a.m. to 02.00 p.m. (except Holidays & Sundays)
2. Last date of submission of Bids 30.12.2014 up to 03.00 p.m.
3. Pre Bid meeting on 16.12.2014 at 4.00 p.m. at H.O. Lokmangal Pune 411005.
4. Date of opening of Technical Bid 30.12.2014 at 3.30 p.m. (if possible)
5. Application forms to be collected from Bank of Maharashtra Corporate Services Dept. HO Lokmangal Pune 411005 or to be down loaded from bank's website.
6. Application to be submitted at : Bank of Maharashtra Corporate Services Dept. H.O. Lokmangal Pune 411005.
7. Offer is submitted for appointment as architect to provide comprehensive design consultancy services [Architectural Concepts + Detail Design, Liaisoning services (with local authorities), BOQ's, Estimation & Tendering, MEP Engineering Services, Structural Engineering Services, Landscape Design Services etc] as mentioned application form

PROFESSIONAL FEES

(No Change whatsoever is to be made in this format)

(Excluding stamp duty and registration charges)

Professional fees for Architectural consultancy services as mentioned under serial 6 above for proposed projects of Bank of Maharashtra.

Sr No	Particulars of proposed projects	Nature of Services	Professional fees* as % of cost of the project/work executed including out of pocket expenses.
1	a) Construction of staff quarters at Plot No. 38, Prabhat road, Pune. b) Construction of Staff Training Center (after acquiring land) c) Extension of its Head office Lokmangal at Shivaji nagar, Pune. (Bank may also explore the possibility of construction of a new tower, if feasible.)	A)Comprehensive Architectural services-including Architectural concepts + Detail Design, BOQ's, Estimation & Tendering, including Liaisoning services etc. (1.1 to 1.12 above)	
2	Service Tax	Bank to pay the applicable Service tax	
3	TDS	Applicable TDS will be deducted from the bills	

		towards professional fees.	
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*In case of deletion of some services referred above, this amount will be negotiable.

1 The offer is valid for 3 months (90 days) from the date of opening of applications. During the validity period of the offer I/We, irrevocably undertake not to withdraw / modify the offer in terms of price and other terms and conditions.

1. The professional fee quoted are exclusive of applicable taxes. (Service tax etc).

2. Bank will pay the applicable Service tax.

3. I/We understand that the architect whose application/offer is finalized should execute the Agreement

1 5. I/We am/are agreeable to Bank's Payment Terms as mutually agreed by and
2 between me and the Bank.

Place :

Signature of the Architect with seal

BANK OF MAHARASHTRA
Corporate Services Dept. "Lokmangal", 1501, Shivaji Nagar, Pune 411005

RFP FOR APPOINTMENT OF ARCHITECT

Bank of Maharashtra intends to float a RFP for appointment of an Architect to provide consultancy i.e. Comprehensive services in architectural, liasioning, structural, electrical, plumbing, fire fighting, landscaping etc. for the following proposed projects.

- i) Construction of staff quarters at Plot No. 38, Prabhat road, Pune.
- ii) Construction of Staff Training Center after acquiring land.
- iii) Extension of Lokmangal Head office at Shivaji nagar, Pune.

Interested architectural firms may collect application forms, from 09.12.2014 to 30.12.2014, from Bank of Maharashtra, Head Office, Corporate Services Department, Pune during 10.30 am to 2.00 p.m. on all working days (except Sundays & holidays) or the application forms can be downloaded from our website : www.bankofmaharashtra.in.

Cost of application form/down loaded form, is Rs.1,000 (Rupees One Thousand Only-non refundable) which shall be paid by way of Demand Draft/Pay order in favour of Bank of Maharashtra, Payable at Pune. Pre Bid meeting on 16.12.2014 at 4.00 p.m. at H.O. Lokmangal Pune.

Last date of submitting of application is 30.12.2014 up to 3.00 p.m.

Asstt. Gen. Manager,
Corporate Services. 020 – 25537215/25614239

Date : 09.12.2014

ARTICLES OF AGREEMENT

BETWEEN

BANK OF MAHARASHTRA, PUNE

AND

FOR

PROVIDING ARCHITECTURAL

SERVICES FOR _____

_____.

ARTICLES OF AGREEMENT made at Pune on _____ day of _____ 2012

BETWEEN

BANK OF MAHARASHTRA a new Bank constituted by the Banking Companies (Acquisition and Transfer of Undertakings) Act 1970 and having its Head Office at Lokmangal 1501 Shivaji nagar Pune 411005 hereinafter called the “ Bank” (which expression shall include its successors and assigns) of **the One Part.**

AND

_____**ARCHITECTS**, a registered firm having its office at _____, hereinafter referred to as "**The Architects**" carrying on business as ----- in the firm name and style of M/s ----- (address-) (hereinafter called the Company (which expression shall include wherever the context so admits, its heirs, executors, administrators, successors and assigns) of the **OTHER PART**

WHEREAS the bank intends to develop by new construction of the following works:

(PROPOSED CONSTRUCTION OF _____ at SURVEY NO.____, _____, AT PUNE FOR the Bank, (hereinafter referred to as “the Project”) on a plot of land at Pune, hereinafter referred to as “the Site”).

AND WHEREAS the Architects is a reputed firm with long experience in providing professional services.

AND WHEREAS, the Architects have agreed to provide to the bank all professional services, on the terms and conditions hereinafter mentioned, for the preparation of the plans of the project and supervision over their implementation by the Contractor to be selected for this purpose by the bank.

AND WHEREAS the bank agree to pay the Architects as remuneration for the professional services to be rendered in relation to the project and in particular for the services hereinafter mentioned, fees stipulated in paragraph 2 hereof (hereinafter called "**the fees**").

NOW THIS AGREEMENT WITNESSETH AND THE PARTIES HEREBY AGREED AS FOLLOWS:

1. SCOPE OF ARCHITECTURAL SERVICES:

The Architects shall provide services in respect of the following works:

1.1 Architectural work and site development.

2. SCHEDULE OF ARCHITECTURAL SERVICES:

The Architects shall, after taking instructions from the bank, render the following services:

- 2.1 Prepare conceptual design with reference to requirements given and prepare approximate estimate of cost of cubic measurements or on area basis.
- 2.2 Modify the conceptual design incorporating required changes and prepare preliminary drawings and designs and study model for the bank approval, along with revised estimates of cost.
- 2.3 Prepare drawings, necessary for submission to statutory bodies for sanction and assist and advise the Bank on formalities necessary for the approval of such drawings.
- 2.4 Prepare working drawings, specifications, estimates of cost along with measurements, rate analysis and schedule of quantities.
- 2.5 Prepare a short list of contractors, together with appropriate justification.
- 2.6 Prepare working drawings including large scale and full size details, detailed specifications and schedule of quantities sufficient to invite tenders.
- 2.7 Prepare and submit complete working drawings and details sufficient to commence the work at the site and for the proper execution during construction.
- 2.8 Clarify and take decisions on interpretation of the drawings and specifications that may be necessary and attend conferences and meetings as and when required and to ensure that the project proceeds generally in accordance with conditions of contract.
- 2.9 On completion of the work, the Architects will prepare and submit two sets of "as built" drawings of the buildings and services.

3. SCOPE OF PROJECT MANAGEMENT CONSULTANCY SERVICES:

3.1 Finalization and award of contracts.

- 3.1.1 Preparation of tender documents, Minimum Qualifying Criteria and the tender notice to be published in the newspaper.
- 3.1.2 Coordinate with the bank for invitation of tenders, scrutiny of bids, sending clarifications to queries, making comparative statements, negotiations with bidders, evaluation of bids, time schedules and submitting the report regarding evaluation of the bidders to the bank.

3.2 Project Supervision

- 3.2.1 Assist the bank in appointment of 'Clerk of Works' and supervision team that will supervise the work on day to day basis on behalf of the Architects. The clerk of the works and his team will work under and report to the Architects but shall be paid by the bank. Scope of work and duties of the Clerk of works and his team shall be -

3.2.2 Day to day supervision

- 3.2.2.1 Day to day supervision of all ongoing civil work as well as infrastructure work at site as per plans, for civil works for buildings and for roads, area drainage, parking facilities, compound wall, pavements etc.
- 3.2.2.2 Electrical work – With in buildings and external electrical work.
- 3.2.2.3 Drainage and Plumbing work – Inclusive of ESR & GSR, construction work.
- 3.2.2.4 Sewage treatment and Water treatment works.
- 3.2.2.5 Landscaping work of gardens, pathways etc.

3.2.3 Quality Control

- 3.2.3.1 Arranging to check steel, cement, sand, RCC, concrete and all other materials to be used as per specifications and ISI norms at approved institutes, by the contractor.
- 3.2.3.2 To arrange the cube tests of concrete for all RCC work.
- 3.2.3.3 To arrange the testing of bricks, sand, metal and other materials as per the requirement.
- 3.2.3.4 To monitor the laboratory at site for various tests. (Laboratory will be provided and maintained by contractor).
- 3.2.3.5 Witnessing the cube tests and other field tests and monitoring results registers at site.
- 3.2.3.6 To check the mix design for concrete works submitted by the contractor.

3.2.4 Measurement and Bill Certification

- 3.2.4.1 To take joint measurements along with contractor.

3.3 Certification of Works

- 3.3.1 To check running account bills submitted by the contractors and certification of the same for payment by the bank.
- 3.3.2 To check final bills submitted by the contractor and certification of the same for payment by the bank.

- 3.3.3 To issue virtual completion certificates to various contractors.
- 3.3.4 Advise the Bank on Settlement of claims made by the Contractors.

3.4 **Monitoring Time Schedule**

- 3.4.1 To review schedules, bar charts, PERT, CPM prepared by contractor and to suggest corrective action.
- 3.4.2 To revise the activity schedule if required for the timely completion of the project.
- 3.4.3 To Advise the contractors for deployment of additional man power, machinery etc. so as to adhere to the time schedule for the project.

3.5 **Coordination work**

- 3.5.1 To maintain regular and proper co-ordination between the bank, the Architect and the contractor.
- 3.5.2 Fortnightly reporting of the progress of work with respect to the plan to the client, identifying problems and issues and corrective action taken.
- 3.5.3 Conducting progress review meetings at site, fortnightly along with the bank and the contractor.

3.6 **Project Completion**

- 3.6.1 Conduct and inspect trial runs, before opening to public use.
- 3.6.2 Organise warranties from all vendors.
- 3.6.3 Assist the bank in obtaining all post construction approvals.

3.7 **Staff Deployment at site**

The Clerk of the works will be Architects' representative on the site. Bank will deploy adequate number of staff in the office of the clerk of the works and at site, as required for the successful completion of the project, with minimum one Resident Engineer at Site, as overall In-charge of the project, having qualification BE (Civil) or DCE and having sufficient experience.

4. **Fees:**

The total fees payable to the Architect for the services rendered as per the above shall be ____ percent of the cost of the project (vide Clause 6.06 below).

5. **MODE OF PAYMENT:**

The said fees shall be payable in suitable instalments at different stages, as follows.

STAGE-I	On signing of the contract awarding the consultancy work & on completion of plans and estimates, obtaining PMC approval for building plans & commencement certificate etc.	20% of the total fees payable.
STAGE-II	On award of the work to the Contractor finally selected for its execution and on release of working and RCC drawings.	20% of the total fees payable.
STAGE-III	During the progress and on completion of construction work.	Balance 60% of the total fees payable, at

prorate as per
progress of work.

6. EFFECTING PAYMENT TO THE ARCHITECT:

6.1 The payment to the Architect during various stages shall be as follows:

- a) **At STAGE-I** On estimated cost of the project.
- b) **At STAGE-II** On contract value of the contractor.
- c) **At STAGE-III** On cost of the project defined in clause 6.06 below.

6.2 No deduction shall be made from the fees of the Architects on account of penalty, liquidated damages, arising out of delay to the project, part rates or other sums withheld from payment or recovered from the contractor, provided the delay is not on account of, or attributable to, the Architects.

6.3 Income tax shall be deducted at source from the bills of the Architects at the prevailing rate.

6.4 **Service tax shall be paid extra by the Bank, as applicable.**

6.5 When the work is executed wholly or in part with old materials or the bank provide labour or carriage, the percentage of fees shall be calculated as if the contractor supplying all labour and new materials and the contractor had executed the work wholly.

6.6 The cost of the project shall be the final contract value of the building work as calculated on amount paid to the contractor on the accepted tender of the contractor, including the cost of structural, sanitary, plumbing and electrical work, sanitary fittings, electrical fittings up to plug points, lifts, escalators, mechanical equipments and landscaping i.e. on all items on which the Architects had rendered professional services, but shall exclude the cost of the bank site office, cost of land and cost of supervisory staff of the bank and the cost of demolition of existing structures or part thereof.

6.7 In case only a part of the project is continued beyond any stage, the deductions for payment made against earlier stages shall only be in respect of proportionate cost of the said part of the project.

7. REIMBURSEMENT OF EXPENSES

In addition to the fee payable under preceding clauses, the Bank will reimburse the Architects actual expenses towards the return car/taxi fare and air-conditioned hotel room accommodation in case of overnight stay, for visit made by the Architects and their professional staff to the site or such other place as may be necessary in connection with the execution of work and in connection with performance of duties referred to in this agreement. However prior approval for such visits be obtained from Bank.

8. RESPONSIBILITIES OF THE BANK :

The following shall be the responsibilities of the bank:

- 8.1 Provide detailed requirements of the project.
- 8.2 Provide a correct site plan to suitable scale showing boundaries, contours at suitable intervals, existing physical features including any existing roads, paths, trees, existing structures, existing service and utility lines and such lines to which the proposed service can be connected.

- 8.3 Pay the fees of the Architects within one month of submission of bills.
- 8.4 Appoint The Clerk of Works and supervision team under him as per advice from the Architects, provide office space for the clerk of works office and make regular payment to the staff employed for supervision.
- 8.05 Prepare, on the advise of the Architects, a short list of approved contractors who would be allowed to tender, invite tenders and select the contractors for the project in consultation with the Architects; (selection as advised or recommended by the Architect shall not be binding on The bank).

9. PROJECT COORDINATION COMMITTEE:

- 9.1 A Project Coordination Committee, consisting of representatives of the Bank, project engineers of the Contractor and representatives of the Architect may, if necessary, be constituted.
- 9.2 The Project Coordination Committee if constituted shall discuss the drawings and documents submitted by the Architects and give decisions promptly to avoid unreasonable delay in the progress of work.

10. EXECUTION OF THE ASSIGNMENT:

- 10.1 All the stages of work shall be completed by the Architect pursuant to the necessary approval being given by the bank according to the time schedule mutually agreed upon. The works throughout the stipulated period of contract will be carried out with diligence, time being essence of the contract.
- 10.2 In the event of the Architect's firm closing its business or unilaterally abandoning the project, The bank shall have the power to employ any other agency to complete the work at the risk and cost of the Architects and the bank would be entitled to claim from the Architects any extra costs incurred by the bank for completing the work and would be entitled to deduct the same from amounts due to the Architect under this agreement. In the event of a shortfall in the amount recoverable after deducting the amount due to the Architect, the bank shall be entitled to claim the same from the Architect.
- 10.3 In the event of the failure on the part of the Architect to complete their work or the bank to give their approvals and/or make payments as specified herein within the time specified in the time schedule or in the event of either of the parties committing a breach of any of the terms and conditions of the agreement, the aggrieved party shall be entitled to resign this agreement by giving 30 days written notice, without prejudice to its rights to claim damages or remedies available in law.
- 10.4 The Architect shall prepare drawings, designs, outline specification and estimates of costs by cubic measurements or on areas, on schedule of rates of the executing agency plus tender percentage and/or on Bureau of Indian Standards (previously ISI) specifications as per requirement. In the absence of a rate in the aforesaid schedule of rates, the same shall be arrived at by actual analysis.
- 10.5 The Architect will advise the bank on the time and progress chart prepared by the Contractor for the completion of the work.
- 10.6 The Architect will advice the bank for appointment of consultants (Structural, Water supply and Sanitation, Electrical, Landscape, Interior, etc.) at bank's costs. The Architects, however, shall be responsible for the direction and integration of the Consultants' work.
- 10.7 The Architect shall assume full responsibility for the design and specifications for items described in the scope of work.
- 10.8 The Architect shall supply to the bank, free of cost, four sets of final drawings at Stage 1 of the Agreement and three sets of all drawings, specifications and other particulars in Stage 3.

- 10.9 On completion of the project, Architect will prepare and submit two sets of "as built" drawings of the buildings and services on Compact Disk in Adobe Acrobat (pdf) format.
- 10.10 The Architect shall advise the bank regarding the work under execution during visits to the site and submit periodic reports on their observations, and the bank shall take all reasonable steps for implementing the advice given to the bank by the Architect.
- 10.11 The Architect shall not make any deviation, alteration or omission from the approved drawings, without prior consent of the bank.
- 10.12 The Architect shall exercise all reasonable skill, care and diligence in discharge of their duties and shall exercise such general superintendence and inspection in regard to such works as may be necessary to ensure that works are being executed in accordance with contract documents and within the time stipulated therein and shall endeavour to guard the bank against the defects and deficiencies in the work of the Contractor.
- 10.13 The Architect shall make necessary revisions as may be required by the bank in the drawings and other documents submitted by them at the draft stage.
- 10.14 No Change shall be made in the approved drawings and specifications at site without the consent of the Architect/Bank.
- 10.15 The drawings, specifications and documents as instruments of service are the property of the bank, whether the project for which they are made is executed or not.
- 10.16 The bank shall have the liberty to postpone or not to execute any work and the Architect shall not be entitled to any compensation for non- execution of the work except the fees which are payable to the Architect up to the stage of services then in progress.

11.00 **Confidentiality:**

The Architect /bidder agree to hold in confidence the Confidential Information provided by Bank which is identified as confidential or which, from the circumstances surrounding their disclosure ought to be treated as confidential. The Architect /bidder agrees not to make the Confidential Information of Bank for any purpose other than performance of its obligations under this contract, except with the prior written consent of the party providing the information.

The above conditions do not apply to information which (a) was disclosed to the receiving party by a third party that was free of obligations of confidentiality to the party providing the information (b) becomes generally available to the public, other than as a result of improper action by the receiving party (c)is independently developed by the receiving party or (d) is required to be disclosed under law / regulation. The confidentiality clause will survive the termination / cancellation / expiration of the contract.

12.00 **Dispute resolution:**

In the event of any dispute, difference or question arising out of the agreement with the bidder the same shall be referred to the arbitration of a sole arbitrator appointed by Bank. The Arbitration and Conciliation Act,1996 or any statutory modification thereof shall be applicable to the arbitration. The arbitration proceedings shall be held at Pune. The language of the

arbitration shall be English. The award of the arbitrator shall be final and binding upon the parties.

13.00 Indemnity:

The Architect /bidder shall keep the Bank indemnified; saved and held harmless, from the costs and consequences of an intentional breach of any provisions of this contract, including any legal costs and expenses that Bank may incur in protecting and / or defending itself and also claims of third party.

14.00 Recovery of loses:

In case it is established that due to any lapse on the part of the Architect /bidder the bank had to incur additional cost or loss due to incorrect measurements or any other reason, suitable recovery may be effected from the Architect /bidder's fee as per the section 73 of Indian Contract Act, 1872.

IN WITNESS WHEREOF, **Shri. _____, Asstt. General Manager, Corporate Services Department** Bank of Maharashtra, Pune for and on behalf of the bank, and **Shri. _____, proprietor/ partner and architect**, for and on behalf of the Architects herein, set their hands and seals and sign on the date and year first above written.

SIGNED AND DELIVERED BY BANK OF MAHARASHTRA, PUNE by the hands of its **General Manager, Shri. _____:**

The seal of _____, has been affixed to this document and has been signed by its **Proprietor/ Partner, Shri. _____:**

In presence of WITNESS:

In presence of WITNESS: