



**ગુજરાત ગ્રામીણ બેંક**  
**GUJARAT GRAMIN BANK**  
Scheduled Bank Owned by Government

**Notice Inviting Tender for selection of Architect for rendering Professional Services as Interior Designer cum Architect for proposed furnishing work on 4<sup>th</sup> & 6<sup>th</sup> floor, Florence Excellence, Vasna - Bhayli Main Road, Vadodara**



**GUJARAT  
GRAMIN BANK**  
**ગુજરાત ગ્રામીણ બેંક**

**GUJARAT GRAMIN BANK  
PREMISES & EQUIPMENT DEPARTMENT, HEAD OFFICE, VADODARA  
NIT reference no. GGB/PE/101/2025**

Seal & Signature of bidder

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**Part I**  
**SECTION A**

**Notice Inviting Tender for selection of Architect for rendering Professional Services as Interior Designer cum Architect for proposed furnishing work on 4th & 6th floor, Florence Excellence, Vasna - Bhayli Main Road, Vadodara.**

Schedule of Tender		
A.1	Tender No.	GGB/PE/101/2025
A.2	Date & time of viewing Tender	07/11/2025 & 1100 hrs IST
A.3	Last Date of submission of Tender (Technical Bid and Commercial Bid)	28/11/2025 & 1500 hrs IST
A.4	Date & time of opening of Part-I - Technical Bid	28/11/2025 & 1530 hrs IST
A.5	Date & time of opening of Part-II - Commercial Bid	Date of opening of Part II i.e. Commercial bid shall be informed Separately to technically qualified bidders
A.6	Address for submission of bids (Technical as well as Commercial bids)	The General Manager, Gujarat Gramin Bank, Head Office, 3 <sup>rd</sup> & 4 <sup>th</sup> Floor, Suraj Plaza-1, Sayajigunj, Vadodara-390 020
A.7	Address for opening of bids	Gujarat Gramin Bank, Head Office, 3 <sup>rd</sup> & 4 <sup>th</sup> Floor, Suraj Plaza-1, Sayajigunj, Vadodara-390 020
A.8	Contact Details	1. Mr. Ketan Shah Manager 99099 99718 <a href="mailto:pe.ho@barodagujaratrb.co.in">pe.ho@barodagujaratrb.co.in</a> 2. Mr. Jimit Patel Asst. Manager 95109 20854

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**SECTION B**

**IMPORTANT INSTRUCTIONS FOR TENDERING**

B.1	Important instructions for Tendering
	<ul style="list-style-type: none"> <li>This is an offline tender event of Gujarat Gramin Bank.</li> <li>Bidders (Architect/ Architect firms) are requested to read the terms &amp; conditions of this tender before submitting their tenders.</li> <li>Bidders who do not comply with the conditions with documentary proof (wherever required) will not qualify in the Tender process for opening of Commercial bid.</li> <li>The intending bidders are required to submit their offer physically at "The General Manager, Gujarat Gramin Bank, Head Office, 3<sup>rd</sup> &amp; 4<sup>th</sup> Floor, Suraj Plaza-1, Sayajigunj, Vadodara-390 020".</li> <li>All the terms and conditions shall be as per NIT reference no. GGB/PE/101/2025 available on Bank's website.</li> </ul>
B.3	Bid Submitting & Opening
	<ul style="list-style-type: none"> <li>Part I Technical bid will be opened on specified date and time as given in the tender. Bidder(s) can witness of opening of bid at Gujarat Gramin Bank, Head Office, 3<sup>rd</sup> &amp; 4<sup>th</sup> Floor, Suraj Plaza-1, Sayajigunj, Vadodara-390 020.</li> <li>Part II Commercial bid will be opened only of those bidder(s) who's Part-I Technical Bid is found to be acceptable by Gujarat Gramin Bank. Such bidder(s) will be intimated date of opening of Part-II Commercial bid, through valid email confirmed by them.</li> <li>All entries in the tender should be entered in Technical &amp; Commercial Formats without any ambiguity.</li> <li>All notices /corrigendum and correspondence to the registered bidder(s) shall be published on Bank's website only.</li> </ul>
B.4	Opening of Technical Bids
	The Technical Bids will be opened in the presence of Bank's authorized committee. The representatives of the bidders may remain present during the opening of Technical bids. No separate intimation will be given to the bidders in this regard.
B.5	Evaluation of Technical Bids
	<p>Technical Bids will be evaluated on the basis of fulfilling Bidders Profile Details and compliance to Eligibility criteria, Technical specification, other terms and conditions stipulated in the tender document. Commercial Bids of only those bidders who qualify in the technical evaluation / demonstration, based on the criteria laid down hereinabove, will be opened.</p> <p>The Bank reserves the right to reject any or all the tenders without assigning any reason thereof.</p>
B.6	Evaluation of Commercial Bids
	<p>After the technical evaluation of the tenders, the price/commercial bid of only technically qualified bidders (as per the criteria mentioned hereinabove) shall be considered for price bid evaluation. The Bank reserves its right to seek and obtain substantiating data from the bidders for verification of the credentials submitted. The Date of opening of Price Bid shall be advised separately to all technically qualified bidders. Lowest quoted bidder (L-1) shall be awarded work subject to satisfying terms and conditions of tender.</p>

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Gujarat Gramin Bank invites sealed applications/offers from reputed Architects for rendering their professional services as Interior Designer cum Architect for proposed furnishing work on 4th & 6th floor, Florence Excellence, Vasna - Bhayli Main Road, Vadodara.

Sr.No.	Name of work	Approx. Cost (Rs.)
1	Interior Designing cum Architectural services for Civil, furnishing and MEPF work on 4th & 6th floor, Florence Excellence, Vasna - Bhayli Main Road, Vadodara.	2.56 Crore

The above Project of Gujarat Gramin Bank's office at 4th & 6th floor, Florence Excellence, Vasna - Bhayli Main Road, Vadodara consists of two floors having total built up area approx. 16000 sq. ft. Your scope of work will be for the Designing of various services in the office area on 4<sup>th</sup> & 6<sup>th</sup> floor of said floor admeasuring of approx. B.U.A=16000 Sq. ft. and shall include the following services:

1. Civil/Fire Fighting/Electrical/AC/BMS/CCTV and Interior Designing.
2. Designing of MEPF and preparing layout as per Interior Layout.
3. Fire Fighting Work – Sprinkler/Smoke Detectors/Piping layout & IBMS to suit interior layout.
4. HT/LT Electrical, Data and voice, Cable Routes etc.

**Note:- Co-ordination & obtaining statutory approvals from local authorities, related to Plans etc., infrastructural requirement such as design the electrical system of the proposed floor that includes UPS , Lighting, Equipment, Panel Board, DG Set and all MEPF services etc. shall be included in the scope of Architects**

Architect will be responsible for rendering professional services for above work in compliance with rules applicable to the local area and regulations of statutory/local authorities and Bank's guidelines.

The scope of work broadly involves design, preparation of drawing, layout, preparation of estimate, preparation of tender, **obtaining all statutory approvals from local/Govt. departments (if required)**, periodical supervision of work (weekly and as & when bank called for meeting), 100% bill verification/certification and other allied works related to project.

Architects/Firms who fulfill the following minimum pre- qualifying / mandatory eligibility criterions need only apply:

- Average Annual financial turnover of the firm during the last -3- years ending 31st March, 2025, should be at least Rs. 5.0 Lacs. Supported with audited balance sheets.



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- Experience of having successfully completed similar works / job i.e. Office building, Commercial building, Institutional building, Interior Design mentioned hereinabove for Public Sector Undertaking, Govt. Project or Corporate Sector, Banks etc. Area not less than 16000 sq. ft. (for any single project from point no A,B,C) during last – 7 years (as on 30.09.2025) should be either of the following.
  - A) Three similar completed works each costing not less than Rs. 1.03 Crs.  
OR
  - B) Two similar completed works each costing not less than Rs. 1.28 Crs.  
OR
  - C) One similar completed work costing not less than Rs. 2.05 Crs.
- Having sufficient number of experienced personnel, technical know-how, construction equipment & machinery and should be able to arrange for AutoCAD and 3D drawings facilities with all modern accessories, printers, and authorize software.
- Having registration with Council of Architect for minimum 7 years is a must.

Note :

- i. Applications by those firms who do not submit Performance Certificates from their previous employers /clients shall be liable to be summarily rejected.
- ii. The proposed work shall be executed by single Architect and not as Joint Venture, tie-ups etc.

Duly filled & signed application /offers shall be submitted in two bid system in the following manner:

- (i) Envelope - A – Duly sealed cover super scribed as “Technical Bid – Application/Offer for rendering Professional Services as Interior Designer cum Architect for furnishing work for Gujarat Gramin Bank on 4th & 6th floor, Florence Excellence, Vasna - Bhayli Main Road, Vadodara.” shall contain only technical data along with Basic Information, Proforma-1 to Proforma-4 along with the supporting documents, Draft agreement along with Annexures I & II. No reference is to be made to the financial aspects of the offer failing which the offers shall be liable to be summarily rejected.
- (ii) **Envelope - B - Duly sealed cover super scribed as “Price Bid – Application/Offer for rendering Professional Services as Interior Designer cum Architect for furnishing work for Gujarat Gramin Bank on 4th & 6th floor, Florence Excellence, Vasna - Bhayli Main Road, Vadodara.” shall contain only Price Bid (Section-I Part-II)**

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Both the sealed covers shall then be put into one single cover and sealed duly super scribing “**Application/Offer for rendering Professional Services as Interior Designer cum Architect for furnishing work for Gujarat Gramin Bank on 4th & 6th floor, Florence Excellence, Vasna - Bhayli Main Road, Vadodara**” addressed and submitted / drop in the tender box placed at 3<sup>rd</sup> floor at the following address on or before 28/11/2025 upto 15.00 hrs.

**The General Manager  
Gujarat Gramin Bank  
Head Office,  
3rd & 4th Floor,  
Suraj Plaza-1, Sayajigunj,  
Vadodara-390 020.**

Prequalification and Final selection of Interior Designer cum Architect will be the ultimate choice of Bank. The Bank reserves the right to accept or reject any or all the applications without assigning any reasons whatsoever.

The **Envelop ‘A’** shall be opened on 28/11/2025 at 15:30 hrs in presence of tenderers or their authorized representatives should they choose to be present.

**General Manager  
Gujarat Gramin Bank**

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SECTION C

Basic Information

Part I- A

1	a) Name of the applicant / organization b) Address of the Registered Office  c) Address of office at Vadodara / Ahmedabad, if any (Phone Nos & Email ID)	
2	Year of establishment	
3	Type of the organization (Whether sole proprietorship, Partnership, Private Ltd. or Ltd. Co. etc.) (Enclose certified copies of documents as evidence)	
4	Name & qualification of the Proprietor / Partners / Directors of the Organization / Firm a) b) c) d) Enclose certified copies of document as evidence	
5	Details of registration – Whether Partnership firm, Company, etc. Name of Registering Authority, Date and Registration number. Enclose certified copies of document as evidence	
6	Whether registered with Government / Semi – Government / Municipal Authorities of any other Public Organization and if so, in which class and since when? (Enclose certified copies of document as evidence)	
7	Details of Registrations with : 1) Indian Institute of Architects. 2) Council for Architects 3) Institution of Engineers(India)) (with year of Registration /class/validity) (Enclose certified copies of documents as evidence).	
7A	No. of years of experience in the field.(As per the supporting Documents)	

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8	Address of local office through which the proposed work of the Bank will be handled and the Name & Designation of officer in charge.	
9	Yearly turnover of the organization during last 3 years (year wise) 2022-2023 2023-2024 2024-2025 Avg Annual Turnover:	
10	Solvency certificate from a Bank to be enclosed for indicating satisfactory financial capacity of the organization	1. Name of Bank / Branch 2. Solvent for Rs. 3. Date of issue.
11	Enclose copy of latest income tax clearance certificate. OR Copy of IT Return Uploaded to IT Dept. duly signed by CA	
12	PAN No.	
13	Details of registration for payment for GST	
14	Whether any Civil Suit / litigation arisen in contracts executed / being executed during the last 10 years. If yes, please furnish the name of the project, employer, Nature of work, Contract value, work order and brief details of litigation. Give name of court, place, status of pending litigation.	Attach a separate sheet if required.
15	Information relating to whether any litigation is pending before any Arbitrator for adjudication of any litigation or else any litigation was disposed off during the last ten years by an arbitrator. If so, the details of such litigation are required to be submitted.	
16	Reasonable presence/local address of the Architect:	
17	References with Address & Telephone Numbers of two persons, Email (Engineers, or top officials of an organization) for whom you have executed similar works, who may be directly contacted by the Bank about the ability, competence or capability of your organization.	



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**SECTION D**

**ELIGIBILITY CRITERIA**

All the supporting Documents are required to be submitted along with technical bid. Details filled in this form must be accompanied by sufficient documentary evidence, in order to verify the correctness of the information. **All the documents submitted should be attested by the bidder.**

D.	Prequalification Criteria for Bidder who is submitting the bid. Company who qualifies all the above criteria can participate in the tender directly or indirectly through authorized Business Partner/System Integrator who qualifies below mentioned criteria.		
	<b>Prequalification Criteria</b>	<b>Bidders Response</b>	<b>Documents Required</b>
D.1	Bidder's Average Annual turnover of last three years should not be less than Rs 5 Lakhs i.e. 2022-23, 2023-24 & 2024-25.	Mention in Yes/No.	Copy of the last three years audited financial statements
D.2	Bidder should have Experience of having successfully completed similar works / job i.e. Office building, Commercial building, Institutional building, Interior Design mentioned hereinabove for Public Sector Undertaking, Govt. Project or Corporate Sector, Banks etc. Area not less than 16000 sq.ft. (for single project) during last – 7 years (as on 30.09.2025) should be either of the following.	Mention in Yes/No.	Copy of Work completion certificate.
D.3	The bidders should have satisfactorily executed the work of similar nature in Semi Govt. /Govt. & Public / Private Sector Organizations during last seven (7) years (up to 30.09.2025)  A) Three similar completed works each costing not less than Rs. 1.03 Crore.  OR	Mention work details with completion cost of project	Copy of Work completion certificate.

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	B) Two similar completed works each costing not less than Rs. 1.28 Crore.  OR C) One similar completed work costing not less than Rs. 2.05 Crore.		
D.4	Bidder should have registration with Council of Architecture for last minimum 7 years	Mention registration no. and date of registration	Copy of registration certificate.
D.5	Bidder should have an operational established office in Gujarat State which should be more than one year old.	Mention in Yes/No.	Proof of operational established office like Copy of Light Bill /Tax Bill/Rent Agreement etc.



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**SECTION E**

**Instructions to the Applicants for furnishing information as a part of application for pre-qualification.**

1. Intending Applicants are required to submit their applications with full bio-data giving details about their organization, experience, technical personnel (Architect, Interior Designer and Autocad draftsman) in their organization, competence and adequate evidence of their financial standing etc. in the enclosed form which will be kept confidential.
2. While deciding upon the pre-qualifications cum selection of Interior Designer cum Architect, emphasis will be given on the ability and competence of applicants to do good quality works within the specified time schedule and in close co-ordination with Bank.
3. Decision of the Bank in regard to selection of Interior Designer cum Architect solely on past experience and successful completion of the projects earlier without any litigation with the client. The Bank is not bound to assign any reason for acceptance / rejection of any applications.
4. Each page of the application shall be signed. The application shall be signed by persons / persons on behalf of the organization having necessary authorization / Power of Attorney to do so. (Certified copies to be enclosed)
5. If the space in the proforma is insufficient for furnishing full details, such information may be supplemented on separate sheets of paper, stating therein the part of the proforma and serial number. Separate sheets shall be used for each part. However, the format shall be as per proforma.
6. Applications containing false incomplete and /or inadequate information are liable to be rejected. Also mere fulfillment of eligibility criteria does not guarantee selection.
7. While filling up the application with regard to the list of important projects completed or on hand, the applicants shall include those works only which are individually costing not less than Rs. 1.03 Crs. (Rs. One Crore Three Lakh only) of the estimated cost shown hereinabove.

**Clarification, if any, may be obtained on or before two days prior to the scheduled date of submission from the office of:**

The General Manager, Gujarat Gramin Bank, P&E Department, 3<sup>rd</sup> & 4<sup>th</sup> Floor, Suraj Plaza- 1, Sayajigunj, Vadodara- 390020.

Contact Person : Mr. Ketan Shah

Manager

(M) 99099 99718

Email: [pe.ho@barodagujaratrrb.co.in](mailto:pe.ho@barodagujaratrrb.co.in)

Mr. Jimit Patel

Asst. Manager

(M) 95109 20854

8. Canvassing in any form in connection with pre-qualification is strictly prohibited and the application of such persons / organizations that resort to canvassing and / or undue means will be liable to rejection.

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9. The applications which are received after due date and time are liable to be rejected.
10. Bank reserves the right to reject any or all the applications without assigning any reasons whatsoever therefore.
11. Addendum to the tender document may be issued if required to clarify documents or to reflect modifications to the design or contract terms.

**Each addendum issued by the Bank will be displayed on the Bank's website only, referred to hereinabove. All addendums have to be submitted along with the tender document duly signed as a token of acceptance of the same. All addendum issued by the Bank shall become part of Tender Documents. Bidders are requested to visit the tender section of Bank's website for issuance of addendum till two days prior to the scheduled date of submission.**

12. Disputes, if any, shall be subject to the jurisdiction of courts in Vadodara only.

Signature of the Applicant  
Address & Seal

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**SECTION F**

**Proforma 1**  
**DETAILS OF ORGANISATIONAL STRUCTURE**

1	<b>Details of In-house Qualified Architects</b> <ol style="list-style-type: none"> <li>1. With more than 15 years' experience in similar works</li> <li>2. With more than 5 years' experience in similar works</li> </ol>	
2	<b>Details of Qualified In-house Structural Engineers</b> <ol style="list-style-type: none"> <li>1. With more than 15 years' experience</li> <li>2. With less than 15 years' experience</li> </ol>	
3	<b>Details of Qualified In-house Civil Engineers, with details of experience in similar works</b> <p>For Office work          (Quantify surveying, Co-ordination, Bill Certification etc.)</p> <ol style="list-style-type: none"> <li>1. with more than 15 years' experience</li> <li>2. with less than 5 years' experience</li> </ol> <p>For Site work          (For site visits supervision of works, co-ordination etc.)</p> <ol style="list-style-type: none"> <li>1. with more than 15 years' experience</li> <li>2. with less than 15 years' experience</li> </ol>	
4	<b>Details of in-house qualified water supply &amp; sanitary Engineers Sanitary &amp; Plumbing Works</b> <p><b>A FOR OFFICE WORK</b></p> <ol style="list-style-type: none"> <li>1 With more than 15 yrs experience</li> <li>2 With less than 15 yrs experience</li> </ol> <p><b>B FOR SITE WORKS</b></p>	

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	1 With more than 15 yrs experience 2 With more than 5 yrs experience	
5	<b>Details of In-house Qualified Electrical Engineers</b>  1. With more than 15 years' experience 2. With less than 5 years' experience	
6	Details of Qualified Engineers for  Fire Protection & Detection Works  1. with more than 15 years' experience 2. with more than 5 years' experience	
7	Details of other In-house Specialists available  A. For Interior Works & other Electro Mechanical Works  B. For any other works	
8	Details of in house qualified Air Conditioning Engineers  a) with more than 15 years' experience b) with more than 5 years' experience	
9	If the Bidder have existing association/collaboration or likely to form a consortium of/ with other Consulting Engineers the details of the intended set up shall be given along with details of technical staff similar lines the activities from 2 to 7 the details to be given along with the details of the firm they intend to collaborate	





**Proforma 2**

**Work capability and details of works in hand.**

B) List of important works ON HAND costing Rs. 103 lakhs and above for Interior Decoration work with MEPF.

Sr. No	Name of the project & location.	Name & full postal address of the owner. Also indicate whether Govt. Semi-Govt. Private body or Financial Institution with full postal address & details of contact person of the owner.	Contract Amount (Rs.) for Architectural work only with copy of Work Order	Completion Period Stipulated (Year)	Actual (Year) of completion	Any other relevant information.
1	2	3	4	5	6	8

Notes :

1. Information has to be filled up specifically in this format. Please do not write remark "As indicated in Brochure".



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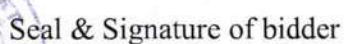


**Details of technical personnel, giving details about their technical qualification & experience including that in your establishment.**

[illegible]

Notes :

1. Information has to be filled up specifically in this format. Please do not write remark "As indicated in Brochure".
2. Indicate other points, if any, to show your technical and managerial competency to indicate any important point in your favour.





**Proforma- 4**  
**Details of infrastructure in office**

Sr. No.	Item	Number	Details
1	Office premises, Area etc.		
2	Fax Machine		
3	Telephone		
4	Other instruments		
5	Authroised Software Used for planning, estimating, execution, supervision, etc.		
6	Reference Book used for estimates/Rate analysis etc.		
7	Subscription to magazines, journals, institutional technical nature		
8	Any other Information		

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**SECTION G**

**SCOPE OF WORK AND DUTIES & RESPONSIBILITIES OF THE INTERIOR ARCHITECT**

The scope of work shall include Interior Designing of the office with state of the Art Designs, for optimum utilization of space at 4<sup>th</sup> & 6<sup>th</sup> floor, Florence Excellence, Vasna - Bhayli Main Road, Vadodara.

1. Interior/MEPF Designing and drawings.
2. HVAC Duct layout as per Interior Layout.
3. Fire Fighting Work – Sprinkler/Smoke Detectors/Piping layout to suit interior layout.
4. LT Electrical Works including CCTV etc.

**Note:- Co-ordination & obtaining statutory approvals from local authorities, related to Plans etc, infrastructural requirement such as design the electrical system of the proposed floor that includes UPS , Lighting, Equipment, Panel Board, DG Set, AC etc. shall be included in the scope of Architects**

Interior Architects scope for various above trades are as under:

**1. Interior Designing :** Would include Planning & Designing the Interiors and MEPF of Office area admeasuring approx. 16000 Sq. ft. (on 4<sup>th</sup> & 6<sup>th</sup> floor ) with periodic supervision (weekly or as per requirement). The scope of work shall also include Planning & Designing and Procurement of Modular Furniture as per Bank 's requirements.

You will be required to post a competent Architect with qualification not below the level of Graduate / Diploma in Architecture with minimum 5 years' experience and has handled at least similar kind of work. He shall be available for the periodically supervision of work at site and shall co-ordinate various activities with the Principal Architect as well as with other contractors.

**2.** Your scope of work for the above trade shall be designing the duct /firefighting/CCTV/HVAC & BMS/ELV/Electrical furniture etc. layout to suit the interior layout.

**Duties/Functions of Architects**

The Interior Designer cum Architects shall render the following services in connection with the Bank's project:

- 1. For Interior Designer cum Architects with periodically Supervision - Responsibilities**
  - a) Taking the Bank's instructions, visiting the sites, preparing sketch designs which shall be in accordance with local governing codes / standards, regulations mentioned National Building Code (NBC) and Local Fire Authority and local bodies etc. (including carrying out necessary revisions till the sketch designs are finally

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approved by the Bank), making approximate estimate of cost by cubic measurements, square meter, or otherwise and preparing reports on the scheme so as to enable the Bank to take decision on the sketch designs. **Obtaining all necessary/mandatory approvals/NOC from local /State Govt./Central Govt. Department.**

- b) Submitting a proper Critical Path Method (CPM) Chart/Bar Chart incorporating all the activities required for the completion of the project well in time i.e., preparation of good for construction drawings for all trades i.e. plans, sections, elevations of interior decoration work, layout, further detailing for all floors, work stations, partitions, cabins, lobbies, conference halls, etc., which includes preparation of detailed tender specifications, GCC, Technical specifications, make of manufacturer, presentation of 2D and 3D views. The program should also include various stages of services to be done by the Consultants.
- c) Preparing of interior layout, architectural working drawings, reflected false ceiling plans incorporating various MEPF services, electrical installations, telephone installations, data cable etc., detailed estimates and all such other particulars as may be necessary for preparation of bill of quantities (BOQ) along with measurement sheets, rate analysis and supporting documents thereof for justification of the estimated cost.
- d) Preparing pre-qualification documents.
- e) Preparing detailed tender documents for various trades viz. specification standard & Quality standard of materials,
  - Interior decoration floorwise comprising of flooring, false ceiling, partitions, cabins, storages, etc. for individual or group of floors.
  - Work stations
  - Chairs
  - Pantry layout, equipment, canteen area and allied facilities
  - Conference halls, Board room with allied facilities
  - Decorative fittings and fixtures.

The above Interior decoration and all associated work complete with articles of agreement, special conditions, conditions of contract, specification, bill of quantities, including detailed analysis of rates based on market rates, time and progress charts, etc.

- f) Preparing tender notices for issue by Bank for all trades and submitting assessment reports thereon, together with recommendations specifying abnormally high and low rated items. Preparing contract documents for all trades and getting them executed by the concerned contractors in coordination with Bank.

The assessment report shall be based on proper analysis of rates with constants from an approved Standard Hand Book and market rates of material and labour for major items of works costing about 90% of the estimated cost of the work.





All commercial conditions shall be evaluated in financial terms instead of merely saying whether a condition may be accepted or not.

When conditions are not susceptible of evaluation, the alternative procedure of calling all the tenderers for clarification and asking them to submit a final revised bid based on the common standardized terms and conditions acceptable to the Bank may be adopted.

- g) Preparing for the use of the Bank, the contractor and site staff, 4 copies of contract documents for all trades including all drawings, specifications, and other particulars. Preparing such further details and drawings as are necessary for proper execution of the works.
- h) Preparing all the registers for maintaining DPR/ MPR, Joint record for hidden items, Inward register, man power details etc.
- i) Assuming the responsibility for periodical supervision and proper execution of all works by General and Specialist Contractors who are engaged from time to time, including control over quantities during the execution to restrict variation, if any, to the minimum.
- j) No deviations or substitutions should be authorized by the Architect without working out the financial implication, if any, to the contractor and obtaining approval of the Bank. However, where time does not permit and where it is expedient, the Architect may take decisions on behalf of the Bank, the total cost of the item / deviation of which should not exceed Rs. 10,000/-. This deviation shall be got subsequently ratified from the Bank duly justifying his action at the earliest.
- k) Checking measurements of works at site. Checking contractor's bills, issuing periodical certificates for payments, and passing and certifying accounts, so as to enable the Bank to make payments to the contractors and adjustments of all accounts between the contractors and the Bank. It shall be mandatory on the part of the Interior Designer cum Architect to check the measurements of various items to the extent up to 100% each item of work claimed, in each running bill.

The Interior Designer cum Architects shall endorse the above certification in the relevant Measurement Books also.

- l) On completion of the project, to prepare "As Built " completion drawings of Interior Design comprising of reflected false ceiling, plan showing all MEPF services, interior layout plan for all floors, and other related services drawings incorporating the changes appeared / executed during the construction / interior decoration work and submitting **4 copies of the same for the records of the Bank in hard form and 2 soft copies in Autocad format for record of the Bank. Architect must have to submit as built drawings as mentioned above alongwith their final bill. No payment shall be process without submission of as built drawings.**



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Further, the Interior Designer cum Architect shall verify and confirm that identification marks are made on all service installations / cables / wiring etc. for easy identifications to carry out maintenance jobs.

- m) The Interior Designer cum Architects shall be wholly responsible for the successful completion of the project in all respects consistent with safety and structural stability from the inception up to the handing over for occupation to the Bank.
- n) The Interior Designer cum Architects shall assist the Bank in all arbitration proceedings between the contractors and the Bank and also defend the Bank in such proceedings.
- o) Any other services connected with the works usually and normally rendered by the Interior Designer cum Architects, but not referred to herein above.

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**SECTION H**  
**ANNEXURE – A**

	<u>SCHEDULE</u>	<u>PERIOD</u>
1	Submission of Sketch Plans	Within <u>4</u> days from the date of receipt of instructions from the Bank.
2	Submission of detailed drawings ,3D Design and detailed estimate complete in all respects for the project	Within <u>7</u> days from the date of Bank's approval of the sketch plans.
3	Submission of the required drawings to the for tender purpose. Interior decoration and MEPF floor plan, Sections, Elevations, work station, cabins, partitions, storage, tables and chairs at cabins, staff and visitors, waiting area, conference hall, board room etc. complete. Discussion with client for finalization of the same.  Necessary modifications to be arranged as suggested.	Within <u>5 days</u> from the Date receipt of Bank's approval of the sketch plans.
4	Submission of tender drawings and draft tender for above. The splitting of tender shall be decided by Gujarat Gramin Bank. Tender document comprising of NIT, GCC, Special conditions, Technical specification, approved make of manufacturer, detailed bill of quantities with rate, along with measurement sheets, Rate Analysis and quotations from market for Non DSR items.  Modifications of the same suggested by Bank and resubmission of the same.	
5	Submission of drawings in autocad form Incorporating the LT Electrical services, HVAC low side (LV) requirement, IBMS system and all other related interlinked activities to the Project Architect through client.	
6	Participating in tender process till award of the work in close coordination with Bank.	

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<b>7</b>	<p>Submission of Good for Construction /working Drawings on award of the work by the Bank , which will be sufficiently for execution of the work by the appointed agency. Further detailing to be provided as the work progress and as per the requirement of the Client for completion of project as per the tender drawings, tender specifications and to suit the site conditions.</p> <p>The client may modify the scheme during the Execution of the work as per the requirement and the modification to be carried out by interior designer cum Architect without any extra / additional fees/ remuneration.</p>	Within <u>7</u> days after approval from the Bank
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**NOTE:** - The above time periods may vary depending upon the quantum of the project and Bank's discretion.



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**ANNEXURE B**

**MODE OF PAYMENT TO INTERIOR DESIGNER CUM ARCHITECT**

	STAGE	PERCENTAGE OF FEES
1	On submitting final preliminary drawings / designs / preliminary survey/ study model along with the modified estimate of cost and on approval of the same by Gujarat Gramin Bank.	10.0
2	Submitting detailed specifications, bill of quantities, detailed architectural working drawings, structural and services designs together with estimate of costs, sufficient to invite tenders. Issue of tender notices in respect of all trades, submission of recommendation to Bank and execution of contract documents for the various trades by Bank on pro-rata basis	15.0
3	On Final completion of furnishing work and verification of bill/work carried out by contractor with Quantity/Quality/Specifications/penalty clause etc. and acceptable to Gujarat Gramin Bank as per Tender terms.	75.0
		100

**NOTE:** - The above payment schedule may vary depending upon the quantum and nature of the project.

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**ANNEXURE C**

**Format for Certification of R.A. Bill and Final Bill of the Contractors**

Certified that the various items of works claimed in this \_\_\_\_\_ running Bills/ final bill by the Contractors \_\_\_\_\_ have been completed to the extent claimed and at appropriate rates and that the items are in accordance with and fully conforming to the standard / Associates specifications and drawings, we further certify that we have checked the measurements to the extent of 100% percent of each item obtained in this bill. Hence, the bill is recommended for payment of Rs. ....

.....

.....

(Date)

(Signature of the Interior Designer cum Architect)  
and seal

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MODEL AGREEMENT WITH ARCHITECT

➤ **ARTICLES:**

THIS AGREEMENT made at \_\_\_\_\_, this \_\_\_ day of \_\_\_\_\_ between Gujarat Gramin Bank established under Regional Rural Bank act 1976 having its Head Office at Vadodara 390020. (here in after called 'The Bank' which expression shall unless repugnant to the context or meaning thereof include its successors and assigns) of the ONE PART.

AND

(Name of the Interior Designer cum Architect) having its office at

.....  
(Hereinafter called the Architects, which expression shall, unless repugnant to the context or meaning, include its successors and assigns) of the OTHER PART;

rendering Professional Services as Interior Designer cum Architect for furnishing work on 4th & 6th floor, Florence Excellence, Vasna - Bhayli Main Road, Vadodara.

WHEREAS the Bank intends to carry out "Interior Designer and furnishing work on 4th & 6th floor, Florence Excellence, Vasna - Bhayli Main Road, Vadodara" "AND whereas the Bank is desirous of appointing the said Architects for the said building (hereinafter called the 'said works') and issued a letter of confirmation/intent No. \_\_\_\_\_ consequent upon their selection.

NOW, THEREFORE THIS AGREEMENT WITNESSETH THAT the said Name of the Interior Designer cum Architect, are hereby appointed Architects for the said works on the following terms and conditions.

\*\*\*\*

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## **ARCHITECTS' SERVICES**

### **1. Sketch Stage**

- 1.1 Take Bank's instructions regarding the requirements of the project as a whole.
- 1.2 Visit the site.
- 1.3 Examine Legislation, Code and Standards (including lease agreement with municipal authorities and other related local bodies) and bring to Bank's notice salient aspects that may affect the project w.r.t. Interior Design work based on the approved plans, plans prepared by the Principal Architect.
- 1.4 Prepare sketch, designs, 3D designs, plan and carry out necessary revision till the sketch designs are finally approved by the Bank. Prepare approximate project cost estimates based on Sq.mt / Sq.ft. rates to enable the Bank to take a decision on sketch design and approve the same.
- 1.5 Prepare with assistance of various consultants a sketch scheme report and estimate of cost of civil works and services in sufficient detail to proceed with working drawings to prepare a budget forecast.

### **2. Working Drawing Stage**

- 2.1 Advise Bank and obtain approval of the Bank to form of Contract and method of placing the Main Contract as also obtaining approval for nomination of Sub-Contractors / Suppliers.
- 2.2 Provide the Surveyors, Engineering Consultants and other Consultants with all the necessary information / co-ordination to allow them to perform their specialist work.
- 2.3 Prepare necessary design, drawings, working drawings, specifications, schedules of quantities and finalize the tender documents, Rate Analysis for DSR and Non DSR items and get it verified.
- 2.4 Prepare complete detailed working drawings including large scale designs, as may be decided by the Bank and working out specifications and schedules of quantities. Describe the whole project adequately for the purposes of placing the Main Contract by the approved method. The Interior Architect shall get all these drawings, details and quantities with block estimates approved by the Bank.
- 2.5 Prepare detailed tender documents for various trades, complete with Articles of Agreement, Special Conditions, General Conditions of Contract, Specifications, Drawings, Schedule of Quantities, Time and Progress Charts and any other material necessary for completing the tender documents and get the same

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approved by the Bank including detailed analysis of rates based on market rates, time and progress charts etc.

- 2.6 Prepare for the use of the Bank and contractors Six copies each of all drawings, specifications or other particulars and such further details and drawings as are necessary for the proper execution of the work.

**3. Execution Stage**

- 3.1 Conduct the approved method of placing the main contract on behalf of the Bank.
- 3.2 Analyze report on the results of the approved method of placing the Interior and allied Contract, and make recommendations to the Bank to assist in the final selection of the Contractors for various trades.
- 3.3 After Bank approves works, advise the Bank on Contractors work progress schedule and offer comments on the same.
- 3.4 Preparing select list / pre-qualification list of contractors including making visits to the contractors works jointly with the Bank if and as desired / if required, invite the tenders for various trades and submitting assessment reports and recommendations on comparative statements, assessment reports, with recommendation, specifying abnormally high and low rated items based on proper analysis of rates with constants from an approved standard hand book and market rates of the material and labour for major items of works costing about 90% of the estimated cost of the work. All commercial condition shall be evaluated in financial terms instead of merely saying whether a condition may be accepted or not. When conditions are not susceptible of evaluation, the alternative procedure of calling all the tenderers for negotiation and asking them to submit a final bid based on the terms & conditions acceptable to the Bank may be adopted. Assist the Bank if required to conduct negotiation with tenderers where necessary and after the Bank's decision on the tender, prepare contract documents and get them executed by the concerned Contractors after obtaining Bank's approval for the contracts.

**4. Supervision Stage**

- 4.1 Comment on shop drawing submitted by Contractors / Suppliers with a view to ensure that the same fits in its environment. Submit Bar chart and monitor progress in accordance to the same.
- 4.2 Give periodical supervision and inspection as may be necessary (i.e. at least once in a week and whenever required by the Bank) for quality and surveillance of works as necessary to ensure proper and timely execution of the said works as per drawings and specification and effect smooth progress by prompt supply of



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drawings and decisions and co-ordination with all the agencies engaged in the design, engineering and execution of various items of work as required.

Suggest modifications if any due to site conditions or otherwise and give modified drawings, specifications and costs, if required.

- 4.3 Based on periodic site visits, issue monthly certificates confirming that the work carried out is generally as per drawings and specifications.

**5. Certify Accounts**

- 5.1 Certify that the work is carried out as per drawings and to certify that quality has been maintained.
- 5.2 Check and submit for the use / reference of the Bank, two complete sets of working drawings as 'As built drawings' as prepared by Contractor. Out of these one set will be in reproducible tracing film. One soft copy also to be submitted to the Bank. Alternatively, Interior Designer cum Architect to submit As Built drawings with the modifications incorporating during the execution at site.
- 5.3 Issue No Objection Certificate to Bank for refund of the retention money to the contractors as per terms of relevant contract.
- 5.4 Assist Bank to reply to queries of technical audit, C.T.E. of C.V.C in case of defective or sub-standard work or any irregular / excessive payment and assist to get defects rectified and / or recover the irregular payments.
- 5.5 Assist Bank in case of dispute with contractors or disputes arising out of said project execution as well as in case of arbitration pertaining to project and protect the interest of the Bank.
- 5.6 Any other service incidental / connected with the said works usually and normally rendered by Interior Designer cum Architect and not referred in any of the items referred to above (except day to day supervision and administration of contract).

**6. Conditions of Engagement**

- 6.1 The Interior Designer cum Architects shall submit to the Bank sketch plans, detailed plans, cost estimates, tender documents, Bar Chart etc. within the period stipulated in the schedule hereto annexed.
- 6.2 The Interior Designer cum Architects shall exercise all reasonable skill, care and diligence in the discharge of duties hereby covenanted to be performed by them and shall exercise such general superintendence and periodic inspection with

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regard to the said works as may be necessary and to ensure through the working drawings and specifications aforesaid that the work is free from defects and deficiencies. At the end of the defects liability period and upon receipt of a confirmation from contractor's having rectified all defects and there will be no further sums to be deducted from retention money during the period of the contract, the Interior Designer cum Architects shall issue "No Objection Certificate" to the Bank for refund of the balance retention money to the contractors as per the terms of the relevant contract.

- 6.3 Whenever the work is examined by a technical audit team including that of the Chief Technical Examiner of the Central Vigilance Commission and if it brings to notice any defective or substandard work or any irregular / excessive payments, the Architects shall recover the irregular payments, and also shall assist the Bank to reply to the said technical auditor's / examiner's queries. In case of disputes with contractor(s) or dispute arising out of the said project execution as well as in matter of arbitration pertaining to project, the Architects shall assist the Bank from time to time in drafting replies in consultation with legal advisers and protect the interest of the Bank.
- 6.4 The Interior Designer cum Architects can make deviation, alteration or omission from the approved design only after obtaining the written consent of the Bank. The Interior Designer cum Architects shall not undertake, execute or carry out any variation or extra items of work in excess of Rs.10,000/- or such other higher amounts authorized as above shall be referred to the Bank together with the reasons for making deviations and furnishing an analysis of the extra cost involved thereby. All orders given contractor by the Interior Designer cum Architects for any authorized deviation from the contract documents shall be in writing.
- 6.5 During the progress of work, whenever an excess over sanctioned cost is anticipated and / or has already occurred, the Architect shall immediately report the same to the Bank with adequate justifications for obtaining Bank's approval thereto.
- 6.6 After all the works are awarded, the Interior Designer cum Architect shall assist to revise cost estimate for Bank's approval. if required.
- 6.7 The Interior Designer cum Architect shall on the completion of the work, supply to the Bank free of cost the complete set of original tracings for Architectural drawings and services drawings/ layout incorporating all services floorwise, above and below false ceiling and one set of prints of the same sufficient to show the MEPF services, installed and other essential services and also assist the Bank in taking the inventory of all fittings and fixtures in the buildings. The Interior Designer cum Architects shall, if so required by the Bank supply extra copies of all such drawings and the cost of such extra copies shall be reimbursed by the Bank to the Interior Designer cum Architects. Three set of soft copy of all the above be also submitted to the Bank. Further, the Interior Designer cum Architect shall verify and confirm that identification marks are made on all service



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installations / cables / wiring etc. for easy identifications to carry out maintenance jobs.

- 6.8 The Interior Designer cum Architects shall co-ordinate all their activities with other consultants, if any, separately appointed by the Bank and other consultants so appointed by the Bank to prepare a comprehensive programme of work, as also help the contractors to arrange to have the work completed in the expeditious manner and in accordance with the programme drawn up. For this purpose, the Architect will arrange weekly / fortnightly meetings of all the consultant's, contractors / sub-contractors and Bank and prepare minutes of the discussion / instructions at such meetings and co-ordinate the work of the various contractors / sub-contractors. Architect will furnish copies of such minutes to all parties concerned.
- 6.9 The Interior Designer cum Architects shall engage qualified and competent / reputed Electrical Engineer/HVAC/ Services Engineer to assist them in preparation of design and details for these services. The Consultants will be appointed with the approval of the Bank. The fees payable to these Consultants shall be borne by the Architects out of fees received by them as per the rate quoted in tender. The Interior Designer cum Architects shall be fully responsible for the design and soundness of works of such Consultants and shall also co-ordinate the activities of various consultants and local Architects. The Interior Designer cum Architects shall not terminate the services of any Consultants engaged by them without the consent of the Bank and the Interior Designer cum Architect shall give proper justification for such termination to the Bank. The Bank shall not be liable to pay any amount to the terminated Consultants as well as to the new Consultant, if any.
- 6.10 Various bills payments for the works as per contract shall be checked and shall be subject to review / endorsement and certification as per proforma by the Interior Designer cum architect. Architect shall provide full details of bills and measurement, duly checked by Bank and Bank at his discretion shall check at random, assisted by Architect, bills, rates, amounts upto about 100% of the measurements, to enable him to satisfy himself, while endorsing certificate bills. The Interior Designer cum Architect shall endorse the above certification in the relevant measurements Books also.

## **7. Termination of Agreement**

- 7.1 Either party herein may terminate the agreement at any time by giving a written notice of two months to the other party. Even after the termination of their employment, the Interior Designer cum Architects shall remain liable and be responsible for due certificate / approval of any bills submitted by the contractors at any time in respect of the works executed till such termination. If any winding up proceedings are contemplated or initiated against the Interior Designer cum Architects, the Bank shall be entitled to terminate the agreement and entrust the work to any other Interior Designer cum Architect.

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- 7.2. If the Interior Designer cum Architects fail to adhere to the time schedule stipulated in the schedule hereto annexed or the extended time which may be granted by the Bank in his sole discretion, or
- 7.3 In case of termination of agreement, the Interior Designer cum Architect shall not be entitled to fees or compensation except the fees payable to them upto the stage or work actually done which shall be decided and determined by the Bank. In the event of Interior Designer cum Architects not agreeing with the Bank's decision, the same shall be referred for settlement by Arbitration as provided hereinafter.
- 7.4 In case of termination of agreement, the Bank may make use of all or any drawings, estimates or other documents prepared by the Interior Designer cum Architects, after a reasonable payment upto the stage of work done for the stages of the Interior Designer cum Architects for preparation of the same in full as provided herein. Provided always that all the sanctions and approval plans / designs and other drawings shall remain the property of the Bank and the same shall be surrendered by the Interior Designer cum Architects to the Bank within ten days from the date of such termination, without demur.
- 7.5 If it is established that the Bank has to pay any extra amount due to cost over- run of the project, faulty description of tender items on the part of the Interior Designer cum Architects, the Bank may recover such extra amount after proven negligence from the fees due to the Architects as provided in Section 73 of Indian Contract Act 1872 and Section 30 of the Architects Act 1972, provided always their such damage or loss recoverable from the Interior Designer cum Architects shall not exceed 20% of the fees payable to them under this Agreement.

## **8. Transfer of Interests**

The Interior Designer cum Architects shall not assign, sublet or transfer their interest in this agreement, without the written consent of the Bank.

## **9. Scale of charges and mode of payment**

- 9.1 The Bank shall pay to the Interior Designer cum Architects as remuneration for the services rendered by the Interior Designer cum Architects in relation to the said works and in particular for the services herein mentioned, a fee calculated at the (rate of percentage) [Fee quoted in words] of the **actual cost of work without GST / accepted tender cost without GST whichever is less** The said fee being hereinafter called as "Basic Fee". In case there is an escalation in the actual project cost over the accepted tender cost, the payment to the Architect shall be worked out as below:

- a] 100% of the basic fee on the accepted tender cost plus





- b] 50% of the basic fee on the escalated cost over & above the accepted tender cost.

Subject to a ceiling of 110% of the Basic Fee worked out on the accepted tender cost without GST and shall be paid as indicated in sub-clause (9.3) of this clause.

- 9.2 The professional Fees shall not be applicable on directly bought out items by Bank.
- 9.3 The fees set out in Clause (a) hereinabove shall be initially calculated and paid on the basis of the estimated values of the entire work as per preliminary estimate submitted by Interior Designer cum Architect which will be further calculated and paid (i) on the basis of actual tender cost without GST for various works when finalized and (ii) finally on actual cost of work without GST paid to the various contractors as per the agreed terms and conditions of contract.
- 9.4 The Bank agrees to pay the Interior Designer cum Architect reimbursable cost he incurs for actual expenses in dealing with (i) Arbitration with contractor if any (ii) Mutually agreed payments, if required to work beyond various contract periods specified and (iii) T.A / D.A as admissible to 1<sup>st</sup> Class / Grade I Officers for out of City works.

**NOTE:**

For travel outside (Place of the project at Gandhinagar and Head Office, Vadodara), with due authorization of the Bank, the Architect shall be paid as under:  
**(T.A / D.A shall not be payable for traveling the place of the project at Gandhinagar and Vadodara)**

(a) For partners, associates, senior architects and consultants, airfare by economic class / first class A.C. coach fare both ways (on production of receipt) or actual whichever is less + Rs.1500/- per day as diem allowance.

(b) For other staff 1st class / 11nd AC train fare both ways (on production of receipt) + Rs.1000/- per day as Diem allowance.

In case the project is located at the Head Quarter of Architect the Bank shall pay no TA/DA.

**T.A./D.A. Clause may be reviewed in terms of Consultant visit.**

If a consultant from outstation is given a job he will not receive any payment for visit to site. However if a consultant visits out station for seeking clearance from concerned department or for some other works specifically assigned by the Bank, Bank will pay T.A. /D.A.





- 9.5 GST on services rendered by Interior Designer cum Architects levied by Central / State Government shall be borne by the Bank.

**10. Method of Payments**

The Bank shall pay fees to the Interior Designer cum Architect in stages as per mode of payment to Architect, as per Annexure B.

**11. Visit of the Site**

The Interior Designer cum Architects or their Senior Executives or their Consultants shall visit the site at weekly or as frequently as the works require and periodically inspect the construction. For this, no separate charges shall be payable by the Bank.

The observations of the Interior Designer cum Architect / Consultant shall be passed to constructing agencies under advice to the Bank.

**12. Arbitration**

If any dispute, differences or question shall at any times arise between the parties as to the construction of this Agreement or concerning anything herein contained or arising out of the Agreement or as to the rights, liabilities and duties of the parties hereunder except in respect of matters for which it is provided hereunder that the decision of the Bank is final and binding, the same shall be referred to arbitration and final decision after giving at least 30 days notice in writing to the other (hereinafter referred to as the "Notice for Arbitration" clearly setting out the items of dispute) to a sole arbitrator who shall be appointed as hereinafter provided. For this purpose of appointing the sole arbitrator referred to above, the Bank shall send to the Architects within thirty days of the "Notice of Arbitration" a panel of three names of persons who shall be presently unconnected with the organization of the Bank or the Architects.

The Interior Designer cum Architects shall, on receipt of the names as aforesaid, select any one of the persons so named to be appointed as the Sole Arbitrator and communicate his name to the Bank within 15 days of receipt of the names. The Bank shall thereupon without any delay appoint the said person as the Sole Arbitrator. If the Architects fail to communicate such selection as provided above within the period specified, the Bank shall make the selection and appoint the sole arbitrator from the panel notified to the Architects.

If the Bank fails to send to the Architect the panel of three names as aforesaid within the period specified, the Architects shall send to the Bank a panel of





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**GUJARAT GRAMIN BANK**  
Scheduled Bank Owned by Government

three names of persons who shall be unconnected with either party. The Bank shall on receipt of the names as aforesaid, select any of the persons and appoint him as the Sole Arbitrator. If the Bank fails to select the person and appoint him as the Arbitrator within 30 days of the receipt of the panel and inform the Architect accordingly, the Architects shall be entitled to appoint one of the persons from the panel as Sole Arbitrator and communicate his name to the Bank.

If the Arbitrator so appointed is unable or unwilling to act or refuses his appointment or vacates his office due to any reason whatsoever another Sole Arbitrator shall be appointed. The arbitration shall be governed by the Arbitration & Conciliation Ordinance 1996 as in force from time to time. The award of the Arbitrator shall be binding and final on the parties. It is hereby agreed that in all disputes referred to the Arbitration, the Arbitrators shall give a separate award in respect of each dispute or difference in accordance with the terms of reference and the award shall be reasoned award. The fees, if any of the Arbitrator shall, if required to be paid before the award is made and published, be paid in equal proportion by each of the parties. The cost of the arbitration including the fees if any, of the Arbitrator shall be borne and paid by such party or parties to the dispute in such manner or proportion as may be directed by the Arbitrator in the award. The Bank and the Architects also hereby agree that the arbitration under this clause shall be a condition precedent to any right of action under the contract with regard to the matters hereby expressly agreed to be so referred to arbitration.

The Arbitrator or Arbitrators or Umpire, as the case may be, will be Fellows of the Indian Institute of Architects or Fellow of Institute of Engineers (India). The award of the Arbitrator(s) or Umpires, as the case may be, shall be final and binding upon the parties to the Arbitration.

All disputes arising out of the or in connection with the agreement shall deemed to have arisen in the Vadodara city where project is being executed & only the said courts in the city shall have the jurisdiction to determine the same.

IN WITNESS WHEREOF the parties hereto have subscribed their respective hands hereto and on a duplicate hereof at the place and on the day, month and year hereinabove first mentioned.

**13. Penalty**

In case of any delay on the part of Architect, a penalty of 2.5% per week will be deducted from fees payable to Interior Designer cum Architect.

SIGNED AND DELIVERED FOR AND ON BEHALF  
OF THE GUJARAT GRAMIN BANK  
BY SHRI \_\_\_\_\_

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IT'S DULY CONSTITUTED ATTORNEY IN THE  
PRESENCE OF

1) \_\_\_\_\_

2) \_\_\_\_\_

SIGNED AND DELIVERED  
FOR AND ON BEHALF OF  
The Interior Designer cum Architect

BY PROPRIETOR

IN THE PRESENCE OF

1) \_\_\_\_\_

2) \_\_\_\_\_



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ANNEXURE E

(To be submitted in letter head)

Date : .....

The General Manager,  
Gujarat Gramin Bank  
Premises & Equipment Department  
3<sup>rd</sup> & 4<sup>th</sup> Floor, Suraj Plaza -1,  
Sayajigunj,  
Vadodara – 390020.

Sir,

**Sub : NIT for rendering Professional Services as Interior Designer cum Architect for furnishing work on 4<sup>th</sup> & 6<sup>th</sup> floor, Florence Excellence, Vasna - Bhayli Main Road, Vadodara**

I / We have read and understood the pre-qualification notice and instructions to the Bidders and submit my / our application/tender for Bank's consideration duly filled and complete in all respects according to the tender. I / We further understand that pre-qualification and selection of Architect for the project will be in accordance with Banks terms and conditions subject to the authority of the Bank to alter or amend the same keeping in view of the exigencies of the work. I / We do hereby declare that the information furnished in the tender from pages 1 to 39 and in the supplementary sheets is correct to the best of my / our knowledge and belief.

Yours faithfully,

Date : .....

Signature

Name  
Organization:  
Designation

Phone :  
Contact :  
E-mail ID. :  
Seal :



Seal & Signature of bidder





Part -II

**SECTION I**

Ref:

Date:

The General Manager,  
Gujarat Gramin Bank  
Premises & Equipment Department  
3<sup>rd</sup> & 4<sup>th</sup> Floor, Suraj Plaza -1,  
Sayajigunj,  
Vadodara – 390020

**PRICE/FINANCIAL BID**

Dear Sir,

**Re: Interior Designing cum Architectural services for furnishing and MEPF work on 4<sup>th</sup> & 6<sup>th</sup> floor, Florence Excellence, Vasna - Bhayli Main Road, Vadodara.**

With reference to the above, our Professional fee for the above for the services to be rendered as per tender/Model Agreement will be \_\_\_\_\_%  
(\_\_\_\_\_percentage) of the actual cost of work without GST/accepted tender cost without GST, whichever is less.

In case there is an escalation in the actual project cost over the accepted tender cost, the payment to the Architect shall be worked out as below:

- a) 100% of the basic fee on the accepted tender cost plus
- b) 50% of the basic fee on the escalated cost over & above the accepted tender cost.

Subject to a ceiling of 110% of the Basic Fee worked out on the accepted tender cost and shall be paid as indicated in sub-clause above of this clause.

Items supplied/procured directly by Bank i.e. Chair, Modular furniture, light fixtures etc. (Not in tender) will not be considered for calculation of Architects fees.

GST/Service Tax which has been imposed by Central/State Government on the services rendered by Architect will be borne by Gujarat Gramin Bank.

Thanking you,

Yours truly,

For \_\_\_\_\_

(\_\_\_\_\_)

