

RAJKOT NAGARIK SAHAKARI BANK

Aravindbhai Maniar Nagarik SevalayHead Quarters,

150 ft Ring Road, Nr. Raiya Circle,

Rajkot-360005

Application form for Empanelment of Architects cum Interior Decorators for Rajkot Nagarik Sahakari Bank for its upcoming building and Interior works.

To be submitted to:

C. M. (Estate),

Rajkot Nagarik Sahakari Bank- HQ

150 ft Ring Road,

Nr. Raiya Circle,

Rajkot

Last date for Receiving of Application : 15.00 Hrs. on 26/12/2018

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NOTICE OF INVITING APPLICATIONS FOR EMPANELMENT OF ARCHITECTS CUM INTERIOR CONSULTANTS FOR RAJKOT NAGARIK SAHAKARI BANK Ltd.

Rajkot Nagarik Sahakari Bank- HQ, 150 ft Ring Road, Rajkot invites applications from eligible Architects/ Interiors Consultants for their new/ renovation of building for Empaneling.

A. Eligibility criteria for Architects cum Interior Consultants:

- Persons who have Graduate / Post Graduate Degree in Architecture either from India or abroad and have done considerable extent of work as Practicing Architect for a period of more than 7 years.
- Member of the Indian Institute of Architects/ Institution of Engineer for consultancy or any other professional institutes
- Member of Council of Architecture or any other professional institute
- The Architects/ Consultant is to be appointed, the experience may be minimum 5 works in the last 5 years for works costing above Rs 25 lacs

The Application forms will be available by request on the mail I D estate@rnsbindia.com or it can be downloaded from web site www.rnsbindia.com

The applicant should download the Application form for submission to the bank.

Application without complete information and certified photocopies of documents in support of fulfilling the eligibility criteria will not be entertained.

If any information furnished by the applicant is found incorrect at any stage, he shall be liable to be debarred from tendering/ taking up the work in RNSB.

Bank reserves the right to verify the particulars furnished by the applicant independently.

Applications for Empanelment of Architect cum Interior decorator supported by prescribed annexure should be submitted in sealed envelope duly written that, **"Application for Empanelment of Architects cum Interior Consultants"**.

The applications will be received up to 15.00 Hrs on all working days during the office hours until **26-12-2018**, by speed post, courier or personal only.

Bank reserves the right to reject any or all applications without assigning any reason.

Last Date for Receiving filled up Application: Dt. 26 -12-2018 Time: 15.00 hrs.

Each Application should accompany with E.M.D Rs 25000/- (Twenty Five Thousand Only) in shape of DD from any scheduled Bank in favour of Rajkot Nagarik Sahakari Bank Ltd. Payable at Rajkot. The E.M.D., except for appointed candidate, shall be returned on finalization of the Architect cum Interior Decorator.

For the Architect included in the bank panel, it will be kept as security deposit and shall be refunded on completion of two years.

The Envelop of Application should clearly Marked "Application for Empanelment of Architect cum Interior Decorator" for Rajkot Nagarik Sahakari Bank Ltd. and should be addressed to...

Chief Manager (Estate),
3rd floor, Rajkot Nagarik Sahakari Bank Ltd.- HQ,
Estate Department, 150 ft Ring Road,
Near Raiya Circle,
Rajkot.

RAJKOT NAGARIK SAHAKARI BANK LTD.

Appointment of Architect cum Interior Decorator Application form

Sr. No.	Particulars	Details
1.	Name of the Firm	
2.	Address	
3.	Telephone Nos. Including Mobile	
4.	Fax No.	
5.	Constitution of the Firm (Please enclose relevant documents like copy of partnership deed, Memorandum/ articles of association etc.)	
6.	Year of Establishment	
7.	Name of Partners/ Associates	
8.	Bio- data pf Partners/ Associates, Details may be given in the Enclosed format (Annexure- I)	
9.	Registration Number with Council of Architects/ Indian Institutes of Architects (please enclose copy of the certificate)	
10.	Name and Value of major Construction works Completed during the last 5 years Details may be given in the enclosed format- Annexure -II (Please enclose copies of work order, completion certificate issued by the client etc.)	
11.	Name and Value of major interior works on the hand-Details may be given in the enclosed format- Annexure -III. (please enclose copies of work orders)	
12.	Name and Value of major construction works on the hand- Details may be given in the enclosed format- Annexure -III. (please enclose copies of work orders)	
13.	List of Technical personnel employed- Please mention separately.	
14.	List of other personnel employed- Please mention separately.	
15.	List of consultants engaged by the firm- Please mention separately.	
16.	List of Office Equipment owned by the Company.	
17.	Banker's Name	
18.	Latest ITCC to be enclosed	
19.	List of Association with other organisation. (Please enclose copies of letters issued by the organisations)	
20.	Particulars of participation in Competitions.	

Note: Please enclose separate sheets, photographs, documents etc whenever required.

Annexure- I

Bio-data of the Partners/ Associates

Sr. No.	Particulars	
1.	Name	
2.	Associates with the firm, since	
3.	Date of Birth	
4.	Professional qualifications (please enclose copy of certificate)	
5.	Professional Experience	
6.	Professional Affiliation	
7.	Details of Membership	
8.	Details of Published papers in Magazines	
9.	Details of Cost-effective method/ design adopted in the projects	
10.	Exposure to New materials/Techniques	

Signature(s) of applicant(s)

Annexure- II

List of Major works completed during the last 5 years

Sr. No.	Name of the Client	Nature of work	Estimated Value	Sq. ft.	Date of Start	Period of Completion	Actual date of Completion	Final Value of the project	Reason for the Variation/ delay if any
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)

- Note:
- a) The credentials issued by the Clients shall be enclosed.
 - b) The work should have been executed by the firm under the name in which they are submitting the applications.

Signature(s) of applicant(s)

Annexure – III

List of Major works on hand

Sr. No.	Name of the Client	Nature of work	Estimated Value	Sq. ft.	Present Position	Scheduled date of Completion	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

Signature(S) of applicant(S)

STRUCTURE AND ORGANISATION**FORM 'A'**

1	Name and address of the applicant	
2	Telephone No./ Fax No./ e - Mail Address	
3	Legal Status (attach copies of original documents defining the legal status) (a) An Individual (b) A proprietary Concern (c) A firm in partnership (d) A Limited Company or Corporation	
4	Particulars of registration with various Government bodies (Attach attested photo-copy) a) Registration Number b) Organization / Place of registration	
5	Names and Title of Directors and officers with designation to be concerned with the work with Designation of individuals authorized to act for the organization	
6	Was the applicant ever required to suspend work-finish the business for a period of more than six months continuously after commencement of works. If so, give the name of the project and give reasons thereof.	
7.	Has the applicant or any constituent partner in case of partnership firm/ Company, ever abandoned the awarded work before its completion? Is so, give the name of the project and give reasons thereof.	
8.	Has the applicant or any constituent partner in case of partnership firm/ Company, ever been debarred / black listed for tendering in any organization at any time? If so, give details.	
9.	Has the applicant or any constituent partner in case of partnership Firm or any Director in case of a Company or any criminal proceedings presently pending, ever been convicted by a court of law? If so, give details	
10.	In which field of architecture, interior, Furniture and Furnishing works, you can claim specialization and interest	
11	Any other information considered necessary but not included above	

Signature(s) of applicant(s)

FORM 'B'

DETAILS OF KEY TECHNICAL AND ADMINISTRATIVE PERSONAL EMPLOYED BY THE FIRM / COMPANY

Sr. No	Designation	Total Number	Names	Qualification	Professional Experience	Length of continuous service with employer
1	2	3	4	5	6	7

Note : Additional information about Technical personnel, if any, may be submitted on separate sheet.

Signature(s) of Applicant(S)

FORM 'C'

PROFORMA ON ISO CERTIFICATION

(If available)

1. Year of Certification :

2. Name and Address of Certifying Agency:

3. Name of Management Representative :

4. Validity of Certificate :

Note: Attested copy of certificate

Signature (s) of Application(s)

Annexure – A

Scope of Work

The consultant is required to render his services in respect of following aspects for new project or renovation projects as and where required.

1. The Architect shall carry out site visit to assess topography , layout , availability of local materials , skilled and unskilled labour , site survey, Status of existing building if any etc. On the basis of details collected, site evaluation report shall be prepared. For new project to be started.
2. Carry out soil investigation, if necessary. (The cost of soil investigation shall be pre-approved, and it shall be paid separately by the Bank)
3. Consultation with client in preparation of design brief.
4. Prepare preliminary architectural design and get approval from client.
5. Prepare final architectural design, interior design, lay out plan, landscaping etc. as per the clients' requirement and obtain approval from the client.
6. Prepare detailed structural design and drawings within codal provision and on the basis of soil investigation data as per seismic zone. (The charge of structural consultant shall be pre-approved, and it shall be paid separately by the Bank.)
7. Prepare detailed estimate of different activities to be executed and get approval from the client.
8. Prepare bid document covering the instruction to bidders, General and special condition of contract, item-wise specification, Bill of quantities, Architectural and structural drawing etc. and get approval from client.
9. To select construction material and item with suitable specification and method of construction as per the norms and criteria fixed by RNSB.
10. Frequent site visit and supervision of work and providing working drawings as and when required.
11. Recommendation to release payment to the construction agency, if consulted by the RNSB.
12. The Architect may be required to prepare & get approval of construction plan from local authorities such as Municipal corporation or Area development authority etc. However, he shall be paid extra charges for the same as agreed upon mutually depending upon services required by the bank for liaison the various department.

Governing Factor

1. The job of Architect shall be combination of architectural design, structural design, interior design, campus development, preparation of estimates and bid documents & supervision of work etc.
2. The estimate shall be framed considering prevailing market rates of the material & labour. The rate analysis & details of measurements is to be furnished to the Rajkot Nagarik Sahakari Bank Ltd.
3. The Architect shall prepare architectural and structural design of bank building, estimates for the same, bid document for invitation of bids and get approval from the Rajkot Nagarik Sahakari Bank Ltd.
4. He shall carry out visit of different offices if required in rendering his services for the consultancy work within the scope of this consultancy.
5. The cost incurred by consultant for the site visit, soil investigation, attending discussion, clarification, conference, negotiation are not reimbursable as direct cost of assignment.
6. Measurement of works and preparation of running bill shall be prepared by Rajkot Nagarik Sahakari Bank Ltd. If required by the bank, the Architect has to certify the bill, of work done by the contractor.
7. The Rajkot Nagarik Sahakari Bank Ltd. may appoint 3rd party consultant for quality assurance of civil works if required by the bank. The payment to the construction agency shall be released with the recommendation of 3rd party consultant as well as by the Architect for this project if required by the bank.
8. Rates agreed shall be firm till the completion of work, including Time extension if any, assigned to the project.

Supervision and Monitoring

1. In order to ensure that the work at site proceeds in accordance with the contract documents/ drawings/ specification and to exercise time and quality controls. Architect shall visit the work at least once in a month and as and when required. Also the Architect shall issue minor detailed working drawings to contractors & Rajkot Nagarik Sahakari Bank Ltd. for clear understanding and execution as per actual need at site.

Schedule of Completion of Assignment

1. Preparation of preliminary architectural design – 10 days.
2. Preparation of final architectural design, detail drawing and obtaining approval- 15 days.
3. Preparation of structural design, drawing and obtaining approval - 15 days
4. Preparation of estimate and bid document and obtaining approval from client. -15 days
5. The time limit specified in bid document (prepared by the consultant) for completion of work shall be the period for supervision and monitoring or as actual required for completion of the project in case of extension assigned to the project .

COMMERCIAL PROPOSAL

To
The General Manager
Rajkot Nagarik Sahakari Bank
Rajkot

Sub: Providing consultancy services as an Architect cum Interior Decorator for Rajkot Nagarik Sahakari Bank Ltd.

We, the undersigned, offer to provide the consulting services for the above in accordance with your Letter of Invitation for rendering the services for the consultancy for the bank projects. We offer our charges as follows :

I / We offer consultancy charges for the job as under :

_____ % (In words _____ %) of actual cost.

This amount is inclusive of all the taxes prevailing in the state except G.S.T. (applicable GST will be paid over and above percentage quoted).

All financial proposal shall be binding upon subject to the modifications resulting from contract negotiations, up to expiry date of the validity period of the proposal, i.e. 90 days.

We remain,
Yours Sincerely,

Signature :

Name of Authorized Signatory :

Name of the Consulting Firm:

Address:

IMPORTANT INSTRUCTIONS TO APPLICANTS WHO DOWNLOAD THE DOCUMENTS FROM WEB.

The applicants who have down-loaded the document from the web, should read the following important instructions carefully before submitting the documents:-

- a) The applicants should see carefully & ensure that the **document** contains 18 **eighteen** pages in total.
- b) The printout of the documents should be taken on 'A 4' size paper only & the printer settings etc are such that documents is printed as appearing in the web.
- c) The applicant should ensure that **no page** in the down-loaded documents is **missing**.
- d) The applicant should ensure that all page in the down-loaded documents are **legible, clear** & are printed on a good quality paper.
- e) The applicant should ensure that **every- page** the down- loaded document is **signed by applicant with stamp (seal)**.
- f) The applicant should ensure that the down- loaded document is **properly bound and sealed** before submitting the same.
- g) In case of any correction / addition / alteration / omission in the document by the applicant, it shall be treated as non- authenticated and is not acceptable.
- h) The applicant shall furnish a declaration to the effect that no addition deletion / corrections have been made in the document submitted and it is identical to the document appearing on Website.
- i) The applicant should read carefully & **sign the declaration** given below in the page number '**18**' before submitting the document.

In case of any doubt in the down- loaded document, the same should be got clarified from the CHIEF MANAGER (ESTATE), RAJKOT NAGARIK SAHAKARI BANK- HQ, 150 ft Ring Road, Rajkot.

LETTER OF TRANSMITTAL

TO

General Manager/ C.M. (Estate),
Rajkot Nagarik Sahakari Bank
150 ft Ring Road,
Rajkot.

Sir,

Sub: Empanelment of Architect cum Interior Decorator in your Bank

Having examined the details given in Web- notice Empanelment of Architect cum Interior Decorators in your Bank, I/ We hereby submit the documents (issued/ downloaded from web) and other relevant information.

1. I/We hereby certify that all the statements made, and information supplied in the enclosed forms _____ to _____ and accompanying statements are true and correct.
2. I / We have furnished all information and details necessary for empanelment and have no further pertinent information to supply.
3. I /We submit the requisite certified solvency certificate and authorize the General Manager, Rajkot Nagarik Sahakari Bank Ltd. (or his representative) to approach the Bank issuing the solvency certificate to confirm the correctness thereof.
4. I / We also authorize the General Manager, Rajkot Nagarik Sahakari Bank Ltd.(or his representative) to approach individuals, employers, firms and corporation to verify our competence and general reputation.
5. I/ We also submit prescribed declaration in respect of downloaded document. (Applicable only in case of application on downloaded documents).
6. I / We submit the following certificates in support of our suitability, technical know-how & capability for having successfully completed the following works.

Sr. No	Name of Work	Certificate from

Enclosures :

Seal of applicant

Signature(s) of applicant(s)

Date of submission

DECLARATION

(TO BE GIVEN BY THE APPLICANT WHO HAVE DOWNLOADED THE DOCUMENT FROM THE WEB)

It is certify that

- 1) I / We have submitted the documents in the proforma as **downloaded directly from the web site & there is no change in formatting, number of pages etc.**
- 2) I /We have submitted documents which **are same / identical** as available in the website.
- 3) I /We have **not made any modification / corrections / addition etc** in the documents downloaded from web by me /us.
- 4) I /We have checked that **no page is missing** and all pages as per the index are available & that all pages of documents submitted by us are clear & legible.
- 5) I /We have **signed (with stamp) all the pages** of the documents before submitting the same.
- 6) I/ We have **sealed** the documents properly before submitting the same.
- 7) I / We have read carefully & understood the instructions to all the applicants & to the applicants who have downloaded the documents from the web.
- 8) In case at any stage later, it is found that there is difference in our downloaded documents from the original, BANK shall have the absolute right to take any action as deemed fit without any prior intimation to me/us.

Dated:

Signature(s) of applicant(s)