

Envelope-II
Financial Bid

SCOPE OF WORK :

1.0 Duties/Functions of Architect with Supervision Responsibility

The architect shall render the following services (not limited to) in connection with the project:

- Taking Bank's instructions, visiting the site, preparing sketch/concept designs and presentation/rendered design with 3d views wherever required. The design shall be in accordance with local governing codes/ standards, regulations, etc. (including carrying out necessary revisions till the sketch designs are finally approved by Bank), making approximate estimate of cost by cubic measurements, area measurement, or otherwise and preparing reports on the scheme so as to enable the Bank to take a decision on the sketch designs.
- Submitting a proper PERT chart/ Bar Chart incorporating all the activities required for the completion of the project well in time, i.e., preparation of working drawings, structural drawings, detailed drawings, services drawings(MEP) ,coordinated drawings calling tender, etc. The program should also include various stages of services to be done by consultants in co-ordination with the Architect.
- Submitting required drawings to the Municipality and other local authorities and obtaining their approval.
- Preparing architectural working drawings, structural calculations and structural drawings, lay out drawings for water supply and drainage, electrical installations, telephone installations, etc., detailed estimates and all such other particulars as may be necessary for preparation of bill of quantities.
- Preparing pre-qualification documents.
- Preparing detailed tender documents for various trades viz., general builder work and specialist services such as water supply and sanitary installation, electrical installation, etc., complete with articles of agreement, special conditions, condition of contract, specification, bill of quantities, including detailed analysis of rates based on market rates, time and progress charts, etc.
- Preparing tender notices for issue by Bank or inviting tenders from prequalified/ shortlisted parties on behalf of Bank, as the case may be 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.
The assessment report shall be based on proper analysis of rates with constants from an approved Standard Hand Book and market rates of materials 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 negotiation and asking them to submit a final bid based on the terms and conditions accepted to the Bank may be adopted.

- 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.
- Assuming full responsibility for 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.
- No deviations or substitutions should be authorized by the architect without working out 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.
- Working out the theoretical requirement and actual consumption of cement and steel and any other material specified for each bill.
- Assist the Bank in appointing a full time/ temporary Site Engineer for supervision of construction of project and guiding the Site Engineer as required.
- 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, so as to enable the Bank to make payments to the contractors and adjustments of all accounts between the contractors and the Bank. Architects shall assume full responsibility for all measurements certified by them. It shall be mandatory on the part of the Architect to check the measurements of various items to the extent of at least 25% of each item of work claimed, in each running bill. Certified that the various items of work claimed in this _____ running bill/ 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 confirming to the standard/ prescribed specifications and drawings. We further certify that we have checked the measurements to the extent of _____ percent but not less than 25% of each item claimed in this bill. Hence, the bill is recommended for payment of Rs. _____

(Signature of the Architect)

Date _____

The Architect shall endorse the above certification in the relevant Measurement Books also.

- Submitting a detailed account of steel, cement and any other material that the Bank may specify and certifying the quantities utilized in the works.
- Obtaining final building completion certificate and securing permission of Municipality and such other authority/ statutory bodies for occupation of the building and assisting in obtaining refund of deposit, if any, made by the Bank to the municipality or any such other authority.
- Appearing on behalf of the Bank before the Municipal Assessor or such other authorities in connection with the settlement of the rateable value of the building and tendering advice in the matter to the Bank.
- On completion of the project, prepare "as made" completion drawings of architectural, structural, water supply and drainage works, and electrical and other services along with a brief report on the project and relevant

structural design calculations and submitting 4 copies of the same for the records of the Bank.

Further, the 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.

- The 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.
- The Architects shall assist the Bank in all arbitration proceedings, if any, between the contractors and the Bank and also defend the Bank in such proceedings.
- The Architect shall furnish one complete set of structural designs, calculations and structural drawings for the Bank's record.
- The Architect shall be responsible for the successful completion of the Project construction with safety and structural stability from the inception upto the handing over for occupation of the Bank.
- The interior has to be compliant with the green building and adequate star rating from GRIHA (Green Rating for Integrated Habitat Assessment), the rating system of The Energy & Resources Institute (TERI). The fees shall be inclusive for the services like documentation, application, registration, liasioning, co-ordinating at different stages of the project, compliance to the griha requirements, and any other activity for obtaining the ratings. Travel allowances, lodging cost, additional consultant fees etc. not to be paid extra.
- Any other services connected with the work usually and normally rendered by the Architects, but, not referred to herein above.

FINANCIAL BID

To be submitted in separate sealed envelope super scribing 'Financial Bid'

To,

**The Dy. General Manager,
Oriental Bank of Commerce,
Head Office, Services Department,
1st Floor, Harsha Bhawan,
E-Block, Connaught Place
New Delhi-110001**

Dear Sir,

Sub: Interior Furnishing of Banks Building at Plot No. 5, Sector-32, Gurgaon

I/We hereby offer for Architectural Services for Interior Furnishing of banks Building at Gurgaon at the following basic rate:

1. **Professional fee @ _____ % + Service Tax of Total Cost of Project.**

(In words) _____ Percent of Total cost of Project plus Service Tax.

2. **Monthly salary reimbursement for providing one Engineer(Degree Engg with min 3years experience or Diploma with 5yrs Exp.) at site during the actual construction. Rs. ----- per month. (Actual period of execution shall be calculated as 4 months for evaluation)**

Date:

Place:

Signature of Architect:

Address with Phone Number: