

Dear Sir / Madam,

**Prequalification for Empanelment of Architects**

IDBI Bank Ltd. proposes to empanel Architects to supervise and carryout Works for Renovation/Relocation of Existing Branches/Offices/Centres/Quarters/Units as also Branches at any new locations, at various centres coming under Bengaluru Zone. The centers would be located in different states, as under:

<b>S No.</b>	<b>NAME OF STATE</b>	
<b>1</b>	<b>KARNATAKA</b>	
<b>2</b>	<b>KERALA</b>	

The scope of work would involve site inspection and taking measurements, preparation of layouts, design of Interior Furnishing (IF) works comprising Civil, Interior fit-outs, soft furnishing, Electrical, Net working, Air-Conditioning, electronic Security systems etc. The responsibility also include preparation and issue of working drawings to Owners of the premises for their scope of works, Contractors for Bank's scope of works, inspection of materials and supervision of works of both parties, guidance to the owners and their engineers during their scope of works at site and guidance to bank's contractors as an when required and instructed by the Bank, taking actual measurements at site, certification of bills and any other works related to the project advised by the Bank from time to time etc.

**Bank would empanel Architects for each state separately. The Architects have option to opt for one or both state in their application and should submit application for each state separately. Architects satisfying the pre-qualification criteria will be empanelled for the state where they have branch offices.** Architects are requested to furnish details regarding their Firm, Registration Number, Organization Chart, Date of Incorporation, Number of Employees including Architects and Engineers, Experience in the field including name/value/completion period of the works handled etc as indicated in the application format given in the web site along with documentary proof. Bank may also advise the firms to produce the originals if required during their interaction with the chief architect of the firm before formally empanelled.

Once empanelled, Architects will be offered projects generally in the states where they are located or their full fledged branch offices are present. However depending on merits, Bank has the



*Infrastructure Mgmt. Dept.*

**Pre-Qualification for Empanelment of Architects.**

liberty to offer works in the other states also. The application formats duly completed in all respects giving the aforesaid information should be enclosed in a sealed envelope super scribing "**Application for Prequalification for Empanelment of Architects**" and reach at the below address on or before **April 15, 2021**. The applications received late shall be rejected. The sealed cover to be addressed to:

**Dy. General Manager (IMD),  
IDBI Bank Ltd,  
IDBI House, 1<sup>st</sup> Floor,  
No.58, Mission Road,  
Bengaluru – 560 027.**

Bank shall not be responsible for misplaced applications or applications received late at the above address. The Bank reserves the right to reject any application without assigning any reason and to restrict the list to any number deemed suitable by it. If too many applications are received satisfying the basic criteria, Bank may increase the minimum pre-qualification criteria to restrict the list. Bank also has the right to reject all the applications and go in for re-advertisement without assigning any reason.

Bengaluru  
31/03/2021

S/d  
Dy. General Manager (IMD)

### **Terms and conditions of empanelment**

- A.**
1. The centers are located in any districts of **KARNATAKA & KERALA** States.
  2. **Bank would empanel Architects for the above states separately.** Architects satisfying the pre-qualification criteria will be empanelled for the respective state where they have got their base / branch offices with necessary infrastructure. The office locations and facilities may be inspected by officials of Bank for verification purpose.
  3. Empanelled Architects will be offered projects generally in the respective state, where they are based or their full fledged branch offices are present. However Bank has the liberty to give works at other state also depending on the merits of the firm.
  4. The works are proposed in different districts of respective states (as given in the tables above), where Branches / Offices, located in Rural / Semi- urban / Urban / Metro centers and only those Architects who are capable of providing Architectural services in any part of the state including remote areas at the agreed rates only need to submit their application.
  5. Architects should indicate the preference of the States where they would like to carry out the work in the Zone for which the application is submitted.
  6. Empanelled Architects may be given work depending on availability of works in the Zone. Award of additional works would be considered only after verifying the successful completion of the works already awarded to the Architect and purely based on the performance, adherence to the time schedule, clarity of the correspondence, quality of the supporting staff and merits of the firm.
  7. The architect should have valid registration/License. They should have good infrastructure facility with adequate technically qualified personnel, Experience in project management and proven track record of using latest Project Management Techniques, AUTOCAD and advanced Computer Application facilities, experience of working with reputed Public Sector/ Private sector banks in the area, Knowledge of local laws and liaisoning with statutory authorities, etc.
  8. The scope of work, terms and conditions of appointment of architects, Time Schedule for submission of final drawing & BOQ, Commercial terms for architectural service etc., are given below. Architects may therefore decide and apply to the state in which they would like to get empanelled subject to their meeting the criteria and agreeing to the terms and conditions of their engagement, fees etc, set forth here under:-

**B. Qualification / Eligibility Criteria**

1. The architect should have sound financial position reflected in their annual turnover during the last three previous financial years ending March 31, 2020 (Copies of audited statements of last 3 years to be enclosed as proof for the same)
2. The Architect should have designed and completed successfully works of similar nature during last 5 years ending March 31, 2020 which should be either of the following:-
  - (a) Three similar completed works (at least one of them should be in Central Govt./Central Autonomous Bodies/ Central Public Sector Undertaking/ Financial Institutions/Banks) each costing not less than Rs.15 lakhs
  - or**
  - (b) Two similar completed works costing not less than Rs.20 lakhs
  - or**
  - (c) One similar completed work costing not less than Rs.30 lakhs

Similar work means "Interior Civil works, Interior Fit outs, Soft furnishing works, Net working & Internal Electrical Works, Air Conditioning works etc." **Preference will be given for works done in Financial Institutions/Banks (Both public as well as private sector banks).**

**C. Scope of Works & Payment Terms:**

Description	Terms
Scope of work	<ol style="list-style-type: none"> <li>a. <u>Preparation of Existing layout:</u> Architect need to have initial inspection of site and prepare existing layout of the premises, with exact location of the Columns/Beams with sizes and detailed internal measurements including marking location of windows, Shutters, location planned for DG set, Outdoor unit of air conditioners, location points of Earth Pits, Toilets location, Septic Tank and Water Sump etc. if any and details of boundary / space available around the premises and Car parking spaces. In the Existing drawings, the existing internal and external walls, verandha, Present entrance and details of access steps, location of existing rolling shutters, Pillars and beams with dimensions, beam layout and existing details of finishes also to be marked. The exact Carpet Area should also be indicated in the Existing layout.</li> <li>b. <u>Preparation of Interior Layout &amp; Owners/Landlord's scope of works:</u> Preparation of Interior lay-out drawings, designs taking into account the specific requirements of the bank and to submit two / three options for approval of Bank. In the case of Leased premises the Owners/Landlord's scope of works such as construction of Strong Room, ATM room, Electrical</li> </ol>

	<p>room, Toilets, Pantry, Record Room etc. are carried out by owner/landlord for whom the modifications of the existing site layout and proposed construction details on the basis of approved layout, with specifications and detailed working drawings are to be prepared and handed over to landlord in person in presence of their Technical personnel for execution. To provide the required number of copies of drawings and details to Landlords / their engineer &amp; Soft copies in Autocad to bank.</p> <p>c. <u>Preparation of IF, Electrical, Air-conditioning and Security systems Designs &amp; respective BoQ's:</u> Preparation of lay-out drawings, designs and working drawing with details of finishing work, preparation of Schedule of probable items of work for IF, Electrical, Security and A/c works. Preparation of Electrical Designs including raceways as per standard formats of Bank with load calculation details, Schematic Layout Diagrams for submission to EB authorities etc. A/c designs with Heat load calculation. To provide the required number of copies of drawings &amp; Soft copies in Autocad for the purpose of tendering and working drawings for execution of the project. Preparation of BoQs for these works.</p> <p>d. <u>Liaisoning with local municipal authority &amp; other statutory bodies:</u> Rendering service for obtaining necessary permission from statutory bodies, wherever necessary for execution of the work. Statutory payments for obtaining approval will be made by the Bank.</p> <p>e. <u>Project Management Consultancy:</u></p> <ul style="list-style-type: none"> <li>• The Architect is required to visit the site at least once in a week for approving the layout markings, detailing the plans, makes and design, and monitor the progress and quality of the work.</li> <li>• Project Implementation, monitoring the progress, day-to-day supervision of the work by engaging an experienced &amp; qualified degree / diploma holder engineer / architect.</li> <li>• Controlling and checking the quality of work &amp; materials used &amp; co-ordination with various agencies for smooth completion of works in scheduled time.</li> <li>• Verification and certification of samples of materials used and confirming strictly on the adherence of specifications and make of materials used by various vendors.</li> <li>• Certify the measurement for RA bills of various agencies.</li> <li>• Verification of the final measurements of all the items and quantities and correcting the final bills of the contractors.</li> <li>• Ensuring the completion of Project within scheduled time.</li> <li>• Final bill certification as per Bank's approved format with proper detailing of measurements and providing necessary drawings and tables in proof of measurements.</li> <li>• Three sets of As- Built drawings of all services to be submitted after completion of the Project along with Architect's Bill.</li> </ul>
Professional Fees (PF)	1) Option I - <b>3.00 % (Three percent only)</b> of the Final Project Cost. – Projects within 100Km from the base location of Architect. GST as applicable shall be paid extra.

	<p>2) Option II - <b>4.00 % (Four percent only)</b> of the Final Project Cost – Projects beyond 100 Kms from the base location of Architect. GST as applicable shall be paid extra.</p> <p>The Final Project Cost for calculating the fee shall include:</p> <ol style="list-style-type: none"> <li>1. Interior Civil Works @</li> <li>2. Interior Furnishing &amp; Soft Furnishing Works</li> <li>3. Modular Furniture</li> <li>4. Electrical and Net Working Works</li> <li>5. The cost of ducting &amp; Installation for A/c Ductable units &amp; Cost of Installation works for other type of units for Air-Conditioning. (Excluding cost of A/c Machines)</li> </ol> <p>Brought-out items like – DG set, Voltage Stabilizers, Signage, Transformer, EPABX, Computer &amp; IT Peripherals, UPS, Photocopier machines, Strong Room Doors, Lockers, A/c Machines etc. and any other items procured by Bank directly, <b>will not be included</b> in the project cost for calculating professional fees.</p> <ul style="list-style-type: none"> <li>• Interior Civil Works Include the Construction of Strong room, Internal brick walls for Toilets, Pantry Record Room, Electrical Room &amp; ATM, Flooring, Toilets, plumbing and fixtures etc. If these works are carried out by contractor the same will be included in the estimate and will be a part of total project cost. If these works are carried out landlord as per terms of lease, an amount equivalent to Rs.5,00,000/- (Rupees Five lakhs only) (less cost of any of the above works included in the estimate) or Rs.250/Sft of carpet area whichever is less will be calculated for arriving at value of Interior Civil works.</li> <li>• Rs.6,500/- each work will be deducted towards the consultancy fees – payable to Electrical &amp; A/C Consultants if the Electrical &amp; A/c Designs are obtained By Bank directly.</li> <li>• <b>Advance payment / Running Bill will be released to Architects as Profession fee part payment, for those projects only where completion time is more than 6 months.</b></li> <li>• The fee mentioned above will be all inclusive and no charges will be paid by Bank for expenses incurred by Architect for site visits, travel, lodging etc.</li> <li>• In the case of Termination of contract with Architect due to any reason, Stages of payment will be as under considering the quantum of services provided by Architect. The Professional Fee will be calculated on the accepted percentage on the basis of the amount incurred by Bank till that date on the project up to that stage.</li> </ul> <p><b><u>Break up of payment of Professional Fees (PF) in case of Termination of contract / Termination of Project:</u></b></p> <ul style="list-style-type: none"> <li>• Preparation of Existing layout with details as mentioned in scope of works (including Visit I) :- 10% of PF</li> <li>• Preparation of Interior layout with options/alternatives &amp; Landlord's scope of works (Including Visit II) :- 5% of PF</li> <li>• Preparation of detailed working drawings, Designs for Electrical, A/c works, &amp; BOQs for respective works :- 10% of PF</li> <li>• Co-ordination with Landlord's in completion of their scope of works (Including Visit III) :- 10% of PF</li> <li>• Project Management Consultancy ( Including Visit IV &amp; V) :- 50% of PF</li> </ul>
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	<ul style="list-style-type: none"> <li>Final Bill verification, Certification of Final Bill &amp; Submission of Completion certificate with Rectification report from Branch Head and on Submission of As Built Drawings (Visit VI):- 15% of PF</li> </ul> <p><b>Payment to Architect on abandonment of a Project due to no fault of Architect:</b></p> <ul style="list-style-type: none"> <li>If the project is abandoned / dropped due to any reason and If the Architect has prepared layouts / As built drawings etc. an amount of Rs.5,000/- + GST as applicable will be payable by Bank.</li> <li>If Detailed designs &amp; layouts of Electrical &amp; A/c works and respective BOQs are prepared and submitted, an amount of Rs.10,000/- + GST as applicable will be payable Bank.</li> <li>If at any stage of progress of works the project is abandoned, the actual bill submitted by respective contractors to be verified and amount equivalent to accepted percentage of total cost incurred + GST as applicable will be payable to Architect.</li> </ul>
Requirements from Architects	<p><b>Projects at Own Location – within 100Km from the Base location (Head Quarter Location of Architect)</b></p> <ol style="list-style-type: none"> <li>Site inspection, preparation of as-built drawings, Submission of alternatives, BOQ with estimated cost detailed works drawings.</li> <li>Posting of Site Engineer – One site engineer per 3 sites.</li> <li>Only local visits – Architect to visit as per site requirements to ensure timely completion of projects.</li> </ol> <p><b>Projects at Outside Own Location – beyond 100km from the Base location (Head Quarter Location of Architect)</b></p> <p>Same as above + 3 visits by technically competent Assistants of Architect + at least 3 site visits by the Senior Architect</p>

#### **D. Time Schedule**

Any project entrusted has to be completed strictly as per the Time schedule given below:

<b>SL No</b>	<b>Description of Works</b>	<b>Starting Time</b>	<b>Remarks</b>
1	Intimation from the Bank for availability of site for inspection	D	Intimation by Email from respective Official to be taken as Confirmation
2	Visit of Project Site by the Architects to take up the work.	D + 1	In Case of Local Project.
		D + 2	In Case of Out Station Project.
3	Submission of Existing Layout with details as mentioned in Scope of works + Interior Layout drawings	D + 5	Minimum 3 alternative Options. Modifications suggested by Bank to be arranged on the same day
4.	Approval of the drawings by IDBI Bank Ltd.	D + 7	
5.	Submission of final Interior Layout Drawings after final modifications if any + Reflected Ceiling Drawing.	D + 9	Once approval from bank is received, the drawings need to be taken up with your Electrical / A/c Teams for arranging for respective designs.
6.	Submission of Landlord's scope of Works and Detailed drawings for	D + 9	Once approval from Bank is received, the same need to be handed over to the

	Internal Civil Scope along with Specifications		landlord in person on the next day to initiate the Landlord's scope of works.
7.	Handing over Landlord's scope of works with detailed drawings, Specifications of works and getting acknowledgement	D + 10	In case of Local project
		D + 11	In Case of Out Station project
8.	Submission of Final Designs of IF, Electrical, A/c designs & respective BOQs to Bank	D + 11	Any modifications as required by Bank to be made immediately.
9.	Approval of Final Designs of all works by Bank after necessary modifications by Architect	D + 15	
10.	Follow up with Landlord / IF contractor for completion of Internal Civil Works	D + 45	If the Internal Civil works are carried out by landlord
		D + 35	If Internal Civil Works are Carried out by Bank's Interior Furnishing Contractor
11.	Final Bill Certification of all vendors	15 Days	Final bills to be verified and submitted to Bank within 15 Days from the date of submission of Final Bills by Contractor. Follow up and Co-ordinate with all agencies for Final Bill verifications at site and submission with in time frame.

**E. Method of award of work**

Work Orders will be issued to Empanelled Architects for a particular state on rotation basis as and when the project is identified. Empanelled Architect may be given a work depending on availability of project and award of additional works would be considered only after verifying the successful completion of the works already entrusted and the merits of the Architect.

**F. Submission of Prequalification Documents**

The application formats duly filled in and completed in all respects with necessary attachments giving the aforesaid information is required to be submitted to **the officer indicated above** and should be enclosed in a sealed envelope super scribing "**Application for Prequalification for Empanelment of Architects-----State** and to reach at the respective Zonal Office on or before **April 15, 2021.**

**G. General Instructions:**

1. Each page of the application shall be signed and stamped by a person having necessary authority to do so.



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2. If the space in the Performa is insufficient for furnishing full details, such information may be given in separate sheets.
  3. Applicants are required to furnish information against each item of the application. In case certain item is not applicable, please write NA. Application containing incorrect and or inadequate information is liable to be rejected.
  4. For any further clarification, the applicant may contact in the numbers as given below during office hours. Shri M Belagali, DGM (IMD) – 080-61451106 or Smt. Smitha Parakkat, Manager (IMD) – 080-61451107 or Shri Burhan Mohammad Hussain, Asst. Manager (IMD) – 080-61451110
  5. Any information furnished by the applicant is found to be incorrect at a later stage, the firm is liable to be debarred from taking up any future work in the Bank. The Bank reserves the right to verify the particulars furnished by the applicant independently.

Bank shall not be responsible for misplaced applications or applications received late at the above address. The Bank reserves the right to reject any application without assigning any reason and to restrict the list to any number deemed suitable by it. If too many applications are received satisfying the basic criteria, Bank may increase the minimum pre-qualification criteria to restrict the list. Bank also has the right to reject all the applications and go in for re-advertisement without assigning any reason.

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**Application form for Empanelment of Architects for Bengaluru Zone****A. BASIC INFORMATION ABOUT THE ARCHITECT / FIRM**

1	Name of the Architect / Firm	
	Address/Addresses in case of multiple offices	
	Telephone / Fax no.	
	Name of Contact person	
	Mobile No: of Contact person	
	E-mail ID	
2	Preference of States where the firm likes to work in the Zone	
3	Type of Organization (Proprietorships/ Partnership / Ltd. Co. etc.) (Copy of relevant document to be enclosed)	
4	Date of incorporation / commencement of business	
5	Experience as Prime Architect (In Years) (Copy of certificates in Proof of Qualifications to be submitted)	
6	Details of Banks / Financial Institutions / Central Govt./Central Autonomous Bodies/ Central Public Sector Undertaking for which your firm is empanelled.	
7	PAN No.	
8	GST Registration No.	
9	Name of your Bankers with full Address	

**B. FINANCIAL POSITION & MICELLANEOUS INFORMATION**

		<b>2017-2018 (In Lakhs)</b>	<b>2018-2019 (In Lakhs)</b>	<b>2019-2020 (In Lakhs)</b>	
1	Annual Turnover				
2	Net Profit				
3	Copy of Audited Financial Statements for past 3 financial years (Enclosed)	YES / NO			
4	Copy of Income Tax returns for the past 3 financial years (Enclosed)	YES / NO			
5	Credit Facilities from the Bank				
a.	Cash Credit				
b.	Overdraft Limit				
c.	Guarantee				
d.	Others				
6	Copy of Facility Sanction Letter / Letters from the Bank (Enclosed)	YES / NO			
7	Have you ever been disqualified / levied penalties in any contract / Consultancy in the past	YES / NO			
8	If YES give details				
9	Details of Civil Suits / Litigations aroused during execution of the contracts / Consultancy in the last 5 years ( If any give details)				
10	Name & contact Nos. of the two persons / organizations, preferably Banks / Govt. Organization for whom you have provided services, who may be directly contracted by the Bank to gather information as about the ability competence and capacity of your firm.				

**ANNEXURE - I**
**Major Interior Furnishing Works executed (Copies of the work orders & completion certificate to be enclosed)**
**A. List of important works executed by the Agency during last Seven years as indicated in Terms and conditions of empanelment. (Separate Sheet can also be enclosed if required)**

Sl. No	Name of the Employer / Owner & Location. Also indicate whether Govt. or Semi-Govt., or Private body with full Postal Address and contact nos.	Nature of work involved in the contract , Residential, Commercial premises, Banks, Hotels etc.	Name of Contractors and their contact number.	Work Order date & Contract Amount (Rs.)	Date of Completion		If the work was delayed beyond stipulated date of completion, give reason for the delay	Whether work was left incomplete or contract was terminated from either side? Give Details	Any other relevant information
					Stipulated Date of completion	Actual date of completion			
1									
2									
3									
4									
5									

**B. List of important works in hand / in progress as indicated in Terms and conditions of empanelment.**

Sl. No	Name of the Employer / Owner & Location	Nature of work involved in the contract , Residential, Commercial premises, Banks, Hotels etc.	Name of Contractors and their contact number.	Work Order date & Contract Amount (Rs.)	Stipulated Date of Completion	If the work was delayed beyond stipulated date of completion, give reason for the delay	Present stage of work	Any other relevant information
1								
2								
3								
4								
5								

**C. List of Technical personnel in your establishment giving details about their technical qualification and experience**

Sr No.	Name	Age	Qualifications	Project Experience	Nature of works handled	Name of the project Handled	Date from which employed in your Organization	Indicate special experience in Advance Management Techniques like CPM / PERT and the projects in which such techniques were employed
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								

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



Infrastructure Mgmt. Dept.

Pre-Qualification for Empanelment of Architects.

Date:

From

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To

**The Dy. General Manager,  
Infrastructure Mgmt. Dept,  
IDBI Bank Ltd.,  
IDBI House, 1<sup>st</sup> Floor,  
No.58, Mission Road,  
Bengaluru – 560 027**

Dear Sir/Madam,

**Application for empanelment of Architects in Bangalore Zone for "-----" State**

I/We do hereby declare that the information furnished by me/us in the duly completed application form and Annexure thereto are correct to the best of my/our knowledge and belief. I/We agree to all terms and conditions of the empanelment including scope of works, Professional Fee indicated by you; the method of calculation of project cost for arriving at the fees; the payment terms there of etc. as indicated in the document for empanelment.

Yours faithfully,

Signature:

Name:

Designation:

**CHECKLIST OF DOCUMENTS TO BE SUBMITTED**

- 1. Duly Filled and signed Application form.**
- 2. Copy of Registration certificate with Council of Architecture.**
- 3. Copy of Partnership Deed / Registration certificate with Registrar of Companies (If applicable).**
- 4. Copies of Certificates in proof of Qualification of Principal Architect.**
- 5. Copy of Pan Card**
- 6. Copy of GST Registration**
- 7. Copies of Audited Financial Statements for the Past 3 financial years.**
- 8. Copies of Income Tax returns submitted for the past 3 financial years.**
- 9. Copies of Work Orders & Completion certificates in support of the details given in Annexure I ( Supporting documents for Pre-qualification)**
- 10. Sample photographs of Projects Completed by your firm (Min.3 Nos)**

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