

Sr. No.....-



**TENDER NOTICE FOR SELECTION OF PROJECT
ARCHITECT CUM PROJECT MANAGEMENT CONSULTANT
WITH SUPERVISION
(THROUGH ONLINE BIDDING ONLY)**

Name of the Applicant: M/s

Name of the work: Project Consultancy Work for Construction of Bank's Office Building at Naya Raipur.

Last date of submission: 28/01/2026, 3:00 PM

Date of opening of Technical Bid: 3:30 PM of 28/01/2026 or subsequent date under advice to the tenderers.

Date of opening of Price bid: Technically qualified bidder will be notified in advance.

Tender to be submitted only through ONLINE MODE

Contact Details of Independent External Monitor (IEM)

1. Shri Anant Kumar

Mail Id: anant_in@yahoo.com

2. Shri Nirmal Anand Joseph Deva

Mail Id: meghanandeva2022@gmail.com

**Business Support Department, Central Bank of India,
Zonal Office, 1st Floor, Bombay Market, G. E. Road , Raipur**

E-mail: [gadrapzo@centralbank.bank.in](mailto:gadraipzo@centralbank.bank.in)

Tel. No. Mr. Sandeep Prasad Sr. Manager, BSD, Zonal Office Raipur (8602902888) & Mr. Khomesh Dewangan, Sr.Manager-Architect, Zonal Office Bhopal (9874955678)

www.centralbank.bank.in

NOTICE INVITING TENDER

Central Bank of India, a body corporate constituted in India under the Banking Companies (Requisition and Transfer of Undertaking) Act 1970 having its Head Office at Chandra Mukhi, Nariman Point, Mumbai - 400021 hereinafter called "Bank" invites sealed tenders from eligible bidders for work as briefly outlined below. For complete description of the requirement, please refer to the tender document.

S. No	Description	Estimated Project Cost	Deadline for Tender Submission	Schedule for Tender Opening (only Technical Bid)
1	Project Consultancy for Construction of Bank's Office building at Naya Raipur	Rs. 40 Crores plus GST (approx.)	28/01/2026, 03:00 PM	28/01/2026, 3:30 PM or date & time advice by Bank

Tendering shall be conducted in accordance with Open Tender procedures of the Bank. Prospective bidders must take note of the qualification requirements as specified in the tender documents. Bidders must submit tender fees (as applicable) specified in the tender document.

A complete set of tender documents may be obtained from below link:

<http://www.centralbankofindia.co.in/en/active-tender>

AND / OR on

<https://centralbank.abcpurchase.com/EPROC/>

Bids are to be submitted only through ONLINE MODE as per the details mentioned in the bid document. Physical / hard copy bids shall be rejected and shall not be considered for further tender process.

Tender Fees (non-refundable): Rs.2000/- (**Two Thousand Only**) in the form of DD in favor of **Central Bank of India** payable at **Raipur** to be submitted at BSD, Central Bank of India, Zonal Office, 1st Floor, Bombay Market, G. E. Road, Raipur superscribed "Project Consultancy Work for Construction of Administrative/ Office building at Naya Raipur" (Exemption: Submission of valid Micro and Small Enterprises (MSEs) certificate as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) or are registered with the Central Purchase Organization or the concerned Ministry or Department).

Earnest Money Deposit (EMD):- A fixed sum of refundable **Rs.4.0 Lakh** (Rupees Four lakh only). (For Micro and Small Enterprise entities registered under MSME Exemption of EMD shall be as per Government rules). Relevant certificate in this regard should be submitted. EMD to be submitted in the form of Bank Draft or Unconditional Bank Guarantee, from a scheduled

Bank, valid for 30 days after expiry of tender validity. EMD of unsuccessful bidders shall be returned after decision of qualifying bidders as per technical bid & EMD of unsuccessful bidders shall be returned after opening of financial bid.

Tender fees & EMD are to be submitted at above address before the last date of Online Tender bid submission. Scanned copy of the same must be uploaded with the bid document. Any tender not accompanied with the specified tender fee unless otherwise exempted shall be rejected.

Type of Bid : Two Bid System

- i. “Technical Bid” - The technical information has to be prepared very carefully as indicated in the tender document since it will be the basis for the pre-qualification of bidders. Only relevant and to the point information/document should be furnished. Failure to provide any required information / document, may lead to rejection of the offer. The Bidders must read the tender document very carefully before signing on it. Technical formats and all other Annexures and relevant supporting documents including tender document duly signed and stamped on each page as token of acceptance of the terms & conditions should be uploaded and provided.
- ii. “Financial / Price Bid” – to be submitted / uploaded / filled online by the authorized representative as token of acceptance of the terms & conditions. The consultancy fee as given in the schedule has to be quoted in figures and words inclusive of all but excluding GST in the financial / price bid.
- iii. All pages of bid including terms and conditions of tender document should be signed with stamp serially numbered by authorized person only.
- iv. Firms confirming to eligibility criteria mentioned in this tender document shall apply for the tender. Any question/doubts related to tender document may be clarified with Bank over phone from 10am to 5pm (Mr. Sandeep Sr. Manager, BSD, Zonal Office Raipur (**8602902888**) & Mr. Khomesh Dewangan, Sr.Manager-Architect, Zonal Office Bhopal (**9874955678**)). The bids shall not include any conditions whatsoever. Only unconditional tenders will be accepted. Any conditional tender will be liable for rejection. Any bidder desirous of imposing any condition having financial implication should read the tender appropriately and should not put any condition in the tender.
- v. The Defect Liability Period of the said work shall be for 1 year from the date of work completion and handing over of site by contractor duly accepted by Bank.
- vi. Validity of the Tender shall be 120 days after the deadline for submission of bids prescribed by Bank. If the tenderer chooses to withdraw their offer during the validity period or makes modifications in their original offer, their offer shall be summarily disqualified without notice and no correspondence shall be entertained in this regard.
- vii. The Employer does not bind himself to accept the lowest or any tender and reserves the right to accept or reject any or all tenders, either in whole or in part, without assigning any reason for doing so.
- viii. Any addendum/corrigendum thus issued shall be part of the Tender Document, information related to Pre-bid conference and any such other matter shall also be posted only on the Bank’s website. Therefore applicants are requested to frequently visit the

Bank's website regarding modifications / corrigendum issued.

For any further information on the tender, Business Support Department, Central Bank of India, Zonal Office, 1st floor, Bombay Market, G.E. Road, Raipur may be contacted.

**Asst. General Manager
Business Support Department
Central Bank of India
Zonal Office, Raipur**

Prequalification & Selection of Architect / consultants

1. Introduction

Central Bank of India was established as the first fully Swadeshi bank by Sir Sorabhji Pochkhanawala in 1911 and was nationalized in the year 1969 by an act of Parliament. The bank is a leading public sector undertaking listed in BSE / NSE. More information is available on our website www.centralbank.bank.in.

2. Objective

The Bank is in the process of Construction of Administrative Office building on a plot admeasuring approximately 3925 Sqm at, Atal Nagar, Sector-21- Naya Raipur, Chhattisgarh. The Bank intends to pre-qualify/select architects/architectural firms who can undertake Consultancy Work for the design and supervision work of construction of building/s along with all required works land development, air-conditioning, electrification, data cabling, furnishing etc. The tentative preliminary project cost will be approx. Rs. 40.00 Crores, subject to detailed project report and estimation by approved Project Architect/ Consultant.

3. General Guidelines

- 3.1 Architect/architectural firms / consultant shall apply for prequalification in prescribed format, which can be down loaded from the web site.
<http://www.centralbank.bank.in/en/active-tender>
AND / OR
<https://centralbank.abcprocure.com/EPROC/>
- 3.2 Architect/ architectural firms / consultants shall also authorize the Bank to approach his Employers, Clients, Corporations, Organization, etc. to verify architect / consultant's general reputation / competence.
- 3.3 Application form shall be uploaded/ submitted through online mode (through portal <https://centralbank.abcprocure.com/EPROC/>) only as per the guidelines mentioned in the bid.
- 3.4 The application shall be submitted strictly in the format as mentioned along with the supporting documents.
- 3.5 The application shall be signed by the person/s on behalf of the organization having necessary Authority/ Power of Attorney to do so. Each page of the application shall be signed and copy of Power of Attorney / Memorandum of association (Wherever applicable) shall be furnished along with application.
- 3.6 If the space in Performa is insufficient for furnishing full details, such information may be supplemented on separate sheet stating therein the part of Performa and serial number. Separate sheets may be used for each part of application. While filling up the application with regard to list of important projects completed or in hand the applicants shall only include major works handled by the firm.
- 3.7 **The ability and competence of the applicant to render required services within the specified time frame will be a major factor while deciding the prequalification of architect/ architectural firm.**
- 3.8 Central Bank of India will not be held responsible for bidders not able to apply before last date of submission due to any connectivity, internet or any other such issue. Accordingly prospective bidders are advised to ensure applying for the bid well in advance to avoid such last minute

rush. Tenderer who have submitted the Tender fees but have not been able to apply for the online bid may request for refund of fees with proper documentary proof. Discretion of Bank in this regard will be binding.

- 3.9 Application containing false, misleading and / or incomplete information at any stage of project is liable for rejection.
- 3.10 The bank reserves right to accept or reject any or all the application.
- 3.11 Completed document shall be submitted / uploaded / filled **ONLINE** up to 28/01/2026, 3:00 PM as per details mentioned in the document:
- 3.12 Point of Contact for any query should be SM(BSD) **8602902888**/ SM (Architect) **9874955678**, gadraipzo@centralbank.bank.in
- 3.13 If bidders/tenderers are not satisfied with Bank's response then they may escalate their grievances to our Bank's Independent External Monitors (IEM)

1. Shri Anant Kumar
Mail Id: anant_in@yahoo.com
2. Shri Nirmal Anand Joseph Deva
Mail Id: meghanandeva2022@gmail.com

However, first point of contact should be Bank and IEMs should be contacted later only if tenderer has some issue in tendering process and not satisfied with Bank's response.

Note: IEMs should not be contacted for minor issues.

4.0 The eligibility criteria for pre-qualification shall be as under:-

- 4.1 The applicant (Architect) should have **minimum 05 years' experience** in the field of Comprehensive Architectural Services.
- 4.2 The architects/ architectural firms / consultants must have successfully completed project consultancy for works during last 7 years ending last day of month previous to the one in which applications are invited should be either of the following:
- (I) **Three similar** projects of minimum value **Rs. 16 Crores**, OR
 - (II) **Two similar** projects of minimum value **Rs. 20 Crores**, OR
 - (III) **One Similar** projects of minimum value **Rs. 32 Crores**.

It is mandatory to attach work order / agreement copy along with completion certificates / or any other relevant document duly signed/attested by competent authority of employer as a proof of execution of above work to be accepted at sole discretion of Bank.

- 4.3 The architect / consultant should be member of Council of Architecture. If the firm is a partnership firm or limited company then it should be as per Council of Architecture Public Notice dated 20.05.2013. At least one partner should be a member of Council of Architecture (India).
- 4.4 The Architects/ Architectural firms / consultants should have PAN & GST nos.
- 4.5 The firm must have a own well established functional office at Raipur/ Naya Raipur and should have adequate number of qualified Architects, Engineers and other personnel on the payroll / establishment of the company and should also have tie up arrangements with reputed registered and licensed services, structural Consultant Architect firms, Electrical consultants, Air-

conditioning consultant, etc.

- 4.6 Report regarding satisfactory performance from minimum 2 clients shall be submitted.
- 4.7 Consultancy Firm should have an average annual turnover of **Rs. 30 Lakhs** during the last 3 years, ending 31 March 2025. (The details of professional fee received during said time period towards consultancy may be submitted/ indicated separately). Please attach 03 years ITR and Chartered Accountant's certificate in this regard.
- 4.8 **The firm should have adequate organizational structure comprising of qualified architects, engineers, specialist, other technical officers and staff along with associated if any, to execute work of such nature and magnitude.**

Shortlisting will be strictly based upon professional expertise, proven capability and credentials.

Only shortlisted Architects as per technical proposal criteria will be eligible to participate in the price bid opening. Bank's decision shall be final in this regard.

Similar Work definition: Comprehensive Work of design and supervision of Institutional / Office Building Complex for Government/Semi-Government / Reputed Private Sector organization/large Financial Institutions along with all required services viz obtaining various statutory approvals for successful execution of overall project, site development, water supply, sewage, electrical, fire detection & fighting, wired/wireless internet & security services etc.

5.0 Conflict of interest –

- 5.1 The applicant/s should not have controlling shares / should not be owner of 2 firms submitting the applications.
- 5.2 The applicant (including their staff and sub-contractors) should not have a business or family relations with such members of bank staff who are directly or indirectly involved in the project.
- 5.3 The applications having conflict of interest shall be rejected.
- 5.4 The consultant shall avoid any conflict of interest while discharging contractual obligations and bring before-hand, any possible instance of conflict of interest to the knowledge of the Bank, while rendering any advice or service.

The consultant must act, at all times, in the interest of the Bank and render any advice / service with professional integrity. A consultant is expected to undertake an assignment / project, only in areas of its expertise and where it has capability to deliver efficient and effective advice / services to the Bank.

6.0 Instruction to the Bidders

- The Architect/ Firm are advised to obtain all necessary information to participate in this EOI at their own responsibility and cost before entering into a contract for the project. The applicants will be fully responsible for considering the financial effect of any or all the factors while submitting his EOI.
- The Architect/ Firm must acquaint themselves with the local conditions and factors, which may have any effect on the performance of the contract and / or the cost.
- The shortlisted Architect/ Firm shall be bound to enter into an agreement in the prescribed format, within 30 days from the date of receipt of intimation of acceptance of their proposal by the Bank. However, the written acceptance of the offer from the

Bank will constitute a binding agreement between the Bank and successful Architect/ Firm whether such formal agreement is subsequently entered into or not.

- Time is essence of the contract. The Project has to be completed in all respect accordance with the terms of contract within a period of 24 months from the date of award of work to the contractor.
- Along with the EOI firms will also submit commercial bids as per the enclosed format. The offer letter shall be submitted in separate sealed cover. Fee quoted in the offer should be valid for at least 120 days from the last date of opening of Price/Commercial bid.
- Design Proposals shall remain valid and open for acceptance for a period of 120 days from the date of opening Price/Commercial bid. If the tenderer chooses to withdraw their offer during the validity period or makes modifications in their original offer, their Design Proposal shall be summarily disqualified without notice and no correspondence shall be entertained in this regard.
- All the applicants shall be bound to accept and sign the “Integrity Pact” as per attached “**Annexure I**”. The Application/EOI of the Architects not submitting the Integrity Pact as per prescribed format shall be summarily disqualified and no correspondence shall be entertained in this regard.
- Joint Venture / Consortium shall not be allowed, and Prospective PPA should meet the mentioned Eligibility criteria themselves.
- The applicant/s should not have controlling shares / should not be owner of 2 firms submitting the applications.
- The applicant (including their staff and sub-contractors) should not have a business or family relations with such members of bank staff who are directly or indirectly involved in the project.
- Merely fulfilling the prescribed eligibility criteria shall not entitle the Architect/ Firm for short listing and invitation for participation in the proposed Design competition for the project. The short listing as well as final selection of Architect/ Firm for the project shall be subject to independent verification of credentials, inspection of project sites, calling confidential reports from the present/previous employers etc.

7.0 Process of pre-qualification and selection of architect/architectural firms.

Stage-I: (Pre-qualification)

- Inviting applications and pre-qualification of Architect/ Firms who meet the eligibility requirements listed under Eligibility Criteria.
- The pre-qualification will be strictly based on fulfilling the eligibility criteria. The decision of the Bank in this regard shall be final.

Stage-II: (Opening of Price Bid)

- Architects/Architectural firms who will be pre-qualified in stage one shall participate in price bid as given the tender document.
- Due weightage shall be given to the experience of the consultant in designing Office/ Institutional buildings, quality of work executed, number of years in the architectural field, number of staff and their expertise, associates. The tentative marks allocated for different trades are as under:

Sr. no.	Criteria Description	Rules for awarding marks	Max. marks
1.	Financial strength of the firm		
1.1	Average annual turnover for last three	10 marks for Rs.30 lacs and 1 marks	20

	financial years	for every additional Rs. 5 lacs.	
2.	Man power		
2.1	Number of skilled staff with technical qualification and experience - o Architects / Interior Designers - o Civil Engineers / Work Supervisors	10 marks for 10 technical staff on rolls and 1 mark for every 3 additional staffs thereafter	20
3.	Experience in proposed work		
3.1	Number of years of experience in architectural work. (Minimum 10 years)	15 marks for 5 years and 1 marks for additional every year of experience.	25
3.2	Number of similar work executed	15 marks for similar project 3 no. of Rs. 16 crores or 2 no. of Rs. 20 crores or 1 no. of Rs. 32 Crores and additional 5 marks for similar project 3 no. of Rs. 16 crores or 2 no. of Rs. 20 crores or 1 no. of Rs. 32 Crores	25
4	Quality of service, strength of architect, Confidential reports etc.		
4.1	Report regarding satisfactory performance from minimum 2 clients	2 certificate – 6 marks 3 certificate – 8 marks 4 certificate – 10 marks	10
5	Total		100

- The mode of selection of the Architect/ Firm shall be Quality and Cost Based Selection (QCBS). The combined evaluation will be carried out by weighing and adding the quality and the cost scores.
- The weightage of the quality and cost will be 70:30.
- The financial offer of all the bidders who are technically qualified by the tender opening committee shall be opened by the bid opening committee in the presence of the bidders or their representatives.
- Here the Technical Weight (T) is 70 and Commercial Weight (C) is 30 such that $T + C = 100$. For 2 consultants A & B let us assume the technical mark of A and B are respectively 80 out of 100 and 90 out of 100. The cost quoted by A and B is respectively 2.5% and 3% of Project Cost. The lowest price shall be awarded 100 marks and the others shall be awarded marks inversely proportional to the lowest. Therefore commercial mark of A shall be 100 and that of B shall be $2.5/3 \times 100 = 83.3$. After applying the weights, the technical score of A shall be $80 \times 0.7 = 56$ and that of B shall be $90 \times 0.7 = 63$ and the commercial score of A shall be $100 \times 0.3 = 30$ and that of B shall be $83.3 \times 0.3 = 25$. Therefore, the combined score for A shall be $56 + 30 = 86$ and that of B shall be $63 + 25 = 88$. Hence, B having the scored the highest combined score (though not necessarily the lowest commercially), shall be invited for negotiations/ awarded the work.

8.0 THE SCOPE OF DUTIES OF PROJECT ARCHITECT

The applicant will sign an agreement with bank, mentioning in detailed scope of the work and duties. However the gist of the major role of the applicant is given in brief as under:

- 8.1** The consultant shall take the Bank's instruction, prepare Detailed Project Report (DPR), sketch designs, make approximate estimate cost, prepare drawings, maps, layouts sufficient for making applications for work licenses to local authorities or for other approvals, prepare working drawings, prepare electrical drawings and other drawings and designs as required, prepare specifications, prepare bills of quantities, and detailed estimate with rate analysis, prepare tender documents, advice on preparation of a panel of contractors to be invited for tendering, assist in obtaining tenders, advise on tenders received, prepare contract documents, nominate and instruct Service Consultants (if any), coordinate activities of all Consultants, prepare such further details and particulars as are necessary for proper carrying out of the works, advise Bank on technical and financial implications of the deviation / amendments (if any), from the approved scheme, the consultant shall carry out day to day supervision as per 2.4.1 of IBA Construction Works Manual, measurement, quality control, variation management and complete project management of works etc. works for execution and completion of entire building projects.
- 8.2** 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, electrical drawings, detailed drawings, calling tender, work execution, obtaining approvals, etc. The program should also include various stages of services to be done by the consultant in co-ordination with the Contractor.
- 8.3** Preparing architectural working drawings, measurement sheet, and electrical drawings, HVAC layouts, electrical installations, telephone/LAN installation, etc., detailed estimates and all such other particulars as maybe necessary for preparation of bill of quantities.
- 8.4** Prepare tender documents and issue sufficient number of copies as may be required for calling the tenders.
- 8.5** Preparing pre-qualification documents.
- 8.6** Preparing detailed tender documents for various trades viz. general architectural work and specialist services such as HVAC installations, electrical installations, fire-fighting, LAN, etc. complete with articles of agreement, special conditions, conditions of contract, specifications, bill of quantities, including detailed analysis of rates based on market rates, time and progress charts, etc.
- 8.7** Preparing tender notices for issue by Bank or inviting tenders from prequalified / shortlisted parties on behalf of Bank as per Bank's / CVC / GFR / CPWD guidelines, as the case maybe 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 labors for major items of works costing about 90% of the estimated cost of the work.
- 8.8** 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.
- 8.9** Prepare such further details and particulars as are necessary for proper carrying out of the works.
- 8.10** Carry out Pre-bid meeting as per Bank' approval.
- 8.11** Carry out regular and day-to-day supervision of site works, arranging site meeting on regular

interval, measurement, quality control on material and workmanship, variation management and ensuring smooth completion of works, coordinate various construction activities being carried out by various agencies at site, to ensure that the work proceeds as per schedule and to keep the Bank informed regarding progress of the work by submitting regular and periodical progress reports with photographs.

- 8.12** 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.
- 8.13** To issue sufficient copies of drawings / instructions to the Bank and contractors as may be necessary to carry out the project.
- 8.14** No deviation or substitutions should be authorized by the Consultant / Architect without working out the financial implications, if any, to the contractor and obtaining approval of the Bank.
- 8.15** Working out the theoretical requirement and actual consumption of items or works specified for each bill.
- 8.16** Checking measurements of works at site. Checking and verifying contractor's bills, issuing periodical certificates for payments, and passing so as to enable the Officer-In-Charge of Bank to make payments to the contractors after cross-verification as per Bank's satisfaction and adjustments of all accounts between the contractors and the Bank. Consultant / Architect shall assume full responsibility for all measurements certified by them. It shall be mandatory on the part of the Architect / Consultant to check all the measurements of various items in each running and final bill and submit the recommendations as below:

Certified that the various items of work claimed in thisrunning / final bill by the contractor M/s..... have been completed to the extent claimed and at appropriate rates and the items are in accordance with and fully conforming to the standard / prescribed specifications and drawings. We further certify that we have checked the measurements to the extent of 100% of each item claimed in this bill. Hence the bill is recommended for payment of Rs.....

Date....

(Signature of Architect/Consultant)

The Architects shall endorse the above certification in the relevant Measurement Sheet also.

- 8.17** Submitting a detailed account of individual items and any other material that the employer may specify and certifying the quantities utilized in the works.
- 8.18** Appearing on behalf of 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.
- 8.19** On completion of the project, prepare "as built" 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 employer.

Further, the Architect/ Consultant shall verify and confirm that identification marks are made on all service installations / cables/ wirings etc. for easy identifications to carry out maintenance jobs.
- 8.20** The Architects/Consultant shall be wholly responsible for the successful completion of the project in all respects consistent with safety and structural stability from the inception upto the handing over for occupation to the employer and for the period thereafter as per this tender.
- 8.21** The Architect / Consultant shall assist the Bank in all arbitration proceedings between contractors

and the Bank and also defend the Bank in such proceedings.

- 8.22** The Architect / Consultant shall furnish as per Bank's direction complete set of architectural designs, calculation and drawings for the Bank's record.
- 8.23** Any other services connected with the works usually and normally rendered by the Architects / Consultant, but not referred to herein above.
- 8.24** To advise the Bank well in advance regarding steps to be taken by the department to discharge Bank's responsibilities in execution of contract agreements and for smooth and speedy progress of work.
- 8.25** To hold periodical review meetings and regular site meetings (minimum 1 in week) and circulate the minutes of meeting duly signed by each to all concern immediately.
- 8.26** The Project Architect / Consultant shall submit monthly report to Bank on progress of work, deviations, extra and additional works, cost overrun, delay in work, hindrance in work, if any with reasons thereof etc. along with the revised BAR chart and suggestions / observations.
- 8.27** The selected Architect shall provide at least one full time resident Civil Engineer or one full time resident Electrical Engineer [Engineering graduate with min 5 years' experience or diploma holders with minimum 8 years' experience] as per requirement for supervision/ recording of measurements/ recording of site meetings/ quality assurance of the project within the fees quoted. Travelling/Lodging expenses of the selected Architect/Engineer to visit ZO and site shall be included in the fee quoted and won't be paid separately. If any visit outside Raipur Urban Agglomeration is performed with the approval of Bank regarding this project, the travelling expenses shall be reimbursed to the Architect.
- 8.28** To carry out Procurement of goods, works and services through GeM portal, e- tendering and as per other government / ministry guidelines.
- 8.29** Dealing with Abnormally low bid- An abnormally low bid is one in which the bid price, in combination with other elements of the bid, appears so low that it raises material concerns as to the capability of the bidder to perform the contract at the offered price. Bank may in such cases seek written clarifications from the bidder, including detailed price analysis of its bid price in relation to scope, schedule, allocation of risks and responsibilities, and any other requirements of the bids document. If after evaluating the price analysis, Bank at its sole discretion determines that the bidder has substantially failed to demonstrate its capability to deliver the contract at the offered price and then the said bid / proposal may be rejected.
- 8.30** Obtaining approval from all local and other authorities at all stages of work, including demolition of existing structure on the plot, till completion of project as per requirement and obtain Occupancy Certificate from local authority.

9.0 THE STRUCTURE AND SCHEDULE OF PAYMENT OF FEE:

(A) The Bank agrees to pay the Project Architect / Consultant as remuneration for the professional services to be rendered by the Project Architect / Consultant in relation to the said Project particularly for the services hereinafter mentioned, a fee calculated in percentage % (to be quoted in separate envelope as price bid) of the actual cost of work / accepted tender cost whichever is less + GST.

(B) The said fees being hereinafter called as "Basic fee". The said fee is inclusive of extension of time permitted for the works or delay in completion of the works by the contractors but excluding of GST. Nothing extra will be paid for increase in project cost due to escalation in

prices of material and labor. In case there is an increase in the actual project cost over the accepted tender cost, the payment to the Project Architect / Consultant shall be worked out on the actual cost of work arising as a result of authorized changes in the specifications and / or quantities of the scheduled items or the operation of duly approved additional, substitute or extra items, if any, such actual cost and not the accepted tender cost (without taking into account any escalation), will be considered as the cost on the basis of which basic fees will be worked out subject to the ceiling worked out as given below in Notes(D-5):

(C) - Stages of Payment will be as given below:

The fee shall be paid in following stages: -

1. On the approval of sketch design and preliminary estimates –10%
2. On preparation of required drawings and particulars for structural work, services, etc. for applications to be made to Bank and Local Authorities for approval and processing the same – 15%
3. On approval of detailed architectural working drawings and structural/ service drawings sufficient for preparing detailed estimates of cost – 20%
4. On approval of detailed estimates, preparation of tender documents, tender process and advising on tenders received – 25%
5. On award of job – 40%
6. For making periodic visits for inspection and quality surveillance preparing other details and drawings as may be required during execution along with variation control to be paid progressively with execution of the work – 80%.
7. Issue of completion certificate and as- built drawings – 90%.
8. At the end of Defect Liability period of contracts – 100%.

(D) Notes:

1. The fees as stated hereinabove will also be applicable to engineering services work that may be assigned to the Project Architect/ Consultant for overall completion of the Project.
2. The fees as stated herein above will be first adjusted on the basis of latest available approved estimated cost of Project and after tenders have been received then on the lowest bonafied tendered cost of Project. For stage 6 and onwards, progressive payment will be made on the basis of cost of works i.e. value of works done by contractors.
3. The final installment of fees shall be adjusted on the basis of actual cost of works i.e. actual project cost and amount paid as per above stages of payment subject to the stipulations and ceiling given in clause 9 (A) above and D-5 below.
4. **For calculation of fees bought items shall be excluded.** Decision of Bank in this regard will be final and binding. Bought out items will be accessories which are standardized supply only items like electrical fixtures such as fans, Air-conditioners, lights, planters, pictures, water purifiers, Foot rest, DG set, lifts, water pumps, etc. or furniture such as readymade bed, tables, chairs, sofas, dressing table etc. However, if the services of consultant are availed for finalization / design of these items, fee@25%of basic / quoted fees shall be payable on the cost of item.

10.0 Design Brief and Description of the Project:

The project involves the construction of tentatively 1 or 2 Blocks - Administrative Office on approximately 3925 Sqm. of land at Naya Raipur, Chhattisgarh. The project shall be developed on modern architectural theme to showcase a Corporate Centre of the Bank reflecting the image of Bank as a pioneer in innovative and unique Banking activities of the Industry.

Requirements *Administrative Office “G+4” comprising of following:

1. Bank’s Branch/ ATM with Strong room etc.
2. Mega Currency Chest with Guard rest room etc. (Preferred in Ground floor)
3. Regional Office Raipur

4. Zonal Office Raipur
5. Zonal Audit Office Raipur,
6. CLD (Centre for Learning & Development)
7. Hostel rooms/ Guest rooms (15-20 nos.)
8. Canteen / Cafeteria/ Dinning for VIP, staff & Participants.
9. Basement-Parking & Building utilities/ services.

(*DETAILED PROJECT REQUIREMENTS WILL BE GIVEN TO ARCHITECT SELECTED.)

11.0 Completion Period:

Time is essence of the contract. The Project has to be completed in all respect accordance with the terms of contract within a period of 24 months from the date of award of work to PMC (Bidder/Architect). The PMC has to ensure that the Project has to be completed within 24 months from the date of award of work. The PMC has to submit relevant documents / tenders / drawings etc. as per the schedule given in the agreement.

The PMC will obtain, on behalf of the Bank, all required approvals, NOCs, building permission / commencement certificate / Building / Municipal Permission from the local Municipal Corporation, Town & Country Planning department, Aviation, State Electricity Board, Electrical Inspectorate, Lifts/Elevators Inspectors, Fire department and any other Govt. / Statutory Authorities for commencing of the project , building completion / Occupation Certification and any other permission as applicable for establishment.

However, all such building permissions shall be procured in a time bound manner as per the agreement with the Bank. The permissions and authorities mentioned above are not exhaustive, and it shall be the sole responsibility of PMC to obtain all approvals necessary for commencement and completion of the construction of the Project as per the final design plan approved by CBI within Completion Period, i.e., 15 months from date of award of the work to PMC.

**Asst. General Manager
Business Support Department
Central Bank of India
Zonal Office
Raipur**

SCOPE OF WORK

Scope of the consultancy will include the following works:

Central Bank of India, Zonal Office, Raipur intends to avail comprehensive architectural services viz preparation of Survey Plan of the Site/testing of the bearing Capacity, Contour plan showing the NSL of Site /layout Plan/ Architectural Drawings as per requirement of the NRDA, Naya Raipur in accordance with guidelines and space standards for barrier free built Environment for Disabled and Elderly persons and guidelines for setting up of Public Areas, Technical areas e.g. Auditorium/Foyer including internal Electrical Services/ Internal Public Health Services (Plumbing), Toilet details, stair case details, joinery details, drawings for shutters etc. / layout plan including Designing & Planning of Net work of roads, sewerage system (including disposal work), drainage, water supply system, External Electrification & Street Lighting Landscaping, Horticulture, signage, designing of entry & welcome gates, interior design/decoration, structural designs including foundation design duly vetted from any Government Engineering College or NITs, Preparation of detailed estimates on the basis of SOR(CG)/ DSR plus latest sanctioned ceiling premium, preparation of model of the project and preparation of works / communication system/ power supply system /Fire Fighting/ flooring/false ceiling/ internal lighting / Cladding / Rain water Harvesting system or any other activity /services required for completion of work to the entire satisfaction of Bank/Officer-in-Charge. Various Consultants required for the project e.g. Structural/ Electrical/ HVAC/ Landscaping etc shall be hired by the appointed Project Architect so they should consider this aspect also before quoting fees. Bank encourages a healthy competition and too low quoted fees may be viewed unfavorably. The Consulting Firm shall be responsible for the following scope of work:-

- (a) Preliminary Planning Stage: Preparation of the concept drawings, sketches, 2D drawings, 3D walk through presentation if required, & detail drawings to be evolved as per provisions / rules applicable to the area of all buildings, guidelines and space standards for barrier free built Environment for Disabled and Elderly persons and guidelines for setting up of Public Areas, Technical areas, Auditorium and Foyer, services both internal and external including electrical, communication, fire fighting, anti-termite, earth quake resistant, landscaping etc. indicating complete scope of work, specification and cost estimates for each sub head / package. Obtain approval of all local and other authorities at all stages of work till completion of project as per requirement and also prepare completion drawings for the same.
- (b) Drawings for Estimates: Prepare drawings, including structural designing of all works mentioned above in consultation with the Officer-in-Charge and also obtain approval for all subsequent changes / deviations and to make available all documents pertaining to the same to the Officer-in-charge. The structural drawings should be got proof checked and approved from any Government /Autonomous Engineering Institute / Research Institute.
- (c) Detailed Estimate and Tendering: Prepare and supply DNIT along with detailed of calculations for all items of work together with detailed specification and detailed architectural drawings, foundation drawings. Detailed estimate on standard schedules justified cost based on DSR/SOR (CG) applicable in Chhattisgarh State or norms approved by Chhattisgarh PWD and tender documents sufficient to enable the Officer-in-charge to invite tenders for each sub-head/ packages.
- (d) Directing and coordinating all Architectural, structural Engineering and surveying work and prepare (with help of Officers, surveyor and other Consulting Firms, as necessary) complete working details, schedules, specifications and bill of quantities to describe the whole project adequately for the purposes of taking approval from the authorities and for placing the main and other subsidiary contracts
- (e) Working Drawing Stage: Preparation of detailed drawings of Architectural, Structural, Electrical, Landscaping Services etc. and all the services mentioned under the Head INTENT including drawings showing details of all utility services internal & external details of specification of all special items of work that may be involved and preparation of model of the project.
- (f) Construction Stage: Supply all Architectural, Structural and Services working drawings, specification and details which may be required for proper execution of the work. Prepare and obtaining approval from the

Officer-in-charge for any material deviation in design of cost of the working drawings schedule and specifications for the approval scheme of approved cost of the work. Assuming full responsibility for supervision including Day to Day supervision, monitoring, quality control, coordination with Bank and the Contractors and reporting daily progress by posting sufficient number of qualified technical staff (preferably graduate in Architecture or Civil/ Electrical Engineering) as necessary to ensure proper and timely execution of said works as per drawing and specification.

- (g) On Completion: Prepare completion drawings including elevations and section and structural details indicating details of building and all services of built and supply four (4) sets of completion drawings to Officer-in-charge including one soft copy & help Bank is getting Completion/Occupancy certificate. These are in addition to drawings details mentioned in above clauses.
- (h) Certifying the Running Account (RA) Bills and Final Bills of the contractors with personnel visit and verification and due recommendations preferably within a week's time of submission of bill by the contractor and submit to BANK for sanction so that the Bank shall be able to make payments to the contractor within reasonable time.

NUMBER OF DRAWING SETS AND DOCUMENTS TO BE SUPPLIED

Consulting Firm shall submit to the Officer-in-charge/Bank's Civil Engineer the following:

1	Supplying of Design/ Drawings for Architectural/ Civil/ structural design / electrical / plumbing / interior design/ landscaping / lighting /Air-conditioning/ Network of Roads, sewerage, drainage, water supply/ graphic signage/ communication system/elevator /power supply system/ firefighting/ data cables/ flooring/false ceiling/ internal lighting/paneling/ furniture/ cladding/ storage units/acoustics / anti-termite/ earth quake resistant and rain water harvesting system, Lift works, etc.	Two sets for each services for the project for Contractor Two sets of all drawings for Bank
2	Supply of detailed estimate of each service as mentioned at 1 above.	Three (3) sets of each work of the project
3	Supply of DNIT/ Tender Documents of each service as mentioned at 1 above.	Three (3) sets of each work of the projects.
4	Completion drawings of all services with a complete set of design calculations and structural drawings to form a permanent record of the Bank to be consulted in case of any future additions / alterations at a later stage and as built drawings.	Four (4) sets
5	Back up of all the documents mention from (1) to (3) above	Pen drives - 2 nos

ACTIVITY TIME FRAME

Following time schedule shall be generally followed by the Architect for his important stages of consultancy assignment unless otherwise specified separately in the work order according to nature of the work:

	Activity	Time Frame	Remarks
1	Pre-construction activities		
a	Preliminary design	30 days	
b	Final design	60 days	Final design to be Submitted after approval of Preliminary design by the Officer-in-charge.
c	Preparation of drawings for detailed estimate	30 days	
d	Tender document with “NIT” and detailed estimate and draft tender document for calling of tenders.	45 days	
2	During construction		
a	Preparation of working drawings as and when required	01 week in advance	
b	Supply of working drawing good for each activity for construction during progress of work	01 week in advance	

13 . General Conditions

1. The right to suspend the pre-qualification process or part of the process, to accept or reject any or all applications at any stage of the process and/or to modify the process or any part thereof at any time without assigning any reason is reserved by Central Bank of India without any obligation or liability whatsoever.
2. The Architect/ Firm should not have been blacklisted by any Government department/PSU/PSE or banks for non- implementation/delivery of the order. **Self-declaration to that effect should be submitted along with the technical bid.**
3. The Architect/ Firm must not be a NPA holder in any Bank/Financial Institution. **Self-declaration to that effect should be submitted along with the bid.**
4. Any statement/declaration made by the Bidder, if proved wrong or false or incomplete or such as to withhold any information relevant to the award of the tender, at any stage of the Bid process or in the event of his Bid having been accepted, at any stage of the contract, shall render his/their Bid(s)/tender(s)/contract(s) liable to be cancelled/rescinded, in addition to the following
 - If such statement is found at the tender stage, Bid will be summarily rejected and Bank may take appropriate action as deemed fit.
 - In case such a statement is found at the contract stage, Bank may take at its discretion appropriate action as provided in the Tender Document for termination of the contract including forfeiting of Security Deposit.
5. Unauthorized disclosure of any confidential information will amount to breach of contractual terms and in such cases Bank may pre-maturely terminate the contract and initiate any legal action as deemed fit.
6. The Bank, if required, may call for additional documents during the evaluation process and the participating firms will be bound to provide the same.
7. The Bank reserves the right to modify any terms, conditions or specifications of RFP before date of submission of bids. Bidder has to submit bid documents as per the changes/ modifications while submitting the bid. Notification of amendments/corrigendum will be made available on the Bank's website (www.centralbank.bank.in) or <https://centralbank.abcpocure.com/EPROC> and will be binding on all bidders and no separate communication will be issued. In order to allow prospective bidders reasonable time in which to take the amendment into account in preparing their bids, the Bank, at its discretion, may extend the deadline for a reasonable period as decided by the Bank for the submission of bids. No post bid clarification of the bidder shall be entertained
8. The shortlisted Architect/ Firm (whose design is accepted) shall execute agreement with the Bank as per Bank's format.
9. The shortlisted Architect/ Firm shall make applications to statutory / government / semi government bodies / organizations and obtain the necessary permission from them. The commencement certificate / approval from local municipal authorities must be obtained within 3 months from the date of appointment letter or approval of the design whichever is later.
10. The entire document shall be duly signed on all pages and returned to the Bank. The offer letter shall be submitted in separate sealed cover.
11. The Bank reserves itself the right to accept or reject any or all the offers.

12. The design shall be economical; Use of modern concept/ Green Building Parameters and innovative design shall be given weightage.
13. Each page of the documents should be signed by the applicants or his authorized representative. Offer shall be submitted in sealed cover super-scribing the name of the work on the cover.
14. The project should be designed confirming to the prevailing building bye-laws, NBC guidelines etc. The shortlisted Architect/ Firm will have to make modifications in the Architectural Drawings and Structural Drawings as per the requirement of the Bank at any stage during the currency of the work for which no extra payment will be made.
15. Central Bank of India, Zonal Office Raipur shall recover the security deposit from the work done of the Consulting Firms @ 5% from each running account bill subject to a maximum of 5% of the total fees payable which shall be payable as per the payment schedule. The security shall be released within one month from the date of successful completion and handing over of project with all the approvals/ sanctions form the local/ statutory authorities to the entire satisfaction of the Bank.
16. The shortlisted Architect/ Firm shall submit the time frame for completion of various stage of the job of works assigned to them.
17. The shortlisted Architect/ Firm shall also submit all originals in form of soft copy (Pen Drive) for tracing of the drawings and other documents like estimates, analysis of rates of various items & tender documents.
18. Statutory taxes or any kind of tax and its increase or decrease after submission/ opening of offers shall deemed to be included in the fee quoted herein. No claim shall be entertained.
19. Termination: In case the shortlisted Architect/ Firm fails to fulfill its duties diligently as per the completion time schedule, its services shall be terminated with 15 days notice and security amount will be forfeited.
20. The shortlisted Architect/ Firm, whose tender is accepted will be required to furnish an Indemnity Bond as per format approved by the Bank on non-judicial stamp paper of requisite amount that in case of failure of structure due to inadequacy/deficiency in structural design/drawings within ten years from the date of completion of buildings, the charges of rehabilitation of the buildings and any loss on that account will be borne by the shortlisted Architect/ Firm.
21. All design and drawings should be based on original concept (Should not be copy of the any of the project situated anywhere).
22. A continuous liaison shall be maintained by the shortlisted Architect/ Firm with the Bank during preparation and presentation of Design and Drawings. Any advice tendered by the Bank in respect of the Design and Drawings shall be binding on the Consulting Firm.
23. The shortlisted Architect/ Firm will have to prepare presentation drawings, perspective view and power point presentation of the project, the copies of which will be retained by Central bank of India. The shortlisted Architect/ Firm shall also supply presentation drawings, perspective views, accommodation & area details for the brochure.
24. The shortlisted Architect/ Firm will be responsible for the correctness of Design and Drawings of all the components of the building.
25. The shortlisted Architect/ Firm has to make their own arrangements for laboratory, machinery, equipment and any other items required directly or indirectly for preparation and presentation of Design and Drawings.
26. No claim shall be entertained on account of increase in the wages of the staff, material etc. required directly or indirectly for preparation and presentation of Design and Drawings.
27. Central Bank of India reserves the option and right to cancel the Contract if it is found during the currency of the Contract that the speed of the work done does not commensurate with the time

elapsed and re-allot the same to any other Architect/ Firm with due notice without liability of any kind of payment or any compensation.

28. Rates quoted by the Architect/ Firm shall be for complete work in all respects and include supply/carriage of laboratory equipment, machinery, material royalty, octroi charges and all other taxes excluding GST and no claim on account of fluctuation of price due to any cause shall be entertained.
29. Taxes including GST, if any, shall be paid by the Consulting Firm themselves direct to the respective departments in accordance with their rules and regulations in force from time to time without intervention of Central Bank of India, Zonal Office Raipur. However Income Tax shall be deducted at source from the payments due to the Consulting Firm as per provisions of Income Tax Act.
30. Nothing extra shall be paid for material/labor required for the work directly or indirectly and the rates to be quoted by the Architect/ Firm shall include all the charges thereof.
31. The shortlisted Architect/ Firm shall strictly follow the methodology and sequences of operation etc. as given by it in its technical data and accepted by Central Bank of India. Any modification can be allowed only with the prior approval of the Bank.
32. Central Bank of India shall be entitled to copy right of all the documents, drawings and other materials produced for the purpose of this project by the shortlisted Architect/ Firm who shall not use any of such documents or material for any other purpose other than project except with the permission of the Central Bank of India. The Bank shall have the full right to utilize fully or partly any part of the Design/Drawings on any other building of Central Bank of India
33. Any other detail which is considered necessary and relevant to the work and not covered in the scope of work above and directed by Bank shall also be deemed to have been covered in the scope of work and shall be carried out by the shortlisted Architect/ Firm without any extra cost to Central Bank.
34. Subject to the provisions of the Arbitration clause, the courts at Raipur only shall have exclusive jurisdiction in respect of all matters arising out of or relating to this contract.
35. Central Bank of India or their representative shall have the right to watch and supervise the work.
36. The shortlisted Architect/ Firm should be available at site of project for discussion or assistance, if required by the Officer-in-charge without any extra charges.
37. Architect/ Firm shall submit the Price Bid to cover all the professional charges for the service rendered for the jobs mentioned on lump sum basis.
38. No advance will be paid for the work.
39. No escalation and payment due to increase in prices / wages will be made to the consultant. The rates quoted by the consultant shall remain firm throughout till completion of the work.
40. Time schedule and payment schedule for supplying the Design, Drawings and various documents are explained under the head “Stage Of Payment Of Fees” & “Activity Time Frame”.
41. If the consultant fails to maintain the required progress as per the stipulated time period or to complete the work and clear the site on or before the contract or extended date of completion, he shall, without prejudice to any other right or remedy available under the law to the Employer on account of such breach, pay as agreed compensation the amount calculated at the rates stipulated below:

0.25% of the consultancy fees per week subject to a maximum of 5% of the consultancy fees. The amount of compensation may be adjusted or set off against any sum payable to the Consultant under this contract with the Employer.

42. The consultant shall maintain the following registers at site of work and should produce the same for inspection of the Employer / Consultant whenever desired by them. The consultant shall also maintain the records/registers as required by the local authorities/Government from time to time.
- Daily progress register/ Test Register
 - Site order book
43. In case, the shortlisted Architect/ Firm abandons the work for any reason whatsoever or becomes incapacitated from providing Services as per aforesaid agreement then Central Bank of India will make the payment of the Consultancy Charges payable for the services so provided up to that stage stipulated in the agreement after making 10% (Ten Percent) deduction of the Total Fees payable to the Architect/ Firm under this agreement. In case, the 10% deduction of Total Fee payable to Architect/ Firm is more than the amount payable to the shortlisted Architect/ Firm then the Firm has to deposit the balance amount.
44. In case the Central Bank of India decides to scrap the project due to any reason at any stage, the fee as payable as per agreement up to that stage will be paid to the shortlisted Architect/ Firm.
45. In case the Central Bank of India decides to change the scope of the work during the currency of the scope of the work and the Bank decides to avail Consultancy Services according to the changed scope of work from the shortlisted Architect/ Firm then the Firm will have to provide the services as per the new concept at the Fee already decided. However, the payment up to the stage the services provided by the shortlisted Architect/ Firm as per the previous concept will also be paid. The payment of different stages will be determined as per the stages prescribed in the agreement.
46. The shortlisted Architect/ Firm shall agree to redesign at their cost any portion of their Engineering and design work which due to their failure to use a reasonable degree of design skill is found defective within ten years from the date of start of regular use of the portion of the work affected. Central Bank of India shall grant right of access to the Architect/ Firm for inspection of those portions of the work as are claimed to be defective. Bank may make good its loss by recovery from the Architect/ Firm in case of failure to comply with the above clause.
47. The shortlisted Architect/ Firm shall be bound to repeat the above said work, if scope of work in increased due to change of the policy/building related Bye-laws by the Government in the same cost. No claim shall be entertained on this account.
48. The shortlisted Architect/ Firm shall consider all necessary provisions of the I.S Codes in respect of the Loads & Earth Quakes.
49. In the event of any dispute during this project work between the parties hereto arising out of or in any way relating to or concerning this consultancy work the same shall be referred to the Sole Arbitrator appointed by both parties, who may be ret'd. judge of Hon'ble High court as per the Arbitration and Conciliation Act, 1996(as amended from time to time, within 30 days from date of dispute and after that claim may be filed to an sole arbitrator, after duly receipt of completion certificate of sole project work from the project architect / consultant, who may be eligible to file " if any" before sole arbitrator, within time as stated above. The Arbitrator shall give written reasons for his award.
50. In case it is established that due to fault of Project Architect/ Consultant, the Bank has to pay any extra amount due to over-run of the Project, over-measurements – faulty description of tender items or any other lapse on the part of Project Architect, necessary recovery may be affected from the Project Architect/ consultant's fees as per provision of section 73 of Indian Contract Act 1872 under section 30 of Architects Act 1972 (Central Act no. 20 of 1972), besides Bank's right to proceed against the Consultant for recovery of the extra amount incurred by the Bank.
51. The Integrity Pact in this document shall also part of Contract.

*(The term Central Bank / Bank / Central Bank of India/CBI used in above conditions

represents the Central bank of India, Zonal Office, Raipur)

**Asst. General Manager
Business Support Department
Central Bank of India
Zonal Office, Raipur**

Date.....

Date

To

Asst. General Manager
Business Support Department
Central Bank of India,
Zonal Office,
Raipur.

Ref: **Application for pre-qualification/selection as architect / consultant.**

Dear Sir,

I / we have read and understood the instructions and the Terms & Conditions mentioned in the application form. I / we do hereby declare that the information furnished in the application and the supplementary sheets are correct to the best of my knowledge and belief.

I / we authorize Bank to approach our employers, clients, corporation organization etc. to verify the facts submitted by us.

Signature of applicant with seal

Name:

Designation:

Address:

Place

Date:

Information to be furnished by the applicants

1	Name of the organisation		
2	Address	Postal address	
		Telephone / Mo.	
		E-mail address	
3	Year of establishment		
4	Status of the firm (Enclose copy)		Proprietorship / partnership / limited / trust / any other (please specify)
5	Name of Directors/ Partners? Proprietor		i) ii) iii)
6	Whether registered as a member of the Indian Institute of Architect / Engineers / Council of Architect. If so, mention number and date. (Enclose copy)		
7	Name and address of Bankers		i) ii) iii) iv)
8	Name of projects to be considered for fulfilling eligibility criteria executed during last three years by the firm. (Details to be furnished in proforma 1)		i) ii)
	Important major projects on which the firm is engaged at present and their estimated cost, stage of work viz. planning and construction, the full address of clients shall be indicated against each project. (Details to be furnished in proforma 4)		i) ii) iii)
	If you are registered in panel of other organisation / Statutory bodies such CPWD, PWD, MES, Banks, etc., furnish their name, Category and date of registration.		i) ii) iii) iv)

List of Documents to be enclosed and uploaded with application form.

1. Status of the Firm / Registration certificate/ Memorandum of association
2. GST certificate
3. PAN
4. Income tax registration certificate
5. Proforma – 1
6. Proforma – 2
7. Proforma – 3
8. Proforma – 4 & 4A
9. Photograph of major work executed.
10. Completion certificates from clients for the work fulfilling eligibility criteria.
11. Turnover certificate (last 3 years) from Chartered Accountant as per eligibility criteria
12. Demand draft of Rs. 2,000.00 in favor of Central Bank of India payable at R a i p u r in original must be submitted at Zonal Office address mentioned in this tender document before last date of online bid submission, failing which bid will not be considered for further process. Exemption of EMD shall be as per Government rules upon submission of relevant certificates.
13. EMD of refundable Rs. 4.0 lakh in favor of '**Central Bank of India**' payable at Raipur in original must be submitted at Zonal Office address mentioned in this tender document before last date of online bid submission, failing which bid will not be considered for further process. Exemption of EMD shall be as per Government rules upon submission of relevant certificates.
14. Authority letter to sign the application where ever required (wherever applicable)
15. Performance report from minimum two clients in sealed cover.
15. Audited balance sheet for 2022-23, 2023-24, 2024-25.

DETAILS OF REGISTRATION

Sr. no	Name of organisation / department	Registration no.	Date / year of registration	Enclosed proof	
				Yes	No
1.	Registrar of firms and societies/ Registrar of Companies				
2.	Income tax department (mention PAN no. with copy of latest income tax clearance certificate)				
3.	GST (Enclose copy)				
4.	Details of EPF account and registration				

FINANCIAL STATUS

Sr. no	Financial year	Fee Income of the firm (in Rs. Lacs)	Profit / loss	Enclosed certified copies of audited balance sheets / chartered accountant's Certificate.	
				Yes	No
1	2022 – 2023				
2	2023- 2024				
3	2024 - 2025				

Furnish copies of audited Balance Sheet, Profit & loss account (audited), ITRs for the last five years.

Articles of Agreement*

(*All expense, stamp duty and other expenses in connection with the execution of agreement to be borne by PMC)

This Agreement made aton the.....day of.....2026 between Central Bank of India, a body Corporate constitutes under the provisions of Banking Companies (Acquisition and Transfer of Undertakings) Act, 1970, having its Head Office/ Registered Office at Chander Mukhi, Nariman Point, Mumbai, and Zonal Office – Raipur,Bombay Market, Raipur (hereinafter referred to as the "Bank") of the ONE PART and herein called the Project Architect/ Project Consultant of the OTHER PART.

Whereas the Bank intends to Construct Administrative/ Office building at Naya Raipur (hereinafter called "the Project" and WHEREAS the Bank has approved the appointment of the Architect /Consultant as "Project Consultant" for the purpose of renovation of office building for the purposes as indicated in Bank's Work Order Letter No.dated.....and Architect's bid (Technical and Price bid datedin response to Banks Tender notice No.....Dated..... submitted to Bank's office.

NOW THIS DEED WITNESSETH and the parties hereto hereby agree as follows:

1. (A) - The Bank agrees to pay the Project Architect / Consultant as remuneration for the professional services to be rendered by the Project Architect / Consultant in relation to the said Project particularly for the services hereinafter mentioned, a fee calculated at % (to be quoted in separate envelope as price bid) of the actual cost of work / accepted tender cost whichever is less + GST. The said fees being hereinafter called as "Basic fee". The said fee is inclusive of extension of time permitted for the works or delay in completion of the works by the contractors but excluding of GST. Nothing extra will be paid for increase in project cost due to escalation in prices of material and labor. In case there is an increase in the actual project cost over the accepted tender cost, the payment to the Project Architect / Consultant shall be worked out on the actual cost of work arising as a result of authorized changes in the specifications and / or quantities of the scheduled items or the operation of duly approved additional, substitute or extra items, if any, such actual cost and not the accepted tender cost (without taking into account any escalation), will be considered as the cost on the basis of which basic fees will be worked out subject to the ceiling worked out as given below in Notes (B-V):

(B) Notes:

- I. The fees as stated hereinabove will also be applicable to engineering services work that may be assigned to the Project Architect/ Consultant for overall completion of the Project.
- II. The fees as stated herein above will be first adjusted on the basis of latest available approved estimated cost of Project and after tenders have been received then on the lowest bonafied tendered cost of Project. For stage of payment – 6 and onwards of this tender document, progressive payment will be made on the basis of cost of works i.e. value of works done by contractors.
- III. The final installment of fees shall be adjusted on the basis of actual cost of works i.e. actual project cost and amount paid as per above stages of payment mentioned in this tender document subject to the stipulations and ceiling given in clause 1 (A) above and B-V below.

IV. For calculation of fees bought items shall be excluded. Decision of Bank in this regard will be final and binding. Bought out items will be accessories which are standardized supply only items like electrical fixtures such as fans, Air-conditioners, lights, planters, pictures, water purifiers, Foot rest, DG set, water pumps etc. or furniture such as readymade bed, tables, chairs, sofas, dressing table etc. However, if **the services of consultant are availed for finalization / design of these items, fee@25% of basic / quoted fees shall be payable on the cost of item.**

2. The Stages of payment and other financial and payment terms shall be as per this tender document including Price Bid.
3. All the Terms and Conditions related to duties, scope of work and general and other conditions, shall be as per your tender bid dated (enclosed) in response to Banks Tender notice No.....Dated..... , corrigenda issued if any, Work order letter no.....dated..... all accepted & submitted by you to Bank's office.
4. The Integrity Pact as per this document.

(For & On behalf of the Bank)
(Office Seal)

For & On behalf of Bidder/ Architect)
(Office Seal)

Place.....

Date

Witness 1:

(Name & Address) _____

Witness 2:

(Name & Address) _____

PROFORMA –1
PARTICULARS IN RESPECT OF WORK EXECUTED

Sr. No	Name of the work/ project executed with address	Short description of work executed	Name and address of owner	Value of work executed	Stipulated time of completion	Date of commencement	Date of actual completion	Any other relevant information
1								
2								
3								
4								

Signature of the Applicant

Note The contractor shall mention only those works executed during last 5 years which fulfills the eligibility criteria on this page.
The list is to be substantiated with the **documentary evidence such as work order and completion certificates and/or other relevant documents to be accepted at sole discretion of Bank** in absence of which the application is liable to be rejected.

PROFORMA –2
PARTICULARS OF CIVIL SUITS OR ANY OTHER LITIGATION, IF ANY IN LAST 5 YEARS

Sr. No	Name of the work/ project executed with address	Short description of work executed	Name and address of employer/owner	Date of Work order	Date of Completion of Work	Value of Work Executed	Relevant information regarding civil suits with its present stage.
1							
2							
3							
4							
5							

Signature of the Applicant

Use separate sheet ,if required.

PROFORMA- 3
LIST OF KEY PERSONAL PERMANANTLY EMPLOYED

Sr.No.	Name	Designation	Qualification	Experience	Years with the Firm	Any other information

Signature of the Applicant

PROFORMA –4
PARTICULARS IN RESPECT OF WORK IN HAND

Sr. No	Name of the work/ project executed with address	Short description of work executed	Name and address of owner	Value of work executed	Stipulated time of completion	Status Of Work	Any other relevant information
1							
2							
3							
4							
5							
6							
7							

Signature of the Applicant

PROFORMA – 4B
Reference

S. NO.	Name	Address	Phone No	e-mail
--------	------	---------	----------	--------

1.

2.

3.

Disclaimer:

1.1. The information contained in this Tender document or information provided subsequently to Bidders / Architects whether verbally or in documentary form/email by or on behalf of Central Bank of India, is subject to the terms and conditions set out in this document.

1.2. This is not an offer by CBI, but an invitation to receive responses from the eligible PMCs (Bidders / Architects). No contractual obligation whatsoever shall arise from the tender process unless and until a formal contract is signed and executed by duly authorized official(s) of Central Bank of India with the selected Bidders / Architects.

1.3. The purpose of this document is to provide the eligible Bidders / Architects with information to assist preparation of their Bid proposals. This document does not claim to contain all the information each Bidders / Architects may require. Each Bidders / Architects should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information contained in this document and where necessary obtain independent advices/clarifications. CBI may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this document.

1.4. The CBI, its employees and advisors make no representation or warranty and shall have no liability to any person, including any Bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this document or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the document and any assessment, assumption, statement or information contained therein or deemed to form or arising in any way for participation in this bidding process.

1.5. The CBI also accepts no liability of any nature whether resulting from negligence or otherwise, howsoever caused arising from reliance of any Bidder upon the statements contained in this document.

1.6. The issue of this document does not imply that the CBI is bound to select an Architect for the Project and the CBI reserves the right to reject all or any of the Architects or Bids without assigning any reason whatsoever.

1.7. The Bidders/Architects are expected to examine all instructions, forms, terms and specifications in the bidding document. Failure to furnish all information required by the bidding document or to submit a Bid not substantially responsive to the bidding document in all respect will be at the Bidders risk and may result in rejection of the Bid

ANNEXURE-B

Process of e- tendering

Instructions to Bidders – e tendering

The Bidders participating through e-Tendering for the first time, for Central Bank of India will have to complete the Online Registration Process on the portal. All the bidders interested in participating in the online e-Tendering process are required to procure Class II or Class III Digital e-Token having -2- certificates inside it, one for Signing/Verification purpose and another for Encryption/Decryption purpose. The tender should be prepared & submitted online using the bidder's authorized individual's (Individual certificate is allowed for proprietorship firms) Digital e- Token. If any assistance is required regarding e-Tendering (registration / upload / download/ Bid Preparation / Bid Submission), please contact on the support numbers given in the support details.

Registration Process for Bidders

- Open the URL: <https://centralbank.abcpocure.com/EPROC/>
- On Right hand side, Click and save the Manual "**Bidder Manual for Bidders to participate on e-tender**"
- Register yourself with all the required details properly.
- TRAINING: Agency appointed by the Bank will provide user manual and demo / training for the prospective bidders
- LOG IN NAME & PASSWORD: Each Vendor / Bidder will be assigned a Unique User Name & Password by the agency appointed by the Bank. The Bidders are requested to change the Password and edit the information in the Registration Page after the receipt of initial Password from the agency appointed by the Bank.

GENERAL TERMS & CONDITIONS: Bidders are required to read the “Terms and Conditions” section of the portal (of the agency concerned, using the Login IDs and passwords given to them.

Bid Submission Mode.	https://centralbank.abcpocure.com/EPROC Through e-tendering portal (Class II or Class III Digital Certificate with both Signing & Encryption is required for tender participation)																								
Support person and phone number for e-tender service provider for any help in accessing the website and uploading the tender documents or any other related queries.	e-Procurement Technologies Limited Technical Support Team Mr. Sujith Nair: 079 68136857 sujith@eptl.in Ms. Geeta : 079 90334460 geeta@auctiontiger.net Ms.Khushboo : 09510813528 khushboo.mehta@eptl.in Ms. Pooja : 09328931942 pooja.shah@eptl.in Ms. Komal : 07904407997 komal.d@eptl.in Mr Nandan Valera : 9081000427 nandan.v@eptl.in Ms Vrusha Soni : 9904407997 vrusha@eptl.in Mr Jaymeet : 6354919566 Mobile Numbers: +91-9904407997 9081000427 Additional contact details for the vendor support: <table><tr><th>Sr</th><th>Name</th><th>Mobile No.</th><th>Email ID</th></tr><tr><td>1</td><td>Fahad Khan</td><td>6352631766</td><td>fahad@eptl.in</td></tr><tr><td>2</td><td>Shaikh Nasruddin</td><td>6352632098</td><td>shaikh@eptl.in</td></tr><tr><td>3</td><td>Jay Vyas</td><td>9265562819</td><td>jay.v@eptl.in</td></tr><tr><td>4</td><td>Mubassera Mansuri</td><td>7859800621</td><td>mubassera@eptl.in</td></tr><tr><td>5</td><td>Hiral Purohit</td><td>6352631968</td><td>hiral.purohit@eptl.in</td></tr></table>	Sr	Name	Mobile No.	Email ID	1	Fahad Khan	6352631766	fahad@eptl.in	2	Shaikh Nasruddin	6352632098	shaikh@eptl.in	3	Jay Vyas	9265562819	jay.v@eptl.in	4	Mubassera Mansuri	7859800621	mubassera@eptl.in	5	Hiral Purohit	6352631968	hiral.purohit@eptl.in
Sr	Name	Mobile No.	Email ID																						
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4	Mubassera Mansuri	7859800621	mubassera@eptl.in																						
5	Hiral Purohit	6352631968	hiral.purohit@eptl.in																						

Note: please note Support team will be contacting through email and whenever required through phone call as well. Depending on nature of assistance support team will contact on the priority basis. It will be very convenient for bidder to schedule their online demo in advance with support team to avoid last minute rush.

- f) All bids made from the Login ID given to the bidder will be deemed to have been made by the bidder.
- g) BIDS PLACED BY BIDDER: The bid of the bidder will be taken to be an offer to sell. Bids once made by the bidder cannot be cancelled. The bidder is bound to sell the material as mentioned above at the price that they bid.

Preparation & Submission of Bids

The Bids (Eligibility Cum Technical as well as Commercial) shall have to be prepared and subsequently submitted online only. Bids not submitted "ON LINE" shall be summarily rejected. No other form of submission shall be permitted.

Dos and Don'ts for Bidder

- Registration process for new Bidder's should be completed at the earliest
- The e-Procurement portal is open for upload of documents with immediate effect Hence Bidders are advised to start the process of upload of bid documents well in advance.
- Bidder has to prepare for submission of their bid documents online well in advance as the upload process of soft copy of the bid documents requires encryption (large files take longer time to encrypt) and upload of these files to e-procurement portal depends upon bidder's infrastructure and connectivity.
- To avoid last minute rush for upload bidder is required to start the upload for all the documents required for online submission of bid one week in advance.
- Bidder to initiate few documents uploads during the start of the RFP submission and help required for uploading the documents / understanding the system should be taken up with e-procurement bidder well in advance.
- Bidder should not raise request for extension of time on the last day of submission due to non-submission of their Bids on time as Bank will not be in a position to provide any support at the last minute as the portal is managed by e-procurement service provider.
- Bidder should not raise request for offline submission or late submission since only online e-Procurement submission is accepted.
- Part submission of bids by the Bidder's will not be processed and will be rejected.

Terms & Conditions of Online Submission

1. Bank has decided to determine L1 through bids submitted on Bank's E-Tendering website <https://centralbank.abcpocure.com/EPROC>. Bidders shall bear the cost of registration on the Bank's e-tendering portal. Rules for web portal access are as follows:
2. Bidder should be in possession of CLASS II or CLASS III-Digital Certificate in the name of company/bidder with capability of signing and encryption for participating in the e-tender. Bidders are advised to verify their digital certificates with the service provider at least two days before due date of submission and confirm back to Bank.
3. Bidders at their own responsibility are advised to conduct a mock drill by coordinating with the e-tender service provider before the submission of the technical bids.
4. E-Tendering will be conducted on a specific web portal as detailed in (schedule of bidding process) of this RFP meant for this purpose with the help of the Service Provider identified by the Bank as detailed in (schedule of bidding process) of this RFP.
5. Bidders will be participating in E-Tendering event from their own office / place of their choice. Internet connectivity /browser settings and other paraphernalia requirements shall have to be ensured by Bidder themselves.
6. In the event of failure of their internet connectivity (due to any reason whatsoever it may be) the service provider or Bank is not responsible.
7. In order to ward-off such contingent situation, Bidders are advised to make all the necessary arrangements / alternatives such as back –up power supply, connectivity whatever required so that they are able to circumvent such situation and still be able to participate in the E-Tendering Auction successfully.
8. However, the vendors are requested to not to wait till the last moment to quote their bids to avoid any such complex situations.
9. Failure of power at the premises of bidders during the E-Tendering cannot be the cause for not participating in the E-Tendering.
10. On account of this, the time for the E-Tendering cannot be extended and BANK is not responsible for such eventualities.
11. Bank and / or Service Provider will not have any liability to Bidders for any interruption or delay in access to site of E-Tendering irrespective of the cause.
12. Bank's e-tendering website will not allow any bids to be submitted after the deadline for submission of bids. In the event of the specified date and time for the submission of bids, being declared a holiday for the Bank, e-tendering website will receive the bids up to the appointed time on the next working day. Extension / advancement of submission date and time will be at the sole discretion of the Bank.
13. During the submission of bid, if any bidder faces technical issues and is unable to submit the bid, in such case the Bank reserves its right at its sole discretion but is not obliged to grant extension for bid submission by verifying the merits of the case and after checking necessary details from Service provider.
14. Utmost care has been taken to reduce discrepancy between the information contained in e-tendering portal and this tender

document. However, in event of any such discrepancy, the terms and conditions contained in this tender document shall take precedence.

15. Bidders are suggested to attach all eligibility criteria documents with the Annexures in the technical bid.

Guidelines to Contractors on the operations of Electronic Tendering System of Central Bank of India Pre-requisites to participate in the Tenders

Registration of Bidders on Electronic Tendering System on Portal of CBI: The Bidders Non Registered in Central Bank of India and interested in participating in the e-Tendering process of CBI shall be required to enroll on the Electronic Tendering System. To enroll Bidder has to generate User ID and password on the “<https://centralbank.abcpocure.com/EPROC>”

Registration of New bidders: <https://centralbank.abcpocure.com/EPROC/bidderregistration>

The Bidders may obtain the necessary information on the process of Enrollment either from Helpdesk Support Team: 079-68136815, 9879996111 or may download User Manual from Electronic Tendering System for CBI. i.e.

<https://centralbank.abcpocure.com/EPROC>

Preparation of Bid & Guidelines of Digital Certificate

The Bid Data that is prepared online is required to be encrypted and the hash value of the Bid Data is required to be signed electronically using a Digital Certificate (Class – II or Class – III). This is required to maintain the security of the Bid Data and also to establish the identity of the Bidder transacting on the System. This Digital Certificate should be having Two Pair (1. Sign Verification 2. Encryption/ Decryption)

The Digital Certificates are issued by an approved Certifying Authority authorized by the Controller of Certifying Authorities of Government of India through their Authorized Representatives upon receipt of documents required to obtain a Digital Certificate.

Bid data / information for a particular Tender may be submitted only using the Digital Certificate.

Certificate which is used to encrypt the data / information and Signing Digital Certificate to sign the hash value during the Online Submission of Tender stage. In case, during the process of preparing and submitting a Bid for a particular Tender, the Bidder loses his / her Digital Signature Certificate (i.e. due to virus attack, hardware problem, operating system problem); he / she may not be able to submit the Bid online. Hence, the Users are advised to store his / her Digital Certificate securely and if possible, keep a backup at safe place under adequate security to be used in case of need.

In case of online tendering, if the Digital Certificate issued to an Authorized User of a Partnership Firm is used for signing and submitting a bid, it will be considered equivalent to a no objection certificate / power of attorney to that User to submit the bid on behalf of the Partnership Firm. The Partnership Firm has to authorize a specific individual via an authorization certificate signed by a partner of the firm (and in case the applicant is a partner, another partner in the same form is required to authorize) to use the digital certificate as per Indian Information Technology Act, 2000 and subsequent amendment.

Unless the Digital Certificate is revoked, it will be assumed to represent adequate authority of the Authority User to bid on behalf of the Firm for the Tenders processed on the Electronic Tender Management System of Central Bank of India as per Indian Information Technology Act, 2000 and subsequent amendment. The Digital Signature of this Authorized User will be binding on the Firm. It shall be the responsibility of Partners of the Firm to inform the Certifying Authority or Sub

Certifying Authority, if the Authorized User changes, and apply for a fresh Digital Signature Certificate. The procedure for application of a Digital Signature Certificate will remain the same for the new Authorized User.

The same procedure holds true for the Authorized Users in a Private / Public Limited Company. In this case, the Authorization Certificate will have to be signed by the Director of the Company or the Reporting Authority of the Applicant.

The bidder should Ensure while procuring new digital certificate that they procure a pair of certificates (two certificates) one for the purpose of Digital Signature, Non-Repudiation and another for Key Encryption.

Recommended Hardware and Internet Connectivity

To operate on the Electronic Tendering System, the Bidder are recommended to use Computer System with at least 1 GB of RAM and broadband connectivity with minimum 512 kbps bandwidth. However, Computer Systems with latest i3 / i5 Intel Processors and 3G connection is recommended for better performance.

Operating System Requirement: Windows 7 and above Browser Requirement (Compulsory): Internet Explorer Version 9 (32 bit) and above and System Access with Administrator Rights.

Toolbar / Add on / Pop up blocker

Users should ensure that there is no software installed on the computers which are to be used for using the website that might

interfere with the normal operation of their Internet browser. Users have to ensure that they do not use any pop-up blockers, such as those provided by Internet Explorer and complementary software, like for example the Google tool bar. This might, in certain cases depending on users' settings, prevent the access of the EAS application.

Online viewing of Detailed Notice Inviting Tenders

The Bidders can view the Detailed Tender Notice along with the Time Schedule (Key Dates) for all the Live Tenders released by CBI on the home page of CBI e-Tendering Portal on <https://centralbank.abcpurchase.com/EPROC>.

Download of Tender Documents:

The Pre-qualification / Main Bidding Documents are available for free downloading. However, to participate in the online tender, the bidder must purchase the bidding documents via Demand Draft mode by filling the cost of tender form fee.

Online Submission of Tender

Submission of Bids will be preceded by Online Submission of Tender with digitally signed Bid Hashes (Seals) within the Tender Time Schedule (Key dates) published in the Detailed Notice Inviting Tender. The Bid Data is to be prepared in the templates provided by the Tendering Authority of CBI. The templates may be either form based, extensible tables and / or unloadable documents. In the form based type of templates and extensible table type of templates, the Bidders are required to enter the data and encrypt the data/documents using the Digital Certificate / Encryption Tool.

In case Unloadable document type of templates, the Bidders are required to select the relevant document / compressed file (containing multiple documents) already uploaded in the briefcase.

Notes:

- a) The Bidders upload a single documents unloadable option.
- b) The Bid hash values are digitally signed using valid class – II or Class – III Digital Certificate issued any Certifying Authority. The Bidders are required to obtain Digital Certificate in advance.
- c) The bidder may modify bids before the deadline for Online Submission of Tender as per Time Schedule mentioned in the Tender documents.
- d) This stage will be applicable during both. Pre-bid / Pre-qualification and Financial Bidding Processes.

The documents submitted by bidders must be encrypted using document encryption tool which available for download under Download section on <https://centralbank.abcpurchase.com/EPROC>

Steps to encrypt and upload a document:

- Select Action: Encryption -> Tender ID: (enter desired tender ID) -> Envelope: (Technical / Price Bid) -> Add File: (Select desired document to be encrypted) -> Save File(s) to: (select desired location for encrypted file to save).
- After successful encryption, format of encrypted file will change to .enc which is required to be uploaded by bidders.
- After encryption bidders are required to upload document as per the mandatory list mentioned in the envelope i.e Technical / Commercial.

Note: Bank and e-Procurement Technologies Limited shall not be liable & responsible in any manner whatsoever for my/our failure to access & bid on the e-tender platform due to loss of internet connectivity, electricity failure, virus attack, problems with the PC, any other unforeseen circumstances etc. before or during the event. Bidders are advised to ensure system availability and prepare their bid well before time to avoid last minute rush. Bidder can fix a call with support team members in case guidance is required by calling on below mentioned numbers.

Bidders need to take extra care while mentioning tender ID, entering incorrect ID will not allow Bank to decrypt document.

Close for Bidding:

After the expiry of the cut- off time of Online Submission of Tender stage to be completed by the Bidders has lapsed, the Tender will be closed by the Tender Authority.

Online Final Confirmation:

After submitting all the documents bidders need to click on “Final Submission” tab. System will give pop up ”You have successfully completed your submission” that assures submission completion

Short listing of Bidders for Financial Bidding Process:

The Tendering Authority will first open the Technical Bid documents of all Bidders and after scrutinizing these documents will shortlist the Bidders who are eligible for Financial Bidding Process. The short listed Bidders will be intimated by email.

Opening of the Financial Bids:

The Bidders may join online for tender Opening at the time of opening of Financial Bids. However, the results of the Financial Bids of all Bidders shall be available on the e-Tendering Portal after the completion of opening process.

Tender Schedule (Key Dates):

1. The Bidders are strictly advised to follow the Dates and Times as indicated in the Time Schedule in the detailed tender Notice for the Tender. All the online activities are time tracked and the electronic Tendering System enforces time-locks that ensure

that no activity or transaction can take place outside the Start and End Dates and time of the stage as defined in the Tender Schedule.

At the sole discretion of the tender Authority, the time schedule of the Tender stages may be extended.