TENDER DOCUMENT

FOR

ARCHITECTURAL CONSULTANCY SERVICES FOR RENOVATION AND UPGRADEATION WORKS AT IBPS HOUSE NEAR THAKUR POLYTECHNIC, THAKUR COMPLEX, KANDIVALI (EAST) , MUMBAI – 400101

VOLUME – I - PREQUALIFICATION AND SCOPE OF WORK AND FINANCIAL BID

PROJECT MANAGEMENT CONSULTANTS

B.J. MEHTA ARCHITECTURAL & STRUCTURAL CONSULTANTS PVT LTD.

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1. BID QUALIFICATION CRITERIA
BID QUALIFICATION CRITERIA FOR ARCHITECTURAL SERVICES

Bidder shall meet all the criteria given hereunder in Clauses 1.0 & 2.0

1.0 FINANCIAL CRITERIA:

Average Annual Financial Turnover of the bidder during the last three years, ending March 2019, shall be at least Rs. 100.00 Lakhs.

In this regard, Architect has to submit Audited Financial Statement for last 3 immediately completed financial years. While computing the annual turnover, other income shall not be considered.

Average turnover shall be determined by summing up the annual turnover of each financial year and dividing the sum by three. In the event a Architect does not have turnover in any one or two of the years of the submitted financial years, the turnover for that / those years shall be taken as Nil and the average turnover will be calculated by considering the denominator as 3 years - to determine the conformity to the turnover criteria.

2.0 TECHNICAL CRITERIA:

2.1 Architect shall have experience of having successfully carried out and completed similar works with in Mumbai Region / New Mumbai / Thane Limits as defined below in the last 7 years ending 31-3-2019 as per any of the following:

a) Three Similar Completed works, each costing not less than Rs. 8.00 Crores.
   OR
b) Two Similar Completed works, each costing not less than Rs. 12.00 Crores.
   OR
c) One Similar Completed work costing not less than Rs. 16.00 Crores.

Similar work referred under Technical Criteria (Clause 2.1) shall be as follows: Providing architectural services for Interior renovation work of office building comprising of jobs related to internal partitions works, false ceiling works, soft furnishing, works, related civil work like flooring etc., support utility services, HVAC & Upgradation work, AV facility and internal electrification works.

The technical bid will be reviewed for determining the compliance of bids against clause no-2.1 of the BQC as defined in the tender. Any bid found to be not meeting any of the bid qualification criteria will be rejected and will not be considered for further evaluation.

30 Parties who are affiliates of one another can decide which Affiliate will make a bid. Only one affiliate may submit a bid. Two or more affiliates are not permitted to make separate bids directly.
or indirectly. If 2 or more affiliates submit a bid, then any one or all of them are liable for disqualification.

“Affiliate” of a Party shall mean any company or legal entity which:

a) controls either directly or indirectly a Party, or

b) which is controlled directly or indirectly by a Party; or

c) Is directly or indirectly controlled by a company, legal entity or partnership which directly or indirectly controls a Party. “Control” means actual control or ownership of at least a 50% voting or other controlling interest that gives the power to direct, or cause the direction of, the management and material, business decisions of the controlled entity.

4.0 Bids may be submitted by:

a) A single person/ entity having Minimum 15 Years of Experience (called sole Architect);

b) A Partnership / Private Limited Company having completed minimum 10 Years.

c) Joint Venture is not allowed

5.0 Other Eligibility Criteria

a) The Architect / Architectural firm shall have his office in Mumbai region (Mumbai/Thane/Mira- Bhayander / Navi Mumbai)

b) The Principal Architect / Firms Director must be registered with Council of Architecture, IIA etc.

c) The firm must be registered with GST

d) The Firm should not be blacklisted by any organization

e) Apart from Interior and renovation works the firm shall also have an experience in building works of large magnitude

6.0 Information/Documents required along with Bid:

1) Title, style and postal address of the firm.

2) Communication particulars including telephone numbers, fax numbers and e-mail address.

3) List of available technical manpower with their academic qualification, experience and fields of specialization.

4) Details of completed projects.
5) Following documents are required to be submitted as proof of meeting Bid qualification criteria (Financial criteria):

a) Copies of Annual Reports/Balance sheet & Profit and Loss account for the last three financial years.

6) Following documents are required to be submitted as proof of meeting Bid qualification criteria (Technical Criteria):

a) Copy of original Purchase/work Order from client/owner along with their completion certificate and details as given below to enable IBPS to identify whether the bidder(s) meets the technical criteria stipulated above or not:

i) The Purchase/work Order/certified bills and completion certificate should mention the details of subject Interior work.

ii) Photographs for above

In case, the Purchase/work Order/ completion certificate /certified bills contain other items/works outside the bid qualification criteria of this bid document then, the bidder shall separate the relevant items and submit a statement accordingly.

b) Any other document certified by the owner / client (for whom the job has been executed) specifically having mention of the jobs carried out in support of meeting the Technical criteria stipulated above.

The applicant shall be in a position to furnish the original documents towards copies submitted in respect of Clause 1 & 2 (Financial & Technical as & when required and asked to produce during the process of evaluation.)

Offers received from following Architects shall not be considered for evaluation and Shall be rejected:

a. if they have an unsatisfactory performance of job executed by such bidders.
b. Architects whose purchase orders for any previous works have been terminated by their clients.
c. Architects who are blacklisted or holiday listed by any Government organization /PSU / Banking Sector / Local bodies, etc as of due date of this tender.
d. PO Completion certificates of reputed Private/PSU/Govt. organizations will only be accepted. IBPS reserves right to reject PO completion certificates from non-reputed organizations.

In order to ensure genuineness of the documents, the following will be applicable.
For the documents belonging to the bidder, no separate authentication is required. For the documents belonging to the third party submitted by bidder (like purchase order, agreements, completion certificates etc.), authentication shall duly certified attested by Notary Public / SEO

Further an undertaking from Proprietor in case of Proprietorship firm, Key Partners in case of partnership firms / LLP, MD / CEO / Director in case of a company of the bidder regarding submission of genuine documents towards qualification criteria shall be submitted.

Completed Tenders in all respect should be submitted at the office of IBPS by the tender due date/ time. Unpriced (Technical) bids shall be opened first and participating bidders shall be called to view / witness the same.

Bidders would not be allowed to submit their bid after stipulated tender due date and time. For details, please refer “INSTRUCTION TO BIDDERS”.
2. SCOPE OF WORK
PROJECT INFORMATION

1.0 "Project" As defined:

"Project" shall mean proposed renovation works (Interior and exterior both) for IBPS office building including infrastructure facilities, recreation facilities and utilities services planned to be provided for the office covered under the scope of work of this Tender Document, unless the context requires otherwise.

2.0 Project Implementation Methodology:

The job implementation for Project shall be based on philosophy that Architectural, Structural design services will be provided by the Selected Architect firm along with the Quality control and corrective supervision. The selected Architectural firm will be available to manage and control all aspects of the Project execution on behalf of IBPS in coordination with P.M.C appointed by IBPS.

3.0 Brief Project Description

IBPS intends to carry out interior renovation job as well as exterior face upliftment and land scaping at their Corporate Office building in small packages broadly as described below :-

1. Up gradation of exterior façade.
2. Up gradation of all interior common areas.
4. Setting up of Data Centre.
5. Maximum utilization of natural light & efficient ventilation in the work areas.
7. Exploring efficient use of Solar Power Panels
8. Implementation of Green Initiative wherever possible.

The corporate building shall match the Image as a Big Corporate office headquarter with facilities viz. a ‘state of the art’ intelligent office space based on green building concept along with loose & fixed furniture, recreational facilities, Electrification, lightening & internal landscaping etc.

The essence of the design for new facilities shall be truly functional with optimum utilization of space with application of latest specifications in Interior works.

The scope of Architectural services shall be from conceptualization of the project to
completion of all facilities defined in this document.

4.0 **Work By Architect:**

IBPS intends to renovate office interiors for the administrative staff and other support staff with modern set up and communication system. Bidder shall design the particular part of the office building and allied facilities with high class engineering skills conforming to various reference codes.

Consultant shall submit the conceptual design as mentioned in scope of work and after approval of the concept and design shall proceed further and submit two copies of document for approval. All suggestion and improvement recommended by IBPS shall be incorporated and resubmit for approval. This procedure shall be followed for all jobs involved in the project.

All conceptual plan, master plan, architectural & structural designs and drawings provided to IBPS by the bidder during the contract period must be accompanied by a declaration from the bidder that the concept /design /drawing are their bonafide work and that the design, drawing and document is prepared under their supervision and that the complete responsibility in all aspects of the soundness of the design lies with them.

5.0 **Site Address:**

IBPS House, Near Thakur Polytechnic, 90 D. P. Road, Thakur Complex, Off Western Express Highway, Kandivali (East), Mumbai – 400101.

6.0 **Pre bid meeting**

*As per Tender.*
SECTION – I: SCOPE OF ARCHITECTURAL SERVICES FOR OFFICE BUILDING

1. Architectural planning of office facilities, Preparation of master plan, Design Study and Architectural designing of facilities

1.1 Planning and Design Philosophy

IBPS is planning to execute renovation (interior and exterior both) works in their main office building known as IBPS house, near Thakur Polytechnic, 90 D. P. Road, Thakur Complex, Off Western Express Highway, Kandivali (East), Mumbai – 400101. The planning and design of the interiors shall be carried out with due regard to ecological, environmental and regional aspect. After detailed study, inspection, and investigation of site and environment, analyzing the available drawings and meeting with IBPS officials a comprehensive report shall be submitted to IBPS. The report shall cover all assumptions, basis of planning, design and various other details related to all facilities to be provided at site. The report shall be named as “Basis of Planning & Design.” This report shall include inputs from IBPS and then submitted to Project in charge for approval. This document after approval from IBPS shall become the basis of further design work by the successful bidder.

1.2 Master Plan

Based on the approved report and other relevant data a master plan shall be prepared to cater the need of employees and the requirement of office. The master plan of particular project of the office building shall incorporate the following:

a) The requirements mentioned for the office building in the Project Information section.

b) Complete drainage network, water supply network, electrical cable network, Data cable network etc.

c) All utilities mentioned in Project information section shall be suitable covered.

d) Any new requirement which may come up during discussion with successful bidder.

A minimum of three distinct alternatives of the above plan based on different concepts shall be prepared and submitted to IBPS in triplicate with soft copy for comments. A presentation has to be given to a team of IBPS officers for approving the concept for the office Interiors. The presentation shall cover strength and weakness of each concept with cost effects. The presentation can be of more than once if required for approval. Suggestions and modifications as put forward by IBPS shall be incorporated and documents shall be resubmitted for approval. If in the opinion of IBPS, the entire proposals submitted are not suitable then agency shall submit another set of three alternatives. The same presentation sequence will follow. After complete review of the proposal keeping in mind the corporate image of IBPS, comfort, utility...
and aesthetic one will be approved and communicated to the Architect. This document shall be the basis of further detailed Architectural planning & design work. After approval of the master plan for the respective work, if any work need to be done by IBPS before undertaking the actual work at site then its detail shall be submitted to IBPS to enable IBPS to carry out the jobs in priority. Preparation of look & feel (3D View), Walkthrough presentation for the interior works and getting approval from IBPS.

2 Architectural Drawing and Schematic drawing

Architect shall make and submit to IBPS the architectural drawings and Plans for the Office interiors, facilities and amenities envisaged for same. A schematic diagram for amenities and facilities shall also be prepared. This shall also be prepared in three alternatives and submitted in for approval of IBPS. Modification and suggestions of IBPS shall be incorporated and resubmitted for approval in soft and hard copy. In case of the alternatives not approved by IBPS in that case fresh three alternatives shall be submitted. All required data and information shall be provided to IBPS for approval of drawings.

On approval of the Architectural drawings, plan & schematic drawing of facility and buildings the detailed engineering shall be carried out.

SECTION – II: SCOPE OF JOB FOR BASIC & DETAILED ENGINEERING

- Site survey: which is relevant to the work.
- Coordinating with the PMC and MEP consultants for finalising the Planning & Designing of utilities, plumbing, sanitary, HVAC, Electrical, IT, Communication, firefighting facilities, Safety & security system, furniture work and other misc. utilities in such a way that its implementation should not affect regular services and operations in rest of the office.
- Coordinating with the PMC and MEP consultants for Interiors with lighting and fixtures for the complete office.
- Development of tender documents & Bill of Quantity including Rate analysis.
- Development of material specification and job specification for all the above.
- Any other work which is required to complete & commission the Office.
- Study of existing utilities, furniture etc. and exploring the possibilities of using it in new office space.

BASIC AND DETAILED ENGINEERING SERVICES

Architect appointed shall work in close coordination with the PMC and MEP consultants for services for all facilities of Office space. The detailed design and drawings shall include for all the facilities and amenities including basic infrastructure, building management system, plumbing, sanitary, electrical, HVAC, LAN provision, IT Related infrastructure, Voice Communication, acoustical and interior landscaping.
Architectural Consultancy Services for Renovation and Upgradation work at IBPS

The detailed engineering shall be done based on the approved architectural drawing and schematic drawing, model etc. The design shall include the details for completion of the Office interiors in totality. Preliminary drawings shall be submitted for tender purpose and then the Good for Construction drawing shall be provided during execution. The drawings provided for tender purpose shall have all required data for bidders to quote. The drawings shall include the following (but not limited to) as applicable.

- Key plan
- Architectural details
- Ensuring natural lighting and ventilation
- Brick work details
- Doors and windows details
- Flooring
- Electrical power distribution network in building including emergency DG Power (will be provided by MEP Consultants).
- Data Center set up & related network infrastructure
- Plumbing and Sanitation details (will be provided by MEP Consultants).
- Water Supply system (will be provided by MEP Consultants).
- Voice & data communication set up / network (will be provided by MEP Consultants).
- HVAC System. (will be provided by MEP Consultants).
- CCTV, PA, Access Control, Fire detection system. (will be provided by MEP Consultants).
- Firefighting facility and safety exits (will be provided by MEP Consultants).
- Display boards/Digital signage.
- Office interiors planning and décor details
- Public safety and convenience

The scope of detail engineering shall also cover the following:

1. Detailing from approved plan, layout, and elevation drawings of proposed office interiors with associated facilities.
2. Preparation of detailed tender along with the technical specifications / estimation of quantities (BOM) rate analysis, tender drawings etc. which are required for floating tender for civil jobs, interior jobs, The B.O.Q. and Tender specification for MEP services shall be given by the MEP consultants Building management system, Firefighting system, Air conditioning system, internal / external development (if any) etc.
3. Preparation of rate analysis and submission to IBPS with tender documents. Bill of quantity shall be prepared for each job. The format for rate analysis shall be finalized in consultation with IBPS.
4. Preparation of special terms and condition to suit this tender shall be done.
5. A vendor list for carrying out various jobs shall be in scope.
6. The reputed brands/makes used for items used for all jobs shall be mentioned.
16. All Civil and Architectural drawings (Drawings for Preliminary, Tendering, Execution drawings, Modifications if as and when required, Final as built drawings etc all in the form of soft as well as hard copies as required for the job), in Plan elevations and sections, will be developed and submitted to IBPS or its designated representative for approval.

18. The appointed architect shall render the following services in addition to mentioned above, after taking instructions from IBPS, but not limited to:

a. Architect will be engaged for comprehensive services for quality work, in line with latest IS/international standards specifications and in line with the best practices being followed. The architects for this purpose shall provide corrective supervision as and when required and insisted by IBPS or their PMC

b. Prepare and modify conceptual designs with reference to requirements. The cost estimates of the jobs shall be prepared and shall preferably be in the range ± 10% of the delivered cost.

c. Prepare working drawings, specifications, schedule of quantities and rate analysis.

d. Prepare tender drawings including large scale and full size details detailed specification and schedule of quantities as per BMC approvals.

f. Prepare and submit complete construction drawing and details to commence work at the site

g. Monitor site work periodically and provide corrective supervision and clarification, any decision or interpretation of the drawings and specifications that may be necessary.

h. Attending weekly and monthly review meetings with IBPS or PMC to review job progress and constraints.

i. To obtain all necessary approvals from statutory bodies such as BMC / MMRDA / CFO / (BSES/BEST/TATA) etc. as may be required. Drawings revision will be on the scope of the Architect if any modification is advised by any statutory authority.

The Architect shall include in their proposals any integral components or features unintentionally not mentioned in this tender but deemed essential and critical for the project completion shall be included as part of the scope for successful completion.

MATERIAL SPECIFICATIONS
The detailed work and material specification shall be provided which is covered under this tender document by the bidder. The specifications shall be based on latest relevant standards/ guidelines and industry practices.

i) NBC

ii) BIS

iii) CPWD/ PWD / MCGM manuals
Only relevant and applicable codes shall be followed for work, materials and interiors.

Approval of any documents/ drawings by IBPS shall not absolve the bidder from the responsibility of the soundness of structures, adequacy, capacities, functionality, performance of the facilities / utilities etc. provided in the office building.

SECTION III: Tendering

Architect to prepare the tender for all jobs (Except MEP works) connected to interior work of the Office building in totality. IBPS will follow its public tendering selection procedure based on type/ value of the job.

The job widely covers the following but not limited to it.

1. Development of tender documents, Bill of Quantities (facility wise), tender drawings and cost estimate (10% range), rate analysis etc. for the construction of new facilities. The material specification and work specification prepared shall be part of the document. The number of tenders required to complete the entire job scope shall be jointly decided. The similar jobs shall be clubbed to maintain better control during execution at site.

3. The tender shall include prepared specifications, Bill of quantities, Approved vendors/ brands details, cost estimates including rate analysis and necessary tender drawings etc. This will also include preparing full scope for multi-disciplinary items such as Civil, Interiors and Furniture, equipment and furnishings etc.

4. Special Terms and Condition required for specific jobs shall be prepared and attached to the tender documents.

5. The scope also includes arrangements of office furniture, Fire Alarm and fire- fighting system etc. IBPS’s IT department will provide necessary inputs for IT related requirements. However understanding IT related requirements, tender preparation and BOQs for execution and commissioning of systems shall be in the scope of the architect.

6. Pre-bid-queries from bidders have to be replied by architect/PMC only on technical aspects.

7. Technical Bids review of tenders obtained by IBPS, shall be done by the PMC and IBPS only. Technical assessment for the job, as per the qualification criteria and Technical requirement of tender, comparative report shall be done by PMC however any assistance if required shall be given by the Architect to the PMC during this period. Further commercial evaluation, reviewing documents submitted and final decision on the suitability of the bid will be done by PMC however the final selection shall be sole discretion of IBPS.

10. Different tenders can be done for different services / floor area based on IBPS’s requirement during the course of time.

SECTION – IV: CONSTRUCTION:

Prepare and issue working/construction drawings (GFCs) and details for proper execution of work during construction.

a. Approve the complete layout, individual facilities layout, common infrastructure layout for site.

b. The successful consultant will provide prints of working drawings in required numbers of set and insisted by the department, as may be required during the progress of work. Approve samples of various elements and components and maintain approved test certificates for all items to be used in construction.

c. Check and approve drawings submitted by the contractors/vendors

d. Supervision of interiors jobs as per approved seating plan and scheme etc. to be done. The quality of material and make as per approved list shall be ensured.

e. During the site work coordinate with contractors construction group and clarify all details as felt necessary, offer interpretation of the drawings/specifications.

f. Attend meetings to ensure that the project proceeds generally in accordance with the conditions of contract with the PMC and keep IBPS informed including rendering advice on actions, if required.

g. The internal of the office building shall be closely monitored to ensure the colour and specification in line with the approved layout drawing.

h. The Architect shall make his own arrangement for transport, boarding and lodging and other out of pocket expenses for himself and his staff.

i. The Architect shall ensure full compliance with the formalities of the various statutory bodies at the end of the job.

j. The Architect to plan/design all facilities without adversely affecting the structural stability of the building.

k. To submit all the required certificates/documents on completion of work in correlation to the stability certificate and other local requirements.
Architectural Consultancy Services for Renovation and Upgradation work at IBPS

1. Preparation of the detailed RCC/Structural Design, Architectural and engineering works as per the sound engineering practices. The design shall meet the requirements based on relevant BIS, IRC and IS codes and standards, amended up to date or in its absence accepted requirements for such works. Based on detailed design consultant shall prepare a detailed Estimate in PWD pattern with necessary analysis and justification and submission the same to the Executive Engineer. The consultant shall also provide four sets of Estimate with all engineering calculations, structural design & drawings in soft and hard copy format. In addition to this consultant shall provide 4 sets of structural design & drawing in soft and hard copy format.

m. 3D presentation as and when required and association in presentation with at all level.

SECTION – V: PROJECT CLOSURE

1. To complete & submit the built drawings for each completed facility.

2. To obtain occupation certificate from various statutory bodies.
3. TIME SCHEDULE
The contract with architect will remain valid for 01 year from the date of LOI/PO whichever is earlier. However the said contract period may be extended if the said work is not completed due to increase in the scope of the work by IBPS or any other reason. IBPS reserves the right to start job at any time within 01 year from date of LOI/PO whichever is earlier. The rate shall remain unchanged till the expiry of contract and no revision shall be entertained from parties for any reason. IBPS shall have the option to extend the standing contract at same rate for further period of one year after taking party’s consent.

For each particular project, following timelines need to be adhered to by successful architect. It will be the responsibility of architect to ensure the completion of jobs as per this time schedule.

1. Phase (1): Completion of concept master plan for interior works with various options for management approval
   : Within 15 days from intimation from IBPS authorities for particular Project/ Job

2. Phase (2): Providing tender documents and all necessary drawings for floating tender
   : Within 15 days from approval of Concept Plan by IBPS

3. Phase (3): Completion of Interior Works and obtaining final approvals for occupation as applicable
   : Within Completion period mentioned in tender document of a particular project / Job from the date of PO placement or site handover whichever is later for that particular project / job by IBPS, including obtaining the final approvals, as applicable.

4. Phase (4): Project Closure (as given in scope)
   : Within 1 month from the completion of particular interior job by vendor.

**Note:** Schedule given above for various activities is of paramount importance. Architect to consider this while executing the job. IBPS requires the above activities to be completed ahead of schedule mentioned above for each activity.
4. SPECIAL TERMS AND CONDITIONS OF CONTRACT (SCC)
SPECIAL TERMS AND CONDITIONS OF THE CONTRACT

1.0 GENERAL

1.1 Special conditions of contract shall be read in conjunction with the General Conditions of Contract, Scope of work, job description and specification of work, drawing and any other documents forming part of contract wherever context requires.

1.2 Notwithstanding the subdivision of the document into these separate sections, every part shall be deemed to be supplementary of every other part and shall be read with and into the contract so far as it may be practicable to do so.

1.3 Wherever any portion of the General Conditions of Contract is repugnant to or at variance with any provisions of the Special Conditions of Contract, then unless different intention appear, the provisions of the Special Conditions of Contract shall be deemed to override the provision of General Conditions of Contract only to the extent that such repugnancy or variance cannot be reconciled with the tender conditions of the contract and shall be to the extent of such repugnancy of variances, it is understood that the provisions of General Conditions of Contract shall otherwise prevail.

1.4 Wherever it is stated anywhere in this tender document that such and such a services is to be made or/and such and such work is to be carried out, it shall be understood that the same shall be done by the Architect at his own cost, unless a different intention is specifically and expressly stated herein or otherwise explicit from the contract.

1.5 In the absence of any Standard / Specifications / Codes of practice for detailed specifications covering any part of the work covered in this bidding document, the instructions / directions of IBPS will be binding upon the BIDDER.

1.6 In case of contradiction between relevant International / Indian standards, GTC, Special Conditions of Contract, Specifications, Drawings and Schedule of Rates, the following shall prevail in order of precedence.
   i) Detailed Purchase Order along with Statement of Agreed Variations, if any, and its enclosures.
   ii) Schedule of Rates with Quantities.
   iii) Fax of Intent (FOI)/Letter of Intent (LOI)
   iv) Scope of Work
   v) Drawings
   vi) Special Conditions of Contract
   vii) General Terms & Conditions of Contract
   viii) Instructions to Bidders
   x) Relevant Indian / International Standards/ Specifications.
1.8 COMMENCEMENT OF WORK AND REFUSALS

a. The successful bidder shall have to start the work within 1 day from date of issue of call up order or advice to commence the work.
b. If the successful bidder is unable to start the work due to preoccupation of previous work elsewhere and accordingly informs promptly to the Admin, of his inability to take up the work in hand and if IBPS is satisfied, the initial date for commencement of work can be extended by the I.B.P.S.
c. If the successful bidder does not start the work by the above stated period and if the IBPS is not satisfied with the reasons for not starting the work in time or if successful bidder refuses to carry out the work due to any other reason, IBPS can cancel that work order by giving a registered notice after the expiry of the specified period as per the order and the same work shall be carried out by any other Architect at his entire risk and cost and consequences.
d. In the event of two such cancellations for two different works during the contract period, the initial Security Deposit shall be forfeited and the standing contract shall be cancelled forthwith.

1.9 For deviation in design & drawings, successful bidder has to work as per IBPS's instructions & implement regarding requirements of the project for design and specifications.

2.0 SCOPE OF WORK

The scope of work covered in this Bid Document is described in detail in the Scope of Work section of this Bid document.

The scope of work shall include completion of architectural services in all aspects as per standard specifications, for the jobs mentioned in the Bid Document.

TERMS & CONDITION FOR CONCEPT DESIGN

BRIEF DETAILS OF TASK EXPECTED TO BE CARRIED OUT UNDER THIS WORK IS .

Pre – Presentation (Power Point with Hard Copy)

Study the design guidelines for the project area i.e. local bye – laws, acts and regulations etc.

Study the existing land & building uses of the projects area. Study the existing pattern of water supply, drainage, circulation pattern & parking. Study the requirement related to the project and the equipment of IBPS.
Architectural Consultancy Services for Renovation and Upgradation work at IBPS

(A) Stage I: Presentation of the concept plan and finalization of space program.
   Presentation of draft space program.
   Presentation of the concept plan.
   Submission of the technical proposal elaboration of the presentation.
   Presentation (Power Point with Hard copy ).

(B) Stage II: Concept Design Elaboration.
   1) Submit notes sufficient to bring out the general understanding of the consultant of the
      requirement furnished to them so as to ensure economical and functional design concepts &
      also integrating the existing buildings and structures, partly or fully, maintaining proper
      harmony.
   2) Furnish a site elevation & analysis report with basic approach to circulation, activity
      Distribution & interaction & external linkages.
   3) Prepare a concepts scheme report of the Project showing circulation pattern, zoning
      for various activity space and land uses on the site and schematic layout of the utility
      services.
   4) Furnish approximate project cost based on the concept design.

(C) Stage III: Approval of the Drawings by Statutory bodies of client.
   1) Submission of final preliminary drawings to the statutory bodies or client for approval of both
      Civil & Machinery & Electrical equipment.

(D) Stage IV: Working Drawings.
   Submission of the following basic working sufficient for preparing item wise estimates of cost.
   1) Architectural Working Drawing: After obtaining approval from IBPS, on the preliminary
      drawings and designs, detailed architectural drawings with concept plans, elevations, sections, joinery etc. &
      all relevant details for the preparation of cost estimates shall be supplied.
2) Coordination With MEP CONSULTANT for Preparation of electrical layouts showing the entire distribution system including internal & external electrification, electrical installation, design of sub station & generators etc provision of telephone pipes, T.V. Pipes & Other electrical / electronics equipment as well as details regarding IT Infrastructure for IBPS

3) Coordination With MEP CONSULTANT for Water supply, sewerage disposal, sanitary installation and storm water layouts: Supply of layouts showing the pipelines as well as detailed drawing for the Executions of works consisting of.
   a. Internal & External Water supply including such installations.
   b. Sanitary installations.
   c. Sewerage disposal.
   d. Overhead tank & reservoir with RCC design. e. Storm water drainage.
   f. Refuge Storage.
   g. Waste management.

4) Coordination With MEP CONSULTANT for Fire Safety: Preparation of schematic proposal showing provision to meet requirement of the fire regulations & sprinkling system as per national building code.

5) Coordination With MEP CONSULTANT for Mechanical services: Preparation of schematic drawings for lifts, escalators, fixing of machinery, equipment & foundations design as required in the design.

6) Acoustics and Interior design: Drawing showing the interior of the building & proper acoustics for the public address system and other activities.

7) Graphic Signage: Detail specification for graphic signage.

8) Structural design: The detailed structural drawings prepared by qualified and registered Structural Engineer with his signature along with structural drawings along with structural analysis & design calculations.
Architectural Consultancy Services for Renovation and Upgradation work at IBPS

(E) Stage V: Detailed Cost Estimates.
   1) Detailed cost estimates based on CPWD/ PWD /MCGM specifications and current rates applicable as well as common schedule of rates with latest amendments for all new constructions. Cost of all non schedule item to be listed as per reasonable local prevalent market rates.

(F) Stage VI: Final Output.
   The following final output shall be furnished by the consultants to IBPS.
   1) A concise design report duly mentioning the arrangement of various component of the office building, site development work including roads, footpaths, boundary wall, internal & external amenities such as water supply & sanitary arrangement & electrical services.
   2) Four sets of approved preliminary drawing the layout of the furniture on the floor plan along with a site development plans showing their layout of building, internal roads, electrical water supply, sanitary & drainage lines etc.
   3) Four sets of approved final drawings & site development plans with detailed cross section & elevation.
   4) Four copies of detailed cost estimates, detailed structural analysis & design & detailed structural drawings of foundations, columns, beams & roof etc. Of the structure & equipment foundations as outlined under stage IV.

(G) SUBMISSION OF REPORTS:
   All reports & drawings, excepts where mentioned otherwise shall have to be submitted in four copies.

3.0 TIME OF COMPLETION

3.1 Time is the essence of any Contract. The contract will be valid for a period of 01 year from the date of LOI/PO. However the said contract period may be extended if the said work is not completed due to increase in the scope of the work by IBPS or any circumstances out of the control of IBPS or Force majeure. Stage wise completion timeline for a particular project is mentioned in time schedule.

TIME LIMIT
1) The time schedule including all exercises required for preparation architectural drawing, DPR, RCC design, working drawing etc. shall be recognized from the
Architectural Consultancy Services for Renovation and Upgradation work at IBPS

date of issue of work order and shall be as under,

Time Schedule

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Activity</th>
<th>Due period after issue of LOI /PO</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>On appointment/Signing of Agreement/ Acceptance of offer.</td>
<td>5 days</td>
</tr>
<tr>
<td>2</td>
<td>Submission of conceptual designs, inception report and rough</td>
<td>10 days</td>
</tr>
<tr>
<td>3</td>
<td>Submission the required preliminary scheme / architectural drawings and perspective views &amp; draft DPR for the Client’s approval alongwith the preliminary estimate of cost.</td>
<td>20 days</td>
</tr>
<tr>
<td>4(a)</td>
<td>On incorporating Client’s suggestions and submitting Revised drawings &amp; final DPR for approval from IBPS/statutory authorities, if any.</td>
<td>30 days</td>
</tr>
<tr>
<td>4(b)</td>
<td>Preparing and on submission of detail structural design, calculations, structural drawings and providing technical assistance for clearance of designs to vetting agency/any Government institution engaged by the UT Administration for vetting/ Proof checking verification including adopting modification in design and drawings as suggested</td>
<td>45 days</td>
</tr>
<tr>
<td>5</td>
<td>Preparing and on submission of detail estimates as per plan and design (Civil, IT &amp; Electrical and other utility services.) including specification and schedule of quantities, rate analysis etc. to client department.</td>
<td>60 days</td>
</tr>
<tr>
<td>5 (a)</td>
<td>Clients/statutory approval necessary for commencement of construction, wherever applicable.</td>
<td>75 days</td>
</tr>
<tr>
<td>6</td>
<td>Invitation, receiving and analyzing tender; advising client on appointment of contractors.</td>
<td>75 days</td>
</tr>
<tr>
<td>7</td>
<td>Submission working drawings for line out and details required for commencement of work at site.</td>
<td>75 days</td>
</tr>
<tr>
<td>8</td>
<td>On submitting completion report and drawing for issuance of completion/occupancy certificate by statutory authorities, wherever required and on issue of as built drawings.</td>
<td>365 days</td>
</tr>
</tbody>
</table>
4.0 **LIQUIDATED DAMAGES, SECURITY DEPOSIT, DEFECT LIABILITY PERIOD**

AS PER GTC

5.0 **PAYMENT TERMS**

Initial call up order for each project will be awarded as per project estimate value calculated by bidder. However, final payment will be done as per actual project cost (limited to the ceiling given in respective call up order). However, in the event of actual cost of the work comes out lower than the awarded call up order value, the percentage of fees shall be paid as per the actual value of the particular work.

Following Milestones shall be followed for payments at various stages of each project. The percentage mentioned below will be of the total cost of the Architectural fees quoted by the party for each call up order.

**Mode of Payment**

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Activity</th>
<th>Payment %</th>
<th>Cumulative %</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>On appointment/Signing of Agreement/ Acceptance of offer.</td>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td>2</td>
<td>On submitting conceptual designs and rough estimate of cost.</td>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td>3</td>
<td>On submitting the required preliminary scheme / architectural drawings and perspective views for IBPS’s approval along with the preliminary estimate of cost.</td>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td>4(a)</td>
<td>On incorporating Client’s suggestions and submitting Revised drawings after approval from the Client/statutory authorities, if any.</td>
<td>10%</td>
<td>10%</td>
</tr>
<tr>
<td>4(b)</td>
<td>Preparing and on submission of detail structural design, calculations, structural drawings and providing technical assistance for clearance of designs by any Government institution engaged by IBPS verification including adopting modification in design and drawings as suggested</td>
<td>15%</td>
<td>25%</td>
</tr>
</tbody>
</table>
## Architectural Consultancy Services for Renovation and Upgradation work at IBPS

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
<th>15%</th>
<th>40%</th>
<th>5%</th>
<th>45%</th>
<th>10%</th>
<th>55%</th>
<th>10%</th>
<th>65%</th>
<th>5%</th>
<th>70%</th>
<th>5%</th>
<th>75%</th>
<th>5%</th>
<th>80%</th>
<th>5%</th>
<th>85%</th>
<th>5%</th>
<th>90%</th>
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<th>100%</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 (a)</td>
<td>Preparing and on submission of detail estimates as per plan and design (Civil, IT &amp; Electrical and other utility services.) including specification and schedule of quantities, rate analysis etc. to client department.</td>
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<td>5 (b)</td>
<td>Upon Clients/statutory approval necessary for commencement of construction, wherever applicable.</td>
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<td>6</td>
<td>On inviting, receiving and analyzing tender; advising client on appointment of contractors.</td>
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<tr>
<td>7(a)</td>
<td>On submitting working drawings and details required for commencement of work at site.</td>
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<td>7(b)</td>
<td>(i) On completion of 20% of the work.</td>
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<td>(ii) On completion of 40% of the work.</td>
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<td>(iii) On completion of 60% of the work.</td>
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<td>(iv) On completion of 80% of the work.</td>
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<td>(v) On Actual completion.</td>
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<td>8</td>
<td>On submitting completion report and drawing for issuance of completion/occupancy certificate by statutory authorities, wherever required and on issue of as built drawings.</td>
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In case project is short closed at any stage, fees will be paid up to the mile stone which are already completed in all respect and the payment towards subsequent mile stones will not be paid. The Architect will not be entitled for any additional claims on account of the above.

Income tax as per prevailing laws will be deducted at source by IBPS. The architect’s rate shall include these taxes. The vendor shall mention the applicable service tax during the time of quoting in their priced bid.

**PAYMENT OF REMUNERATION…**

For the purpose of calculation of fees, the estimated cost of work as referred shall exclude the following

a. Cost of Land.

b. Cost of any services which are not designed or planned by the Consultant

c. Cost of any demolition etc.

d. All payments made to local bodies.

e. Cost of overheads and administrative expenses, advertisements charges of the department.

f. Any taxes such as GST on material procured or services of any other agency appointed in the project, levies to be paid to Government, etc.

3) The fees shall be paid only on the basis of the estimated cost calculated to be discharged
on the construction segment of the work/project.

4) GST tax as applicable shall be paid to the consultants separately.

5) The above fee at clause (4.1), is inclusive of fees payable by the consultant to any other sub consultant and associated consultant and nothing extra shall be payable.

6) The above fees shall be inclusive of the foreseen or unforeseen expenditure on any outstation visit of the consultant or his representatives for the work/project related purposes.

7) The Consultants shall have to make all arrangements for any other facilities required by his staff at his own cost.

5.1.2 Statutory Approvals

Following Milestones shall be followed for payments at various statutory approvals phase wise. Party has to quote as numerical value of the percentage. The percentage mentioned below will be of the total cost of the fees quoted by the party under item no 2.

a) 30% After submission of drawings and necessary documents to Statutory authorities.
   Statutory Authorities include:
   • Mumbai Municipal Corporation,
   • Mumbai Port Trust,
   • Mumbai Fire Services Dept.
   • Mumbai Police Depts.,
   • Lift inspectorate.
   • Factory Inspectorate
   • Any other Statutory Authority like Pollution Control Board etc. for obtaining all necessary approvals for Renovation works.

   The above list is only indicative and scope should include approvals required to be taken for completion of all statutory formalities, whichever is applicable. The approval shall be obtained prior to commencement of any work.

b) 50% after obtaining all required approvals form Statutory Authorities as mentioned in point a obtaining all necessary approvals for Renovation work i.e. Approvals required for starting construction.

c) 20% after getting occupancy certificate/completion certificates and all approvals required after completion of building.
d) This line item will be executed project wise and will be included in call up order wherever required.

6.0 **RETENTION MONEY**: Bidders to note that 10% Retention Money will be retained from every Running Account bill & Final Bill, as defined in GTC”.

8.0 **Confidentiality of the Data**

The Bid Document and addenda thereto, together with any other communications, are issued for the purpose of requesting Bids only. They remain the property of IBPS and shall be returned to IBPS on request. The Architect shall not disclose any information contained in the Bid document or otherwise supplied with this Bid Document to any third party, except for the purpose of preparing its Bid, and shall require any such third party to treat such information as confidential. In the event that such confidentiality is breached, without prejudice to any other rights of IBPS, the Bid may be rejected.

The successful Architect by acceptance of the Fax of Intent upon award by IBPS is deemed to have accepted that the total work carried under this contract and the data generated shall be provided to IBPS, Competent Authority or other authorities as authorized under the Contract and the information shall not be disclosed to any other third party. They will be liable for damages for any deliberate breach in this regard.
5. Architects’ Professional Liability
1.0 Professional Duties of Architect:

1.1 Service: “Service;, as defined under Section 2 (1) (o) the Consumer Protection Act, 1986, means service of any description which is made available to potential users and includes the provision of facilities in connection with banking, financing insurance, transport, processing, supply of electrical or other energy, board or lodging or both, housing construction, entertainment, amusement or the purveying of news or other information, but does not include the rendering of any service free of charge or under a contract of personal service. In other words, rendering professional service by an architect for “consideration” falls within the ambit of “Service”. The relationship between IBPS and the architect is that of recipient and provider of service. The professional services rendered by the architect mean the services rendered pursuant to the Conditions of Engagement and Scale of Charges, entered into between IBPS and the Architect.

1.2 Competence: An architect, being a professional, shall possess the required knowledge and skill i.e. proficiency and competence for discharging his professional duties and functions. These are governed under the provisions of the Architects Act, 1972 and the Architects (Professional Conduct) Regulations, 1989, framed thereunder.

1.3 Duty of care: It means duty to exercise utmost skill and care. When an architect offers professional advice/architectural services, implicitly undertakes that he is possessed of the knowledge and skill for the purpose. Thus, an architect shall bring to his task a reasonable degree of knowledge and skill and must exercise a reasonable degree of care.

1.4 Duties: The duties that are required to be performed by an architect for various types of projects have been prescribed by the Council of Architecture under the Conditions of Engagement and Scale of Charges for respective areas in the field of architecture. The documents stipulate the parameters within which the Architect is required to function. However, the Conditions of Engagement and matters related therewith for a given project shall be carried out in accordance with the terms and Conditions of Agreement executed between IBPS and the Architect.

2.0 Professional Conduct:

An architect shall be required to comply with the standards of professional conduct and etiquette and a code of ethics set out in clauses(i) to (xxv), read with exceptions covered by
sub-clauses (a) to (h) of sub-regulation (1) of Regulation 2 of the Architects (Professional Conduct) Regulations, 1389. Violation of any of the provisions of sub-regulation (1) shall constitute a professional misconduct.

3.0 Client’s – Owner’s/ Occupant’s duties and responsibilities:

The Owner – Client shall discharge all his obligations connected with the project and engagement of the architect in accordance with the Conditions of Agreement as agreed upon. Further, IBPS(s)- Owner(s) / Occupant(s) upon completion of the building shall maintain it properly to safeguard and preserve the longevity of the building.

4.0 Professional Negligence:

4.1 Negligence: “Negligence” of an architect means failure to take reasonable degree of care in course of his engagement for rendering professional services.

4.2 Deficient Service:
421 “Deficiency”, as defined under Section 2(1)(g) of the Consumer Protection Act, 1986, means any fault, imperfection, shortcoming or inadequacy in the quality, nature and manner of performance which is required to be maintained by or under any law for the time being in force or has been undertaken to be performed by a person in pursuance of a contract or otherwise in relation to any service.

422 An architect is required to observe and uphold the Council’s Conditions of Engagement and Scale of Charges while rendering architectural services in terms of Regulation 2 (1) (xii) of the Architects (Professional Conduct) Regulations, 1989. Thus, failure to provide any service/services that is/ are necessary for discharge of his duties and functions for the project for which he has been engaged, amount to deficient service.

4.3 Exceptions:

An architect is not liable for any liability, if the damage to the building has occasioned in the following circumstances:

431 Use of building for the purposes other than for which it has been designed.
432 Any changes/modifications to the building carried out by the owner(s)/occupant(s) without the consent or approval of the architect who designed and/ or supervised the construction of the building.
### Architectural Consultancy Services for Renovation and Upgradation work at IBPS

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<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>433</td>
<td>Any changes/ alterations/ modifications carried out by consulting another architect without the knowledge and consent of erstwhile architect or without obtaining No Objection Certificate from him.</td>
</tr>
<tr>
<td>434</td>
<td>Illegal/unauthorized changes/alteration/renovation/ modifications carried out by the owner(s)/occupant(s).</td>
</tr>
<tr>
<td>435</td>
<td>Any compromise with the safety norms by the owner(s)/occupant(s).</td>
</tr>
<tr>
<td>436</td>
<td>Distress due to leakage from terrace, toilets, water logging within the vicinity of the building and that would affect the strength/stability of the structure or general well-being.</td>
</tr>
<tr>
<td>437</td>
<td>Lack of periodical maintenance or inadequate maintenance by the owner(s)/occupant(s).</td>
</tr>
<tr>
<td>438</td>
<td>Damages caused due to any reasons arising out of ‘specialized consultants’ deficient services with regard to design and supervision of the work entrusted to them, who were appointed/ engaged in consultation with IBPS.</td>
</tr>
<tr>
<td>439</td>
<td>Damages cause to the building for the reasons beyond the control of the architect.</td>
</tr>
</tbody>
</table>

#### 5.0 Professional Negligence and Deficiency in Services - Professional Misconduct:

Any person aggrieved by the professional negligence and/or deficiency in services provided by the architect, the matter shall be referred to the Council of Architecture under Rule 35 of the Council of Architecture Rules, 1973, to adjudicate whether the architect is guilty of professional misconduct or not.

#### 6.0 Professional Liabilities:

**6.1 Indemnity Insurance:** The architect is required to indemnify IBPS against losses and damages incurred by IBPS through the acts of the Architect and shall take out and maintain a Professional Indemnity Insurance Policy, as may be mutually agreed between the Architect and IBPS, with a Nationalized Insurance Company or any other recognized insurance Company by paying a requisite premium.

**6.2 Maintenance of Record:** The architect is required to maintain all records related to the project for a minimum period of 3 years after the issuance of Certificate of Virtual Completion.

**6.3 Duration:** The architect’s liability shall be limited to a maximum period of three years after the building is handed over to/ occupied by the owner, whichever is earlier.
7.0 Nature of liability:

An architect is liable for the negligent act which he committed in the performance of his duties. The action against an architect can be initiated by IBPS on satisfying the following conditions:

(a) There must exist a duty to take care, which is owed by an architect to his client.
(b) There must be failure on the part of an architect to attain that standard of care prescribed by law, thereby committed breach of such duty;
And
(c) IBPS must have suffered damage due to such breach of duty.

7.1 Disciplinary action under the Architects Act, 1972

If an architect is found guilty of professional misconduct, he is liable for disciplinary action by the Council of Architecture under Section 30 of the Architects Act, 1972.

7.2 Civil and Criminal action in the courts of Law

7.2.1 The disciplinary action taken by the Council of Architecture against the architect who has been found guilty of professional misconduct does not absolve him of his liabilities under the Code of Civil Procedure, 1908 and the Code of Criminal Procedure, 1973, if any.

Some of the relevant laws include, The Law of Torts, The Consumer Protection Act, 1986 and The Indian Penal Code 1860, etc.

Prescribed under regulation 2(1)(xii) of the Architects Professional Conduct Regulations, 1989. This revised document was approved by the Council of Architecture at its 40th Meeting held on 12th April, 2002, vide Resolution no. 303.
6. GENERAL TERMS AND CONDITIONS OF CONTRACT (GTC)

(Attached Separately)
7. SCHEDULE OF QUANTITIES

(To be submitted in a separate sealed Envelope. If Financial/ Price Bid is submitted along with Technical Bid, the tender shall be rejected.)
Architectural Consultancy Services for Renovation and Upgradation work at IBPS

<table>
<thead>
<tr>
<th>ITEM NO</th>
<th>DESCRIPTION</th>
<th>UNIT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>The fees for the Architectural consultancy for this line item is for General Scope of work. The quoted fees shall be % of the total cost of the project. Payment will be made in parts as per Payment terms clause 5.0 in Special conditions of Contract of tender.</td>
<td>%</td>
</tr>
<tr>
<td>2.</td>
<td>Statutory approvals. Payment will made as per clause 5.1.2 of Payment terms in Special conditions of Contract of tender.</td>
<td>Lump sum</td>
</tr>
</tbody>
</table>
NOTE :-

1. The Architects are requested to Quote the fees separately as per the format given above and submit in a separate sealed envelope subscribed “Financial Bid”

2. The cost of project shall be excluding the following :-
   a. Cost of Land.
   b. Cost of any services which are not designed or planned by the Consultant
   c. Cost of any demolition etc.
   d. All payments made to local bodies.
   e. Cost of overheads and administrative expenses, advertisements charges of the department.
   f. Any taxes such as GST on material procured or services of any other agency appointed in the project, levies to be paid to Government, etc.
Basic Information Of Tender:

<table>
<thead>
<tr>
<th>Title</th>
<th>Architectural Consultancy for Renovation and upgradation of office building at Kandivali (East) Mumbai - 400101</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description</td>
<td>This tender for Architectural consultancy services for Renovation and upgradation of office building at Kandivali (East), Completion: PO will be valid for 01 years.</td>
</tr>
<tr>
<td>Tender Type</td>
<td>Public</td>
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<tr>
<td>Tender Scope</td>
<td>Domestic</td>
</tr>
<tr>
<td>Bid Type</td>
<td>Two Bid</td>
</tr>
<tr>
<td>Tender Due Date &amp; Time</td>
<td>21-08-2019 17:00 Hrs</td>
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<tr>
<td>Reverse Auction Applicable</td>
<td>No</td>
</tr>
<tr>
<td>Pre Bid Conference Start Date &amp; Time</td>
<td>13-08-2019 14:30 Hrs</td>
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<tr>
<td>Pre Bid Conference End Date &amp; Time</td>
<td>13-08-2019 16:30 Hrs</td>
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<tr>
<td>Queries Start Date &amp; Time</td>
<td>01-08-2019 10:00 Hrs</td>
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<tr>
<td>Queries End Date &amp; Time</td>
<td>12-08-2019 17:00 Hrs</td>
</tr>
<tr>
<td>Un Priced Bid Open Date &amp; Time (Technical)</td>
<td>22-08-2019 14:30 Hrs</td>
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<tr>
<td>Department</td>
<td>ADMINISTRATION DEPARTMENT - IBPS</td>
</tr>
<tr>
<td>ADDRESS</td>
<td>IBPS House, Near Thakur Polytechnic, 90 D. P. Road, Thakur Complex, Off Western Express Highway, Kandivali (East), Mumbai - 400101</td>
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<tr>
<td>Tender Description</td>
<td>This tender for architectural consultancy services for Renovation and upgradation of office building at Kandivali (East); PO will be valid for 01 years. Principal or Lead architect shall possess valid registration certificate from council of architecture and a copy of evidence need to be submitted along with unpriced bid. Pre bid conference is scheduled on 13-08-2019 14.30 hrs. at IBPS House, Near Thakur Polytechnic, 90 D. P. Road, Thakur Complex, Off Western Express Highway, Kandivali (East), Mumbai - 400101</td>
</tr>
<tr>
<td>Notice Inviting Tender</td>
<td>This tender for architectural consultancy services for Renovation and upgradation of office building at Kandivali (East). Completion: PO will be valid for 01 years. Pre bid conference is scheduled on 13-08-2019 14.30 hrs at IBPS House, Near Thakur Polytechnic, 90 D. P. Road, Thakur Complex, Off Western Express Highway, Kandivali (East), Mumbai - 400101</td>
</tr>
</tbody>
</table>

Validity of offer - 180 days from the initial or extended Due Date for submission of Tender whichever is later unless specified otherwise.

Liquidated Damages/Price Reduction clause accepted unless specified otherwise.

Please quote all the taxes, if applicable, only in percentage terms and not in Per unit(Amount) basis. The Per unit option is provided only to quote for extras like Loading charges, packing charges, TPI charges etc. In case, it is found that you have quoted taxes in amount basis, your bid may be liable for rejection.

The tender documents to be submitted in 2 sealed envelopes – one for Technical bid and one for Commercial bid.

The EMD to be submitted in a separate sealed envelope pasted on the technical bid envelope only.
Tender for Architectural Consultancy Works for Renovation and Upgradation of IBPS office at Kandivali (East) Mumbai

VOLUME – II GENERAL CONDITIONS OF CONTRACT

PROJECT MANAGEMENT CONSULTANTS

B.J. MEHTA ARCHITECTURAL & STRUCTURAL CONSULTANTS PVT LTD,
3, AMITVIJAY CHSL KASTURBA CROSS ROAD, KANDIVALI (WEST),
MUMBAI - 400067
022-28660636 / 28621676
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**Annexures for uploading by Architects**

Annexure -1 Declaration regarding Blacklisting / Ban/Holiday Listing
Annexure -2 Bank Details/E Mandate
Annexure -3 Undertaking regarding correctness of Information
Annexure -4 Confirmation of Terms and Conditions
Annexure -5 Particulars of Bidders & Organization Data
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**Annexures for information of Architects**

Annexure -8 Tips on Successful Submission of Bids
Annexure -9 Format for Bank Guarantee in lieu of EMD
Annexure -10 Format for Composite Bank Guarantee for SD/RM/PG
## Section-1

### Abbreviations used in this Tender

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<th>Abbreviation</th>
<th>Meaning</th>
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<tr>
<td>1</td>
<td>PO</td>
<td>Purchase Order</td>
</tr>
<tr>
<td>2</td>
<td>CAMC</td>
<td>Comprehensive Annual Maintenance Contract</td>
</tr>
<tr>
<td>3</td>
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<td>4</td>
<td>PAN</td>
<td>Permanent Account Number</td>
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<tr>
<td>5</td>
<td>EMD</td>
<td>Earnest Money Deposit</td>
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<tr>
<td>6</td>
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<td>Bank Guarantee</td>
</tr>
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<td>7</td>
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<td>10</td>
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<td>Demand Draft</td>
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<tr>
<td>11</td>
<td>GTC</td>
<td>General Terms and Conditions</td>
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<td>12</td>
<td>SBI</td>
<td>State Bank Of India</td>
</tr>
<tr>
<td>13</td>
<td>PLR</td>
<td>Prime Lending Rate</td>
</tr>
<tr>
<td>14</td>
<td>STC</td>
<td>Special Terms &amp; Conditions</td>
</tr>
<tr>
<td>15</td>
<td>GST</td>
<td>Goods and Services Tax</td>
</tr>
<tr>
<td>16</td>
<td>LOI</td>
<td>Letter of Intent</td>
</tr>
<tr>
<td>17</td>
<td>MEP</td>
<td>Mechanical, Electrical and Plumbing</td>
</tr>
</tbody>
</table>
Section-2
Instructions to Bidders

1. Architects are advised to submit their bids taking full notice of all the pre-qualification criteria if any, technical specifications, terms and conditions. Bidders are to note that this tender is only through the offline mode. The sealed tenders has to be submitted to the office of IBPS before the end date. Tenders received after the end date shall not be accepted.

2. Eligible Bidders are required to submit their offer in two parts - Technical Bid (Unpriced bid) and Price Bid. The Technical Bid (Unpriced bid) as well as Price Bid shall both be submitted along with the documents as required in this tender.

3. Submission of Bids:
   i. Bids are required to be submitted in 2 parts - Technical Bid (Unpriced bid) and Price Bid
   ii. Eligible Bidders are required to submit their offer by the tender due date/time as specified in the tender. Late/ delayed tenders submitted after the due date and time, for whatsoever reasons will not be considered.
   iii. It may be noted that response in any other form (through post, telegram, fax, telex, e-mail, and courier) shall not be accepted.
   iv. All details, revisions, clarifications, corrigenda, addenda, time extensions, etc., to the tender will be informed by email and post. Bidders may make periodic inquiry with the department to keep themselves updated.
   v. Bidders are advised to study all the Tender Documents carefully and understand the Tender/Contract Conditions, Specifications etc., before quoting. If there are any doubts, they should get clarification in writing but this shall not be a justification for late submission of tender or extension of opening date. Tender should be strictly in accordance with Terms & Conditions, Specifications.
   vi. The offer from the tenderer should be strictly in accordance with Terms & Conditions of the tender, Specifications.
   vii. All the enclosed Tender documents along with the covering letter will form part of the tender.
   viii. It shall be understood that every endeavor has been made to avoid errors which can materially affect the basis of the tender and the successful Tenderer shall take upon himself and provide for risk of any error which may subsequently be discovered and shall make no subsequent claim on account thereof.
ix  If the envelopes are not sealed and marked as instructed above, the Authority assumes no responsibility for the misplacement or premature opening of the contents of the Bid submitted.

x  Bids submitted by fax, telex, telegram or e-mail shall not be entertained and shall be rejected.

xi  Any alteration/ modification in the Bid or additional information supplied subsequent to the Bid Due Date, unless the same has been expressly sought for by the Authority, shall be disregarded.

xii  The Bids shall be valid for a period of not less than 180 (one hundred and eighty days ) from the Bid Due Date.

4. Technical Bid (Unpriced Bid)
   Following documents to be submitted along with Technical Bid
   a. Attachments/ Annexures only as instructed duly filled in, signed & stamped needs to be uploaded as per requirement.
   b. Copies of Tax Registrations (GST etc)
   c. Copies of Registration Certificate under NSIC, MSE etc.
   d. Declarations on Blacklisting or holiday listing
   e. Declaration on PAN card
   f. Particulars of Bidder & Organization details (Annexure – 5)
   h. Authorization letter to sign tender document
      Note: Bidders have to ensure that Rates/Prices are not mentioned anywhere in Technical Bid, failing which the bid is liable to be rejected.

5. Earnest Money Deposit (EMD) Rs. 30,000 by way of pay order or Demand draft in favour of Institute of Banking Personnel Selection & the same is to be submitted in the separate sealed envelope pasted on the Technical Bid Envelope only. If EMD is not submitted with Technical Bid the bid documents will be summarily rejected.

6. Financial/ Price Bid
   a. The prices are to be offered only in the price bid document of tender.
   b. Price bid shall not contain anything else other than the rates. No terms and conditions or exception / deviation are permitted in price bid.
   c. Validity of the Offer: The offer shall be valid for a period of 180 days from the due date/ extended due date of the tender.

7. All communication regarding the tender including queries, if any, and submission of bids shall be done by mail on administration@ibps.in

8. IBPS shall not be responsible for any delays whatsoever in receiving as well as submitting the offers, due to any reasons. IBPS shall not be responsible for any delays in submitting EMD, wherever applicable.
9. IBPS will not be responsible for the cost incurred in preparation and submission of bids including the cost of digital certificate, regardless of the conduct of outcome of the bidding process.

10. Bidders are not allowed to mention any quotes in any other parts of the Technical Bid.

11. The bidder shall be fully responsible for the payment of any and all taxes, duties, octroi, cess, levies and statutory payments payable under all or any of the statutes etc. as per clause 7d of General Terms & Conditions of the tender.

12. Rebate:
No reduction in prices quoted by bidder shall be permitted after tender submission due date & time/ extended due date & time. If any bidder unilaterally reduces the prices quoted by him in his bid after opening of bids, the bid (s) of such bidder(s) will be liable to be rejected. Such reduction shall not be considered for comparison of prices but shall be binding on the bidder in case he happens to be a successful bidder for award of work.

13. Request for extension of tender submission due date, if any, received from bidders within 72 hours of tender submission due date / time, shall not be considered.

14. Queries:
   i. Clarifications sought/ queries received from bidders /Architects/parties on tender, after 14:30 hours on 12.08.2019, will not be entertained by IBPS. Please refer query end date / time in tender calendar after which no query posted by bidder shall be considered.
   ii. Please note that queries related to scope, tender specifications, terms & conditions etc. should be communicated in writing or mail only. IBPS, may not entertain the queries sent by post/ fax or through any other mode of communication.

15. The Bid document is not transferable.

16. IBPS reserves the right to reject any and / or every tender at any point of time during the Tender Process without assigning any reason whatsoever and / or place order on any tenderer and their decision in this regard will be final. No disputes could be raised by any tenderer(s) whose tender has been rejected.

17. Purchase Preference: Central Public Sector Enterprises / SSI units registered with NSIC/MSE (certified copy required) shall be extended purchase preference as per government guidelines in force from time to time.

18. Black List/Ban/Holiday List
   i. Bids received from parties who have been banned/blacklisted / put on holiday list or parties in respect of whom the action for blacklisting and holiday listing has
been initiated by IBPS/any Government/Quasi Government Agencies or PSUs, shall not be considered for either evaluation or for award of work. Offer of Vendor who has not submitted declaration on black listed or holiday listed shall be considered as non-responsive and offer shall be rejected.

ii. The bidder should give a written declaration, in Annexure-2 indicating that they are not on holiday list/banned/blacklisted as on due date of this tender.

19. **Address of tender floating department:**
   Administration Department
   Institute of Banking Personnel Selection,
   IBPS House, Near Thakur Polytechnic, 90 D. P. Road, Thakur Complex,
   Off Western Express Highway, Kandivali (East), Mumbai - 400101
   Tel. No. 022-29687000.

20. **Integrity Pact:**
   Attached Separately

21. **Subcontracting prohibited:**
   If a contractor submits his bid, qualifies and does not get the contract because of his being not the lowest, he will be prohibited from working as a subcontractor for the contractor who is executing the contract.

22. **Acceptance of the Offer by the I.B.P.S:**
   Incomplete or conditional submissions, and those with deviations/subjective or counter conditions/quantity restrictions or those not accompanied by the requisite documents shall be liable to be rejected and no further correspondence/enquiries on this issue by the tenderer shall be entertained.
   Any Terms and Conditions attached/printed overleaf of the Tenderer's offer will not be binding on IBPS.
   IBPS is not bound to accept the lowest offer and reserve the right to reject any and/or every tender without assigning any reason whatsoever and/or place order on one or more tenderers in the manner considered appropriate by IBPS. IBPS also reserves the right to reject any Un-workable offer.
   Purchase/price preference as applicable may be given to Central Public Sector Enterprises/MSE registered vendor as per directives of Government of India, in vogue from time to time. The decision of IBPS in this matter will be final.
   Tenderers may have to attend the concerned office of IBPS for negotiations/Clarifications if required at their own cost, in respect of their quotations without any commitment from IBPS.

23. Please note that all the terms and **conditions** of this tender are required to be accepted by bidders and no counter conditions will be entertained. Sign off to this effect is to be done as per Annexure 3.

24. Any bid that does not meet the Pre-Qualification requirement if any or the
requirement in the Technical bid is liable for rejection without further notice. IBPS reserves the right to accept/ reject any or all of the bids at their sole discretion without assigning any reason.

25. IBPS reserves the right to extend the tender due date.

26. IBPS is not responsible for any delay in submission of bids by the vendor.

27. **Corrigenda/Addenda:**
   (i) At any time prior to the bid due date, IBPS may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify this tender Document.
   
   (ii) The modifications, amendments, clarifications, corrigenda, addenda, time extensions, etc. to this tender will be intimated to the bidder by email/post.
   
   (iii) All corrigenda published are deemed to have been accepted as part of tender terms and conditions irrespective of the date a bid is submitted by the bidder.
   
   (iv) Bidder shall be responsible to ensure that the bid submitted has taken into consideration all the corrigenda published as above.

28. **Extension of Due date:**
   In order to afford prospective Bidders reasonable time in which to take the amendment into account in preparing their bids, IBPS may, at its discretion, also extend the bid due date.

29. IBPS reserves the right to reject any or all bids received incomplete.

30. **Commencement of Work and Refusals**

   a. The Architect shall have to start the work within 03 days from date of issue of call up order or advice to commence the work.

   b. If the Architect does not start the work by the above stated period and if the IBPS is not satisfied with the reasons for not starting the work in time or if Architect refuses to carry out the work due to any other reason, IBPS can cancel the work order by giving a notice after the expiry of the specified period as per the order and the same work shall be carried out by any other Architect at the entire risk and cost and consequences of the defaulting Architect.

   d. In the event of such cancellations for works during the contract period, the initial Security Deposit shall be forfeited and the standing contract shall be cancelled forthwith.

31. **Clause Others:**
   a) Vendor shall not sublet, sub contract or assign the work against order placed.
   
   b) **Price reduction/LD:** As per General Terms & conditions.

   c) IBPS reserves the right to suspend execution of the order in event of strike,
accidents or other contingencies beyond IBPS control.
d) IBPS reserves the right to accept any tender in whole or in part or reject any or all
tenders without assigning any reason.
e) IBPS shall not be bound to accept the lowest tender and reserves right to accept
any or more tenders in part. Decision of IBPS in this connection shall be final.
f) All correspondence shall be in English language only

32. Order of Precedence:
i. The Special Terms & Conditions and the Technical Specification of the tender
shall always supersede the General Terms & Conditions of the tender for the
related terms/ clauses.
ii. In case of contradictions between various sections of the tender document, the
Work Description shall supersede Specification and Drawings and Special
Terms & Conditions shall supersede instructions to tenderers, particular
clauses of General Terms & Conditions or clauses stated elsewhere

33. Miscellaneous

a. IBPS reserves the right to accept any tender in whole or in part or reject any or all
tenders without assigning any reason. Decision of IBPS in this regard shall be
final and binding on the bidder.
b. IBPS shall follow Purchase Preference / Price Preference as per prevailing
guidelines of Government of India
c. This Tender is not transferable. All enclosed tender documents along with the
Annexures / Attachments will form part of the tender.
d. The prices quoted by the Tenderer shall be firm during the validity period of the bid
and Tenderer agrees to keep the bid alive and valid during the said period. In case
the tenderer revokes or cancels the tender or varies any of terms of the tender
without the Consent of the Owner, in writing, the Tenderer forfeits the right to the
refund of the Earnest Money paid along with the tender.
e. Courts in the city of Mumbai alone shall have Jurisdiction to entertain any application
or other proceedings in respect of anything arising under this tender either before
or after or during the finalization of the tender.
h. I.B.P.S. reserves the right to take action as deemed fit which is inclusive of placing
the tenderer under suspension / holiday for a period as decided by the them, in case of
withdrawal of offer at any stage, non-acceptance of LOA / PO or non-execution of
order or any other breach of tender terms and conditions.
i. In case of any dispute in the interpretation of the terms and conditions of the tender, the
decision of IBPS shall be final and binding.

34. Other:
a) Tenderer should ensure that they submit their offer before the due date & time
of tender.
b) An offer may not be considered, if IBPS is unable to evaluate the same for want of any information.

For Any queries, please contact

**Project Management Consultants**

M/s B. J. Mehta Architectural and Structural Consultants Pvt. Ltd,
3 Amit vijay CHSL, Kasturba Cross Road, Kandivali (West), Mumbai - 400067.
O - 022-28660636 /28621676
Section-3
SCOPE OF THE CONTRACT & BID-QUALIFICATION CRITERIA

AS PER ATTACHMENT
Section - 4

Special Terms and Conditions

1. Deviations:
   a. The bidders are required to submit offers strictly as per the terms and conditions/specifications given in the Bidding Document and not to stipulate any deviations.
   
b. Offers received from bidders, stipulating deviations to any of the following clauses, will not be considered for priced bid opening:

   i Earnest Money Deposit, Security Deposit & Retention Money.
   ii Suspension & Termination
   iii Price Reduction Clause
   iv Force Majeure
   v Scope of work
   vi Arbitration & Integrity Pact
   vii Firm Prices
   viii Delivery Period

4) Evaluation of Bids:

Only those offers that qualify in the Techno-commercial bid evaluation will be taken up for evaluation of Price Bids.

4.0 OPENING EVALUATION OF BID AND SELECTION OF BIDDER

4.1 OPENING OF PROPOSALS
The technical proposals shall be opened on 22.08.2019 at 14:30 hours. In the Office of Administration, IBPS, IBPS House, Near Thakur Polytechnic, 90 D. P. Road, Thakur Complex, Off Western Express Highway, Kandivali (East), Mumbai - 400101. Architect may depute their representative to be present at the time of opening of the proposals.

Opening of financial proposal will be intimated later on to successful bidder(s). IBPS may not send any further intimation in this regard unless there is change of date or time for opening of Technical bid.
IBPS will subsequently examine and evaluate the Technical Bids in accordance with the provisions set out in this RFP document.

4.2 EVALUATION OF PROPOSAL/BID.

The proposals shall be evaluated as per the parameters set below and ranked accordingly. The score of technical proposals would be given 70% weightage which includes 25% weightage of detail presentation and that of the financial proposals would be given 30% weightage. The weighted total score of both the Technical and Financial proposals shall be used to rank the Architects. The first ranked Architect may then be called for negotiations.

PROPOSAL MARKING:

Both the technical and financial proposals shall be marked separately. The technical proposal shall be evaluated on the following parameter and the marks shall be given accordingly.

Table 3: Proposal Marking

<table>
<thead>
<tr>
<th>SR. No</th>
<th>Parameters</th>
<th>POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>FIRM'S EXPERIENCE &amp; CAPABILITY STATEMENT</td>
<td>10 Points</td>
</tr>
<tr>
<td></td>
<td>a) Experience of 10 years</td>
<td>04 points</td>
</tr>
<tr>
<td></td>
<td>b) Experience more than 10 years will be allotted 2 points for every 4 years of additional experience. (maximum points shall be restricted to 6</td>
<td>2 points for every additional 4 Years (Maximum 6 Points )</td>
</tr>
<tr>
<td>2</td>
<td>SIMILAR CONSULTANCY SERVICES / WORKS COMPLETED IN LAST 7 YEARS</td>
<td>30 Points</td>
</tr>
<tr>
<td></td>
<td>a) Single projects of 16.00 Crores OR</td>
<td>12 points</td>
</tr>
<tr>
<td></td>
<td>b) Two projects of 12.00 Crores OR</td>
<td></td>
</tr>
<tr>
<td></td>
<td>c) Three projects of 8.00 crores</td>
<td></td>
</tr>
<tr>
<td>For Every Additional Project of cost more than</td>
<td>Maximum 18 points</td>
<td></td>
</tr>
<tr>
<td>---------------------------------------------</td>
<td>------------------</td>
<td></td>
</tr>
<tr>
<td>a) 16.00 Crores -- 12.00 points</td>
<td></td>
<td></td>
</tr>
<tr>
<td>b) 12.00 Crores -- 6.00 points</td>
<td></td>
<td></td>
</tr>
<tr>
<td>c) 8.00 Crores -- 4.00 points</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**3 FIRM’S FINANCIAL CAPACITY**

*10 points*

**3.1 Average Annual Financial Turnover Min 100 Lakhs for Last 3 Years.** The firm should be profit making.

<table>
<thead>
<tr>
<th>a) Annual financial Turnover as per threshold indicated (100 Lakhs)</th>
<th>6 Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>b) Additional financial turnover in multiple or part thereof @ 20% of the threshold value indicated in (Max 02 Marks)</td>
<td>2.00 point for each multiple. (Maximum 4 points)</td>
</tr>
</tbody>
</table>

**4 STRENGTH OF TECHNICAL TEAM**

*20 points*

<table>
<thead>
<tr>
<th>a) Principal Architect at least 25 years experience - 1 No. Every Additional Architects having More than 25 Years 2 points</th>
<th>3 points</th>
</tr>
</thead>
<tbody>
<tr>
<td>b) Senior Architects with at least 15 – 20 Years (Min 1 NO)</td>
<td>3 points</td>
</tr>
<tr>
<td>c) Junior Architects (3 to 5 years Experience) Minimum – 3 Nos</td>
<td>3 points</td>
</tr>
<tr>
<td>d) Senior Interior Designer with at least 10 years experience – (Minimum 1 No.)</td>
<td>2 Points</td>
</tr>
<tr>
<td>e) Junior Interior Designer With at least 3 to 5 years Experience - (Minimum 2 Nos)</td>
<td>2 points</td>
</tr>
<tr>
<td>f) Structural Engineer with at least 15 years experience - 2 No (If not INHOUSE, Associates will be considered with letter of association)</td>
<td>2 points</td>
</tr>
</tbody>
</table>

**5 Site Visit of completed projects**

*5 points*

**6 Presentation given by the successful bidder to cover the topic like Adequacy of the proposed approach, methodology, experience, concept design and work plan for performing the assignment.**

*25 points*

Technical Score (TS) Total marks.

*100*
Based on above mentioned criteria, the proposal shall be ranked in descending order of marks (The Technical Proposal with highest score will be ranked one and others accordingly). For financial evaluation bidder scored more than 60 marks will only be considered. Each responsive proposal will be given a technical score. A proposal shall be rejected at this stage if it does not respond to important aspects of the Terms of Reference.

4.3 FINANCIAL EVALUATION:
Financial bids of all prequalified firms would be opened. The ranking of the financial proposal would be done on an ascending order (The lowest quote of financial bid would be given first rank)

a) In this second stage, the financial evaluation will be carried out as per this Clause. Financial Proposal will be assigned a Financial score (FS).
b) For financial evaluation, the total cost indicated in the Financial Proposal for all of the services will be considered.

c) The Authority will determine whether the Financial Proposals are complete, unqualified and unconditional. The cost indicated in the Financial Proposal shall be deemed as final and reflecting the total cost of services for each services. Omissions, if any, in costing any item shall not entitle the firm to be compensated and the liability to fulfill its obligations as per the scope of work within the total quoted price shall be that of the Selected Company.

The lowest Financial bid of the L-1 bidder (FM) will be given a financial score (FS) of 100 points. The financial scores will be computed as follows:

FS = 100 X FM F  
(FS = Financial Score)  
(FM = Amount of lowest Financial bid of the L-1 bidder)  
(F = Amount of Financial bid quoted by the respective individual bidder considered for the evaluation)
COMBINED AND FINALEVALUATION:

a) Proposals will finally be ranked according to their combined technical (TS) and financial (FS) scores as follows: 
\[ S = TS \times Tw + FS \times Fw \]
Where S is the combined score and Tw and Fw are weightage assigned to Technical Proposal and Financial Proposal that shall be 0.70 and 0.30 respectively.

b) The combined scores of the Company will be added to arrive at the final score secured by the individual bidder for selection.

c) The Selected Bidder will be the first ranked Bidder having the highest final combined score. The second ranked Bidder shall be kept in reserve and may be invited for negotiations in case the first ranked Bidder withdraws, or fails to comply with the requirements specified in the RFP, as the case maybe.

- To facilitate evaluation of Bids, the Authority may, at its sole discretion, seek clarifications in writing from any Bidder regarding its Bid.
- Prior to evaluation of Technical Bids, the Authority shall determine whether each Bid is responsive to the requirements of the RFP document. A Technical Bid shall be considered responsive only if: It is received as per the format specified; It is received by the Bid Due Date including any extension thereof; It is signed, sealed, bound and marked as stipulated in the RFP document; Request for Proposal “SELECTION OF ARCHITECT FIRM FOR CONSULTANCY SERVICES FOR RENOVATION AND UGRADATION OF IBPS HOUSE ” It is accompanied by the Earnest Money Deposit Document / Tenders fee as specified in the RFP document;

It contains all the information (complete in all respects) as requested in this RFP Documents (in formats same as those specified);

It does not contain any condition or qualification; and It is not non-responsive in terms hereof.

Shortlisted bidders on the basis of technical bids, will be required to make presentation of their concept designs on the same date OR any other date inform by the authority. The exact date time & venue of the presentation will be intimated separately.
6) SECURITY DEPOSIT: As per GTC

7) Bidders are required to upload copy of **Permanent Account Number (PAN) Card** in the space provided under section ‘Annexures for Uploading by Bidder’. The document to be accompanied with the declaration (Annexure 10).

8) GST clause

**1) Price Bid:**

a) Price bid format: Bidders are advised to ensure that the Price Bid is quoted including the Basic cost, packing charges, loading charges, Insurance, Freight, Third Party Inspection Charges and any other charge if any.

b) Bidders have to ensure that Bid Price is not mentioned anywhere in the Technical Bid, failing which the bid is liable to be rejected.

**2) Taxes & Duties:**

a) Bidders to provide GSTIN number, HSN/SAC Code of the Material/Services being supplied and the applicable GST rates separately in the space provided for the same.

b) The Vendor accepts full and exclusive liability for the payment of any and all applicable taxes (CGST, SGST, IGST, UTGST), levies and statutory payments payable under all or any of the prevailing Central/State statutes.

c) The Vendor shall comply with all the provisions of the GST Act / Rules / requirements like providing of tax invoices, payment of taxes to the authorities within the due dates, filing of returns within the due dates etc. to enable IBPS to take Input Tax Credit.

d) Every invoice of the vendor shall contain invoice number, date, GSTIN number and HSN/SAC code (Harmonized system of Nomenclature/service accounting code) for the items being supplied or services being provided along with tax rate.

e) The Vendor shall mention their registration status (Registered / Composition / Unregistered) on the bill/invoice. In case there is change in the Registration status of the vendor during the execution of the contract the same should be advised immediately. Due to change in the Registration status from Composition to Registered vendor etc. Corporation will not be liable for any additional tax payments.

f) GST (CGST/SGST/IGST/UTGST) as applicable shall be reimbursed for the supplies/services.
g) IBPS will be liable to pay only those taxes and levies as indicated by vendor at the time of Price Bid submission/as agreed subsequently (prior to opening of priced bids).

h) Any tax, levies or any other form of statutory levies or cost as on closing date of the tender will be treated as included in Priced bid. Taxes, Duties, and Levies not indicated by Architect in the unpriced Bid, but payable, shall be to Vendor’s account.

i) New taxes / change in tax rates / levies imposed by the Indian/State Governments through Gazette notification after the date of submission of last Price Bid but prior to Contractual Delivery Date, IBPS shall reimburse/adjust the increase/ decrease in taxes on satisfactory supporting documents being provided by the vendor.
SECTION -5

GENERAL TERMS & CONDITIONS FOR CONSULTANCY
ATTACHED SEPERATELY

Refer Page No. 20 Onwards
Annexure 1

(The following declarations should be typed on the letter head of the tenderer and should be duly signed by an authorized signatory clearly stating the name and designation of the signatory)

DECLARATION NON BLACKLISTED / NON BANNED / NON HOLIDAY LISTED PARTY

WE CONFIRM THAT WE HAVE NOT BEEN BANNED OR BLACK LISTED OR DELISTED OR HOLIDAY LISTED BY ANY GOVERNMENT OR QUASI GOVERNMENT AGENCIES OR PUBLIC SECTOR UNDERTAKINGS.

Date: _______________ Name of Tenderer: __________________

Place: _______________ Signature & Seal

Of Tenderer: __________________

Note: If a bidder has been banned by any Government or Quasi Government Agencies or Public Sector Undertakings, this fact must be clearly stated with details. If this declaration is not given along with the UNPRICED Bid, the tender will be rejected as non-responsive.
Annexure 2

ON LETTER HEAD

**Undertaking by the bidder**

I/we hereby undertake that the entire information furnished/given to you in our bid and attachments are true to the best of our knowledge and belief and nothing therein is false.

I/We further undertake, that if it is found during the tender stage (before accepting our bid/placement of Purchase Order by IBPS) that any information or document furnished/submitted by us is false or incorrect, then we agree that IBPS shall be free to reject our tender/ bid. If the same is found to be false or incorrect during any stage after accepting of our bid/ placement of Purchase Order, then IBPS shall have the right to summarily cancel our tender and procure the balance quantity from any alternate source. IBPS shall have the right to recover the differential amount between the rates of our contract and the rates at which IBPS is compelled to procure from the alternate source, if the latter rate is higher. To this effect, the recovery can be made by IBPS by encasing any bank guarantee that we may have submitted or from any pending bills under this contract or any other contract with IBPS. Further IBPS shall be at liberty to take any appropriate action as deemed fit in such an eventuality.

I/we further undertake as and when called upon by IBPS.

Limited, to produce, for its inspection, original(s) of the document(s) of which copies have been annexed hereto

Date: __________ Name of Bidder __________________

Place: __________ Signature & Seal of Bidder __________
Annexure 3
Confirmation of Acceptance of Terms and Conditions

Kind Attn: Bidder: Please Note

The authorized signatory of the bidder has to put signature as well as seal of the bidder organization on all pages of all bid documents at the right hand bottom corner, as token of confirmation of acceptance of terms and conditions.
Annexure 4

Bidder & Organization Details

TO BE ATTACHED SEPERATELY
Annexure 5

ON LETTER HEAD

Declaration regarding PAN Number

I/We hereby declare that my/our PAN No. is _________________ and is falling under the jurisdiction of Commissioner of Income Tax ________________.

It is hereby declared that the said PAN No. is correctly stated.

Name of Bidder __________________________

Signature & Seal of Bidder __________________
Annexure 6

Declaration regarding relative of *IBPS’s Senior Management or PMC.

The Tenderer is required to state whether he/ she is a relative of any IBPS’s Senior Management or PMC. The tenderer is a firm in which IBPS’s Senior Management or PMC or his relative is a partner or is any other partner of such a firm or alternatively the Tenderer is a private company in which IBPS’s Senior Management or PMC is member or Director, (the list of relative(s) for this purpose is given below)

N.B: Strike off whichever is not applicable. If the tenderer employs any person subsequent to signing the above declaration and the employee so appointed happens to be relative of the Officer of IBPS/ Central/ State Government, the tenderer should submit another declaration furnishing the names of such employees who is/ are related to the Officer/s of the I.B.P.S/ Central/ State Government.

Date: __________ Name: ________________

Place: __________ Designation: ________________

LIST OF RELATIVES
A person shall be deemed to be a relative of another, if any and only if, i) He / She / They are members of Hindu Undivided family or
ii) He / She / They are Husband & Wife or
iii) The one is related to the other in the manner indicated below.

1. Father 12. Son’s Daughter
2. Mother (including Step Mother) 13. Son’s Daughter’s Husband
3. Son (including Step Son) 14. Daughter’s Husband
4. Son’s Wife 15. Daughter’s Son
5. Daughter (including Step Daughter) 16. Daughter’s Son’s Wife
6. Father’s Father 17. Daughter’s Daughter
7. Father’s Mother 18. Daughter’s Daughter’s Husband
9. Mother’s Father 20. Brother’s Wife
10. Son’s Son 21. Sister (including Step Sister)
11. Son’s Son’s Wife 22. Sister’s Husband

c/o Administration, Institute of Banking Personnel Selection,
IBPS House, 4th Floor, Near Thakur Polytechnic, 90 D. P. Road, Thakur Complex, Off Western Express Highway, Kandivali (East), Mumbai – 400101

*IBPS’s Senior Management: Grade ‘G’ & above
Annexure 7

BANK GUARANTEE IN LIEU OF EARNEST MONEY (On Non-Judicial stamp paper of appropriate value)

TO: Institute of Banking Personnel Selection

Kandivali, Mumbai- 400101

IN CONSIDERATION OF MESSRS. Institute of Banking Personnel Selection a public trust registered under Bombay Public Trust Act, 1950 and Societies Registration Act, 1860, having its registered office at IBPS House, 4th Floor, Near Thakur Polytechnic, 90 D. P. Road, Thakur Complex, Off Western Express Highway, Kandivali (East), Mumbai – 400101 (hereinafter called "IBPS" which expression shall include its successor in business and assigns) issued a tender on Messrs. ................................................ a proprietorship /partnership firm/sole proprietor business/a company registered under the Companies Act, 1956 having its office at (hereinafter called "the Tenderer" which expression shall include its executors, administrators and assigns) against Tender no............ dated ................. (hereinafter called "the tender" which expression shall include any amendments/ alterations to "the tender" issued by "IBPS") for the supply of goods to/execution of services for "IBPS" and "IBPS" having agreed not to insist upon immediate payment of Earnest Money for the fulfilment of the said tender in terms thereof on production of an acceptable Bank Guarantee for an amount of `....... (Rupees ................................ only).

We, ................................... Bank having office at ..................................................... Bombay (hereinafter referred to as "the Bank" which expression shall include its successors and assigns) at the request and on behalf of "the Tenderer" hereby agree to pay to IBPS without any demur on first demand an amount not exceeding `......... (Rupees ................................ only) against any loss or damage, costs, charges and expenses caused to or suffered by "IBPS" by reason of non performance and fulfilment or for any breach on the part of "the Tenderer" of any of the terms and conditions of the said "tender".

2. We, ......................................... Bank further agree that "IBPS" shall be sole Judge whether the said "Tenderer" has failed to perform or fulfill the said "tender" in terms thereof or committed breach of any of the terms and conditions of "the order" and the extent of loss, damage, cost, charges and expenses suffered or incurred or would be suffered or incurred by "IBPS" on account thereof and we waive in favour of "IBPS"
all the rights and defenses to which we as guarantors and/or "the Tenderer" may be entitled to.

3. We, ......................................... Bank further agree that the amount demanded by "IBPS" as such shall be final and binding on "the Bank" as to "the Bank" 's liability to pay and the amount demanded and "the Bank" to undertake to pay "IBPS" the amount so demanded on first demand and without any demur notwithstanding any dispute raised by "the Tenderer" or any suit or other legal proceedings including arbitration pending before any court, tribunal or arbitrator relating thereto, our liability under this guarantee being absolute and unconditional.

4. We, ......................................... Bank further agree with "IBPS" that "IBPS" shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said "tender"/or to extend time of performance by "the Tenderer" from time to time or to postpone for any time to time any of the powers exercisable by "IBPS" against "the Tenderer" and to forbear to enforce any of the terms and conditions relating to "the tender" and we shall not be relieved from our liability by reason of any such variation or extension being granted to "the Tenderer" or for any forbearance, act or omission on the part of "IBPS" or any indulgence by "IBPS" to "the tenderer" or by any such matter or things whatsoever which under the law relating to sureties would but for this provision have the effect of relieving us.

5. NOTWITHSTANDING anything hereinbefore contained, our liability under this Guarantee is restricted to ` .......(Rupees....................................... only). Our liability under this guarantee shall remain in force until expiration of six months from the due date of opening of the said "tender". Unless a demand or claim under this guarantee is made on us in writing within said period, that is, on or before ......................................... all rights of "IBPS" under the said guarantee shall be forfeited and we shall be relieved and discharged from all liabilities thereunder.

6. We, ......................................... Bank further undertake not to revoke this guarantee during its currency except with the previous consent of "IBPS" in Writing.

7. We, ......................................... Bank lastly agree that "the Bank" 's liability under this guarantee shall not be affected by any change in the constitution of "the Tenderer".

8. "The Bank" has power to issue this guarantee in favour of "IBPS" in terms of the documents and/or the Agreement/Contract or MOU entered into
between "the Tenderer" and "the Bank" in this regard.

IN WITNESS WHEREOF the Bank has executed this document on this ......................
day of ......................

For ...................... Bank

(by its constituted attorney)

(Signature of a person
authorized
To sign on behalf of “the Bank
Annexure 8

BANK GUARANTEE FOR PERFORMANCE OF THE OBLIGATIONS OF SUPPLIER / CONTRACTOR

(On non-judicial stamp paper of appropriate value)

To,

TO: Institute of Banking Personnel Selection

(Address as applicable)

IN CONSIDERATION OF MESSRS. Institute of Banking Personnel Selection a public trust registered under Bombay Public Trust Act, 1950 and Societies Registration Act, 1860, having its registered office at IBPS House, 4th Floor, Near Thakur Polytechnic, 90 D. P. Road, Thakur Complex, Off Western Express Highway, Kandivali (East), Mumbai - 400101 (hereinafter called "IBPS" which expression shall include its successor in business and assigns) having awarded to M/s__________ a proprietor /partnership firm /sole proprietor business/a company registered under the Companies Act, 1956 having its office at_______ (hereinafter referred to as "the Architect" which expression shall wherever the subject or context so permits includes its successors and assigns) a supply contract in terms inter alia, of "the Corporation's" Order No._______ dated_________ and the General procurement conditions of "the Corporation" and upon the condition of "Architect's" furnishing security for the performance of "the Architect's" obligations and/or discharge of "the Architect's" liability under and/or in connection with the said supply contract up to a sum of __________ (Rupees______________ ) amounting to 10% (ten percent) of the total contract value.

We,________________ (hereinafter called "the Bank" which expression shall include its successors and assigns) hereby jointly and severally undertake and guarantee to pay to "IBPS" in rupees forthwith on demand in writing and without protest or demur of any and all moneys anywise payable by "the Architect" to "IBPS" under, in respect of or in connection with the said supply contract inclusive of all IBPS's losses and damage and costs, (inclusive between attorney and client) charges, and expenses and other moneys anywise payable in respect of the above as specified in any notice of demand made by "IBPS" to the Bank with reference to this Guarantee up to an aggregate limit of ________________ (Rupees ________________) and "the Bank" hereby agrees with "IBPS" that:

1. This Guarantee/Undertaking shall be a continuing Guarantee/Undertaking and shall remain valid and irrecoverable for all claims of "IBPS" and liabilities of "the Architect" arising up to and until midnight of ____________

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2. This Guarantee/Undertaking shall be in addition to any other guarantee or security whatsoever that "IBPS" may now or any time anywise have in relation to "the Architect's obligation/liabilities under and/or connection with the said supply contract, and "IBPS" shall have full authority to take recourse to or enforce this security in preference to the other security(ies) at its sole discretion and no failure on the part of "IBPS" to enforcing or requiring enforcement to any other security shall have the effect of releasing "the Bank" from its full liability hereunder.

3. "IBPS" shall be at liberty without reference to "the Bank" and without affecting the full liability of "the Bank" hereunder to take any other security in respect of "the Architect's obligation and/or liabilities under or in connection with the said supply contract and to vary the term vis-a-vis "the Architect" of the said supply contract or to grant time and/or indulgence to "the Architect" or to reduce or to increase or otherwise vary the prices of the total contract value or to release or to forebear from enforcement of all or any of the obligations of "the Architect" under the said supply contract and/or the remedies of "IBPS" under any other security(ies) now or hereafter held by "IBPS" and no such dealing(s), variation(s) or other indulgence(s) or agreement(s) with "the Architect" or release of forbearance whatsoever shall have the effect of releasing "the Bank" from its full liability to "IBPS" hereunder or of prejudicing rights of "IBPS" against "the Bank".

4. This Guarantee/Undertaking shall not be determined or affected by the liquidation or winding up, dissolution or change of constitution or insolvency of "the Architect" but shall in all respects and for all purposes be binding and operative until payment of all moneys payable to "IBPS" in terms hereof.

5. "The Bank" hereby waives all rights at any time inconsistent with the terms of this Guarantee/Undertaking and the obligations of "the Bank" in terms hereof shall not be anywise affected or suspended by reason of any dispute having been raised by "the Architects" (whether or not pending before any arbitrator, officer, tribunal or court) or any denial of liability by "the Architect" or any other order of communication whatsoever by "the Architect" stopping or preventing or purporting to stop or prevent any payment by "the Bank" to "IBPS" in terms hereof.

6. The amount stated in any notice of demand addressed by "IBPS" to "the Bank" as liable to be paid to "IBPS" by "the Architect" or as suffered or incurred by "IBPS" on account of any losses or damages or costs, charges/and/or expenses shall be as between "the Bank" and "IBPS" be conclusive of the amount so liable to be paid to "IBPS" or suffered or incurred by "IBPS", as the case may be, and payable by "the Bank" to "IBPS", in terms hereof.
7. Not withstanding anything contained herein above:

   i. Our liability under this guarantee shall not exceed `........

   ii. This Bank Guarantee shall be valid up to and including .......; and

   iii. We are liable to pay the guarantee amount or any part thereof under this Bank Guarantee only and only if you serve upon us a written claim or demand on or before the expiry of 30 days from the date of expiry of this guarantee.

8. "The Bank" has power to issue this guarantee in favour of "IBPS" in terms of the documents and/or the agreement/contract or MOU entered into between "the Architect" and "the Bank" in this regard.

IN WITNESS Whereof ______________ Bank, has executed this document at ___________ on ___________ 20__.

____________________ Bank

(By its constituted attorney)
(Signature of a person authorized to sign on behalf of "the Bank")
6. GENERAL CONDITIONS OF CONTRACT


1.1 Definitions

Unless the context otherwise requires, the following terms whenever used in this Contract have the following meanings:

1. “Applicable Law” means the laws and any other instruments having the force of law in India;
2. “Contract” means the Contract signed by the Parties, to which these General Conditions of Contract are attached together with all the documents listed in Clause 1 of such signed Contract;
3. “Effective date” means the date on which this contract comes into force and effect pursuant to clause GC 2.1;
4. “Employer” means IBPS

5. “GC” means these General Conditions of Contract;


7. “Local currency” means the currency of the Indian Government;

8. “Party” means IBPS or the Architects, as the case may be and Parties means both of them.

9. “Personnel” means persons hired by the Architects or by any Sub-consultant as employees and assigned to the performance of the Services or any part thereof.

10. “SC” means the Special Conditions of Contract by which these General Conditions of Contract may be amended or supplemented;

11. “Services” means the work to be performed by the Architects pursuant to this Contract, as described in Appendix A hereto;

15. “Sub-consultant” means any entity to which the Architects subcontract any part of the Services in accordance with the provisions of Clause GC 3.7; and

16. “Third Party” means any person or entity other than the Government, IBPS, the Consultants or a Sub-consultant.
1.2 Relation between the Parties
Nothing contained herein shall be construed as establishing a relation of master and
servant or of principal and agent as between IBPS and the Architects. The Architects,
subject to this Contract, have complete charge of Personal and Sub-consultants, if any,
performing the Services and shall be fully responsible for the Services performed by them
or on their behalf hereunder.

1.3 Law Governing Contract
This Contract, its meaning and interpretation, and the relation between the Parties shall
be governed by the Applicable Law in India.

1.4 Language
This Contract has been executed in the language specified in the SC, which shall be the
binding and controlling language for all matters relating to the meaning or interpretation
of this Contract.

1.5 Headings
The headings shall not limit, alter or affect the meaning of this Contract.

1.6 Notices
1.6.1 Any notice, request or consent required or permitted to be given or made pursuant
to this Contract shall be in writing. Any such notice, request or consent shall be deemed
to have been given or made when delivered in person to an authorized representative
of the Party to whom the communication is addressed, or when sent by registered mail,
telegram or facsimile to such Party at the address specified in the SC.

1.6.2 Notice will be deemed to be effective as specified in the SC.

1.6.3 A Party may change its address for notice hereunder by giving the other Party notice
of such change pursuant to the provisions listed in the SC with respect to Clause GC 1.6.2.

1.7 Location
The Services shall be performed at such locations as are specified in Tender.

1.8 Authority of Member in Charge
In case the Architects consist of a joint venture of more than one entity, the Members
hereby authorize the entity specified in the SC to act on their behalf in exercising all the
Architects’ rights and obligations towards IBPS under this Contract, including
without limitation the receiving of instructions and payments from IBPS.
1.9 Authorized Representatives

Any action required or permitted to be taken, and any document required or permitted to be executed, under this Contract by IBPS or the Architects may be taken or executed by the officials specified in the SC.

1.10 Taxes and Duties

Unless otherwise specified in the SC, the Architects, Sub-consultants and Personnel shall pay such taxes, duties, fees and other impositions as may be levied under the Applicable Law.

2. Commencements, Completion, Modification and Termination of Contract

2.1 Effectiveness of Contract

This Contract shall come into force and effect on the date (the “Effective Date”) notice to proceed with the work to the contactor of the work issued by IBPS and instructing the Architects to begin carrying out the Services. This notice shall confirm that the effectiveness conditions, if any, listed in the SC have been met.

2.2 Termination of Contract for Failure to become Effective

If this Contract has not become effective within such time after the date of the Contract signed by the Parties as shall be specified in the SC, either Party may, by not less than four (4) weeks’ written notice to the other Party, declare this Contract to be null and void, and in the event of such a declaration by either Party, neither Party shall have any claim against the other Party with respect hereto.

2.3 Commencement of Services

The Architects shall begin carrying out the Services from the date of work order.

2.4 Expiration of Contract

Unless terminated earlier pursuant to Clause GC 2.9 hereof, this Contract shall expire when services have been completed and all payments have been made at the end of such time after the Effective Date as shall be specified in the SC.

2.5 Entire Agreement

This Contract contains all covenants, stipulations and provisions agreed by the Parties. No agent or representative of either Party has authority to make, and the Parties shall not be bound or be liable for, any statement, representation, promise or agreement not set forth herein.
2.6 Modification

Modification of the terms and conditions of this Contract, including any modification of the scope of the Services, may only be made by written agreement between the Parties. Pursuant to Clause GC 7.2 hereof, however, each Party shall give due consideration to any proposals for modification made by other Party.

2.7 Force Majeure

2.7.1 Definition

a) For the purpose of this Contract, “Force Majeure” means an event which is beyond the reasonable control of a Party, and which makes a Party’s performance of its obligations hereunder impossible or so impractical as reasonably to be considered impossible in the circumstances, and includes, but is not limited to war, riots, civil disorders, earthquake, fire, explosion, storm, flood or other adverse weather conditions, strikes, lockouts or other industrial action (except where such strikes, lockouts or other industrial action are within the power of the Party invoking Force Majeure to prevent), confiscation or any other action by government agencies.

b) Force Majeure shall not include (i) any event which is caused by the negligence or intentional action of a Party or such Party’s Sub-consultants or agents or employees, not (ii) any event which a diligent Party could reasonably have been expected to both (A) take into account at the time of the conclusion of this Contract and (B) avoid or overcome in the carrying out of its obligations hereunder.

c) Force Majeure shall not include insufficiency of funds or failure to make any payment required hereunder.

2.7.2 No Breach of Contract

The failure of a Party to fulfill any of its obligations hereunder shall not be considered to be a breach of, or default under, this Contract insofar as such inability arises from an event of Force Majeure, provided that the Party affected by such an event has taken all reasonable precautions, due care and reasonable alternative measures, all with the objective of carrying out the terms and conditions of this Contract.

2.7.3 Measures to be taken

a) A Party affected by an event of Force Majeure shall take all reasonable measures to remove such Party’s inability to fulfill its obligations hereunder with a minimum of delay.

b) A party affected by an event of Force Majeure shall notify the other party of such event as soon as possible, and in any event not later than fourteen (14) days falling the occurrence of such events, providing evidence of the nature and cause of such event, and shall similarly give notice of the restoration of normal conditions as soon as possible.
c) The parties shall take all reasonable measures to minimize the consequences of any event of Force Majeure.

2.7.4 Extension of Time

Any within which a Party shall, pursuant to this Contract, complete any action or task, shall be extended for an equal to the time during which such Party was unable to perform such action as a result of Force Majeure.

2.7.5 Payments - As described in Special Condition of contract

2.7.6 Consultation

Not later than thirty (30) days after the Architects, as the result of an event of Force Majeure, have become unable to perform a material portion of the Services, the Parties shall consult with each other with a view to agreeing on appropriate measures to be taken in the circumstances.

2.7.7 Levy of compensation for delay –

i) If ARCHITECT fails on account of its incompetency / default to complete each activity within the stipulated time period, then levy of compensation of 0.25 percentage of the total fee payable per day will be imposed. The cumulative amount of compensation will be limited to 5 percent of the total fees payable to the ARCHITECT. 0.5 percent compensation shall be of respective stages (stage 1- pretender activity, stage 2- post tender activity, and stage 3- DLP) Milestone of each activity shall be observed to levy compensation/bonus.

ii) If the ARCHITECT manages to publish NIT within 90/105/120 days and manages to get all permission within 120/135/150 days (as stipulated in Sr.No.9 and 10 of Para.-8) then recommendation for waiving of compensation may be considered by Project Management Consultant.

iii) Also Project Management Consultant may consider for recommendation for extension of time period to the various pre-tender activities mentioned in above Para–8 on account of genuine difficulties (for which ARCHITECT is not responsible) due to which ARCHITECT could not achieve the milestones by keeping all the reasons / correspondence on record submitted by ARCHITECT.

iv) Timely correspondence and action in this regard shall be verified as correctness and rightness to that effect by the project co-ordination committee.

v) Recommendation of Project Management Consultant is final and binding on ARCHITECT.

vi) Enhancement of penalty also may be considered on not achieving milestones on the default of ARCHITECT as stipulated in above Para-8.
2.8 Suspension

IBPS may, by written notice of suspension to the Architects, suspend all payments to the Architects hereunder if the Architects fail to perform any of their obligations under this Contract, including the carrying out of the Services, provided that such notice of suspension (i) shall specify the nature of the failure, and (ii) shall request the Architects to remedy such failure within a not exceeding thirty (30) days after receipt by the Architects of such notice of suspension.

2.9 Termination

2.9.1 By IBPS

IBPS may, by not less than thirty (30) days’ written notice of termination to the Architects (except in the event listed in paragraph (f) below, for which there shall be a written notice of not less than sixty (60) days, such notice to be given after the occurrence of any of the events specified in paragraphs (a) through (g) of this Clause GC 2.9.1, terminate this Contract:

a) if the Architects fail to remedy a failure in the performance of their obligations hereunder, as specified in a notice of suspension pursuant to Clause GC 2.8 hereinabove, within thirty (30) days of receipt of such notice of suspension or within such further period as IBPS may have subsequently approved in writing;

b) if the Architects become (or, if the Architects consist of more than one entity, if any of their Members becomes) insolvent or bankrupt or enter into any agreements with their creditors for relief of debt or take advantage of any law for the benefit of debtors or go into liquidation or receivership whether compulsory or voluntary;

c) if the Architects submit to IBPS a statement which has a material effects on the rights, obligations or interests of IBPS and which the Architects know to be false; material portion of the Services for a of not less than sixty (60) days; or

d) If IBPS, in its sole discretion and for any reason whatsoever, decides to terminate this Contract.

e) If the Architect, in the judgment of IBPS has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.

For the purpose of this clause:

“Corrupt practice” means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the selection process or in contract execution.
“fraudulent practice” means a misrepresentation of facts in order to influence a selection process or the execution of a contract to the detriment of IBPS, and includes collusive practice among Architects (prior to or after submission of proposals) designed to establish prices at artificial non-competitive levels and to deprive IBPS of the benefits of free and open competition.

2.9.2 By the Architects

The Architects may, by not less than thirty (30) days’ written notice to IBPS, such notice to be given after the occurrence of any of the events specified in paragraphs (a) through (d) of this Clause GC 2.9.2, terminate this Contract:

(a) if IBPS fails to pay any money due to the Architects pursuant to this Contract and not subject to dispute pursuant to Clause 8 hereof within ninety (90) days after receiving written notice from the Architects that such payment is overdue;

(b) if IBPS is in material breach of its obligations pursuant to this Contract and has not remedied the same within forty – five (45) days (or such longer as the Architects may have subsequently approved in writing) following the receipt by IBPS of the Architects’ notice specifying such breach;

(c) if, as the result of Force Majeure, the Architects are unable to perform a material portion of the Services for a of not less than sixty (60) days; or

2.9.3 Cessation of Rights and Obligations

Upon termination of this Contract pursuant to Clause GC 2.2 or GC 2.9 hereof, or upon expiration of this Contract pursuant to Clause GC 2.4 hereof, all rights and obligations of the Parties hereunder shall cease, except:

a) such rights and obligations as may have accrued on the date of termination or expiration;

b) the obligation of confidentiality set forth in Clause GC 3.3 hereof;

c) the Architects’ obligation to permit inspection, copying and auditing of their accounts and records set forth in Clause GC 3.6 (ii) hereof; and

d) any right which a Party may have under the Applicable Law.

2.9.4 Cessation of Services

Upon termination of this Contract by notice of either Party to the other pursuant to Clause GC 2.9.1 or GC 2.9.2 hereof, the Architects shall, immediately upon dispatch or
receipt of such notice, take all necessary steps to bring the Services to a close in a prompt and orderly manner and shall make every reasonable effort to keep expenditures for this purpose to a minimum. With respect to documents prepared by the Architects and equipment and materials furnished by IBPS, the Architects shall proceed as provided, respectively, by Clauses GC 3.9 or GC 3.10 hereof.

2.9.5 Payment upon Termination

Upon termination of this Contract pursuant to Clause GC 2.9.1 or GC 2.9.2 hereof, IBPS shall make the following payments to the Architects (after offsetting against these payments any amount that may be due from the Architect to IBPS).

a) such rights and obligations as may have accrued on the date of termination or expiration;
b) Remuneration pursuant to Clause GC 6 hereof of Services satisfactorily performed prior to the effective date of termination.
c) Reimbursable expenditures pursuant to Clause GC 6 hereof for expenditures actually incurred prior to the effective date of termination; and d) Except in the case of termination pursuant to paragraphs (a) through (d) of Clause GC 2.9.1 hereof, reimbursement of any reasonable cost incident to the prompt and orderly termination of the Contract including the cost of the return travel of the Architects’ personnel and their eligible dependents.

2.9.6 Disputes about Events of Termination

If either Party disputes whether an event specified in paragraphs (a) through (c) of Clause GC 2.9.1 or in Clause GC 2.9.2 hereof has occurred, such Party may, within forty-five (45) days after receipt of notice of termination from the other Party, refer the matter to dispute settlement pursuant to Clause GC 8 hereof.

3.0 Obligations of the Architects

3.1 General

3.1.1 Standard of Performance

The Architects shall perform the Services and carry out their obligations hereunder with all due diligence, efficiency and economy, in accordance with general accepted professional techniques and practices, and shall observe sound management practices, and employ appropriate advanced technology and safe and effective equipment, machinery, materials and methods. The Architects shall always act, in respect of any matter relating to this Contract or to the Services, as faithful advisers to IBPS, and shall at all times support and safeguard IBPS’s legitimate interests in any dealings with Sub-consultants or Third Parties.

3.1.2 Law Governing Services
The Architects shall perform the Services in accordance with the Applicable Law and shall take all practicable steps to ensure that any Sub-consultants, as well as the Personnel of the Architects and any Sub-consultants, comply with the Applicable Law.

3.2 Conflict of Interests

3.2.1 Architects Not to Benefit from Commissions, Discounts, etc. The remuneration of the Architects pursuant to Clause GC 6 hereof shall constitute the Architects’ sole remuneration in connection with this Contract or the Services and, subject to Clause GC hereof, the Architects shall not accept for their own benefit any trade commission, discount or similar payment in connection with activities pursuant to this Contract or to the Services or in the discharge of their obligations hereunder, and the Architects shall use their best efforts to ensure that any Sub-consultants as well as the Personnel and agents of either of them, similarly shall not receive any such additional remuneration.

3.2.2 Architects and affiliates not to engage in certain activities

The Architects agree that, during the term of this Contract and after its termination, the Architects and any entity affiliated with the Architects, as well as any Sub-consultant and any entity affiliated with such Sub-consultant, shall be disqualified from providing goods, works or services (other than the Services and any continuation thereof) for any project resulting from or closely related to the Services.

3.2.4 Prohibition of conflicting activities

The Architects shall not engage, and shall cause their Personnel as well as their Sub-Consultants and their Personnel not to engage, either directly or indirectly, in any of the following activities: (a) during the term of this Contract, any business or professional activities in the Government’s country which would conflict with the activities assigned to them under this Contract; and (b) after the termination of this Contract, such other activities as may be specified in the SC.

3.3 Confidentiality

The Architects, their Sub-consultants and the Personnel of either of them shall not, either during the term or within two (2) years after the expiration of this Contract, disclose any proprietary or confidential information relating to the Project, the Services, this Contract or IBPS’s business or operations without the prior written consent of IBPS.

3.4 Liability of the Architects
Subject to additional provisions, if any, set forth in the SC, the Architects’ liability under this Contract shall be as provided by the Applicable Law.

3.5 Insurance to be taken out by the Architects
The Architects (i) shall take out and maintain, and shall cause any Sub-consultants to take out and maintain, at their (or the Sub-consultants’, as the case may be) own cost but on terms and conditions approved by IBPS, insurance against the risks, and for the coverage, as shall be specified in the SC, and (ii) at IBPS’s request, shall provide evidence to IBPS showing that such insurance has been taken out and maintained and that the current premiums therefore have been paid.

3.6 Accounting, Inspection and Auditing
The Architects shall assist P.M.C. and IBPS (i) to keep accurate and systematic accounts and records in respect of the Services, hereunder, in accordance with internationally accepted accounting principles and in such form and detail as will clearly identify all relevant time charges and cost, and the bases thereof (including such bases as may be specifically referred in the SC); (ii) to permit IBPS or its designated representative periodically, and up to one year from the expiration or termination of this Contract, to inspect the same and make copies thereof as well as to have them audited by auditors appointed by IBPS.

3.7 Architects’ actions requiring employer’s prior approval
The following shall obtain IBPS’s approval in writing before taking any of the following actions:
(a) appointing such members of the Personnel as are listed in Appendix C (‘Architects’ Sub-consultants’ Key Personnel”)
(b) entering into a subcontract for the performance of any part of the Services, it being understood (i) that the selection of the sub-consultant and the terms and conditions of the subcontract shall have been approved in writing by IBPS prior to the execution of the subcontract, and (ii) that the Architects shall remain fully liable for the performance of the Services by the Sub-consultant and its Personnel pursuant to this Contract; and
(c) Any other action that may be specified in the SC.

3.8 Reporting Obligations
The Architects shall submit to IBPS the reports and documents specified in Appendix B hereto, in the form, in the numbers and within the times set forth in the said Appendix.

3.9 Documents prepared by the Architects to be the property of IBPS.
All plans, drawings, specifications, designs, reports, other documents and software
prepared by the Architects for IBPS under this Contract shall become and remain the property of IBPS, and the Architects shall, not later than upon termination or expiration of this Contract, deliver all such documents to IBPS, together with a detailed inventory thereof. The Architects may retain copy of such documents and software. Restrictions about the future use of these documents and software, if any, shall be specified in the SC.

3.10 Equipment and materials furnished by IBPS.

Equipment and materials made available to the Architects by IBPS, or purchased by the Architects with funds provided by IBPS, shall be property of IBPS and shall be marked accordingly. Upon termination or expiration of this Contract, the Architects shall make available to IBPS an inventory of such equipment and materials and shall dispose of such equipment and materials in accordance with IBPS's instructions. While in possession of such equipment and materials, the Architects, unless otherwise instructed by IBPS in writing, shall insure them at the expense of IBPS in an amount equal to their full replacement value.

4. Architects’ personnel and sub-consultants

4.1 General
The Architects shall employ and provide such qualified and experienced Personnel and Sub-consultants as are required to carry out the Services as specified in clause 15 of Appendix –A

4.2 Description of personnel

(a) The titles, agreed job descriptions, minimum qualification and estimated of engagement in the carrying out of the Services of each of the Architects’ Key Personnel are described in Appendix C. If any of the Key Personnel has already been approved by IBPSs his / her name is listed as well.
(b) If required to comply with the provisions of Clause GCC 3.1.1 hereof, adjustments with respect to the estimated engagement of Key Personnel set forth in Appendix C may be made by the Architects by written notice to IBPS, provided (i) that such adjustments shall not alter the originally estimated of engagement of any individual by more than 10% or one week, whichever is larger, and (ii) that the aggregate of such adjustments shall not cause payments under this Contract to exceed the ceilings set forth in Clause GC 6.1 (b) of this Contract. Any other such adjustments shall not be made without IBPS’s written approval.
(c) If additional work is required beyond the scope of the Services specified in Appendix A, the estimated of engagement of Key Personnel set forth in Appendix C may be increased by agreement in writing between IBPS and the Architects, provided that any such increase shall not, except as otherwise agreed, cause payments under this Contract to exceed the ceilings set forth in Clause GC 6.1 (b) of this Contract.
4.3 Approval of personnel

The Key Personnel and Sub-consultants listed by title as well as by name in Appendix C as hereby approved by IBPS. In respect of other Key Personnel which the Architects propose to use in carrying out the Services, the Architects shall submit to IBPS for review and approval a copy of their biographical data and (in the case of Key personnel to be used within the country of the Government). If IBPS does not object in writing (stating the reasons of the objection) within twenty-one (21) calendar days from the date of receipt of such biographical data and (if applicable) such certificate, such Key Personnel shall be deemed to have been approved by IBPS.

4.4 Working hours, overtime, leave etc.

(a) Working hours and holidays for Key Personnel are set forth in Appendix C hereto. To account for travel time, foreign Personnel carrying out Services inside India shall be deemed to have commenced (or finished) work in respect of the Services such number of days before their arrival (or after their departure from).

(b) The Key Personnel shall not be entitled to be paid for overtime nor to take paid sick leave or vacation leave except as specified in Appendix C hereto, and except as specified in such Appendix, the Architects’ remuneration shall be deemed to cover these items. All leave to be allowed to the Personnel is included in the staff-months of service set forth in Appendix C. Any taking of leave by Personnel shall be subject to the prior approval by the Architects who shall ensure that absence for leave purposes will not delay the progress and adequate supervision of the Services.

4.5 Removal and / or replacement of personnel

(a) Except as IBPS may otherwise agree, no changes shall be made in the Key Personnel. If, for any reason beyond the reasonable control of the Architects, it becomes necessary to replace any of the Personnel, the Architects shall forthwith provide as a replacement a person of equivalent or better qualifications.

(b) If IBPS (i) finds that any of the Personnel has committed serious misconduct or has been charged with having committed a criminal action, or (ii) has reasonable cause to be dissatisfied with the performance of any of the Personnel, then the Architects shall, at IBPS’s written request specifying the grounds therefore, forthwith provide as a replacement a person with qualifications and experience acceptable to IBPS.

(c) Any of the Personnel provided as a replacement under Clauses (a) and (b) above, the rate of remuneration applicable to such person as well as any reimbursable expenditures (including expenditures due to the number of eligible dependents) the Architects may wish to claim as a result of such replacement, shall be subject to the prior
written approval by IBPS. Except as IBPS may otherwise agree, (i) the Architects shall bear all additional travel and other costs arising out of or incidental to any removal and / or replacement, and (ii) the remuneration to be paid for any of the personnel provided as a replacement shall not exceed the remuneration which would have been payable to the Personnel replaced.

5.0 Obligations of IBPS

5.1 Assistance and Exemptions
Unless otherwise specified in the SC, IBPS shall use its best efforts to ensure that the Government shall:
(a) assist the Architects, Sub-consultants and Personnel with such documents as shall be necessary to enable the Architects, Sub-consultants or Personnel to perform the Services. 
(b) assist for the Personnel and, if appropriate, their eligible dependents to be provided promptly with all necessary entry documents required for their stay in India. 
(c) facilitate prompt clearance through customs of any property required for the Services and of the personal effects of the Personnel and their eligible dependents; Deleted. 
(d) issue to officials, agents and representatives of the Government all such instructions as may be necessary or appropriate for the prompt and effective implementation of the Services; 
(e) assist the Architects and the Personnel and any Sub-consultants employed by the Architects for the Services from any requirement to register or obtain any permit to practice their profession or to establish themselves either individually or as a corporate entity according to the Applicable Law; 
(f) grant to the Architects, any Sub-consultant and the Personnel of either of them the privilege, pursuant to the Applicable Law, of bringing into Government’s country reasonable amounts of foreign currency for the purpose of the services or for the personal use of the personnel and their dependents and of withdrawing any such amounts as may be earned therein by the personnel in the execution of the services ; and 
(g) Provide to the Architects, Sub-consultants and Personnel any such other assistance as may be specified in the SC.

5.2 Changes in the Applicable Law
If, after the date of this Contract, there is any change in the Applicable Law with respect to taxes and duties which increase or decreases the cost or reimbursable expenses incurred by the Architects in performing the Services, then the remuneration and reimbursable expenses otherwise payable to the Architects under this Contract shall be increased or decreased accordingly by agreement between the Parties hereto, and corresponding adjustments shall be made to the ceiling amounts specified in Clause GC 6.1 (b).

5.3 Services, facilities and property of IBPS
IBPS shall make available to the Architects and the Personnel, for the purposes of the services and free of any charge, the services, facilities and property described in
Appendix-E at the times and in the manner specified in said Appendix-E, provided that if such services, facilities and property shall not be made available to the Architects as and when so specified, the Parties shall agree on (i) any time extension that it may be appropriate to grant to the Architects for the performance of the Services, (ii) the manner in which the Architects shall procure any such services, facilities and property from other sources, and (iii) the additional payments, if any, to be made to the Architects as a result thereof pursuant to Clause GC 6.1 (c) hereinafter.

6.0 Payments to the Architects

6.1 TO BE MADE AS PER PAYMENT TERMS GIVEN IN S.C.C.CLAUSE 5.0

6.2 Mode of Billing, Certification by PMC and Payment

Billing and payments in respect of the Services shall be made as follows:

(a) The Client shall cause to be paid to the Architects an advance payment as specified in the SC, and as otherwise set forth below. The advance payment will be due after provision by the Architects to the Client of a bank guarantee by a bank acceptable to the Client in an amount (or amounts) and in a currency (or currencies) specified in the SC, such bank guarantee (I) to remain effective until the advance payment has been fully set off as provided in the SC, and (ii) to be in the form set forth in Appendix I hereto or in such other form as the Client shall have approved in writing.

(b) As soon as practicable and not later than fifteen (15 days) after the end of each calendar month during the performance of the Services, the Architects shall submit to IBPS, in duplicate, itemized statements, accompanied by copies of receipted invoices of the amounts payable pursuant to Clauses GC 6.3 and 6.4 for such month. Each such separate monthly statement shall distinguish that portion of the total eligible costs which pertains to remuneration from that portion which pertains to reimbursable expenditures.

(c) IBPS shall cause the payment of the Architects periodically as given in schedule of payment above within fifteen (15) days after the certification of the Bill by Project Management Consultant and further receiving the bills with supporting documents.
(d) The final payment under this Clause shall be made only after the final report and a
final statement, identified as such, shall have been submitted by the Architects and
approved as satisfactory by the PMC. The Services shall be deemed completed and finally
accepted by the Client and the final report and final statement shall be deemed approved
by the Client as satisfactory ninety (90) calendar days after receipt of the final report and
final statement by the Client unless the PMC, within such ninety (90)-day period, gives
written notice to the Architects specifying in detail deficiencies in the Services, the final
report or final statement.

The Architects shall thereupon promptly make any necessary corrections, and upon
completion of such corrections, the foregoing process shall be repeated. Any amount
which the Client has paid or caused to be paid in accordance with this Clause in excess
of the amounts actually payable in accordance with the provisions of this Contract shall
be reimbursed by the Architects to the Client within thirty (30) days after receipt by the
Architects of notice thereof.

(e) All payments under this Contract shall be made to the account of the Architects
specified in the SC.

7.0 Fairness and good faith

7.1 Good Faith

The Parties undertake to act in good faith with respect to each other’s rights under this
Contract and to adopt all reasonable measures to ensure the realization of the objectives
of this Contract.

7.2 Operation of the Contract

The Parties recognize that it is impractical in this Contract to provide for every
contingency which may arise during the life of the Contract, and the Parties hereby agree
that it is their intention that this Contract shall operate fairly as between them, and
without detriment to the interest of either of them, and that, if during the term of this
Contract either Party believes that this Contract is operating unfairly, the Parties will use
their best efforts to agree on such action as may be necessary to remove the cause or
causes of such unfairness, but no failure to agree on any action pursuant to this Clause
shall give rise to dispute subject to arbitration in accordance with Clause GC8 hereof.

8. JURISDICTION /DISPUTE RESOLUTION

In the case of any controversy (including termination), claim or dispute arising out of or
in connection with this Agreement or from the breach or interpretation of it (“the
Disputes”), the Parties shall first meet and exert their best efforts to reach an amicable
settlement.

This Agreement shall be construed, governed, interpreted and applied in accordance
with the laws of India and shall be subject to the exclusive jurisdiction of Mumbai
Courts.
8.1 Settlement by Committee

a) If a dispute of any kind whatsoever arises between the P.M.C and the Architect in connection with, or arising out of, the Contract or the scope of the work, whether during the study or after completion of the study and whether before or after repudiation or termination of the Contract, including any dispute as to any opinion, instruction, determination, certification, etc; the matter shall be referred to IBPS within 30 days of its occurrence for review. The decision of Director, IBPS shall be final and binding. Notwithstanding the arising of any dispute, unless the Contract has already been repudiated or terminated, the Architect shall, in every case, continue to proceed with the work with all due diligence.

b) If IBPS is convinced that there is substance in the claim of the Architect they shall conduct a detailed examination through a suitable committee appointed for the purpose by IBPS. The committee shall convey their in the form of a final certificate.

8.1.1 Only the appropriate Court coming under High Court of Mumbai will have jurisdiction to entertain all matters of litigation to the exclusion of all other courts in case of any further dispute or dis-satisfaction of the decision by IBPS.

8.1.2 The Architectural Consultant shall not in any way delay or default or cause to delay or default the carrying out of the works by reason of the fact that any matter has been agreed to be referred to and / or referred to IBPS or pending before any Court.
The IBPS Floor-wise details are given in tabular pattern as well as concept plans are attached in PDF Files.
**IBPS Floor wise Requirements (REVISED)**

*The Bidder/ his representative may visit IBPS for site inspection with prior appointment of IBPS officials.*

### First Floor A Wing

<table>
<thead>
<tr>
<th>D &amp; A Department (Design &amp; Analysis Dept.)</th>
<th>Faculty/ Sr.MGT.</th>
<th>Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 D &amp; A Online Workstations</td>
<td>14 workstations</td>
<td>Staff Table size 4'6&quot;x 2'0&quot;</td>
</tr>
<tr>
<td>2 Cubical (larger) for AGM (online)</td>
<td>1 AGM Table size 6'0&quot;x 3'0&quot;</td>
<td></td>
</tr>
<tr>
<td>3 Core Faculty</td>
<td>13 workstations</td>
<td>Manager Table size 5'6&quot;x 2'6&quot;</td>
</tr>
<tr>
<td>4 Meeting Room (Capacity : 10 Persons)</td>
<td>1 No.</td>
<td></td>
</tr>
<tr>
<td>5 Workstations (Languages Translation &amp; Mock Test)</td>
<td>14 workstations</td>
<td>Staff Table size 4'6&quot;x 2'0&quot;</td>
</tr>
<tr>
<td>6 Back Up Server Room</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7 Xerox</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### First Floor B Wing

| Division Head / Associate Division Head | 1 Cabin |
| Meeting Room (Capacity : 10 Persons)   | 1 No.   |
| Core Faculty                           | 5 workstations | Manager Table size 5'6"x 2'6" |
| Cubical for Manager (D & A Offline)    | 1 Manager Table size 5'6"x 2'6" |
| Cubical for Dy. Manager (D & A Offline)| 1 Dy. Manager Table size 5'6"x 2'6" |
| Banking Faculty                        | 4 workstations | Manager Table size 5'6"x 2'6" |
| Technical Faculty                      | 3 workstations | Manager Table size 5'6"x 2'6" |
| Hindi Officers                         | 7 workstations | Manager Table size 5'6"x 2'6" |
| Workstation for Composing-D & A Offline| 12 workstations | Staff Table size 4'6"x 2'0" |
| Workstation for Confidential-D & A Offline| 10 workstations | Staff Table size 4'6"x 2'0" |

### First Floor & Second Floor (Outside in the Passage)

- Space for Bags & Mobiles
- Security Seating

### Second Floor 'A' Wing

<table>
<thead>
<tr>
<th>Department</th>
<th>Sr.MGT.</th>
<th>Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Director's Cabin</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 Director's Secretariat</td>
<td>2 Manager Table size 5'6&quot;x 2'6&quot;</td>
<td>1 Staff Table size 4'6&quot;x 2'0&quot;</td>
</tr>
<tr>
<td>3 Board Room</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4 Executive Dining Room</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5 Pantry</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6 Senior Faculty Cabins / Division Heads</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>7 Senior Faculty secretariat</td>
<td>2 Manager Table size 5'6&quot;x 2'6&quot;</td>
<td></td>
</tr>
</tbody>
</table>

### Second Floor 'B' Wing

<table>
<thead>
<tr>
<th>Department</th>
<th>Sr.MGT.</th>
<th>Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Senior Faculty Cabins / Division Heads</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>2 Senior Faculty secretariat</td>
<td></td>
<td>1 Manager Table size 5'6&quot;x 2'6&quot;</td>
</tr>
<tr>
<td></td>
<td>D &amp; A Department (Design &amp; Analysis Dept.)</td>
<td>Faculty/ Sr.MGT.</td>
</tr>
<tr>
<td>---</td>
<td>-------------------------------------------</td>
<td>------------------</td>
</tr>
<tr>
<td>3</td>
<td>CR - I</td>
<td>3 AGM Table size</td>
</tr>
<tr>
<td></td>
<td></td>
<td>60&quot;x 30&quot;</td>
</tr>
<tr>
<td>4</td>
<td>CR - II</td>
<td>3 AGM Table size</td>
</tr>
<tr>
<td></td>
<td></td>
<td>60&quot;x 30&quot;</td>
</tr>
<tr>
<td>5</td>
<td>TCS</td>
<td>1Manager Table</td>
</tr>
<tr>
<td></td>
<td></td>
<td>size 5'6&quot;x 2'6&quot;</td>
</tr>
<tr>
<td></td>
<td></td>
<td>size 4'6&quot;x 2'0&quot;</td>
</tr>
<tr>
<td>6</td>
<td>PTS - II</td>
<td>2 Staff Table</td>
</tr>
<tr>
<td></td>
<td></td>
<td>size 4'6&quot;x 2'0&quot;</td>
</tr>
<tr>
<td>7</td>
<td>R &amp; D Department</td>
<td>1 Staff Table</td>
</tr>
<tr>
<td></td>
<td></td>
<td>size 4'6&quot;x 2'0&quot;</td>
</tr>
<tr>
<td>8</td>
<td>3 Nos. Meeting Rooms (Which can be converted to 3/2/1)</td>
<td>Space to be Provided</td>
</tr>
<tr>
<td>9</td>
<td>Wall of History with LED Display</td>
<td>Space to be Provided</td>
</tr>
</tbody>
</table>

### Third Floor "A" Wing

<table>
<thead>
<tr>
<th>Department</th>
<th>Sr. MGT.</th>
<th>Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 TSS With Storage</td>
<td>2 AGM Table size 60&quot;x 30&quot;</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Staff</td>
</tr>
<tr>
<td></td>
<td></td>
<td>4'6&quot;x 2'0&quot;</td>
</tr>
<tr>
<td>2 3DM+(1EXTRA) Dy.Manager</td>
<td>42+ (3 EXTRA)Staff</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Table size 5'6&quot;x 2'6&quot;</td>
<td></td>
</tr>
<tr>
<td>3 Meeting Room (Capacity: 10 Persons)</td>
<td>Space to be Provided</td>
<td></td>
</tr>
</tbody>
</table>

* Sufficient Storage Place to be provided for

### Third Floor "B" Wing

<table>
<thead>
<tr>
<th>Department</th>
<th>Sr. MGT.</th>
<th>Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 TSS-Division Head</td>
<td>1 Cabin DH</td>
<td></td>
</tr>
<tr>
<td>2 TSS (EDP) (For CTO-Little Bigger Cabin)</td>
<td>CTO AGM Table size 60&quot;x 30&quot;+AGM</td>
<td>4</td>
</tr>
<tr>
<td>3 TSS (EDP) Pre &amp; Post</td>
<td>MGR+DM Manager Table size 5'6&quot;x 2'6&quot;</td>
<td>17+3</td>
</tr>
<tr>
<td>4 TSS (Online)</td>
<td>MGR+DM Manager Table size 5'6&quot;x 2'6&quot;</td>
<td>6+2</td>
</tr>
<tr>
<td>5 IT Dept.</td>
<td>DM+ 2Asst. Mgr. Table size 5'6&quot;x 2'6&quot;</td>
<td>4</td>
</tr>
<tr>
<td>6 Printer Room</td>
<td>6' X 12'</td>
<td></td>
</tr>
<tr>
<td>7 Primary Data Center</td>
<td>Space to be Provided</td>
<td></td>
</tr>
<tr>
<td>8 Staging area &amp; Storage Area (Refer concept plan plan)</td>
<td>Space to be Provided for both</td>
<td></td>
</tr>
</tbody>
</table>

### Fourth Floor "A" Wing

<table>
<thead>
<tr>
<th>Department</th>
<th>Sr. MGT.</th>
<th>Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Accounts</td>
<td>Div. Head+AGM+Mgr+3DM</td>
<td>9</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Staff</td>
</tr>
<tr>
<td></td>
<td></td>
<td>4'6&quot;x 2'0&quot;</td>
</tr>
<tr>
<td>2 Head Administration</td>
<td>1 Cabin</td>
<td></td>
</tr>
<tr>
<td>3 Administration</td>
<td>AGM Table size 60&quot;x 30&quot;</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Staff Table size 4'6&quot;x 2'0&quot;</td>
<td></td>
</tr>
<tr>
<td>4 Legal (For DGM-Little Bigger Cabin)</td>
<td>DGM+2 Lawyer/Mgr</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Staff Table size 4'6&quot;x 2'0&quot;</td>
<td></td>
</tr>
<tr>
<td>5 Maintenance Dept.</td>
<td>Mgr/Table size 5'6&quot;x 2'6&quot;</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Staff Table size 4'6&quot;x 2'0&quot;</td>
<td></td>
</tr>
<tr>
<td>D &amp; A Department (Design &amp; Analysis Dept.)</td>
<td>Faculty/ Sr.MGT.</td>
<td>Staff</td>
</tr>
<tr>
<td>------------------------------------------</td>
<td>-----------------</td>
<td>-------</td>
</tr>
<tr>
<td>6 Stores + H.R</td>
<td>Mgr. Table size 5'6&quot; x 2'6&quot;</td>
<td>2 Staff Table size 4'6&quot; x 2'0&quot;</td>
</tr>
<tr>
<td><strong>Sufficient storage place to be Provided for stores Dept. (150 sq. ft.)</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Fourth Floor "B" Wing

<table>
<thead>
<tr>
<th>Department</th>
<th>Sr. MGT.</th>
<th>Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Library (R &amp; D)</td>
<td>1 (Asst. Manager)</td>
<td>3</td>
</tr>
<tr>
<td>2 Meeting Room (Capacity: 12 Persons)</td>
<td>Space Provided</td>
<td></td>
</tr>
<tr>
<td>3 Xerox Room &amp; RISO</td>
<td>Space Provided</td>
<td></td>
</tr>
<tr>
<td>4 Gents Rest Room</td>
<td>Space Provided</td>
<td></td>
</tr>
<tr>
<td>5 Ladies Rest Room</td>
<td>Space Provided</td>
<td></td>
</tr>
<tr>
<td>7 Bank Counter/ Doctor's room</td>
<td>Space Provided</td>
<td></td>
</tr>
<tr>
<td>8 Open Terrace- Indoor games &amp; Gymnasium</td>
<td>Space to be renovated</td>
<td></td>
</tr>
</tbody>
</table>

### Fifth Floor 'A' Wing

<table>
<thead>
<tr>
<th>Department</th>
<th>Sr.MGT.</th>
<th>Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Auditorium</td>
<td></td>
<td>No Change</td>
</tr>
</tbody>
</table>

### Fifth Floor 'B' Wing

<table>
<thead>
<tr>
<th>Department</th>
<th>Sr.MGT.</th>
<th>Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Training Hall</td>
<td></td>
<td>No Change</td>
</tr>
<tr>
<td>2 Help desk</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>3 Canteen</td>
<td></td>
<td>To be renovated</td>
</tr>
</tbody>
</table>

### Ground Floor 'A' & 'B' Wing

<table>
<thead>
<tr>
<th>Department</th>
<th>Sr.MGT.</th>
<th>Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Reception/waiting with sky lit Atrium Lobby at front &amp; rear</td>
<td>Space to be Provided</td>
<td></td>
</tr>
<tr>
<td>2a Security- X-ray check</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>2b Security (CCTV Observer + Fireman)</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>3 Changing room</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4 UPS room</td>
<td>Space to be Provided</td>
<td></td>
</tr>
<tr>
<td>5 Parking Area (Balance Area)</td>
<td>Space to be Provided</td>
<td></td>
</tr>
<tr>
<td>6 Shredding Room</td>
<td>Space to be Provided</td>
<td></td>
</tr>
<tr>
<td>7 Material Receipt Counter for Inward Material</td>
<td>Space to be Provided</td>
<td></td>
</tr>
</tbody>
</table>

**All Division Head cabin size should be Minimum 200 Sq. Fts.**

The Bidder/ his representative may visit IBPS for site inspection with prior appointment of IBPS officials.
NOTE: PLANS BASED ON ARCHITECTURAL DRAWINGS RECEIVED FROM IBPS & MAY VERY AS PER SITE CONDITION.