



**UCO BANK**  
( Govt . of India Under taking )  
Zonal Office,Coimbatore ,  
Vijay Towers,First Floor,22 Father Randy Street,  
R S Puram,Coimbatore-641002  
फोनPhone: 0422 –4509999 फैक्स Fax 0422 –4509988  
E-mail:[zo.coimbatore@ucobank.co.in](mailto:zo.coimbatore@ucobank.co.in)

Zonal Manager, Coimbatore Invite application from eligible and interested Architects for the "empanelment Architect for Coimbatore Zone" the Detail Document for empanelment" may be downloaded from the website ([www.ucobank.com](http://www.ucobank.com)) and the document fee of Rs.500.00 in the form of DD ( favouring UCO Bank, Zonal Office, Coimbatore) as detailed above may be submitted along with the duly filled in document or it will be available at above mentioned Office by paying Rs 500 in the form of DD. The document submitted without the prescribed fee will be summarily rejected. The duly completed document in the prescribed format with all supporting documents shall be sealed in a cover and super scribed as 'Application for EMPANELMENT of ARCHITECTS' and shall be submitted to (FULL ADDRESS OF ZONAL OFFICE, Coimbatore).

Date & Place of Submission of Tender:

**Upto 5.00 PM on 30.06.2015 at the office of the Zonal Manager, UCO Bank Zonal Office,Vijay Towers,First Floor,22 Father Randy Street,R S Puram,Coimbatore-641002**

**Tender will be addressed to:**

**Assistant General Manager,  
UCO Bank Zonal Office,  
Vijay Towers,First Floor,  
22 Father Randy Street,  
R S Puram,Coimbatore-641002**

**Date, Time & Place of opening of Documents :**

**01.07.2015 at 11 AM at Zonal Office, Coimbatore.**

**Zonal Manager  
UCO Bank, Coimbatore**

**Miscellaneous terms:**

<b>Service tax / any other tax</b>	To be mentioned specifically whether inclusive or exclusive
<b>Sale Proceeds of tender Documents</b>	Tender documents will be sold to the contractors by the Bank and the sale proceeds of the same will be retained by the Bank.
<b>Scope of works</b>	Duties/responsibilities enumerated in the Annexure - I. Please return the same with your signature as a token of acceptance thereof.
<b>Type of works</b>	Building Construction work including Electrical works, Air-conditioning work, Installation of Lifts, Fire Protection System, Rain Harvesting (if Required) etc.
<b>Cancellation of offer</b>	In case, any information as sought for is not given, the offer will be treated as non-bonafide and hence will not be considered.
<b>Agreement</b>	Upon acceptance of offer, Architect is required to execute an agreement as per Annexure- II on a stamp paper of appropriate value.
<b>Tender documents</b>	The consultant is required to prepare three sets of tender documents of requisite numbers separately for each category of works besides bought out items, if required.

#### **Eligibility Criteria:**

- Applications should be submitted only in Bank's prescribed format (Annexure - III). Additional sheet of papers may be used for submitting the applications, wherever space in the format is found inadequate.
- Firms applying for empanelment of Architect should have the persons with Graduate/post Graduate Degree in Architecture/Civil Engineering from India or abroad and /or possessing the membership of the Indian Institute of Architects/Council of Architecture/Institution of Engineers.
- Firms should have the adequate infrastructure / manpower for execution of civil & sanitary / interior furnishing/Electrical/Air-conditioning/Fire alarm & detection system/LAN work.
- Architects should have at least five years experience in execution of similar work in Banks/Public Sectors/Reputed Private Sector Organization.
- Architects should have successfully executed at least two similar works up to 75% value of the project during last three years.
- The applicants should have their office / establishment with adequate Infrastructure in Ranchi.
- The Bank reserves the right to visit the establishment of applicants before finalization of empanelment.
- The Bank reserves the right to accept or reject any application without assigning any reason therefore.
- Bank reserves the right to call for report from the existing clients of the applicant if required.

#### **List of documents to be submitted in PART - I**

- The list of similar works executed in last five years in Banks/Public Sectors/Reputed Private Sector Organization along with completion certificate mentioning therein the details of work with value & date of completion (as per annexure - IV).
- Copies of PAN card, Trade License, VAT registration certificate, Service Tax registration certificate and any other registration certificates, as may be necessary, as per Rules of local Statutory Authorities.
- Copies of certificates on Graduate/Post Graduate Degree in Architecture/Civil Engineering from India or abroad and /or the membership of the Indian Institute of Architects/Council of Architecture/Institution of Engineers.
- Audited account and Balance Sheet for last three years should be submitted
- Key personnel permanently employed (as per annexure - V).
- Application form in annexure - III

## **Annexure - I**

**Details of Duties & Responsibilities of Consultant are furnished herein below:**

**For Architects with supervision:**

- Taking the employer's instructions, visiting the sites, preparation of sketch designs which shall be in accordance with local governing codes / standards, regulations etc. (including carrying out necessary revisions till the sketch designs are finally approved by the employer), making approximate estimate of cost by cubic measurements, square meter or otherwise and preparing reports on the scheme so as to enable the employer to take a decision on the sketch designs.
- Submitting a proper PERT chart / Bar chart incorporating all the activities required for the completion of the project well in time i.e. preparation of working drawings, calling tenders etc. The programme should also include various stages of services to be done by the consultants in co-ordination with the Architect.
- Preparation of Architectural working drawings, structural calculations and structural drawings, layout drawings for water supply and drainage, electrical installations, Elevators, HVAC, Fire Fighting, telephone installations etc., detailed estimates and all such other particulars as may be necessary for preparation of bill of quantities.
- Preparing Pre-Qualification documents, if required, for each trade / work and finalization of pre-qualification panel trade wise.
- Preparing detailed tender documents for various trades viz. general builders work and specialist services such as water supply and sanitary installations, electrical installations etc. complete with articles of agreement, special conditions of contract, specification, bill of quantities, including detailed analysis of rates based on market rates, time and progress charts etc.
- Preparing tender notices for issue by Bank or inviting tenders from pre-qualified / short listed parties on behalf of Bank, as the case may be for all trades and submitting assessment reports thereon, together with recommendations specifying abnormally high and low rated items. Preparing contract documents for all trades and getting them executed by the concerned contractors.

*(Note: The assessment report shall be based on proper analysis of rates with constants from an approved Standard Hand Book and market rates of materials and labour for major items of work costing about 90% of the estimated cost of the work.*

*All commercial conditions shall be evaluated in financial terms instead of merely*

*saying whether a condition may be accepted or not.*

*When conditions are not susceptible of evaluation, the alternative procedure of calling all the tenderers negotiation and asking them to submit a final bid based on the terms and conditions acceptable to the Bank may be adopted.)*

- Preparing for the use of the employer, the contractor and site staff, 4 copies of contract documents for all trades including all drawings, specifications and other particulars. Preparing such further details and drawings as are necessary for proper execution of the works.
- Assuming full responsibility for supervision and proper execution of all works by general and specialist contractors who are engaged from time to time, including control over quantities during the execution to restrict variation, if any, to the minimum.
- No deviations or substitutions should be authorized by the Architect without working out the financial implication, if any, to the contractor and obtaining approval of the Bank. However, where time does not permit and where it is expedient, the Architect may take decision on behalf of the Bank, the total cost of the item / deviation of which should not exceed Rs.10,000/-. This deviation shall be got subsequently ratified from the Bank duly justifying his action at the earliest.
- Working out the theoretical requirement and actual consumption of cement and steel and any other material specified for each bill.
- Assist the employer in appointing a full time / temporary Site Engineer for supervision of construction of a particular project and guiding the Site Engineer as required.
- Checking measurements of works at site. Checking contractor's bills, issuing periodical certificates for payment, and passing and certifying accounts, so as to enable the employer to make payments to the contractors and adjustments of all accounts between the contractors and the employer. Architects shall assume full responsibility for all measurements certified by them. It shall be mandatory on the part of the Architect to check the measurements of various items to the extent of at least 75% of each item of work claimed, in each running bill. Certificate for payment to be furnished in the following pattern.

*(Certified that the various items of work claimed in this ..... running bill / final bill by the contractor ..... have been completed to the extent claimed and at appropriate rates and that the items are in accordance with and fully conforming to the standard / prescribed specifications and drawings. We further certify that we have checked the measurements to the extent of .... Per cent but not less than 75% of each item claimed in this bill. Hence the bill is recommended for payment of Rs. .... (Rs.....)).*

*(Signature of the Architect)*

*Date .....*

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

- Submitting a detailed account of steel, cement and any other material that the employer may specify and certifying the quantities utilized in the works.
- Obtaining final building completion certificate and securing permission of Municipality and such other authority for occupation of the building and assisting in obtaining refund of deposit, if any, made by the employer to the Municipality or any such other authority.
- Appearing on behalf of the employer before the Municipal Assessor or such other authorities in connection with the settlement of the rateable value of the building and tendering advice in the matter to the employer.
- On completion of the project, prepare “as made” completion drawings of architectural, structural, water supply and drainage works, and electrical and other services along with a brief report on the project and relevant structural design calculations and submitting 4 copies of the same for the records of the employer. Further, the Architect shall verify and confirm that identification marks are made on all service installations / cables / wiring etc. for easy identifications to carry out maintenance jobs.
- The Architects shall be wholly responsible for the successful completion of the project in all respects consistent with safety and structural stability from the inception up to the handing over for occupation to the employer.
- The Architect shall assist the Bank in all arbitration proceedings between the contractors and the Bank and also defend the Bank in such proceedings.
- The Architect shall furnish one complete set of structural designs, calculations and structural drawings for the Bank’s record.
- Any other services connected with the works shall usually and normally rendered by the Architects, but, not referred to hereinabove.
- The Architect shall assist the Bank in matters relating to examination of different works by external agencies.

## **Annexure - II**

### **Format of Agreement to be entered into with the Consultant/ Architect.**

This Agreement made at Ranchi the ..... Day of ..... Two thousand ... .. Between UCO Bank, a body corporate constituted under the Banking Regulations Act, 1971 having its Head Office at 10, Biplabi Trailokya Maharaj Sarani, Kolkata - 700001, and one of its Zonal Office at Vijay Towers 1st Floor, R S Puram, Coimbatore (hereinafter called "the Employer") of the One Part and ( Name and address of the Architect) hereinafter called "the Architects" of the Other Part.

WHEREAS the Employer intends to construct/furnish/electrical work the Bank Branches/Offices under Zonal Office, Ranchi (hereinafter called "the Project") and WHEREAS the employer is desirous of appointing the Architects for the purpose of designing the proposed building ( give nature of works e.g. offices / flats etc.)

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

- The employer agrees to pay the Architects as remuneration for the professional services to be rendered by the Architects in relation to the said project particularly for the services hereinafter mentioned, a fee calculated at ..... % of the actual cost of work / accepted tender cost whichever is less. The said fee being hereinafter called "Basic Fee". In case there is an escalation in the actual project cost over the accepted tender cost, the payment to the Architect shall be worked out as below:
  - 100% of the Basic Fee on the accepted tender cost plus
  - 50% of the Basic Fee on the escalated cost over and above the accepted tender cost.

Subject to a ceiling of 110% of the Basic Fee worked out on the accepted tender cost.

- The Architects shall take the employer's instruction, prepare sketch designs, make approximate cost by cubic measurements or otherwise, prepare drawings sufficient for making applications for building or other licences to Town Planning / Local authorities or for other approvals, prepare working drawings, prepare structural drawings, prepare specifications, prepare bills of quantities and detailed estimate with rate analysis, prepare tender documents, advise on preparation of a panel of contractors to be invited for tendering, assist in obtaining tenders, advise on tenders received, prepare contract documents, nominate and instruct consultants (if any), co-ordinate activities of consultants with local Architects / PMC if and as applicable, prepare such further details and particulars as are necessary for proper carrying out the works, advise employer on technical and financial implication on the deviation / amendments (if any) from the approved scheme and give general supervision, subject to stipulation of para below.
- When the Architect is engaged for supervision as well, his duties will include day to day supervision, measurement, quality control, variation management and complete project management as already defined in the "Duties, responsibilities and Functions of Architects".
  - When work is executed wholly or in part with old materials or where materials, labour or carriage is provided by the employer, the percentage shall be calculated as if the work had been executed wholly by the contractor supplying all labour and materials.
- No deduction will be made from the Architect's fee on account of Liquidated Damages or such other sums withheld from the payments due to the contractor.

- For travel outside the Headquarters, the Architects shall be paid as follows:
- For Partners, Associates, Senior Architects and Consultants within the entitlement of Senior Management of the Bank.
- For other staff, within the entitlement of Middle Management of the Bank.
- Apart from such copies of drawings as are required for submission to the local authorities as provided in clause 2, the Architects will supply additional copies of drawings free of cost, as follows;
  - Two sets of all drawings for contractors.
  - Two sets of all drawings for clerk of works / Site Engineer.
  - One set of all drawings for consultants, if any.
  - Two sets of all drawings and one set of completion drawings with all amendments incorporated, to the employer.
- The Architect shall furnish a complete set of design calculation and drawings for the structural work and other items in the trade for record by the Bank.
- The Architect shall furnish a completion plan of the building / Structures including all services on completion of the project, along with a complete set of design calculations and structural drawings to form a permanent record for the Bank to be consulted in case of any future additions / alterations at a later stage.
- The cost of supplying copies of drawings over and above the sets mentioned above shall be reimbursed by the employer to the Architects.
- The employer shall pay to the Architects their basic fee in the following manner :

Total fee calculated ..... % of the cost of work, subject to the ceiling given in clause 1, Stages of payment will be as under.

For Architects with supervision responsibilities.

- On preparation of detailed estimates, preparation of tender documents and advising on tenders received - 60%
- Issue of completion certificate and Defect Liability of period of contracts - 100%

Note :

- The fees as stated hereinabove will also be applicable to services.
- The fees as stated hereinabove will be adjusted on the basis of the latest available estimated cost or if tenders have been received then on the lowest bonafide tendered cost. For stage (e) progressive payment will be made on the basis of cost of works done.
- The final installment of fees shall be adjusted on the basis of actual cost of works, subject to the stipulation and ceiling given in clause 1 herein above.
- The Architects shall give total supervision with complete execution responsibility, in case he is engaged for supervision as well, as mentioned in para 2(a) above. In all other cases he shall give such periodical supervision and inspection as may be necessary to ensure that the works are being executed, generally in accordance with the contract.
- The employer may employ a local Architect or Consulting Engineer if required who shall assist the principal Architects in the following manner.
  - Study drawings submitted by the Architects at different stages and point out any discrepancy therein and suggest any amendments to suit site or local conditions or local building bye-laws.
  - Co-ordinate all construction activities including supervision and measurement at site and keep the Architects informed regarding progress of the work by submitting regular progress reports.



- The Architects shall have qualified and competent Structural Engineer, Electrical Engineer and shall engage Water Supply & Plumbing, and air-conditioning consultants to assist them in preparation of design and details for these services. The consultants will be appointed with the approval of the employer. The fees payable to these Consultants shall be borne by the Architects out of the fees received by them. The Architects shall be fully responsible for the design and soundness of the works of such consultants and shall also coordinate the activities of various consultants and local Architect.
- In case where the Architects perform partial services for any reason, including abandonment, deferment, substitution or omission of any project and/or works, or part thereof, and if the services of the Architects are terminated, the charges in respect of the services performed shall be as follows Payment will be made in accordance with clause 7 hereinabove written for the stages that have been completed. For the incomplete stage, payment will be made on quantum - merit basis in which case assessment of fees will be made with due regard to all relevant factors.
- In case of any dispute between the Architect and other agency, the matter shall be referred to the employer whose decision shall be final and binding on all parties.
- In case it is established that due to fault of Project Architects the Bank has to pay any extra amount due to over-run of the project, over measurements - faulty description of tender item or other lapse on the part of Project Architect, necessary recovery shall be effected from the Project Architect's fees as per provision of section 73 of Indian Contract Act 1872 under section 30 of Architect Act 1972 (central Act No. 20 of 1972).
- In case the project gets delayed owing to delay in services of the Project Architect the quantum of liquidated damage shall be 1% (one percent) of the estimated amount of fee per week subject to maximum 10% (ten percent) of total fees.
- In the event of any dispute, difference or question arising out of or touching or concerning this agreement or the execution of the project, the same shall be referred, at the opinion of either party (Employer or the Architect), to the arbitration of a sole Arbitrator mutually agreed upon, and in default of such agreement to the arbitration of two arbitrators, one each appointed by the two parties: who in default of mutual agreement may in turn appoint an umpire. The arbitrator or arbitrators or umpire as the case may be, will be Fellows of the Indian Institute of Architects or Fellow of the Institute of Engineers (India). Such submission shall be deemed to be a submission to arbitration within the meaning of the Indian Arbitration Act, 1940 or any statutory modifications thereof. The award of the arbitrator(s) or umpire, as the case may be, shall be final and binding upon the parties.
- This agreement can be terminated by either party on giving 3 month's notice normally. However, in exigent circumstances, the services of the Architect can be terminated by giving notice of lesser period.

IN WITNESS WHEREOF the parties hereto have hereunto set their hands the day and year first above written.

Signed and delivered by UCO Bank by the hands of Shri ..... Its .....  
And constituted attorney in the presence of .

1•

2.

Signed and delivered by the hands of Shri ..... Partner of .....  
..... (Name of the Architect) in the presence of

1•

2.

## Annexure - III

### **Particulars of the form to be furnished by the Architects**

Trade .....

Financial Category .....

- Name of Company / Firm:
  
- Registered Address of the Company with Telephone No., FAX & E-mail ID:
  
- Address of the company in Ranchi with Telephone No., FAX & E-mail ID:
  
- Year of Establishment:
  
- Status of the Company (whether Proprietary / private Ltd. / Public Limited/ Co-operative Society / Public Sector / Autonomous body / Govt. Department):
  
- Name of the Proprietor / Directors / Partners / controlling body:
  - i)
  - ii)
  - iii)
  
- Whether registered with the Registrar of Companies / Registrar of Firms / Registrar of Co-operative societies. If so, please mention the number of such registration and date:
  
- a) Name and Address of Bankers:
  - i)
  - ii)
  - iii)
  
- Whether registered for VAT. If so, please mention the VAT registration number and furnish a copy of such registration certificate:
  
- Whether registered for Service Tax. If so, please mention the Service Tax

registration number and furnish a copy of such registration certificate:

- Whether an assessee of Income Tax. If so, please mention the Permanent Account Number:
- Furnish copies of audited Balance Sheet 2012 -13 2013-14 2014 -15 with Profit & Loss account for last three years in case of applicants applying for the financial category of 10 lakh & above:
- Whether empanelled with other PSU Banks / Govt. Deptts. / PSUs / Autonomous bodies. If so, please furnish the following particulars:

<u>Name of the Organization/ Institution</u>	<u>Trade/Services</u>	<u>Date of Empanelment</u>	<u>Validity</u>	<u>Financial</u>

14. Furnish the names with contact no/address of three responsible persons who will be in a position to certify about the quality as well as past performance of your organization

- i)
- ii)
- iii)

The particulars furnished in the application are true to the best of my/our knowledge & belief. I/we understand that if any of the particulars is found incorrect, even at a later stage, my/our empanelment will be cancelled.

Date:

Signature of Applicant  
(Seal)

## **Annexure - IV**

### **Particulars in respect of work executed**

<b>Sr. No.</b>	<b>Name of work/Project with address</b>	<b>Short description of work executed</b>	<b>Name &amp; address of owner</b>	<b>Value of work executed</b>	<b>Stipulated time of completion</b>	<b>Actual time of completion</b>

## **Annexure - V**

### **Key personnel permanently employed**

<b>Sr. No.</b>	<b>Name</b>	<b>Designation</b>	<b>Qualification</b>	<b>Experience</b>	<b>Years with the firm</b>	<b>Any other</b>