

To,

Empanelled Architects of Canara Bank & E-Syndicate Bank (Under Circle Office, Kolkata)

Sub: Service of Architect/ Consultant towards

1. Interior Furnishing and Electrification work (Renovation Work) to be executed at existing Branches/Offices.

Dear Sir,

With reference to the captioned subject, we request you to submit the **sealed quotation** for providing the service of Architect/ Consultant for the above said work at a fee of% of the final total cost of the renovation (Interior Furnishing & Electrical works). For each branch fee is to be quoted separately.

Scope of Work, Duties & Responsibilities of the Architect/Consultant :

1. Preparation of architectural detailed drawings, detailed working drawing for execution of works and incorporating there in the particular specifications of the materials to be used.
2. Preparing detailed estimate for the entire works and all specialized services, making appropriate BOQ, Schedule of work and estimate for completion of the works.
3. Preparing drawings for execution of work in the building, preparing specification, detailed estimate of work.
4. Drawing up detailed tender documents for proposed renovation works complete with terms & conditions of works, detailed working drawings, specification of work, special specification etc.
5. Preparing detailed Tender document, assisting the Bank for calling of tender, preparing comparative statements on tenders received, recommending Bank for entrustment of the work etc.
6. To Coordinate the activities of various works as Consultant with the site supervisor for speedy completion of the works, advising the employer for implication for the deviations, materials if any etc.
7. Checking measurement of the work at site and checking contractor's bill, issuing periodical certificates for payment and passing and certifying the accounts.
8. Supervision of the work and providing necessary guidance as required for smooth execution of the work. Visit to the construction site at least four time during execution work.
9. Final certification of Bills for renovation work.
10. TA/DA or any other allowance **will not be paid** extra. Only GST on quoted fee will be paid extra. Architect/Consultant to quote the fee accordingly.
11. Latest empanelment certificate from Bank is to be submitted along with the quotation. Quotation without empanelment certificate will be summarily rejected.
12. The Architect/Consultant has to visit the site as and when required which includes 6 (six) compulsory visits to the site. One visit initially, four visits during work progress stage and one visit for final measurement.
13. Branches where renovation is to be take up immediately. **Please quote rate in below table:**

S.No.	Name of Branch	DP Code	Regional Office	Fee quoted in %
1.	Tengra Colony	1719	RO - II	
2.	Banschatar	19564	RO Berhampore	
3.	Bhabanibati	19560	RO Berhampore	
4.	Jamna	1714	RO Berhampore	
5.	Murari Village	19570	RO Berhampore	
6.	Bahula Sonapur Bazari Area	19527	RO Durgapur	
7.	Regional Office Durgapur	8323	RO Durgapur	
8.	Dhamachia	1885	RO Durgapur	



14. The Architect/Consultant, those who are interested to work/provide service to any of the above branches irrespective of distance needs to participate in the tender. Any conditional bid or unfilled/unquoted bid will be summarily rejected.

15. Bank reserve the right to segregate/split the works between L-1, L-2 & L-3 vendors at lowest quoted rate if same is agreed by L-2 & L-3.

16. Bank may cancel the allotted work at any stage after giving notice to the Architect.

Kindly, submit the sealed quotation at following address on or before 06.01.2021, 3pm. The quotation will be opened on same day at 3:15 pm.

Premises & Estate Section, Canara Bank Circle Office, 5th floor, 21, Camac Street, Kolkata - 16

