

NOTICE FOR APPOINTMENT OF PROJECT ARCHITECT/CONSULTANT FOR INTERIOR FURNISHING OF PREMISES AT UNION BANK OF INDIA, CHIRAYINKEEZHU BRANCH & ATM AT GROUND FLOOR, 7/492/H, THEERTHA TOWERS, PALAKUNNU, CHIRAYINKEEZHU THIRUVANANTHAPURAM 695304.

Union Bank of India invites applications in prescribed format from Architects/Architectural firms for appointment as Project Architect for Interior furnishing of Chirayinkeezhu branch at **Ground Floor, 7/492/H, Theertha Towers, Palakunnu, Chirayinkeezhu Thiruvananthapuram 695304**. The approximate carpet area to be furnished is approx. 1845.00 Sq ft. The pre-qualification application forms can be collected from the undersigned at the above address during working hours from **20-05-2026 to 09-06-2026**. The application forms are also available during aforesaid period on Bank's website at www.unionbankofindia.bank.in and www.eprocure.gov.in. The last date of submission of application is **09-06-2026 at 16.00 hours**. The technical bid will be opened on **09-06-2026 at 16.30 hours** at the Regional Office in presence of applicants/their authorized representatives if available. The bank reserves the right to reject any or all applications without assigning any reasons whatsoever.

**REGIONAL HEAD
REGIONAL OFFICE,
THIRUVANANTHAPURAM.**

Tender Notice

NOTICE INVITING TENDER FOR APPOINTMENT OF PROJECT ARCHITECT/CONSULTANT FOR INTERIOR FURNISHING OF CHIRAYINKEEZHU BRANCH AT GROUND FLOOR, 7/492/H, THEERTHA TOWERS, PALAKUNNU, CHIRAYINKEEZHU THIRUVANANTHAPURAM 695304

Sealed tender is to be submitted in two-bid system i.e. Prequalification cum Technical Bid and Price Bid. The Prequalification cum technical bid should contain all the enclosures and documents sealed in envelope 1. as Technical Bid envelope 2. should contain only the commercial/price bid. Both envelopes to be put in third envelope.

Each envelope should superscribe as “**APPOINTMENT OF PROJECT ARCHITECT/CONSULTANT FOR FURNISHING OF CHIRAYINKEEZHU BRANCH**”. Upon completion of prequalification exercise, price bid of only successful applicants will be opened who satisfy prequalification criteria. Unopened price bids of unsuccessful applicants will be returned to them. Work will be allotted to L1 of Financial Bid subject to the site inspection report of the Technical Evaluation Committee.

Tender start date	:	20-05-2026
Last date, Time and place for submission of tender	:	09-06-2026 at 16:00 hours Sharp at Regional Office Trivandrum, 1st Floor, Union Bank Bhavan, Statue, Trivandrum
Date & Timing of opening of tender (Technical bid)	:	09-06-2026 at 16:30 hours at Regional Office Trivandrum 1st Floor, Union Bank Bhavan, Statue, Thiruvananthapuram 695001.
Date of pre-bid meeting	:	29-05-2026 at 15:00 hours

Contact Person/s & Phone:

- (i) Mr Gokul SV : 9526142480
(ii) BinuKumar : 8113868400

Email Id - pnd.rotrivandrum@unionbankofindia.bank.in

The applications will be opened on 09-06-2026 at 16.30 hours in presence of applicants/their authorized representatives if present. The detailed information regarding, eligibility norms and tender document shall be available during aforesaid period at the Bank's website www.unionbankofindia.bank.in and Govt's Site www.eprocure.gov.in.

The Bank reserves the right to reject any or all applications without assigning any reasons whatsoever.

Address of Regional Office for all correspondence

**The Chief Manager -Operations
Regional Office Trivandrum
1st Floor, Union Bank Bhavan,
Statue, Thiruvananthapuram 695001.**

Date :20-05-2026

Place: Thiruvananthapuram

**REGIONAL HEAD
REGIONAL OFFICE,
THIRUVANANTHAPURAM**

GENERAL INFORMATION

The bank has taken premises on lease at **Ground Floor,7/492/H,Theertha Towers,Palakunnu,Chirayinkeezhu Thiruvananthapuram 695304** admeasuring carpet area of approx. 1845.00 Sq.Ft .

The Bank intend to furnish (Furnishing, Electrical & Air Conditioning) new branch at Chirayinkeezhu having sqft 1845.00 carpet area(approx.) to be developed within the estimated cost of Rs.29.66 Lacs + GST as applicable.

SCOPE OF WORK

I. Brief details of work:

The Bank intends to carry out Interior Furnishing, Electrical, Air Conditioning & Networking Works of the leased ATM premises with approx. carpet area of **1845.00 sq ft area at Ground Floor,19/1077-3,Krish,Krishnanagar Road Chirayinkeezhu Thiruvananthapuram 695304.**

The selected Architect will have to understand the requirement of Branch premises by visiting at least two times and will have to prepare plans providing the best facilities to the **Chirayinkeezhu Branch**. The plans shall be submitted to local authorities for approval if any on time. The architect will have to work out detailed Estimate, Bill of Quantity and submit the same to the Bank for approval. The bank is inviting tender and works will be awarded to the L1 Bidder. During the execution, the Architect has to provide quality supervision and certification of works to enable the Bank to release payments raised by the contractors. Upon completion of work, the Architect will have to obtain completion certificate. There is no interim/part payment will be permitted/released. The Architect will have to execute Interior furnishing, Electrical, Air Conditioning, Networking works.

2. Duties / scope of work expected from the Project Architect

2.1 Taking the instructions from Bank, visiting the sites, preparing sketch designs which shall be in accordance with local governing codes / standards, regulations, and allied works. (including carrying out necessary revisions till the sketch designs are finally approved by the Bank), making approximate estimate of cost by cubic measurements, square meter or otherwise and preparing reports on the scheme so as to enable the Bank to take a decision on the sketch designs. The Architect shall get necessary approvals and ensure compliance with code, standards and legislations as are applicable and assist the Bank in obtaining the statutory approvals thereof, if required.

2.2 Submitting a proper PERT CHART / Bar Chart incorporating all the activities required for the completion of the project well in time i.e. preparation of working drawings, structural drawings, detailed drawings, calling tender, etc. The program also include various stages of services to be provided by the Project Architect / Consultants.

2.3 Preparing architectural working drawings for interior furnishing works with false ceiling drawings, electrical, telephone, data connection, air condition layout with specifications, firefighting system specifications, furnishing plans, cross sections, etc., detailed estimates and all such other particulars as may be necessary for preparation of bill of quantities.

2.4 Preparing architectural working drawings of furniture work and pre-qualification documents and carrying out scrutiny. The Architect shall also furnish specific conditions/ statutory stipulations / code procedure/ schedule of rate etc., desire to be followed.

2.5 Preparing pre-qualification documents for appointment of furnishing contractor and carrying out scrutiny of the same.

2.6 Preparing detailed tender documents for furnishing works, false ceiling with electrical drawings, air conditioning layout drawings with specifications etc. complete with articles of agreement, special conditions, conditions of contract, specification, bill of quantities, including detailed analysis of rates based on market rates, time and progress charts, etc.

2.7 Preparing tender notices for issue by Bank for inviting tenders from prequalified / shortlisted parties on behalf of Bank, as the case may be for all trades and submitting assessment reports thereon, including code of practice covering aspects like measurement, method of payments, quality control, procedures on materials, work and other conditions of work. Submitting assessment reports thereon, together with recommendations specifying abnormally high and low rated items, comparative statements, and justification for acceptance of contract. Preparing contract documents for all trades and getting them executed by the concerned contractors.

2.8 The assessment report shall be based on detailed estimate, proper analysis of rates using data from an approved Standard Handbook and market rates of materials and labour for major items of works costing about 90% of the estimated cost of the work.

2.9 All commercial conditions shall be evaluated in financial terms instead of merely saying whether a condition may be accepted or not.

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

The Architect shall ensure that necessary fee, levies, security deposits and expenses in respect of statutory sanctions are complied with. The Architect shall exercise all reasonable skill, care, diligence in discharge of duties and to inspect and evaluate the work on going and wherever necessary clarify any decisions, offer interpretations of drawings/ specifications, attend conference/ meeting to ensure that the project proceeds generally in accordance with the conditions of the contract and keep the Bank informed and render advice and actions if required and the Architect is responsible for the directions, integrations and successful completion of the entire projects.

2.11 Preparing for the use of the Bank, the contractor and site staff, 4 copies of contract documents for all trades including all 2D drawings, specifications and other particulars. Preparing such further details and 2D drawings as are necessary for proper execution of the works.

2.12 Assuming full responsibility for supervision and proper execution of all works by General and Specialist Contractors who are engaged from time to time, including control over quantities during the execution to restrict variation, if any, to the minimum.

2.13 No deviations or substitutions should be authorized by the Architect without working out the financial implication, of any, to the contractor and obtaining prior approval of the Bank. However, where time does not permit and where it is expedient, the Architect may take decisions 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.

2.14 Working out the theoretical requirement and actual consumption of cement, steel, tiles, Laminates, Hardened woods, Ply woods, electrical items, Plumbing items and any other material used for the furnishing, air conditioning, ceiling, electrical, data, cables/Telephone etc.

2.15 Deploy a full time/temporary Site Engineer for supervision of proposed work.

2.16 Checking measurements of works at site. Checking contractor's bills, issuing periodical certificates for payments and passing and certifying accounts so as to enable the Bank to make payments to the contractors and adjustments of all accounts between the contractors and the Bank. Architect(s) shall assume full responsibility for all measurements certified by him/ them. It shall be mandatory on the part of the Architect to check the measurements of various items to the extent of 100% of each item of work claimed, in each running bill.

2.17 The Architect / Consultant to issue certificate of payment as under:

Certified that the various items of work claimed in this _____ running bill / final bill by the contractors _____ 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 100% of each item claimed in this bill. Hence the bill is recommended for payment of Rs._____.

Date _____

(Signature of the Architect)

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

2.19 The Architect shall certify after test / commissioning / final inspection and check as the case may be, the completion of the work and / or satisfactory functioning of the system in services and utilities, as the case may be.

2.20 Submitting a detailed account of material at site that the bank may specify and certifying the quantities utilized in the works.

2.21 Obtaining final building Completion Certificate / Occupancy Certificate/NOCs 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 Bank to the Municipality or any such other authority. For furnishing / renovation work wherever permission is required from Municipal / other authorities, the same shall be obtained by the Architect. The liaisoning expenses for obtaining the permission shall be borne by the architect / consultant. The Bank will pay deposit / scrutiny fee.

2.22 The Architect shall appear, on behalf of the Bank, before the municipal Assessor or such other authorities in connection with the settlement of the ratable value of the building and tendering advice in the matter to the bank.

2.23 On completion of the project, prepare "as made" completion drawings of furnishing works, electrical, telephone, data cabling, air conditioning layouts and other services along with a brief report on the project and submitting '4 copies' of the same for the records of the Bank. A soft copy of the drawings as well as tender document shall also be submitted to the Bank.

2.24 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.

2.25 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 Bank.

2.26 The Architects shall assist the Bank in all arbitration/legal proceedings between the contractors and the Bank and also defend the Bank in such proceedings.

2.27 The Architect shall furnish two complete set of structural designs, calculations and structural drawings for the Bank's record.

2.28 The Architect / Consultant shall also assist the Bank in inspection and replying to the queries raised by vigilance / audit authorities.

2.29 The Supervising staff/ Engineer deployed by the architect / consultant shall maintain following registers on daily basis i.e. Daily Progress Report, Site Order Book, Material Inward register, Material testing record, High Value Material Receipt Register, Hindrance Register, etc. Such registers shall be made available at site for the inspection of the bank officials as and when required by the Bank.

2.30 The Architect / Consultant shall conduct site meetings on weekly basis to be attended by the Bank / contractor's representative.

2.31 Any other services connected with the works usually and normally rendered by the Architects, but not referred to herein above.

2.32 In case it is established that there is any fault of the Architect / Consultant, due to Over-run of the project, Over measurements, Faulty description of tender item or any other lapse on the part of the Architect / Consultant, the Bank will not pay any extra amount/necessary recovery may be effected from the Architects / Consultants fee as per provision of section 73 of Indian Contract Act 1872 and under Section 30 of Architects Act 1972 (Central Act No.20 of 1972), besides the Bank's taking recourse to proceed against the Architect / Consultant for recovery of the extra amount incurred by the Bank. The Architect's / Consultant's liability may be however limited to 10 % of the fees paid to him.

2.33 In the event of any dispute, difference or question arising out of or touching or concerning assignment given to you at any of the field office, the same shall be referred, at the option of either party, to the arbitration of a sole Arbitrator mutually agreed upon. If the parties fail to appoint a mutually agreed sole arbitrator, both the parties shall appoint one arbitrator each and both the arbitrators shall appoint one presiding arbitrator (umpire). The said arbitration proceeding shall be under the provision of the Indian Arbitration and Conciliation Act, 1996 together with 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. The Arbitrations proceedings and any legal action or proceedings arising out of this agreement may be brought in the Courts or Tribunal.

2.34 The Architect / Consultant shall take proper care in estimating the quantity of work required and shall not increase quantum of work after acceptance of contractor's bid. The professional fee to be paid to the architect shall be restricted to a maximum of 110% fee on the value of accepted tender.

2.35 The Architect / Consultant shall not be recommending mobilization advance to any of the contracting agency. In case if the advance is to be paid, the same shall carry interest at the rate of MCLR and again submission of Bank Guarantee for equal amount from **the Nationalized Bank**.

2.36. Under no circumstance you will be submitting recommendations of contract other than lowest.

3. TERMINATION OF CONTRACT

3.1 The Bank may, without prejudice to its right against the Architect in respect of any delay or deficiency in service, terminate the contract by giving 15 days' notice in writing in any of the following cases.

- I. If the Architect, in the opinion of the Bank, is not pursuing the project with due diligence and/or within the timeline agreed/committed.
- II. If the Architect commits breach of any of terms of the agreement.
- III. If the Architect being company pass a resolution or a court order that the company shall be wound up or if a receiver or a Manager is appointed on behalf of a creditor or circumstances arises which entitles the court to pass a winding up order,

3.2 When the architect has made himself liable for action under any of the cases aforesaid, the bank shall have powers

- a. To terminate or rescind the agreement
- b. To engage another architect to carry out the balance work debiting the Architect the excess amount, if any so spent and recovering such excess amount from the fees due to the Architect, the security deposit or from any other dues

Once the agreement is terminated as narrated in clause 3.1 & 3.2 as above, the Bank shall be free to engage any other architect, of its own choice, to carry out the balance work.

3.3 In the event of the termination of the agreement by the Bank, the Architect shall not be entitled to any compensation or damages by reason of such termination, but only on the fees for the service actually rendered, which have been duly approved by the Bank. The decision of the Bank as regards the actual work/service done shall be final and binding on the Architect; the bank shall be entitled to make use of all or any drawings, designs or other documents prepared by the Architect.

3.4 The Architect shall promptly notify the Bank of any change in the constitution. It shall be open to the Bank to terminate the agreement on the death, retirement, insanity or insolvency or any legal incapacity. Until its termination by the Bank as aforesaid, this contract agreement shall continue to be in full force and effect, notwithstanding any changes in the constitution.

4. ABANDONMENT OF WORK:

If the Architect abandons the work for any reason whatsoever or becomes incapacitated from acting as aforesaid, the Bank may make full use of all or any of the drawings & details prepared by the Architect and the Architect shall be liable to refund all the Excess fees paid to him up to that date plus such damages as may be assessed by the Bank subject to a maximum of 10% of the total fees payable to the Architect under this agreement. Further the Bank shall be entitled to make use of all or any drawing(s) designs or other documents prepared by Architect.

5. MISCELLANEOUS INFORMATION

5.1. The Selected Architect will have to sign an agreement in prescribed format on non-judicial stamp paper of Rs. 500 and more (as per availability). The engagement shall be a period of 3 months from the date of MOU. The Bank reserves the right to extend the validity period on mutually acceptable terms and conditions.

5.2 Selection of architect will be based on the ability, experience, competence and evidence of their financial standing as per enclosed Performa. So, intending architect are requested to furnish details about their firm and competence required for good quality jobs performed by them.

- 5.3 If the space provided in the Performa is insufficient for furnishing full details, a separate sheet may be used.
- 5.4 Information furnished to Bank will be kept strictly confidential.
- 5.5 Decision of Union Bank of India regarding selection of Architects/Proposals will be finally binding and no further correspondence will be entertained. The Bank reserves the right for rejecting any or all the applications received without assigning any reason whatsoever. No claim will be entertained on account of non- acceptance of pre-qualification.
- 5.6 Intending Architects are requested to read the application form carefully before filling the particulars.
- 5.7 Applications should be duly filled in all respects and should be accompanied by all annexures mentioned and arranged in sequence. Incomplete applications will not be considered.
- 5.8 Information/ details furnished by selected party, if found to be false at any time in future or any information affecting engagement is willingly / unwillingly withheld, if come to the notice of the Bank at any point of time, the party's engagement is liable for cancellation immediately.
- 5.9 Where copies are required to be furnished, these should be certified copies.
- 5.10 Application forms are not transferable.
- 5.11 The completed application forms duly signed and stamped be placed in a sealed envelope super-scribed as **"Tender for appointment of Project Architect-CHIRAYINKEEZHU Branch"**. The envelope should be dropped in the Tender Box placed at the following address
- Union Bank of India**
Regional Office-Thiruvananthapuram
1st Floor, Union Bank Bhavan,
Statue, Thiruvananthapuram
Pin : 695001
Email Id : pnd.rotrivandrum@unionbankofindia.bank.in.
- 5.12 The last date for submission is 09-06-2026 at 16.00 hours without fail. The applications will be opened on 09-06-2026 at 16.30 hours in the presence of applicants / authorized representatives if present ,at the above address. If holiday on any circumstances, it will be opened on the subsequent date at same time ,and will be intimated by email or over phone.
- 5.13 The bid must be submitted in sealed covers, and duly subscripted as **"Bid for appointment of Architect/Consultant for Interior Furnishing work of CHIRAYINKEEZHU Branch"**. The cover should be packed in another sealed envelope. All the envelopes should indicate name, address, Opening Date and Time and Email Id of the vendor submitting the Bids.
- 5.14 The bidders must write their address with Pin code, mobile No, email ID on each envelops and business card may be pasted for communication on the tender envelopes.

REGIONAL HEAD
REGIONAL OFFICE,
THIRUVANANTHAPURAM

TECHNICAL BID

(To be submitted in separate sealed envelope)

**NOTICE FOR APPOINTMENT OF PROJECT
ARCHITECT/CONSULTANT FOR INTERIOR
FURNISHING, ELECTRICAL & AC WORKS FOR UBI
CHIRAYINKEEZHU BRANCH, GROUND
FLOOR, 7/492/H, THEERTHA
TOWERS, PALAKUNNU, CHIRAYINKEEZHU
THIRUVANANTHAPURAM 695304**

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5. Whether registered with Council of Architecture/Institution of Engineers, if so, please mention the number. :
(copy of certificate to be enclosed as Annexure-III)

6. Enclose copies of CA certified audited balance-Sheet and Profit & Loss A/C. for the last 5 F.Ys as Annexure IV-A, IV-B and IV-C) :

Sl No	F.Y	Turnover (in lakhs)	Profit after Tax (in lakhs)
1	2020-21		
2	2021-22		
3	2022-23		
4	2023-24		
5	2024-25		

Note: The profit after tax should be in positive, 3 years out of 5 years were eligible.

7. Certificate of Registration/Empanelment with Govt. / Public Sector / Banks (certificate of Registration to be enclosed as Annexure V) for the last 5 financial years.

Name of the Organization	No of years & and months empanelled	Period		Penalized/ Black listed (Yes/No)	Appreciations/ Awards if any
		From	To		

8. Give details if at present involved in litigation in similar type of contracts

Sr. No.	Name of the Project	Name of the Employer	Nature of the work	The Work order ref number & date	Date of completion of work	Value in Rs. (in lakhs)

9. Details of civil suit, if any, that arose : during execution of contract in the past 10 years.

10. Specify maximum value of single value project executed during the last three years. :

11. Name & relation, if any, with staff member of Union Bank of India. :

12. Details of work executed during the last 5 financial years:

Type of work	Work executed for (name of the Institution / Body)	Nature of work (in brief)	Location	Value Rs. (in Lakhs)	Duration of work with date of Commencement and date of completion		If work left incomplete or terminated (give reasons)

Note: Copies of work orders / appointment letters along with Xerox copies of relevant TDS certificate, satisfactory completion certificate obtained from the client to be enclosed as Annexure-VI. Please note without the copies of certificates, your application is liable to be rejected.

13. Details of work **on hand** (photocopies of performance certificate, work orders issued by valued clients, preferably Banks, Govt., Semi-Govt. Bodies should be enclosed as Annexure-VII).

Type of work	Work executed for (name of the Institution / Body)	Nature of work (in brief)	Location	Value in Rs. (in Lakhs)	Duration of work, stipulated time	Present stage of work

14. LIST OF NAME/S OF PROPRIETOR / PARTNERS & EMPLOYEES

Name	Qualifications	Experience	Particulars of work done	Employed in your firm since	Value of work done (Rs. In Lakhs)

15. TURNOVER IN LAST 5 YEARS:

Sr. No.	Year	Turnover (Rs.in lacs)	Professional Fees.	Income-tax paid	Service Tax/ GST paid
1	2020-21				
2	2021-22				
3	2022-23				
4	2023-24				
5	2024-25				

Copies of income-tax returns / assessment orders for each year to be enclosed as Annexure-VIII A, B, C, D & E)

16. PRE-QUALIFICATION CRITERIA:

Mandatory Criteria: (Tick appropriate)

1. Must be registered with Council of Architects, concerned Municipal Authorities, local Authorities. (Yes / No)
2. Must be registered with income tax authority (Yes / No)
3. Must be registered with GST authority (Yes / No)
4. Firm must be in business for the last 5 Years (Yes / No)

Total Carpet Area of Furnishing: 1845 Sqft. approx
(Estimated Cost: Rs. 29.66 lacs + GST as applicable)

Sr. No.	Criteria	Weightage	Self rating marks
1	Should have executed work during the last 5 years (i) Single work of Rs. 23.72 lacs (ii) Two works of Rs. 17.79 lacs (iii) Three works of Rs. 11.86 lacs, The similar works means Furnishing of Commercial/Offices/Banks/Institutional buildings including Electrical and air Conditioning etc. admeasuring 1845 Sqft approx..	65	
2	Should have received average professional fee above Rs. 1.50 Lacs per annum during the last three financial years.(min 2 experiences to be enclosed)	20	

3	Should have adequate in-house infrastructure of minimum following permanent staff: a) Architects 02 nos. b) Structural Engineers, Civil Engineers 01 nos each. c) Electrical & Mechanical Engineers 01 no. each	05 05 05	
	TOTAL	100	

The value of executed works shall be brought to current costing level enhancing the actual value of work at simple rate of 7% per annum; calculated from the date of completion to last date of receipt of applications of tenders.

NOTE: Criteria mentioned above is minimum requirement. The Bank at its discretion may upgrade the criteria. No complaint on this account will be entertained. Firms scoring 80 marks & above will only be considered for pre-qualification. Firms themselves must fill in self-rating marks column in the above table.

17. DETAILS OF PRE-QUALIFYING WORK SATISFYING THE ADVERTISEMENT CRITERIA:
(Attach separate sheet for more than one work).

1	Name of Client with address, name of contact persons and telephone numbers	
2	Name & Location of the site	
3	Description of Works completed	(1) Civil work - (2) Electrical work - (3) HVAC (Airconditioning Work)
4	Type of Project	
5	Cost of Work	
6	Duration of Work	Date of Commencement: Date of Completion:
7	Delay from original schedule	
8	Whether any penalty imposed / Civil Suit / Arbitration	
10	Enclose photographs of the work	
11	Enclose initial approval certificates	

	from local body	
12	Enclose final approval certificates from local body	

18. LIST OF ENCLOSURES:

ANNEXURE NO.	PARTICULARS	TICK IF ENCLOSED
I	Certificate of registration of Company / partnership deed.	
IIA, IIB, IIC	Certificates of registration with Income Tax, GST, EPF authorities.	
III	Certificate of membership from the Council of Architects/ Institution of Engineers, concerned Municipal Authorities.	
IVA, IVB, IVC	Audited Balance Sheet & Profit & Loss A/c. Statement for 2020-21, 2021-22, 2022-23, 2023-24, and 2024-25.	
V	Certificates of Registration with Govt. / Public Sector / Banks.	
VI	Copies of work orders along with Xerox copies of relevant TDS certificate, satisfactory completion certificate mentioning value of work.	
VII	Copies of performance certificate, Work orders issued by valued clients, preferably Banks, Govt., Semi-Govt. Bodies.	
VIII	Copies of income-tax returns/assessment orders for each year from 2020-21, 2021-22, 2022-23, 2023-24, and 2024-25.	

Note: In absence of any of the above enclosures, your application is likely to be rejected.

Place :

Date :

AUTHORIZED SIGNATURE
NAME & DESIGNATION
SEAL OF ORGANISATION
(TO BE SIGNED BY PROPRIETOR/
PARTNERS/ DIRECTORS)

DECLARATION

1. I / We have read the instructions appended to the proforma and I / We understand that if any false information is detected on at a later date, any future contract made between ourselves and Union Bank of India, on the basis of the information given by me / us can be treated as invalid by the Bank and I / We will be solely responsible for the consequences.
2. I / We agree that the decision of Union Bank of India in selection of contractors will be final and binding to me / us.
3. All the information furnished by me is correct to the best of my knowledge and belief.
4. I / We agree that I / we have no objection if enquiries are made about the work listed by me / us in the accompanying sheets.
5. I / We agree that I / we have not applied in the name of sister concern for the subject empanelment process.

Place : AUTHORIZED SIGNATORY
NAME & DESIGNATION
Date : SEAL OF ORGANISATION

Remarks: Please note the signature affixed to be by proprietor/partner/the directors of the firm/organization/Company Only

PRICE BID

(To be submitted in separate sealed envelope)

The price bid will be opened only those satisfying the
Criteria of pre-qualification.

**NOTICE FOR APPOINTMENT OF PROJECT
ARCHITECT/CONSULTANT FOR INTERIOR
FURNISHING, ELECTRICAL & AC WORKS FOR UBI
CHIRAYINKEEZHU BRANCH, GROUND
FLOOR, 7/492/H, THEERTHA
TOWERS, PALAKUNNU, CHIRAYINKEEZHU
THIRUVANANTHAPURAM 695304**

FORMAT FOR PROFESSIONAL FEES (On Letter Head of the applicant)

To
The Deputy General Manager,
Union Bank of India
Regional Office-Thiruvananthapuram
1stFloor, Union Bank Bhavan, Statue,
Thiruvananthapuram- 695001

Date:

Sub: PROFFESIONAL FEE FOR ARCHITECTS / ARCHITECTURAL FIRM

To furnish- Interior Furnishing ,Electrical & Air Conditioning works at our Bank's **Chirayinkeezhu Branch situated at Ground Floor,7/492/H,Theertha Towers,Palakunnu,Chirayinkeezhu Thiruvananthapuram 695304.**

Having examined and studied various requirements in respect of the subject for Electrical, Air Conditioning, Furnishing & fixtures and Networking Works of Bank's Leased Premises for **Chirayinkeezhu branch at Ground Floor,7/492/H,Theertha Towers,Palakunnu,Chirayinkeezhu Thiruvananthapuram 695304** and discussions with Concern Banks Officials resting on the subject the scope of work of intending project architect.

The Bank has clearly spelt out scope of work and its requirement, in brief details of which are as under:

- To survey the site and make physical verification of existing conditions and prepare a design conforming to Bank's requirements which includes total interior designing encompassing all elements like flooring, false ceiling, workstations, storage facilities, related civil works, electrical, air conditioning, fire safety system, CCTV system and security system etc. The design shall bring out ambience for the "feel good" factor in various parameters.
- To prepare such design, color schemes, material specifications and present to the Bank total scheme which includes detailed layout plan, furniture & fixture details, elevation and 3D views in form of presentation drawings.
- The Project Architect shall prepare preliminary drawings to be discussed and finalized by Bank's Competent Authorities. The Architect shall prepare such preliminary drawings till the final layout is selected. Based on approval of the plan by the Bank, the Architect/Project Consultant will have to furnish detailed drawings, specifications, bill of quantity, detailed estimate and final tender documents for further review and approval by the Bank.
- On final acceptance to codify the plan, concept, and specification encompassing all relevant aspect in a very comprehensive manner ideally suited for practical implementation. More particularly, bill of quantities, detailed estimate, rate analysis, specifications, approved makes of materials and such required details, which shall be comprehensive and of required clarity for actual implementation of the project.
- To prepare proposal of the final layout plan fit to be submitted for approval to various local authorities like KSEB,Municipal Corporation, Fire Brigade, environment, Water department, Traffic etc., if needed and insisted by local authority only.
- To submit plan for revalidation time to time since the project is likely to spread over for 2-3 Months. No separate out of pocket expenses shall be paid to the Project Architects for

revalidation of approvals from statutory authorities, except official fee to be paid to the concerned local authorities.

- After due consideration to the scope of work mentioned herein above and giving due cognizance to duty list mentioned in the original prequalification bid, we submit our price bid in respect of original fees as under.

Sr. No.	Parameter	Professional fees
1.	Consultancy Services: Preparing standard layout / plans: The layout will be revised till it meets requirement of the Bank. The charges quoted will be inclusive of furnishing detailed plans, elevations, 2D,3D views and walk through. Preparation of required nos. of final tender documents to be issued to the contractors which will include detailed specifications of item, rate analysis including civil / interior / electrification / air conditioning / fire safety(Hydrant, Sprinkelt & Alarm),CCTV System. cross sectional details of officer's table, work station, credenza, side tables, chairs, sofa, center table, main entrance door, false ceiling, notice board, display board, storage and any other item required for furnishing and renovation, etc.	
1.a	Professional fee in terms of actual value of designed work completed excluding readymade items. Designed Items (90% of estimated cost).	_____ % of actual value of work. Professional fee will be Rs. -----
1.b	Professional fee in terms of actual value of work completed on readymade items, which are not designed by the Project Architect. (Chairs/DG set/ Cost of AC machines) Bought out Items (10% of estimated cost)	_____ % of actual value of work. Professional fee will be Rs. -----
2.	PMC for a period of _____ months. Project Management Charges towards providing full time engineer fully experienced in similar work be deployed at the site.(max salary paid will be only for original completion period) for day to day site supervision during actual construction Work, preparing Work Schedule/Bar Chart program for execution of works, maintaining various records, joint measurements, Quality control, Certificate of bills, final completion reports along with necessary drawings. + one month for preparation of final bill.	
2.a	PMC charges for one month.	Rs. _____
2.b	PMC charges for _____ months.	Rs. _____
3	Visit Charges to the site during execution of work wherein the visit is required once in a week. These charges should include traveling expense other expenses. (Maximum 4 visits are required during execution period of 1 month.)	
3.a	Visit charges for one visit.	Rs. _____
3.b	Visit charges for _____ visits.	Rs. _____
Total of fee (1.a + 1.b + 2.b + 3.b)		
GST		
Gross Total		

Note:

1. The readymade items include cost of higher side of electrical Split Air conditioner, Genset, battery & UPS and chairs, Bank purchase directly with professional guidance from the project Architect.
2. Under project management qualified Engineer/ Architect will be deployed on site on full time basis for day-to-day supervision, ensuring execution of work as per contract terms and conditions, certification of bills/ claims submitted by the contractor, co-ordination with Bank officials.
3. For approval of works, related to Fire Safety including Fire Hydrant System. Fire Alarm System, the security official of Bank to take help of concerned contracting agency.
4. GST as applicable will be paid over and above the charges as quoted above.
5. Project Management Services mentioned in point 2 are optional, however Architectural firm must quote their charges for the same. The Bank reserve the right to appoint any other agency for the Project Management or deploy Bank's staff for the purpose.
6. No separate visit charges will be paid during execution of work. Professional fee quoted shall be inclusive of all Visit charges, transportation, lodging, Boarding to the site during execution of work.
7. Architect/ representative shall make regular visit to site, no of visits shall not be limited to any nos.
8. Architect /representative shall attend meeting on site or Banks office as required by Bank.

Further, we also hereby agree to all terms and conditions spelled out by the Bank while calling Prequalification Bid.

Proprietor/Partners/Director's Signature :
Name :
Designation :
Seal of the Organization :