Union Bank of India, Procurement Department

1st floor, 239, Union Bank Bhawan, Vidhan Bhawan Marg,

Nariman Point, Mumbai – 400021

Website: www.unionbankofindia.bank.in

SUBJECT: EXPRESSION OF INTEREST (EOI) & NOTICE FOR INVITATION OF DESIGN COMPETITION PROPOSALS FOR SELECTION AND ENGAGEMENT OF ARCHITECT/ ARCHITECTURAL FIRMS FOR RENOVATION WORKS OF 16TH FLOOR, UNION BANK OF INDIA, CENTRAL OFFICE, NARIMAN POINT, MUMBAI

PART-I

RFP REFERENCE NO: CO: PROC: 3220.26
DATED: 03.09.2026

PREQUALIFICATION CUM TECHNICAL BID

Name of Bidder: ______________________________

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Address of Bidder: ______________________________

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 (Signature of bidder with stamp)

DISCLAIMER

The information contained in this EOI document or information provided subsequently to Architects/ Architectural firms whether in documentary form/email on behalf of the Bank, is subject to the terms and conditions set out in this EOI document.

This EOI is not an offer by the Bank, but an invitation to receive responses from the eligible Architects/Firms.

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

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

The Bank also accepts no liability of any nature whether resulting from negligence or otherwise, howsoever caused arising from reliance of any Architect/Firms upon the statements contained in this EOI.

The issue of this EOI does not imply that the Bank is bound to select an Architect for the proposed work and the Bank reserves the right to reject all or any of the Architect/Firms or EOI s without assigning any reason whatsoever.

The Architect/Firm is expected and advised to examine all instructions, forms, terms and conditions in the EOI document. Failure to furnish all information required by the EOI document or to submit the documents not substantially responsive to the EOI document in all respect will be at the Architect/Firm’s risk and may result in rejection.

No contractual obligation whatsoever shall arise from the EOI process unless and until a formal contract is signed and executed by the Bank with the selected Architect/Firm.

ABBREVIATIONS

Abbreviations	Description
Bank/ UBI/ Union Bank	Union Bank of India
BFSI	Banking, Financial Services and Insurance
BG	Bank Guarantee
EMD	Earnest Money Deposit
LD	Liquidated Damages
NDA	Non-Disclosure Agreement
Proposal/ Bid	The OEM’s written reply or submission in response to this RFP.
PO	Purchase Order
PSB	Public Sector Bank
PSU	Public Sector Undertaking
PBG	Performance Bank Guarantee
RFP	Request For Proposal (this document) in its entirety, inclusive of any addenda that may be issued by the Bank.
SLA	Service Level Agreement
TDS	Tax Deducted at Source
TCO	Total cost of ownership

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 (Signature of bidder with stamp)

1) **INTRODUCTION:**

Union Bank of India, a Public Sector Bank has its Central Office at 239, Vidhan Bhavan Marg, Union Bank Bhavan, Nariman Point, Mumbai – 400021, is one of the largest commercial banks in India. The Bank has a network of 8700+ domestic branches, 8700+ ATMs, 26,629+ Business Correspondent Points serving over 150 million customers with 74,000+ employees. Bank also provides services to its customers through alternate channels such as Internet Banking, Debit/Credit Cards, UPI and Mobile Banking, etc.

2) **NOTICE INVITING TENDERS**

Union Bank of India invites Expression of Interest (EOI) & Notice for Invitation of Design Competition proposals for Selection and Engagement of Architect/ Architectural firm for Renovation works of 16th floor, Union Bank of India, Central Office, Nariman Point, Mumbai having registered Branch office within the Mumbai Metropolitan Region.
Details of the tenders are as under:

Sr No	Particulars	Details
01	Name of Work	Renovation work of 16th floor, Union Bank of India, Central Office, Nariman Point, Mumbai
02	Nature of Work	Comprehensive Architectural services for Preparing architectural working drawings, structural calculations and structural drawings, layout drawings for water supply and drainage, electrical installations, telephone installations, furnishing plans, cross sections, detailed drawings, 3D views, walkthroughs etc., detailed estimates and all such other particulars & other minor structural & civil repair works.
03	Cost of EOI documents	Nil
04	EMD	₹19,200/- (Nineteen thousand only) by means of Demand Draft/ Pay Order (Valid for a period of 180 Days from the last date of submission of the tender) from any Commercial/ Nationalize Bank drawn in favor of Union Bank of India payable at Mumbai.
05	Total time allowed for completion of the Project	08 Months (to be reckoned from 10th day of issue of award of work order to Architect/ Architectural firm).
06	Availability of EOI documents	The EOI document will be available for download on the Bank's website and the Government e-Procurement Portal during the period specified in the EOI notice.
07	Venue for, submission of completed EOI documents and conducting pre-submission meeting	Tender Box kept at the Reception, Ground Floor, Union Bank Bhavan, Central Office, Vidhan Bhavan Marg, Nariman Point, Mumbai – 400021
08	Date of publishing the EOI on the Bank’s website and in newspapers	04.09.2026
06	Last date for submission of queries by the prospective applicants regarding EOI.	09.09.2026.2026 upto 4.00 PM

 (Signature of bidder with stamp)

07	Date of Pre-bid Meeting	10.09.2026 at 11.45 AM
08	Contact No for participation in bid Meeting	Contact No: 022- 45653726
09	Last date & time for submission of completed EOI document in a sealed cover	25.09.2026 by 03:00 PM
10	Mode of submission	To be delivered in person/ through courier in a sealed cover (complete set of documents in a spiral bound form) so as to reach the above address on or before 25.09.2026 at 3.00 PM
11	Date and Time of opening of EOI documents	25.09.2026 by 03:30 PM at office address mentioned above.
12	Shortlisting of top 5 (maximum) eligible Architects/Firms for design competition based on the evaluation of technical parameters (Annexure-A) and site visit by a designated committee for the respective works.	To be communicated separately to the shortlisted Architects/Architectural Firms.
13	Invitation for Design competition of the proposed scheme (along with price quote) from the eligible shortlisted Architects/ Architectural Firms for presentation before designated 'Evaluation Committee' constituted by U.B.I. (Design competition proposal is considered only for renovation of 16th floor , Union Bank of India, central Office Mumbai) to further appoint Architect/ Architectural firms based on the evaluation matrix (Annexure - B).	Date and time shall be communicated separately to the shortlisted Architects/Firms
14	Opening of price quote of finally selected Architect/Architectural Firm (Price quoted to be in the form of professional fee as a percentage of estimated cost of proposed work)	To be communicated separately
15	Validity of EOI	180 days from the date of opening of EOI document

Architects/Architectural Firms registered under MSME/NSIC/Udyam (Udyog Aadhaar)/SSI shall be exempted from payment of Earnest Money Deposit (EMD), subject to submission of a self-attested copy of the valid registration certificate issued by the competent authority. The exemption shall be applicable only if the registration is valid and specifically covers the category of services/work for which the EOI/RFP is being invited. Certificates pertaining to any other category of work/services shall not be considered for EMD exemption. Any request for exemption based on an unrelated registration certificate is liable to be rejected, and the proposal may be disqualified from further evaluation.

The Bank reserves the right to reject any or all applications without assigning any reasons whatsoever. Please refer banks website regarding any corrigendum for the subject tender till finalization.

 (Signature of bidder with stamp)

3) SITE VISIT:

Interested bidders may visit the site on 10.09.2026 from 10:30 AM to 11:30 AM. Bidders desirous of inspecting the site may coordinate with the following official:

Ms. Rijushamol K.C.
Chief Manager (Architect)
Contact No.: 8050112677

4) PRE-BID MEETING:

A Pre-Bid Meeting for the captioned tender is scheduled to be held on 10.09.2026 at 11.45 AM at the following venue:

Union Bank of India,
Ground Floor (Meeting Room),
239, Union Bank Bhawan,
Vidhan Bhawan Marg,
Nariman Point, Mumbai – 400021

A. Only one duly authorized representative of the bidder/Architect/ Architectural firm shall be permitted to attend the Pre-Bid Meeting. The representative must produce a valid authorization letter issued by the bidder on its letterhead.

B. Bidders may submit their queries, if any, in the prescribed format enclosed as Annexure-F through email at procurement@unionbankofindia.bank.in on or before 09.09.2026 up to 5:00 PM. Queries received after the stipulated date and time shall not be considered. The clarifications, if any, issued by the Bank shall form an integral part of the EOI documents.

5) ADDRESS & CONTACT NUMBERS:

Union Bank of India,
Procurement Department,
1st floor, 239, Union Bank Bhawan,
Vidhan Bhawan Marg,
Nariman Point, Mumbai – 400021
Phone No: 022-45653726

6) INSTRUCTIONS TO PROSPECTIVE ARCHITECTS/ ARCHITECTURAL FIRMS

6.1 The EOI documents can be obtained in person from Union bank of India at the mentioned address during office hours:

Union Bank of India,
Procurement Department,
1st floor, 239, Union Bank Bhawan,
Vidhan Bhawan Marg,
Nariman Point, Mumbai – 400021
Phone No: 022-45653726
Email ID: procurement@unionbankofindia.bank.in

6.2 Alternatively, the EOI documents consisting of above can be downloaded from Bank's website http://www.unionbankofindia.bank.in and Government procurement website www.eprocure.gov.in and the downloaded applications can be used for submission. In case of any ambiguity/discrepancy between the downloaded document and original application submitted in the form of hard copy, the version of the documents placed on the website shall prevail and should be submitted in original, duly stamped, and sealed in the same office.

 (Signature of bidder with stamp)

6.3 EOI document will be opened by bank's Tender Opening Committee in the presence of contracting agencies or their authorized representatives on dated mentioned in NIT.

6.4 The tenders shall be submitted in two envelopes. The envelope No.1 shall be marked as Technical Bid and shall contain Technical Bid of the tender, EMD in the form of Demand Draft/ Pay Order drawn from Nationalized Bank, Prequalification application and any other matter. The envelope No. 2 shall be marked as Price Bid. Both the above envelopes shall be placed in a third envelope, super scribed as **"EXPRESSION OF INTEREST (EOI) & NOTICE FOR INVITATION OF DESIGN COMPETITION PROPOSALS FOR SELECTION AND ENGAGEMENT OF ARCHITECT/ ARCHITECTURAL FIRMS FOR RENOVATION WORKS OF 16TH FLOOR, UNION BANK OF INDIA, CENTRAL OFFICE, NARIMAN POINT, MUMBAI"** before submission.

6.5 Envelope No-1 Will be opened on the due date of opening of the technical bid. Envelope No. 2 of the Architect/ Architectural firm will be opened at later date (to be intimated subsequently) and of those whose prequalification application meets with eligibility criteria of the advertisement and the requirement of EMD and the terms/ conditions submitted, acceptance of technical bid, etc.

6.6 The tenderer must use only the tender forms issued for the purpose to fill in the price bid. Intimation of tender quoted by letter, telegram/ telex will not be acceptable. The tender must be dropped in a tender box kept at Reception area at Ground floor, 239, Central Office, Union Bank of India, Vidhan Bhavan Marg, Nariman Point, Mumbai. Delivery of the tender through courier/ post shall be avoided and any disputes arising thereof shall not be entertained.

6.7 In case of postal delivery, the tenderer has to ensure that tender is reached before the due date and time and shall be dropped in the tender box. The Bank will not be responsible for damage in the transit and delay of receipt of tender, if any or sent by a special messenger. Tender received late shall be rejected.

6.8 Tenderers are advised not to make any alteration/modification in the EOI documents. Violation of this requirement will make the Tender liable for rejection. In case of any overwriting/ correction in quoted rates counter signature of contractor at the place of correction must be compulsory. Otherwise, the tender of such applicants is liable to be rejected without assigning any reason.

6.9 All the errors in totaling in the amount column and in carrying forward the totals shall be corrected.

6.10 Every page of the EOI documents should be signed by the person or persons submitting the tender in token of his/their having acquainted himself/themselves with the General and Special Conditions of Contract, Specifications etc. as laid down. Any tender with any of the documents not so signed will be subjected to rejection.

6.11 No consideration will be given to a tender received after the time stipulated above and no extension will be allowed for submission of the tender unless otherwise uploaded as a date corrigendum.

6.12 The Bank shall not be bound to accept the lowest tender and reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever.

6.13 This notice inviting tenders, the conditions of tender and the duly completed form of tender etc. will form part of the Agreement to be executed by the successful tenderer with the Bank.

6.14 SCOPE OF WORK:

6.14.1 The Bank intends to undertake the renovation and remodelling of the 16th Floor, Central Office Building at Nariman Point, Mumbai. The selected Architect/Consultant shall thoroughly understand the Bank's requirements through detailed site visits, consultations with the Bank's officials, and assessment of the existing building conditions.

6.14.2 The Carpet area of the floor is approx. 4500 sqft. The proposed floor should comprise of entrance lobby, board room, committee meeting room, executive lounge, dining area, board secretariate-21 workstation , GM cabin, PRO, DGM cabin, pantry toilets gents and ladies , lift lobby etc.

6.14.3 The Architect shall be responsible for the preparation and submission of all required drawings, plans, and documents to the concerned local/statutory authorities and obtaining necessary approvals wherever applicable.

6.14.4 The scope of consultancy services shall broadly include, but not be limited to, the following: Detailed site survey, assessment, and measurement of the existing premises, Preparation of conceptual design proposals and space planning options, Preparation of detailed layout plans based on the Bank's requirements, Preparation of detailed architectural working drawings, Good for Construction (GFC) drawings, and coordinated drawings for execution, Preparation of interior design drawings, including furniture layouts, partition details, flooring layouts, wall finishes, and signage details, Preparation of false ceiling layouts, reflected ceiling plans, ceiling finish details, and coordination with MEP services, Preparation of 3D views, renderings, and virtual walkthrough presentations for visualization and approval of the proposed design, Preparation of detailed civil repair and refurbishment proposals, considering the age and condition of the existing building structure and finishes, Identification and detailing of all necessary repair works, including repairs to walls, floors, waterproofing, structural elements (if required), and other distressed areas, Preparation of detailed sanitary, plumbing, drainage, and sewerage layouts, including modifications to existing services wherever required, Preparation of detailed electrical layouts, lighting layouts, power distribution plans, data and communication layouts, fire-fighting coordination drawings, access control systems, and other ELV services, Preparation of HVAC/Air Conditioning layouts and coordination with all MEP services, Preparation of detailed estimates, technical specifications, and Bills of Quantities (BOQ) for all proposed works, Assistance to the Bank in the tendering process, including preparation of EOI documents, issue of clarifications, technical evaluation of bids, and recommendation of suitable contractors, The Bank shall invite tenders for the execution of the renovation and remodelling works, and the work shall be awarded based on the Bank's approved procurement process, Periodic site visits and deployment of a qualified Site Engineer for day-to-day supervision during execution, Quality assurance, monitoring of progress, verification of measurements, and certification of contractors' bills for release of payments by the Bank, Review and approval of shop drawings, material samples, and mock-ups submitted by contractors, Coordination with statutory authorities, consultants, contractors, and service agencies during project execution, Preparation and submission of as-built drawings upon completion of the project, Obtaining completion certificates and other statutory clearances, wherever applicable. The Architect shall ensure that all designs, drawings, specifications, and supervision services are carried out in accordance with relevant codes, standards, local regulations, and the Bank's requirements, ensuring optimum functionality, aesthetics, safety, and long-term durability of the renovated premises.

6.15 THE SCOPE OF WORK (ILLUSTRATIVE ONLY) INVOLVES:

6.15.1 Taking the instructions from Bank, visiting the sites, preparing 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 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.

6.15.2 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 should also include various stages of services to be provided by the Project Architect/ Consultants.

6.15.3 Submitting required drawings to the Municipality and other local authorities and obtaining their approval.

6.15.4 Preparing architectural working drawings, structural calculations and structural drawings, layout drawings for water supply and drainage, electrical installations, telephone installations, furnishing plans, cross sections, detailed drawings like electrical Layout, AC Layout, False ceiling layout, working drawings, etc., detailed estimates and all such other particulars as may be necessary for preparation of bill of quantities.

6.15.5 Preparing pre-qualification bid documents and carrying out scrutiny.

6.15.6 Assist the bank in preparing detailed tender documents for various trades viz., general builders work and specialist services such as water supply and sanitary installation, electrical installation, furnishing, 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.

6.15.7 Assist the bank in 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, together with recommendations specifying abnormally high and low rated items, comparative statements, justification for acceptance of contract. Assist the bank in preparing contract documents for all trades and getting them executed by the concerned contractors.

6.15.8 The assessment report shall be based on detailed estimate, proper analysis of rates with constants 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.

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

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

6.15.11 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.

6.15.12 No deviations or substitutions should be authorized by the Architect without working out the financial implication, of 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 decisions on behalf of the Bank, the total cost of the item/deviation of which should not

 (Signature of bidder with stamp)

exceed ₹10,000/-. This deviation shall be got subsequently ratified from the Bank duly justifying his action at the earliest.

6.15.13 Working out the theoretical requirement and actual consumption of cement and steel and any other material specified for each bill.

6.15.14 Deploy a full time (5-year experience diploma holder or 3-year experienced graduate civil engineer) for supervision of proposed work.

6.15.15 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. 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 100% of each item of work claimed, in each running bill.

6.15.16 The Architect to issue certificate of payment as under:

6.15.17 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)

6.15.18 The Architect shall endorse the above certification in the relevant Measurements Books also.

6.15.19 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.

6.15.20 Submitting a detailed account of steel, cement and any other material that the employer may specify and certifying the quantities utilized in the works.

6.15.21 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 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 liasoning expenses for obtaining the permission shall be borne by the architect / consultant. The Bank will pay deposit / scrutiny fee.

6.15.22 Appearing on behalf of the Bank before the municipal Assessor or such other authorities in connection with the settlement of the rate able value of the building and tendering advice in the matter to the employer.

6.15.23 On completion of the project, prepare "as made" completion drawings of architectural, structural, water supply, drainage, furnishing 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 Bank. A soft copy of the drawings as well as tender document shall also be submitted to the Bank.

6.15.24 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.

6.15.25 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.

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

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

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

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

6.15.30 The supervising staff deployed by the architect shall maintain following registers on daily basis i.e. Daily Progress Report, Site Order Book, Material testing record, High Value Material Receipt Register, Hindrance Register, etc.

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

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

6.15.33 In case it is established that due to fault of the Architect, the Bank has to pay any extra amount due to over-run of the project, over measurements – faulty description of tender item or any other lapse on the part of the Architect necessary recovery may be effected from the Architect's fee as per provision of section 73 of Indian Contract Act 1872 under Section 30 of Architects Act 1972 (Central Act No.20 of 1972), besides Bank's taking recourse to proceed against the Architect for recovery of the extra amount incurred by the Bank. The Architect's liability may be however limited to 10 % of the fees paid to him.

6.15.34 The Architect 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.

6.15.35 Under no circumstance the architect shall be submitting recommendations of contract other than lowest.

6.15.36 The Architect 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.

6.16 TIMELINES FOR COMPLETION OF MILESTONES:

Sr. No.	Submission	Duration	Month
01	Site survey, requirement gathering & concept planning	1 weeks	Month 1
02	Preparation of conceptual drawings and Bank approval	1 weeks	Month 1
03	Preparation of architectural, structural & MEP drawings	2 weeks	Month 1
04	Submission to statutory authorities and obtaining approvals (where applicable)	2 weeks	Month 2
05	Preparation of BOQ, estimates and tender	2 weeks	Month 2

	documents		
06	Tendering, bid evaluation and award of work	6 weeks	Month 3-4
07	Commencement of renovation work by contractor	1 weeks	Month 5
08	Execution of work	12 weeks	Month 5-7
09	Preparation of final bill and submit to bank for approval	2 weeks	Month 8
10	Completion certificates from statutory authorities (where applicable)	2 weeks	Month 8

6.17 SIGNING OF CONTRACT DOCUMENTS:

The selected Architect/Architectural firm shall be bound to enter into an agreement in the Bank's prescribed format on non-judicial stamp paper of value as per Mumbai Stamp Duty Act as applicable at the time of execution of agreement within 14 days from the date of receipt of intimation of acceptance of their proposal by the Bank. The agreement shall be signed by authorized signatory of the Architect/Architectural firm. Copy of Power of Attorney for authorized signatory shall be submitted.

6.18 EARNEST MONEY DEPOSIT (EMD)

The Architect/ Architectural firm shall furnish EMD of ₹19200/- in the form of Demand draft/Pay order drawn in favour of Union Bank of India payable at Mumbai on any Commercial/ Nationalized Bank. No tender shall be considered unless the EMD is so deposited in the required form. No interest shall be paid on this EMD. The EMD of the unsuccessful tenderer shall be refunded soon after the decision to award the contract is taken without interest.

The EMD may be forfeited:

If the Bidder withdraws his Bid during the period of Bid validity specified in this RFP.

or

If the Bidder makes any statement or submit information which turns out to be false / incorrect at any time prior/post of issuing Purchase order.

or

If the Bidder fails to furnish security Deposits or is there any benefit of doubt of formation of cartel by bidders.

or

If the bidder backs out or do not accept the work order after being declared L-1 bidder.

or

In case of a successful Bidder, if the Bidder fails to sign/execute the contract in accordance with this RFP.

or

If a bidder refuses to accept the corrections of errors calculated in accordance with the provisions of the bidding documents, its bid shall be rejected and its EMD shall be forfeited.

6.19 PERFORMANCE BANK SECURITY (PBG):

The successful bidder, upon award of contract, shall furnish Performance Security equivalent to 5% of the Work Order value/ Total Cost of Ownership (TCO).

The Performance Security shall be in any of the following forms:

 (Signature of bidder with stamp)

a) Account Payee Demand Draft,
b) Fixed Deposit Receipt from Union bank of India, or
c) Bank Guarantee issued by a Scheduled Commercial Bank other than Union Bank of India

The Performance Security shall remain valid for the entire period of Eight months, shall further be valid for an additional sixty (60) days beyond completion of the period, with a claim period of 365 days thereafter.

The PBG may be forfeited:
The Performance Security shall be liable for forfeiture, either wholly or partially, at the sole discretion of the Bank, in the event of:
a) Failure of the Architect/ Architectural firm to commence or complete the work in accordance with the terms and conditions of the contract.
b) Breach of any contractual obligations, terms, or conditions of the tender/contract.
c) Any act or omission on the part of the Architect/ Architectural firm resulting in loss or damage to the Bank.

The forfeiture of Performance Security shall be without prejudice to the Bank's right to recover any further damages, losses, or claims arising out of the contractor's default, as per applicable provisions of the contract.

6.20 Conditional proposals are liable for disqualification.
6.21 All costs and expense associated with submission of EOI shall be borne by the applicant.
6.22 In case, date of opening of EOI is declared as a holiday, the same will be opened on the next working day at the same.

7) <u>GENERAL CONDITIONS OF CONTRACT</u>

7.1 Definitions: -

7.1.1 "Contract" means the documents forming the EOI and the acceptance thereof and the formal agreement executed between Bank and Architectural Firm/Architect, together with the documents referred there in including these conditions and instructions issued from time to time by the Bank and all these documents taken together shall be deemed to form one contract.

7.1.2 In the contract the following expressions shall, unless the context otherwise requires, have the meaning hereby respectively assigned to them.

7.1.3 'UNION BANK OF INDIA' shall mean the Bank having its Central Office at Union Bank Bhavan, 239, Vidhan Bhavan Marg, Nariman Point, Mumbai-400021.

7.1.4 'The Architect' shall mean the individual or firm or company selected and engaged for undertaking the project as Architectural Firm/Architect and shall include legal personal representative of individual or the composing the firm or company and the permitted assignees of individual or firms of company.

7.2 The Architect must be equipped with adequate expertise and experience in undertaking Planning, designing & supervision for execution of Exterior/Interior Design works including Civil, Electrical, Plumbing, Air-Conditioning, Acoustics, Audio Visual systems (for Auditorium), Fire & Safety Systems and integrating with Building Management System) and all essential and ancillary works/services required for execution for the proposed renovation work.

7.3 Evaluation process and Criteria

The selection process consists of the following considerations:

(a) Minimum eligibility Criteria as per <u>clause 6.3a</u>

(b) Shortlisting of Architects eligible for design competition as per technical parameters (Annex - A)

(c) Selection of Architect based on Design Competition by a designated committee (Annex - B)

7.3(a) Minimum Eligibility criteria (Mandatory Criteria):

Sr No	Particulars	Bank's Requirement
1.	Experience	Minimum 07 years' experience of similar nature of works **as on 31.08.2026**
2	Value of similar nature of works	The bidder/architectural firm should have successfully completed similar works during the last seven (07) years, ending on 31.08.2026 (i.e., between 31.08.2019 and 31.08.2026), meeting any one of the following criteria: a) One (01) similar completed work having a project cost of not less than ₹1.92 Crore; or b) Two (02) similar completed works, each having a project cost of not less than ₹1.20 Crore; or c) Three (03) similar completed works, each having a project cost of not less than ₹0.80 Crore. **Note:** At least one of the qualifying completed works submitted towards the above eligibility criteria must have been executed within the Mumbai Metropolitan Region (MMR).
3	Average annual turnover of bidder by the way of professional fees	Shall not be less than ₹4.80 Lakhs for any three years during last five financial years ending 31.03.2025. Copies of the audited Annual Balance sheet & Profit Loss Statement for the last five financial years ending 31.03.2025 shall be submitted in support of claims.
4	Registration / incorporation	The individual architect (Proprietor) /at least one of Partners/ Directors of the Architect should have a valid registration and license from "Council of Architecture".
5	Local set-up	The firms/Architects should have their Office in within the Mumbai Metropolitan Region having adequate office setup with in-house capability and infrastructure / expertise to manage such high magnitude specialized works (documentary evidence to be submitted **as on 31.08.2026**)
6.	Planning and designing of 16th Floor, Central	Experience in preparation of comprehensive architectural and engineering design

 (Signature of bidder with stamp)

	Office:	documentation, including architectural working drawings, structural design calculations and drawings, water supply and drainage layouts, electrical and telecommunication layouts, furnishing plans, sections and cross-sections, detailed construction drawings, 3D visualizations, walkthrough presentations, HVAC/air-conditioning drawings, detailed cost estimates, specifications, and all other documents necessary for execution of projects having a minimum Carpet area of 4500 Sqft.

"Similar Work" under this clause means renovation work including furnishing, civil, electrical, air conditioning, PAS, Firefighting, acoustics etc. on a building & other structural, civil repair works for Central Govt. Dept./State Govt. Dept./ Semi Govt. Dept. /PSU/Public sector Banks or reputed private organizations during last 7 years".

7.3(a).1 The Architect should have adequate number of qualified Architects, Engineers and other personnel on the payroll / retainership establishment of the company and should also have tie-up arrangements with reputed registered and licensed services consultants viz. Electrical consultants, Air-conditioning consultants, Plumbing consultant etc.

7.3(a).2 Clear supporting evidence like photographs, self-attested copies of certificates, documents etc. should be submitted with the EOI.

7.3(a).3 The Firm/Architect should have valid GST Registration Certificate and PAN. Self-attested copies of supporting documents to be attached.

7.3(a).4 The Firm/Architect should not have been blacklisted by the Govt. of India Organizations / PSU / PSE / Govt. Depts./reputed Private Public Limited Companies etc. for breach of any applicable laws or violation of regulations or breach of contractual agreement or rendering unsatisfactory professional services during the last 7 (seven) years. (Self-declaration to be submitted by the Firm/Architect along with their application).

7.3(a).5 However, merely fulfilling the prescribed eligibility criteria shall not entitle the Architectural Firm/Architect for shortlisting and invitation for participation in the proposed design competition for the project. The shortlisting as well as final selection of Architect for the project shall be subject to independent verification of credentials, inspection of project sites, calling confidential reports from the present/previous clients/ employers etc.

7.3(a)6 The Architectural firms/Architects satisfying the prescribed minimum eligibility criteria and verification of works by site visit shall only be considered to participate in the design competition

7.4 <u>Design Presentation scheme:</u>

(a) The design brief as per Bank's requirement shall be provided to the top Five (05) (maximum) shortlisted Architects/Firms at the time of inviting design competition.

(b) Architectural Firm/Architect shortlisted for participating in Design competition will have

 (Signature of bidder with stamp)

to present their scheme of proposals/ drawings/ plans/ elevations/ visuals/ ppt/ 3D Views/ walkthroughs etc.

(c) Each Architectural Firm/Architect will be given about 20 minutes(approx.) time for making presentation. After presentation the committee members will interact with the Architectural Firms/Architects to understand their presentation and scheme (10 Minutes).

(d) To participate in design competition, the Firm/Architect will have to attend the event at their own expenses. However, the Bank will make payment of Rs. 20,000/- (Rupees Twenty Thousand Only) after completion of design competition process as token of appreciation to those Architects who are invited and participate in the design competition except the finally selected Architect.

(e) Based on the design presentation proposal and other features for the proposed work, their capability and capacity shall be judged and rated by the designated committee of the Bank on various parameters and marking matrix as per ANNEXURE - B for the purpose.

(f) The decision of final selection of the architect shall be done based on the evaluation and recommendation of designated committees which will be final and binding on all Architects/ Architectural Firms.

7.5 <u>Professional Fee:</u>

While quoting the professional fee for the project, the Architectural Firms/Architects are advised to consider the following:

(a) The Architectural Firm/Architect are required to quote professional fee (excluding GST) as percentage of estimated cost for the Comprehensive Architectural Services in prescribed format.

(b) The stage of payment is indicated in Annex E.

(c) The selected Architect/ Architectural Firm shall obtain all mandatory building permissions/approvals, if any, within the quoted professional fee only.

(d) Deduction on account of TDS and any other statutory deductions shall be made while making payment to the Architect/ Architectural Firm.

(e) The final fee shall be paid based on the lesser of the following:

(f) (1) total cost of the work assigned to the contractor

(g) (2) the total cost of the works actually executed excluding escalation payable to the contractor.

7.6 Officials of the Bank may visit office of the Architectural Firm/Architect, sites of project completed by Architectural Firm/Architect and office of those clients to verify information submitted by Architectural Firm/Architect in EOI. In case it is found that Firm/Architect has submitted misleading information in response to the EOI, the application of such Firm/Architect(s) will be rejected. The Bank will have discretion to seek confidential report from previous clients of the Architectural Firm/ Architect.

7.7 The role and responsibilities of the finally selected Firm/ Architect will broadly include:

(a) Providing professional services for the proposed renovation works of 16th floor, Central Office, Nariman Point, Mumbai

(b) Preparation of sketch designs with two/three alternative schemes including carrying out necessary revisions till the sketch designs are finally approved by the Bank, making block estimates, 3D view etc.

 (Signature of bidder with stamp)

(c) Taking instructions from the Bank, preparing sketch scheme plans/designs for the project, working drawings, tender documents detailed estimate with Item Rate analysis based on latest CPWD DSR/ Schedule of Rates of Municipal Corporation to the extent possible for all major Items for the proposed work including all services in accordance with Indian standards Codes & regulations, etc.

(d) Preparation of detailed/concept design of all design work including modification of services like AC, electrical, firefighting etc. All drawings will have to be prepared to the specified scale in three color copies and editable soft copies in Auto CAD format and PDF format.

(e) Responsible for the preparation and submission of all required drawings, plans, and documents to the concerned local/statutory authorities and obtaining necessary approvals wherever applicable.

(f) The Bank shall have the right to modify the design prepared by the Architect mutually agreed terms and conditions. The Architect shall comply with any such instructions by the Bank and suitably modify the design and submit the same to the Bank for approval.

(g) Most of the features applicable for 'Green building' such as energy conservation, use of natural light etc. will have to be considered during planning, design, and execution stages.

(h) Preparing timelines for works by preparing the tender incorporating all the activities required for the completion of the project well in time.

(i) Detailed scrutiny of the tender received for contractor's appointment and submitting recommendation to the Bank.

(j) Preparation and issuance of 3 sets of detailed drawings to the Bank well in advance so that work is not held up at any point of time for want of the drawings/ details.

(k) Daily supervision of work (as and when required) through a team of various experienced Engineers/Architects at site (within the quoted professional fee only) and who will be overall responsible for quality, smooth and timely completion of all works within the agreed time schedule without cost overruns barring exceptional circumstances beyond the control of the Architect. They will be issued entry passes based on valid photo Id issued by Govt. authorities.

(l) Preparation of 'As Built' drawings including those for all services and 3 sets of such drawings and in the form of a CD/pen drive (soft copy) will have to be prepared and submitted to the Bank in AutoCAD format and PDF and they will be exclusive property of the Bank

(m) The Bank's proposed work comes under Technical Audit by the Chief Technical Examiner's (CTE) Organization of Central Vigilance Commission. The Architect/ Firms will assist the Bank in submission of reply to CTE's queries, if any and compliance of their observations.

(n) All the activities mentioned in the scope of work shall be carried out in consultation with and approval of the Bank.

(o) The list of roles and responsibilities mentioned above are only indicative and the Architect will have to assume full responsibility for timely completion of the project both qualitatively and quantitatively as per accepted contract conditions in the best possible manner in all respects.

7.8 Letter of Intent:

Within the validity period specified in this EOI, the Bank shall issue a letter of intent (LOI) to the selected Architect/ Architectural Firm by registered post at their address or through their registered email ID as given in the EOI documents to enter into an Agreement in the Bank's prescribed format for taking up the proposed work as Architectural Firm/Architect. The letter of Intent and its acceptance shall constitute a binding contract between the Bank and the Architect. LOI to be accepted within a period of 03 working days.

7.9 Assignment and subletting

The Architect/ Firm shall not directly entrust and engage or indirectly transfer, assign or underlet the Project or any part or share thereof or interest therein to any other Architects without the written consent of the Bank and no undertaking shall relieve them from the responsibility of active & superintendence of the work during its progress. Wherever, the inhouse expertise is not available with the Architects, they shall engage professionally qualified consultants for Structural / Electrical / Acoustics/ Firefighting / HVAC/AV systems and other similar specialized professional service required for the project within the approved professional fee.

7.10 Liquidated damages:

In the event of non-fulfilment of any of the terms and conditions of the contract, or failure to complete the services/work in accordance with the prescribed scope, quality standards, and timelines, the Architect/Architectural Firm shall be liable to pay Liquidated Damages (LD) at the rate of **1% of the contract value (Architect's fees) per week or part thereof of delay**, subject to a maximum of **10% of the total contract value (Architect's fees)**, as determined by the Bank.

The amount of Liquidated Damages may be recovered by the Bank through deduction from any payments due to the Architect/Architectural Firm, including pending bills, security deposits, or any other amounts payable under the contract. In case the payments have already been released, the Bank shall have the right to recover the same separately.

Provided that, no Liquidated Damages shall be levied for delays attributable to the Bank, the contractor(s), statutory authorities, force majeure events, or any other reasons beyond the reasonable control of the Architect/Architectural Firm. In such cases, the Architect/Architectural Firm shall be entitled to a reasonable extension of time, subject to the Bank's approval and submission of satisfactory justification and supporting records.

7.11 No compensation on restrictions of work

The Bank shall be at liberty to abandon or reduce the scope of professional services of the Architect/ Architectural Firms for the reasons whatsoever including unsatisfactory performance or inordinate delay in rendering professional services in the project. In such an eventuality, the Architect shall have no right to claim any payment/ compensation or otherwise whatsoever on account of any profit or advantage which he might have derived from the execution of the work fully but which he did not derive in consequence of the foreclosure of the whole or part of the work.

7.12 Fraud & Corrupt Practices

7.12.1 The Firm/Architect and their respective employees, agents and advisers shall observe the highest standard of ethics during the EOI process. Notwithstanding anything to the contrary contained herein, the Bank shall reject an application or any such suggestion of Firm/Architect without being liable in any manner whatsoever to the Architects, if it determines that they have, directly or indirectly or through an agent, engaged in corrupt / fraudulent / coercive / undesirable or restrictive practices in the EOI process.

7.12.2 Without prejudice to the rights of the Bank hereinabove, if an Architect is found by the Bank to have directly or indirectly or through an agent, engaged or indulged in any corrupt/fraudulent/coercive/undesirable or restrictive practices during the EOI process or during any course of the project, such Firm/Architect shall not be eligible to participate in any EOI issued by the Bank for the period as decided by the Bank.

7.12.3 For the purposes of this Clause, the following terms shall have the meaning hereinafter, respectively assigned to them:

a) **"Corrupt practice"** means

(i) The offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the actions of any person connected with the EOI process (for avoidance of doubt, offering of employment to or employing or engaging in any manner whatsoever, directly or indirectly, any official of the Bank who is or has been associated in any manner, directly or indirectly with the EOI process or the Letter of Authority or has dealt with matters concerning the Concession Agreement or arising there from, before or after the execution thereof, at any time prior to the expiry of one year from the date such official resigns or retires from or otherwise ceases to be in the service of the Bank , shall be deemed to constitute influencing the actions of a person connected with the EOI process); or

(ii) Engaging in any manner whatsoever, whether during the EOI process or after the issue of the Letter of Authority or after the execution of the Agreement, as the case may be, any person in respect of any matter relating to the Project or the Letter of Authority or the Agreement, who at any time has been or is a legal, financial or technical adviser of the Bank in relation to any matter concerning the Project.

b) **"Fraudulent practice"** means a misrepresentation or omission of facts or suppression of facts or disclosure of incomplete facts, in order to influence the EOI process.

c) **"Coercive practice"** means impairing or harming or threatening to impair or harm, directly or indirectly, any person or property to influence any person's participation or action in the EOI process.

d) **"Undesirable practice"** means

(i) Establishing contact with any person connected with or employed or engaged by the Bank with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the EOI process; or

(ii) Having a Conflict of Interest.

e) **"Restrictive practice"** means forming a cartel or arriving at any understanding or arrangement among Firm/Architect with the objective of restricting or manipulating a full and fair competition in the EOI Process/ Techno commercial evaluation of the design.

7.13 Termination for Default

7.13.1 The Bank, without prejudice to any other remedy for breach of Contract, by a written notice of not less than 30 (thirty) days sent to the Architectural Firm/Architect may terminate the Contract in whole or in part:

(i) If the Architect/ Architectural Firm fails to deliver any of the Services within the period(s)specified in the Contract, or within any extension thereof granted by the Bank; or

 (Signature of bidder with stamp)

(ii) If the Architect/ Firm fails to perform any other obligation(s) under the contract; or

(iii) Laxity in adherence to standards laid down by the Bank; or

(iv) Discrepancies/deviations in the agreed processes or

(v) Violations of terms and conditions stipulated in this EOI.

7.13.2 If the contract is terminated under any termination clause, the Architect/ Firm shall handover all design documents/ executable/ Bank's data or any other relevant information to the Bank in timely manner and in proper format/soft copies as well as hardcopies as per scope and shall also support the orderly transition to another Architect/ Firm or to the Bank as decided by the Bank.

7.13.3 During the transition (under clause 7.17), the Firm/Architect shall also support the Bank on technical queries/support during execution.

7.13.4 The Bank's right to terminate the Contract will be in addition to the penalties and other actions as deemed fit.

7.14 Force Majeure

7.14.1 Neither Architect/Firm not the Bank shall be considered in default in performance of their obligations if such performance is prevented or delayed by events such as war, hostilities revolution, riots, civil commotion, strikes, lockout, conflagrations, epidemics, accidents, fire, storms, floods, droughts, earthquakes or ordinances or any act of god or for any other cause beyond the reasonable control of the party affected or prevented or delayed. However, a notice is required to be given within 30 days from the happening of the event with complete details, to the other party to the contract, if it is not possible to serve a notice, within the shortest possible period without delay.

7.14.2 As soon as the cause of force majeure has been removed the party whose ability to perform its obligations has been affected, shall notify the other of such cessation and the actual delay incurred in such affected activity adducing necessary evidence in support thereof.

7.14.3 From the date of occurrence of a case of force majeure obligations of the party affected shall be suspended during the continuance of any inability so caused. With the cause itself and inability resulting there from having been removed, the agreed time of completion of the respective obligations under this agreement shall stand extended by a period equal to the period of delay occasioned by such events.

7.14.4 Should one or both parties be prevented from fulfilling the contractual obligations by a state of force majeure lasting to a period of 6 months or more the two parties shall mutually decide regarding the future execution of this agreement.

7.15 Termination for Insolvency

7.15.1 The Bank may, at any time, terminate the Contract by giving written notice to the Architect/ Firm, if the Architect becomes Bankrupt or insolvent or any application for Bankruptcy, insolvency or winding up has been filed against it by any person. In this event, termination will be without compensation to the Architect/ Firm, provided that such termination will not prejudice or affect any right of action or remedy, which has accrued or will accrue thereafter to the Bank.

7.16 Taxes and Duties

7.16.1 The Architect/ Firm shall be liable to pay all corporate taxes and income tax that shall be levied according to the laws and regulations applicable from time to time in

India and the price EOI by the Architectural Firm/Architect shall include all such taxes (excluding GST) in the quoted professional Fee.

7.16.2 Price EOI quoted should be inclusive of all Central / State Government taxes/duties and levies but exclusive of GST.

7.16.3 Fee payable to the Architectural Firm/Architect as stated in the Agreement shall be firm and not subject to adjustment during execution of the Project, irrespective of reasons whatsoever,

7.16.4 All expenses, stamp duty and other charges/ expenses in connection with the execution of the Agreement as a result of this process shall be borne by the Architectural Firm/Architect.

7.17 Transition Plan

7.17.1 In the event of failure of the Architectural Firm/Architect to render the Services or in the event of termination of Contract or expiry of term or otherwise, without prejudice to any other right, the Bank at its sole discretion may make alternate arrangement for getting the Services contracted with another Architectural Firm/Architect. In such case, the Bank shall give prior notice to the existing Architects.

7.17.2 The existing Architect shall continue to provide services as per the terms of Contract until a New Firm/Architect completely takes over the work. During the transition phase, the existing Firm/Architect shall render all reasonable assistance to the new Firm/Architect within such period prescribed by the Bank, for ensuring smooth switch over and continuity of Professional Services.

7.17.3 The Architect shall be entitled to payment only upto the stage of completion. And in case Bank has to born expenses more than the remaining amount left with the bank. Same shall be recoverable from architect.

7.18 Compliance with Laws

It shall be the sole responsibility of Architectural Firm/Architect to comply with the provisions of all the applicable laws, concerning or in relation to rendering of Services by Firm/Architect as envisaged under this EOI.

7.19 Indemnity:

The Architect/ Architectural firm shall at its own expenses, indemnify, defend and hold harmless Union Bank of India and its officers, directors, employees, representatives, agents respective directors, and assigns from and against any losses and liability (including but not limited to liabilities, judgments, damages, losses, claims, costs and expenses, including attorney's fees and expenses) that may be occurring due to, arising from or relating to:

A. Negligence on the part of the Architect, its employees, agents, or representatives.
B. Any penalty, claim, or action initiated by statutory or regulatory authorities due to non-compliance with approval/permission requirements, considering that the Architect has been entrusted with the responsibility of obtaining the necessary approvals/permissions.
C. Fraud, misconduct, or malpractice on the part of the Architect, its employees, agents, or representatives; and

7.20 Non-disclosure clause

The Architect/ Firm shall not disclose directly or indirectly any information, materials and of the Bank's infrastructure/ system/equipment's etc. which may come to the profession or knowledge of the Architect during the course of discharging its contractual obligations in connection with the agreement, to any third party and shall at all times hold the same in strictest confidence. The Architect/ Firm shall treat the details of the contract as private and confidential, except to the extent necessary to carry out the obligations under it or to comply with applicable laws. The Architect/ Firm shall not publish, permit to be publish, or disclose any particulars of the works in any trade or technical paper or elsewhere without the previous written consent of the Bank. The Architect/ Firm shall indemnify the bank for any loss suffered by the Bank as a result of disclosure of any confidential information. Failure to observe the above shall be treated as breach of contract on the part of the Architect and the Bank shall be entitled to claim damages and pursue legal remedies. The Architect/Firm shall take all appropriate actions with respect to its employees to ensure that the obligations of non-disclosure of confidential information under this agreement are fully satisfied. The Architect's obligations with respect to non-disclosure and confidentiality will survive the expiry or termination of this agreement for whatever reason.

7.21 Relationship Between Parties:

The relationship between the Bank and the Architect/Architectural Firm shall be that of independent contracting parties on a principal-to-principal basis. Nothing contained in this RFP, the Letter of Appointment, or any Agreement executed pursuant thereto shall be construed to create any partnership, joint venture, association, employer-employee relationship, principal-agent relationship, or master-servant relationship between the Bank and the Architect/Architectural Firm.

The Architect/Architectural Firm shall perform the services as an independent professional consultant and shall have no authority, express or implied, to bind the Bank or incur any obligation on behalf of the Bank, except to the extent specifically authorized in writing by the Bank. The personnel engaged by the Architect/Architectural Firm for execution of the assignment shall remain its employees, associates, consultants, or representatives, and shall not be deemed to be employees of the Bank under any circumstances.

The Architect/Architectural Firm shall be solely responsible for all acts, omissions, liabilities, statutory compliances, taxes, duties, and obligations relating to its personnel, associates, subcontractors (if permitted), and professional services rendered under the assignment.

7.22 Prevention of Sexual harassment Clause

The Architect/ Firm shall comply to the provisions of Prevention of Sexual Harassment at workplaces Act.

a) The Architect/ Firm shall be solely responsible for full compliance with the provisions of "the Sexual Harassment of women at workplace (Prevention, Prohibition and Redressal) Act, 2013". In case of any complaint of sexual

b) harassment against its employee within the premises of the Bank, the complaint will be filed before the Internal Complaints Committee constituted by the Architect/ Firm and the Architect/ Firm shall ensure appropriate action under the said Act in respect to the complaint.

c) Any complaint of sexual harassment from any aggrieved employee of the Architect against any employee of the Bank shall be taken cognizance of by the Regional Complaints Committee constituted by the Bank.

d) The Architect/ Firm shall be responsible for any monetary compensation that may need to be paid in case the incident involves the employees of the Architect, for instance any monetary relief to Bank's employee, if sexual violence by the employee of the Architect/ Firm is proved.

 (Signature of bidder with stamp)

e) The Architect/ Firm shall be responsible for educating its employees about prevention of sexual harassment at workplace and related issues.

f) The Architect/ Firm shall provide a complete and updated list of its employees who are deployed within the Bank's premises.

7.23 Settlement of disputes by Arbitration:

All disputes or differences whatsoever arising between the parties out of or in connection with this contract or in discharge of any obligation arising out of the Contract, shall be settled amicably. However, where the value of such dispute(s) is less than Rs 10 Crores, and if the parties are not able to solve them amicably, either party (the Bank or Vendor), may give written notice to other party clearly setting out therein specific dispute(s) and/or difference(s) and shall refer the same to a sole arbitrator mutually agreed upon. In the absence of consensus about the single arbitrator, the dispute may be referred to joint arbitrator; one to be nominated by each party and the said arbitrators shall nominate a presiding arbitrator, before commencing the arbitration proceedings. The award made in pursuance thereof, by the sole arbitrator or the presiding arbitrator, as the case may be, shall be binding on the parties. The arbitration shall be conducted in accordance with the applicable Indian Laws, that is the Arbitration and Conciliation Act, 1996 and the seat of arbitration shall be in Mumbai and language of Arbitration shall be English only. Any appeal will be subject to the exclusive jurisdiction of courts at Mumbai.

The Architect/firm shall continue render the services under the Contract during the arbitration proceedings unless otherwise directed by Bank or unless the matter is such that the services cannot possibly be continued until the decision of the arbitrator is obtained.

7.24 Intellectual Property Rights

a) All rights pertaining to any intellectual property generated/ created/ invented in the due course of the project, shall vest with the Bank.

b) In this sub-clause, “Infringement” means an infringement (or allegation of infringement) of any patent, registered design, copyright, trademark, trade name, trade secret or other intellectual or industrial property right relating to the consultancy and “claim” means a claim (or proceedings pursuing the claim) alleging an infringement. The consultant shall indemnify at its own cost and expenses and hold the Bank harmless against and from any other claim which arises out of or in relation to the design, layout, drawings, details provided in the project report, etc.

c) All the designs, drawings, documents and software prepared by the Architect for the project shall be the Bank’s property and the Bank shall have the exclusive Intellectual Property Rights of such designs, drawings, documents and software. Architect shall not use or allow anyone to use these drawings, designs, documents and software without the prior permission of the Bank shall constitute violation of Intellectual Property Rights.

7.25 Jurisdiction

Save as otherwise provided in this RFP, all disputes arising shall be deemed to have arisen at Mumbai, shall be subject to the jurisdiction of the appropriate court at Mumbai and shall be governed by the laws of India.

7.26 Delay and extension of time:

If in the opinion of the Bank the works be delayed

a) by force majeure or
b) by reason of any exceptionally inclement weather or
c) by reason of civil commotion, local combination of workmen or strike or lockout affecting any of the building trades or
d) in consequence of the Architect not having received in due time necessary instructions from the Bank for which he shall have specifically applied in writing or
e) from other causes which the Bank may certify as beyond the control of Architect or
f) In the event that the value of the work exceeds the value of the Priced Schedule of Quantities due to variations in the scope of work or any major modification in the layout plan, the Bank may grant a fair and reasonable extension of time for completion of the Services. The Architect shall, as soon as practicable, give written notice to the Bank of the circumstances causing such delay. However, the Architect shall continuously use its best efforts to prevent or minimize delays and shall take all reasonable steps, to the satisfaction of the Bank, to ensure the timely progress and completion of the Services.

Signed as token of acceptance

Signature of Firm/Architect with seal

8) ANNEX – A: PARAMETERS FOR DESIGN TECHNICAL COMPETITION

SELECTION AND ENGAGEMENT OF ARCHITECT/ ARCHITECTURAL FIRM FOR RENOVATION OF 16TH FLOOR, CENTRAL OFFICE BUILDING, NARIMAN POINT, MUMBAI.

BRIEF TECHNICAL PARAMETER FOR SHORLISTING OF ELIGIBLE ARCHITECTS/ ARCHITECTURAL FIRMS BEFORE DESIGN COMPETITION

(TOTAL MARKS- 100)

Sr No	Description	Maximum Marks
1	Number of technical staff (Architects and Civil/ Electrical Engineers) in main office (on pay roll/retainership) as on 31.08.2026. Up to 05 = 0; 06 to 10 =5; above 10 = 10.	10
2	Experience of the firm (consultancy work), upto 05 years=0; 06 to 10 yrs =5; 11 yrs to 15 yrs=10; above 16 yrs =15	15

3	Maximum value (Project Cost) of any single project handled of similar nature of works having received professional fee during last 7 years, Project Value above ₹1.92 crore = 20. 2 projects handled of similar nature of works having received professional fee during last 7 years Project Value above ₹1.20 crore = 20. Single project handled of similar nature of works having received professional fee during last 7 years Project Value above ₹0.80 crore = 20.	20
4	Awards by recognized National/ International Architect/ Interior Design Institutions like, IIA (Indian Institute of Architects), IIID (Institute of Indian Interior Designers) & any other recognition a. Received at least one such award/recognition = 05 b. Received more than one and up to three such awards/ recognitions = 10 c. Received more than three such awards/recognition = 15 Note: Awards received from the above-mentioned bodies shall only be considered for marks purpose	15
5	Should have received average professional fee above ₹4.80 lakhs per annum during the last three financial year ending with 31.03.2025.	10
6	Must have completed one project having minimum costing of ₹1.92 Crore & similar nature having minimum i.e., Preparing architectural working drawings, structural calculations and structural drawings, layout drawings for water supply and drainage, electrical installations, telephone installations, furnishing plans, electrical, air conditioning plans cross sections, detailed drawings, 3D views, walkthroughs etc., detailed estimates and all such other particulars under Mumbai Metropolitan Region (MMR) during last 07 years (between 31.08.2019 to 31.08.2026)	15
7	Empaneled with public sector/ Banks. Upto five: 05 marks More than five and upto ten: 10 marks More than ten and upto fifteen: 15 marks	15
	Total	**100**

 (Signature of bidder with stamp)

9) <u>ANNEX -B</u>: **BRIEF TECHNICAL PARAMETER FOR EVALUATION OF DESIGN**

PRESENTATION MADE BY SHORTLISTED ELIGIBLE ARCHITECT/ ARCHITECTURAL FIRM (TOTAL MARKS 100 NOS)

Sr No	Description	Maximum Points
1	General design concept for the proposed work covering Architectural features, 3D views, indicating finishing, other amenities, etc.,	25
2	Effective space utilization (layout plan) & economical design along with estimated cost per sqm cost of the proposed scheme.	25
3	Incorporation of Ethos of organization in the design of the proposed scheme	10
4	Incorporation of Energy Saving and sustainability considerations in planning and design considering the use of eco-friendly materials, locally available materials for the proposed scheme	10
5	Design Innovation, State of the Art technology, Architectural features used in the proposed scheme	10
6	Overall Presentation, Interpretation of Design Concept, Interaction on concept and response to queries of the committee members	20
	Total	**100**

Signature, Name and Seal of Firm/Architect
with Date and Place

Top 05 (maximum) Architectural Firms/ Architects who score maximum marks put together for technical bid and price bid shall be considered for selection, after techno-commercial evaluation based on 70% weightage to Technical Parameters (B) and 30% for financial B.

EXAMPLE FOR EVALUATION OF PROPOSALS/BIDS:

The example to calculate most successful applicant based on marks given on each of the above parameters is as follows:

Each of the stipulated parameters carries maximum marks with Total Marks of Technical bid evaluation equal to 100.

For deciding the most successful bidder 70% weightage shall be given to technical parameters and 30 % shall be given to price bid.

EXAMPLE IS GIVEN BELOW:
Suppose three applicants are short listed as A, B, & C based on technical bid scrutiny & site visit (Satisfactory) and they secured marks out of 100 under **Technical Parameters (B)** as under:
A – 95 marks;
B – 85 marks;
C – 90 marks

As 'A' secured highest marks in technical parameters (B), to work out percentile score, following will be the calculation:
A : (95/ 95) X 100 = 100
B : (85/ 95) X 100 = 89.47
C : (90 / 95) X 100 = 94.74

Now that technical bids are evaluated, financial bids can be opened.

Financial quotes for three bidders are as follows:

A : Rs. 3,00,000.00
B : Rs. 2,50,000.00
C : Rs. 2,10,000.00

As 'C' has quoted lowest price, to work out percentile score, following will be the calculation:

C : (2,10,000.00/ 2,10,000.00) X 100 = 100
B : (2,10,000.00/ 2,50,000.00) X 100 = 84
A : (2,10,000.00/ 3,00,000.00) X 100 = 70

Since proportion of technical to financial score is specified to be 70:30, then final scores will work out as follows:

A : (100 X 0.70) + (70 X 0.30) = 91.00
B : (89.47 X 0.70) + (84 X 0.30) = 87.83
C : (94.74 X 0.70) + (100 X 0.30) = 96.31

From the above, the most successful applicant would be the one with highest percentile score i.e. 'C'.

We have read and understood the abovementioned prequalification criteria and evaluation of proposals/bids and shall abide by the same.

Signature of the Applicant with Seal

Name: …………………………….
Place: …………………………… Date:……………

10) **<u>Annex- C:</u> Stages of Payment:**

The fee shall become payable to the Architect/Architectural firm by the Bank **in stages** as below

Sr No	Stage	Deliverable / Milestone	Fees payable at Stage	Cumulative Fees paid
1	Stage 1	On preparation of conceptual design and drawing including Interior's floor-wise On submission of preliminary cost on Area basis	10%	10%
		On submission of revised conceptual design and drawing after incorporating suggestions given by the Bank and submission of preliminary drawing and sketches	10%	20%
2	Stage 2	On submission of preliminary design basis report (MEP, HVAC, Electrical)	5%	25%
		On submission of revised DBR incorporating suggestions given by the Bank and submission of Final Layout drawing	10%	35%
3	Stage 3	On preparation of tender documents, item wise cost estimate, rate analysis, detailed layout including all services	10%	45%
		On submission of revised tender documents, item wise cost estimate, rate analysis, detailed layout including all services (in soft copy) for invitation of tender	5%	50%
		To assist the Bank in responding the queries of contractors for Prebid meeting, in selection of contractor for award of work	5%	55%
4	Stage 4	On submission of GFC and details required for commencement of work	10%	65%
		On completion of 20% work	5%	70%
		On completion of 40% work	5%	75%
		On completion of 60% work	5%	80%
		On completion of 80% work	5%	85%
		On virtual completion of work	5%	90%
5	Stage 5	Submission of As Built Drawings	10%	100%

Note:

The payment due to the Architect at different stages be computed on the following basis:

At stages 1 to 2: On preliminary estimated cost approved by the Bank.

At stages 3: On Accepted tender cost

Final payable amount: The total fee payable shall be on the basis of lesser of the following (a) the total cost of the work assigned to the contractor (b) the total cost of the work actually executed excluding escalation payable to the contractor.

 (Signature of bidder with stamp)

11) ANNEX – D: PERFORMANCE BANK GUARANTEE FORMAT

(To be prepared on Stamp paper issued in the name of Bank)

This BANK GUARANTEE No. __________________made this day of________________between___________________________ a bank incorporated and having its registered office at ________________________(hereinafter called Bank) which expression shall unless repugnant to the context or contrary to the meaning thereof include its successors and assigns on the one part and **UNION BANK OF INDIA,** a body corporate constituted under the Banking Companies (Transfer of Undertakings) Act, 1970 and having its Head Office at Union Bank Bhavan, 239 Vidhan Bhavan Marg, Nariman Point, Mumbai 400 021 to the context or contrary to the meaning thereof include its successors and assigns on the other part. WHEREAS in pursuance to the agreement No. ________________dated ______________(hereinafter called CONTRACT) entered into between Union Bank of India (hereinafter called OWNER and ________________________ a Company incorporated in ______________________ (hereinafter called ARCHITECT/ ARCHITECTURAL FIRM) which expression shall unless repugnant to the context or contrary to the meaning thereof include its successors and assigns, for supply of _________________as envisaged in the Contract, Architect/ Architectural firm has to submit a Performance Bank Guarantee for ₹_________________(Rupees _________________only). ARCHITECT/ ARCHITECTURAL FIRM accordingly agrees to furnish the Performance Bank Guarantee as herein after contained towards fulfilment of all of its obligations under the contract. Now this Deed witness as follows:

A. In pursuance of the Contract, the Bank hereby guarantees as a direct responsibility to OWNER that the BANK is holding the amount of ₹___________________(Rupees _______________________only) at Owner's disposal and hereby promises and shall be bound to pay to OWNER, forthwith at Owner's written notice stating that the Architect/ Architectural firm has failed to fulfil its obligations under the contract for reasons for which Architect/ Architectural firm is liable and without any protest or demur and without recourse to Architect/ Architectural firm and without asking for any reasons as to whether the amount if lawfully asked for by Owner or not, the entire amount or the portion thereof as mentioned by Owner in the notice. The decision of the Owner as to whether the terms and conditions of this Performance Bank Guarantee have been observed or not shall be final and binding on the BANK. In any case, however the Bank's responsibility under this Performance Bank Guarantee is limited to ₹______________(Rupees __________________only).

B. This Performance Bank Guarantee shall be valid for an initial period of ____________months from the date of this Bank Guarantee No. ________________dated ______________ given by the Bank to Owner become effective. Upon issuance of Commissioning/ Erection/Completion certificate according to terms of contract on expiry of _______________months after the issuance of the above-mentioned certificate of commissioning / erection / completion certificate, the Performance Bank Guarantee shall become null and void.

C. This Performance Bank Guarantee shall be in addition to and shall not affect or be affected by any other security now or hereafter held by Owner on account of money hereby intended to secure and Owner at its discretion and without any further consent from the Bank, and without affecting its rights against the Bank, may compound with, give time or other indulgence to or make any other arrangement with Architect/ Architectural firm and nothing done or omitted to be done by Owner in pursuance of any authority or permission contained in this guarantee, shall effect discharge of the liability of the Bank.

D. UNLESS PREVIOUSLY CANCELLED BY THE OWNER, this Performance Bank Guarantee will remain in force initially up to _____________months from the effective date of Bank

Guarantee No. ________________ dated ____________ given by the Bank to the Owner and subject to provisions of paragraph 2 above will stand automatically cancelled on the expiry of the said period. Unless demand or claim under this Bank Guarantee is made on Bank in writing within three months from the date of expiry of this Bank Guarantee, all the rights of Owner against the Bank shall be forfeited and Bank shall be relieved and discharged from all the liabilities hereunder.

E. We are liable to pay the guarantee amount or any part thereof under this bank guarantee only and only if you serve upon a written claim or demand on or before (Date of expiry of guarantee plus one year claim period shall be stipulated).

Any notice by way of request, demand or otherwise hereunder may be sent by post to the Bank, addressed as aforesaid, and if sent by post, it shall be deemed to have been given at the time when it would be delivered in due course of post, and in proving such notice, when given by post, it shall be sufficient to prove that the envelope containing the notice was posted and a certificate, signed by an officer of the owners, to the effect that the envelope was so posted, shall be conclusive.

F. The Performance Bank Guarantee is to be returned to the Bank after its expiry in terms of Paragraph 4 above.

G. The Bank declares that it has the power to issue this guarantee, and the undersigned have full power to do so. Dated ______________ this ________ day of________26 (Indicate the name of the Bank with stamp)

 (Signature of bidder with stamp)

12) FORM A: LETTER OF SUBMISSION

FROM:

To:

Assistant General Manager,
Procurement Vertical,
1st Floor Central Office,
Vidhan Bhavan Marg,
Nariman Point, Mumbai-400021.

SUBJECT: EXPRESSION OF INTEREST (EOI) & NOTICE FOR INVITATION OF DESIGN COMPETITION PROPOSALS FOR SELECTION AND ENGAGEMENT OF ARCHITECT/ ARCHITECTURAL FIRM FOR RENOVATION WORKS OF 16TH FLOOR, UNION BANK OF INDIA, CENTRAL OFFICE, NARIMAN POINT, MUMBAI

Dear Sir,

Having examined the details given in the Notice inviting EOI and the EOI Document for the above project, I/we hereby submit the following relevant information for consideration as my / our EOI.

1 I/We hereby certify that all the statements made, and information supplied in the enclosed forms ‘A’ to ‘D’, ‘and the accompanying statements are true and correct. I/We have verified the completeness of my/our application with the enclosed Checklist of Documents to be submitted with the EOI.

2 I/We have furnished all information and details necessary for EOI and have no further pertinent information to provide.

3 I/We also authorize UBI or their authorized representatives to approach individuals, employers and firms to verify our competence and general reputation.

4 I/We submit the following certificates in support of our suitability, technical know-how and capability for having successfully completed the following projects in the prescribed format:

a. Chartered Accountant’s Certificate in Form – ‘E’ : ….. No. / ……. Nos. on my / our Financial Status for the last 5 years
b. Client’s Certificates in Form – ‘F’ on the original: ….. No. / ……. Nos. Letterheads of my/our respective Clients on my/our Performance in respect of all the eligible works we have completed during the last 7 years for them.

5 I/We shall be jointly and severally liable to the Bank for all the Architect/ Architectural firm’s obligations and liabilities as specified in the EOI document.

Date of Submission: ___________________

Place: ___________________

 (Signature of bidder with stamp)

13) FORM – 'B'

GENERAL INFORMATION

1.	Name of the Applicant firm:	
2.	Details of Registration - Registering Authority, Date, and Registration No. etc. Please mention the business / activity of the firm. (Attach an attested photocopy of Certificate of Registration)	
3.	Legal Status of the Applicant Firm / Type of the organization: (Whether Sole Proprietorship/ Individual company/ Private Limited/ Public Limited / Co-operative Body / Partnership firm/Joint Venture firm / etc.)	
4.	Address and other details of the Applicant:	
	(a) Registered Address:	
	(b) Telephone:	
	(c) FAX/Tele-fax:	
	(d) E-mail id :	
	(e) Website :	
5.	Name of the Proprietor/ Names and titles of Partners/ Directors of the Organization/ Firm:	(1) (2) (3) (4) (5) (6)
6.	In case the company is subsidiary, the involvement, if any, of the Parent Company in the Project: Please mention the detail of the company	
7.	Number of years of Consultancy experience:	
8.	Number of similar projects carried out and successfully completed during the last 7 years (Details to be given in Form-'B" separately):	
9.	Names of Bankers and their full address	

 (Signature of bidder with stamp)

10.	State whether in-house expertise is available for all services/sub-systems. If not details of sub-consultants to be involved in the project:	
11.	Technical personnel available in the organization. Technical personnel that can be posted for the proposed work in the Bank. (Details to be given in Form-'D' separately)	
12.	Name, Address and other details of the Chartered Accountants of the Firm:	
13.	Was the applicant ever required to suspend the project for a period of more than six months continuously after commencement?	
14.	Has the applicant or any constituent partner in case of partnership firm, ever abandoned the awarded project before its completion? If so, give name of the project and reasons for abandonment.	
15.	Has the applicant or any constituent partner in case of partnership firm, ever been debarred / black-listed for competing in any organization at any time? If so, give details	
16.	Whether any Civil Suit/ Litigation arisen in the contracts executed during the last 7 years/ being executed. If yes, please furnish the name of the project, employer, and nature of work, contract value, work order and date and brief details of litigation.	
17.	Name, Address and other details of the legal advisors/solicitors, if any, of the applicant firm:	
18.	Has the applicant or any constituent partner in case of partnership firm, ever been convicted?	

 (Signature of bidder with stamp)

19.	Communication details for resolving queries, if any, with regard to EOI	
	(a) Name of the contact Person	
	(b) Designation	
	(c) Full Postal Address	
	(d) Telephone / Mobile:	
	(e) FAX/Tele-fax:	
	(f) email id	
20.	Address of office through which the proposed work of the Bank will be handled and the name and designation of the Officer-in-Charge.	

Signature of the Applicant/ Authorized representative

14) **FORM 'C': LETTER OF UNDERTAKING**

Assistant General Manager,
Procurement Vertical,
1st Floor Central Office,
Vidhan Bhavan Marg,
Nariman Point, Mumbai-400021.

EOI FOR INVITATION OF DESIGN COMPETITION PROPOSALS FOR SELECTION AND ENGAGEMENT OF ARCHITECT COMPREHENSIVE ARCHITECTURAL/ INTERIOR DESIGN SERVICES FOR RENOVATION OF 16TH FLOOR, UNION BANK OF INDIA, CENTRAL OFFICE BUILDING, NARIMAN POINT, MUMBAI

Dear Sir/Madam,

We acknowledge the receipt of your EOI for the captioned work.

We have examined and clearly understood the scope of professional services to be rendered by us in respect of **COMPREHENSIVE ARCHITECTURAL SERVICES TOWARDS RENOVATION OF 16TH FLOOR AT UNION BANK OF INDIA CENTRAL OFFICE, NARIMAN POINT, MUMBAI.** We have also considered all the information furnished by the Bank in this regard while submitting our proposal for your consideration.

Accordingly, we offer to provide our comprehensive professional services as Architectural Firm/Architect for the captioned work strictly in accordance with the Scope of work and detailed terms and conditions spelt out in this EOI.

While submitting this EOI, we certify that: -

1. We have adequate experience in providing professional services for Planning, Designing and Supervision of all activities and services pertaining to Renovation of 16th Floor at Central Office by the way of engaging Architect/ Architectural firm through tendering process for interior designing and execution of the proposed renovation work.
2. We are equipped with adequate technical expertise and Manpower to plan, design and supervise various activities pertaining to Civil, Plumbing, Electrical, Mechanical, HVAC, Acoustic Firefighting, Access Control System, Security, BMS and all other services pertaining to the project.
3. We shall be fully responsible to support the Architect/ Architectural firm to carryout necessary liasioning, if any, at all levels with the respective Govt Departments/ local authorities to procure various mandatory municipal and other local authorities' permissions applicable for the project, if required.
4. We further undertake that it will be our sole responsibility to support and assist to the Architect/ Architectural firm for smooth execution of work.
5. We understand that except approved professional fee, the Bank shall not be responsible for making any extra payment to us towards any of the professional and Liaison services pertaining to this project.
6. We also undertake that in case, we are unable (i) to deliver timely professional services in the project to deliver satisfactory pro-rata progress in the project, the Bank shall be at liberty to terminate our agreement and forfeit the PBG at any stage of the project by giving 30 days' notice and no compensation shall be claimed by us for the services rendered including compensation for the balance work.

 (Signature of bidder with stamp)

7. Wherever, necessary, we undertake that we shall be engaging expert Architects/consultants to cater the requirement of specialized services for the project at our own cost within the professional fee approved by the Bank.
8. The undersigned is authorized to sign on behalf of the consultant and the necessary support document delegating this authority is enclosed to this letter.
9. We declare that we are not in contravention of conflict-of-interest obligation mentioned in this EOI.
10. We confirm that the Price EOI pertaining to our Professional Fee for the project submitted by us have been arrived at without agreement with any other Architect/ Architectural firm of this EOI for the purpose of restricting competition.
11. The rate for Professional Fee quoted in the price EOI s are as per the EOI document and subsequent clarifications/ modifications /revisions furnished by the Bank, without any exception. Moreover, our Fee approved shall remain firm and fixed till completion of entire project and we shall not raise any claim for any escalation/enhancement in the approved fee structure for the reasons whatsoever.
12. The Professional Fee quoted by us have not been disclosed and will not be disclosed to any other Firms/Architects responding to this EOI.
13. We have not induced or attempted to induce any other Architect/ Architectural firm to submit or not to submit a EOI for restricting competition.
14. If our offer is accepted, we undertake to take up the proposed work immediately and will render our professional services as per the timeline specified in this document.
15. We agree that the Bank may split the scope of services in this proposed work to different agencies within its sole discretion. Under such an eventuality, we undertake to manage the work in full coordination with any of the agencies appointed/engaged by the Bank for the successful completion of the project.
16. We undertake that in competing for and (if the award is made to us) in executing the above contract, we will strictly observe the laws against fraud and corruption in force in India namely “Prevention of Corruption Act 1988”.
17. We undertake that we will not offer, directly or through intermediaries, any bribe, gift, consideration, reward, favor, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducement to any official of the Bank, connected directly or indirectly with the EOI process, or to any person, organization or third party related to the contract in exchange for any advantage in the EOI, evaluation, contracting and implementation of the contract.
18. We undertake that we will not resort to canvassing with any official of the Bank, connected directly or indirectly with the EOI process to derive any undue advantage. We also understand that any violation in this regard, will result in disqualification of Firm/Architect from further EOI process.
19. We certify that we have not made any changes in the contents of the EOI document read with its amendments/clarifications provided by the Bank submitted by us in our EOI document.
20. It is further certified that the contents of our EOI are factually correct. We also undertake that in the event of any information / data / particulars proving to be incorrect at any stage, the Bank will have the right to terminate our services at any stage of the project without notice.

 (Signature of bidder with stamp)

21. We also understand that Bank reserves their right to Shortlist any number of Architectural firms for participating in the Techno-commercial competition and to accept any or to reject all the EOI s without assigning reason therefor.
22. If our EOI is accepted, we undertake to enter into and execute at our cost, when called upon by the Bank to do so, a contract in the prescribed form and we shall be jointly and responsible for the due performance of the contract. However, until such formal contract is prepared and executed, this EOI, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us. Moreover, we shall not withhold our professional services in the project for execution such formal agreement.
23. The name(s) of successful Firm/Architect to whom the contract is finally awarded after the completion of EOI process shall be displayed on the website of the Bank and/or communicated to the successful Firm/Architect(s).

We hereby undertake and agree to EOI by all the terms and conditions stipulated by the Bank in the EOI document.

Our Bankers are:
i)

ii)

The names of partners of our firm are:
i)

ii)

Name of the partner of the firm Authorized to signor

(Name of person having Power of Attorney to sign the Contract. (Certified true copy of the Power of Attorney should be attached)

Yours faithfully,

Signature of Firm/Architect

Signature and addresses of Witnesses

i)

ii)

 (Signature of bidder with stamp)

15) FORM 'D':

DETAILS OF ELIGIBLE PROJECTS COMPLETED DURING THE LAST 7

Sr No	Name and location of the project	Name and address of the client Also indicate whether Government or Semio Government or Government of India undertaking or Private body with full address & full name of the official from the owner's side for whom the work was executed	Agreement No & date of start of work	Details of the Project				Completion period Year of the completion of the work	Any other relevant information including reason, if any, for delay in completion of work.	Give whether Incomplete Litigation/ Arbitration, if any. Full details along with reasons if not
				Nature of work	No of floors executed Whether whole building or part thereof; Details of carpet area of work executed	Value of work carried out	Completion stipulated month and year			
1.										
2.										
3.										
4.										
5.										
6.										
7.										

Note: - The applicants are required to enclose / attach copies each of the Letter of Award of work, corresponding Completion Certificate and TDS Certificate in respect of each and every project being listed by them in this form.

Signature of the Applicant/

Authorized representative

 (Signature of bidder with stamp)

16) FORM – 'E'

DETALS OF ONGOING PROJECTS (Current Commitments)

Sr No	Name and location of the project	Employer's name and address	Agreement No. & Date of Start of the Project	Value of the project	Duration of the project		Expected Completion in year	Committed current capacity to undertake similar works ofvalue more than or equal to 100 percent of the estimated cost of the proposed work simultaneously
					From	To		
1	2	3	4	5	6	7	8	9

Note: The applicants are required to enclose / attach a copy each of the Letter of Award of work in respect of each and every project being listed by them in this form.

Signature of the Applicant/

Authorized representative

 (Signature of bidder with stamp)

17) FORM – 'F'

List of Technical Personnel, Giving Details About their Technical staff with their Qualifications, Experience, etc.

Sr No	Name and designation	Age	Qualification	Experience	Nature of works handled	Name of the projects handled costing more than Rs. 440 lakh	Date from which employed in your organization	Any other remarks
1	2	3	4	5	6	7	8	9

(Signature of bidder with stamp)

18) FORM – "G'

FINANCIAL STATUS

Sr. No.	Year	2020-21	2021-22	2022-23	2023-24	2024-25
1	Total assets					
2	Current assets					
3	Total liabilities					
4	Current liabilities					
5	Profit before taxes					
6	Profit after taxes					
7	Net worth (1-3)					
8	Annual Turn Over					

Certified to be true by a Chartered Accountant

Signature & Seal of the Chartered Accountant with Address

Counter Signed by the Applicant /Authorized representative

Note: -
Please attach audited balance sheets in support of the above-noted data. Please clearly mark/ highlight the relevant portion of the balance sheet. Also attach copies of Income Tax Returns filed

All such documents should reflect the financial position of the applicant or partner to a JV only and not sister or parent company
Historic financial statements submitted must be audited by a Chartered accountant

Historic financial statements must correspond to the accounting periods already completed and audited. No statements for partial periods will be accepted.

 (Signature of bidder with stamp)

19) FORM – 'H'

(Letterhead of the Client)

{To be Issued by the General Manager / Project Manager/ Equivalent Authority of the Client (on their Letter Head) for whom the applicant had carried out Eligible Works (as defined in clause 1.3.1-b) of similar nature}

To,
Assistant General Manager,
Procurement Vertical,
1st Floor Central Office,
Vidhan Bhavan Marg,
Nariman Point, Mumbai-400021.

Subject: CERTIFICATE REGARDING PERFORMANCE OF CONSULTANT

1	Name of the Consultant:	
2	Name and address of the authority under whom works executed:	
3	Name of Project with brief particulars of work and location of worksite:	
4	Agreement No. and date:	
5	Agreement amount:	
6	Date of commencement of work:	
7	Stipulated date of completion:	
8	Actual date of completion:	
9	Details of Reward compensation granted in case of early completion / Liquidated Damages, etc. levied for delay completion of the project, if any, (please indicate amount):	
10	Gross amount of the work completed and paid (please attach a copy of the TDS Certificate):	
11	Performance report: (Please Rate the Service of the Consultant)	
	Whether the consultant employed qualified Engineer/Overseer /Supervisors during execution of work?	Yes / No.
	i) Quality of work (indicate grading)	Outstanding / Very Good / Good / Satisfactory /Poor
12	i) Did the consultant go for arbitration?	
	ii) If yes, total amount of claim	
	iii) Total amount awarded	
13	Comments on the capabilities of the consultant.	
	a) technical proficiency	Outstanding / Very Good / Good /

 (Signature of bidder with stamp)

		Satisfactory /Poor
	e) General behavior	Outstanding / Very Good / Good / Satisfactory /Poor
	Note: All columns should be filled in properly	"Countersigned" Signature of the Reporting Officer* with Office seal

 (Signature of bidder with stamp)

Union Bank of India, Procurement Department

1st floor, 239, Union Bank Bhawan, Vidhan Bhawan Marg,

Nariman Point, Mumbai – 400021

Website: www.unionbankofindia.bank.in

SUBJECT: EXPRESSION OF INTEREST (EOI) & NOTICE FOR INVITATION OF DESIGN COMPETITION PROPOSALS FOR SELECTION AND ENGAGEMENT OF ARCHITECT/ ARCHITECTURAL FIRM FOR RENOVATION WORKS OF 16TH FLOOR, UNION BANK OF INDIA, CENTRAL OFFICE, NARIMAN POINT, MUMBAI

PART-II

RFP REFERENCE NO: CO: PROC: 3220.26
DATED: 03.09.2026

PRICE BID

 (Signature of bidder with stamp)

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

To
Asst. General Manager
Procurement Department,
1st Floor, Union Bank Bhavan,
239, Vidhan Bhavan Marg, Nariman Point.
Mumbai-400021.

Date:

SUBJECT: EXPRESSION OF INTEREST (EOI) & NOTICE FOR INVITATION OF DESIGN COMPETITION PROPOSALS FOR SELECTION AND ENGAGEMENT OF ARCHITECT/ ARCHITECTURAL FIRM FOR RENOVATION WORKS OF 16TH FLOOR, UNION BANK OF INDIA, CENTRAL OFFICE, NARIMAN POINT, MUMBAI

- We have studied the Bank's requirement for Rrenovation works of 16th floor, Central office, Nariman Point, Mumbai. The Bank has clearly spelt out scope of work and its requirement. We have also studied the duty list as per the Annexure enclosed herewith. We are agreeable to undertake the work as per the information furnished by the Bank and we submit herewith price-bid in respect of professional fee which is as under:
- We hereby submit most reasonable quote for professional fees as under:

Sr. No.	Parameter	Professional fees
	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, 3D views etc. Preparation of estimates, Bill of quantity, rate analysis, preparation of required nos. of final tender documents to be issued to the Architect/ Architectural firms which will include detailed specifications of item including civil / interior / electrification / air conditioning / fire safety, etc. scrutinizing prequalification applications of Architect/ Architectural firms, recommendations, scrutiny of tenders, supervision, certification of bills, approvals from the statutory approvals and all other related functions not mentioned here but necessary for smooth completion of work etc.	
01.	Professional fee in terms of % of actual value of work completed	(a) ________% of actual value of work (b) ________% of the preliminary estimated project cost of ₹2,40,00,000/-, amounting to ₹________________________ **(For calculation purpose)**

(Signature of bidder with stamp)

02.	Obtaining approvals from all statutory authorities whose approval is mandatory for commencement of renovation work and occupying the building upon its completion. Please list down the details of approvals necessary for renovation. ______________________ ______________________ ______________________	Rs. ______________________________
03.	Project Management Charges towards providing full time engineer (5-year experience diploma holder or 3-year experienced graduate civil engineer) for day-to-day site supervision during actual renovation work + one month for preparation of final bill (Execution Period: 03 Month)	(a) Rs. _______________________per month. (b) Rs. _______________________for 04 months **(For calculation purpose)**
04.	Visit Charges to the site during execution of work wherein the two visit is required once in a week. These charges should include, traveling, lodging and boarding. Approx. 24 visits are required during execution period of 3 months.	(a) Rs. _______________________per visit (b) Rs. _______________________for 24 visits **(For calculation purpose)**
05	Total (01.b + 02 + 03.b + 04.b)	Rs____________________________

Note:

1. **Applicable GST shall be payable extra by the Bank and shall be over and above the professional fees quoted by the Architect/Architectural Firm.**
2. The professional fee payable to the Architect/Architectural Firm shall be based on the actual value of work executed and shall be paid in accordance with the stages and terms specified in the contract.
3. For the purpose of evaluation and comparison of bids, the total professional fee quoted by the Architect/Architectural Firm shall be calculated on the preliminary estimated project cost of ₹2,40,00,000/- (Rupees Two Crore Forty Lakh only).
4. 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 Architect/ Architectural firm, co-ordination with Bank officials.
5. 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.

Signature :
Name :
Designation :
Seal :

 (Signature of bidder with stamp)