

संदर्भ सं:ROGURUGRAM:SSD:850 :2026-27

दिनांक: 14.05.2026

**TENDER NOTICE**

Union Bank of India invites applications/ Bids for supervision in Single Bid system, professional fee bid for appointment of Architect from Architect/Architectural firms empaneled with Union Bank of India at New Delhi for renovation work consisting of civil, interior, furnishing, AC work etc. at the existing premises of Sushant Lok NICMAR Branch (Address: - Unit B GF- 01 , A B, C , Millennium Plaza, Tower B , Ground Floor, Sushant Lok phase 1 Sec 27, Gurgaon - 122002)

The approximate area to be furnished is around 2129 Sq. ft.

Estimated cost of project: Approx. Rs. 21,70,780.00- (Twenty One Lakh Seventy Thousand Seven hundred Eighty only) approximately.

Application/ Bid forms containing detailed information can be downloaded from Bank's website [www.unionbankofindia.co.in](http://www.unionbankofindia.co.in) of government's procurement portal [www.eprocure.gov.in](http://www.eprocure.gov.in), the same can also be collected from the below cited address of Regional Office, Gurugram during working hours from **19.05.2026 at 03.00 PM to 29.05.2026 up to 3.00 PM.**

**Chief Manager (Operations)**  
**Regional Office, Gurugram**  
**Unit No. 602, 6<sup>th</sup> Floor**  
**Global Business Square,**  
**Unit No. 32, Sector-44,**  
**Gurugram-122003**

The last date for submission of duly filed bid is **29.05.2026 up to 3:00 PM.** The applications/ Bids will be opened on **29.05.2026 at 4:00 PM** at our Regional Office, Gurugram, Unit No. 602, 6<sup>th</sup> Floor, Global Business Square, Unit No. 32, Sector-44, Gurugram -122003 in the presence of applicants/ their authorized representatives. Bidders are requested to be present during tender opening. No time extension is allowed, and bids submitted after due date & time will not be entertained. Bank is not liable for any postal/ transit delay/ loss.

All addendum/ amendments in respect of this Bid/ Notice, if any will be displayed on the Bank's website and no paper advertisement will be released. Intending bidders are advised to check website regularly.

Union Bank of India reserves the right to reject any or all applications received without assigning any reasons whatsoever. No communication will be entertained.

# PRICE BID

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

To

Date: \_\_\_\_\_

The Regional Head,  
Union Bank of India,  
Regional Office  
Gurugram-122003

### **SUB: PROFESSIONAL FEE FOR ARCHITECTS / ARCHITECTURAL FIRM**

Civil, Interior, Furnishing, AC work etc. at the existing premises of Sushant Lok NICMAR Branch (Unit B GF- 01, A, B, C , Millennium Plaza, Tower B , Ground Floor, Sushant Lok Phase-1, Sec 27, Gurgaon - 122002).

We have studied the Bank's requirement for furnishing of Civil, Interior, Furnishing, AC work etc. at the existing premises of Sushant Lok NICMAR Branch (Address: - Unit B GF- 01 , A B, C, Millennium Plaza, Tower B , Ground Floor, Sushant Lok Phase-1 Sec 27, Gurgaon- 122002). The Bank has clearly spelt out scope of work and its requirement, in brief details of which are as under:

- To survey the site and make physical verification of existing conditions and prepare a design conforming to Bank's requirements which includes total interior designing encompassing all elements like flooring, false ceiling, workstations, storage facilities, related civil works, electrical, fire safety system, CCTV system and security system etc. The design shall bring out ambience for the "feel good" factor in various parameters.
- To prepare such design, colour schemes, material specifications and present to the Bank total scheme which includes detailed layout plan, furniture & fixture details, elevation.
- The Project Architect shall prepare preliminary drawings to be discussed and finalized by Bank's Competent Authorities. The Architect shall prepare such preliminary drawings till the final layout is selected. Based on approval of the plan by the Bank, the Architect / Project Consultant will have to furnish detailed drawings, specifications, bill of quantity, detailed estimate and final tender documents for further review and approval by the Bank.
- On final acceptance to modify the plan, concept, and specification encompassing all relevant aspect in a very comprehensive manner ideally suited for practical implementation. More particularly, bill of quantities, specifications, approved makes of materials and such required details, which shall be comprehensive and of required clarity for actual implementation of the project.
- 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:

**All Services detailed out in Scope of works. (Annexure -I)**

Annexure-I

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

**Note:**

ARCHITECTS / ARCHITECTURAL FIRM need to submit their proof of empanelment with Union Bank of India, Delhi regional offices only along with application/Bids.

The readymade items include cost of higher side of electrical, chairs, D.G. set, etc. and all items Bank purchase directly with professional guidance from the project Architect.

GST as applicable will be paid over and above the charges as quoted above.

No separate visit charges will be paid during execution of work. Professional fee quoted shall be inclusive of all Visit charges, transportation, lodging, Boarding to the site during execution of work.

Architect shall deploy full time technically qualified work supervisor till the currency of the work.

Architect /representative shall attend meeting on site or Banks office as required by Bank.

Signature :  
Name :  
Designation :  
Seal :