

Regional Office

Hyderabad -Secunderabad Region

Regional Office: First Floor, Bungalow no.109, New no.1-7-252-254,

Oxford street, Sarojini Devi Road, Secunderabad - 500003

Email- operations.rosecunderabad@unionbankofindia.bank.in

NOTICE INVITING TENDER

Tender for inviting sealed covers in single bid system professional fee bid from Empanelled Architect firm Empanelled with Regional Office Secunderabad through limited tender for preparation of Schematic Layout, supervision of Strong room construction, Interior & Electrical, AC works of the Branch and ATM at the New premises of our UMFB MALLAPUR Branch,
(ONLY EMPANELLED ARCHITECTS OF HYDERABAD-SECUNDERABAD REGION HAVE TO APPLY)

Union Bank of India invites Bids from empanelled architects under Union Bank Of India, Hyderabad -Secunderabad Region in Single Bid system for appointment of architect for preparation of Supervision of Strong room construction, schematic layout, Interior & Electrical & AC works in branch and onsite ATM of the new premises of UMFB MALLAPUR Branch .

Title of the Cover:

“Appointment of Architect for preparation of schematic layout, supervision of Strong room construction, Interior & Electrical & AC in branch and onsite ATM at the new premises of UMFB MALLAPUR Branch”

Name & Designation of the Official:
Address of the Office:

Chief Manager, Operations Department,
Union Bank Of India, Regional Office,
Secunderabad Region,
First Floor, Bungalow no.109,
New no.1-7-252-254,
Oxford street, Sarojini Devi Road,
Secunderabad - 500003

Email-

operations.rosecunderabad@unionbankofindia.bank.in

Architects empaneled with Union Bank of India, Hyderabad-Secunderabad Region, interested in it shall submit their duly filled bid in sealed covers super scribing **Appointment of architect for preparation of schematic layout, supervision of Strong room construction, Interior, Electrical & AC works in branch and onsite ATM at the new premises of UMFB MALLAPUR Branch** on or before 03.06.2026 03:00 PM.

The applications/Bids will be opened on 03.06.2026 at 03:30 PM at Regional Office, Secunderabad Region, 1st Floor, Bungalow no. 109, New no. 1-7-252-254, Oxford street, Sarojini Devi Road, Secunderabad - 500003 in the presence of applicants/their authorized representatives who wish to be present.

Union Bank of India reserves the right for rejecting any or all applications received without assigning any reasons whatsoever.

Date: 26.05.2026
Place: Hyderabad

Sd/-
Regional Head



Notice for Appointment of architect through limited tender among empanelled architects of our Region for preparation of schematic layout, supervision of Strong room construction Interior & Electrical & AC works in branch and onsite ATM at the new premises of UMFB MALLAPUR Branch located at plot no: 136/B, MIUWA Building, BEL Circle, IDA Mallapur- 500076.

Union Bank of India invites applications/ Bids for Appointment of architect through limited tender among empanelled architects of our Region for preparation of schematic layout, Interior and Electrical works in branch and onsite ATM of the new premises of UMFB MALLAPUR Branch

The approximate carpet area to be furnished is approximately 2200 Sq. ft.

Approximate cost of project is Rs.25.00 Lacs

The last date for submission of duly filled bid is 03.06.2026 up to 03:00 PM. The applications/Bids will be opened on 03.06.2026 at 03:30 PM at our Regional Office, first floor, First Floor, Bungalow no.109, New no.1-7-252-254, Oxford street, Sarojini Devi Road, Secunderabad - 500003, in the presence of applicants/their authorized representatives who wish to be present. 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.

Bank reserves its right to open the bids even if no bidders/ authorised representatives of the bidders are present at the stipulated time.

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. Agreement shall be executed as per Bank's guidelines upon appointment of L1 architect.

GENERAL INFORMATION

Union Bank of India intends to carry out preparation of schematic layout, Interior, Electrical & works in branch and onsite ATM of the new premises of UMFB MALLAPUR Branch located at plot no: 136/B, MIUWA Building, BEL Circle, IDA Mallapur- 500076.

The approximate cost of the works is Rs.25.00 Lacs. The Bank invites price bids from ARCHITECTS/ARCHITECTURAL FIRM to quote professional fee for rendering their architectural consultancy services including periodical supervision of works executed by the contractor towards works at new premises of UMFB MALLAPUR Branch.



SCOPE OF WORK:

1. Brief details of the Work:

The Bank intends to carry out preparation of schematic layout, supervision of strong room construction, Interior and Electrical & AC works in branch and onsite ATM of the new premises of UMFB MALLAPUR Branch admeasuring approximately 2200 sq. ft. The appointed architect/architectural firm will have to provide services such as preparing and furnishing plans as required by the Bank, preparing bill of quantity, detailed estimate, all interior detailed drawing, preparation of tender document, evaluation of bids, periodical supervision of works and assist the Bank in completion of the project and for issuance of necessary certificates etc.

Period of Completion - 21 days from the date of issue of work order to the contractor

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

2.1 Taking the instructions from Bank, visiting the sites, design/working drawings as required, preparing sketch layout which shall be in accordance with Bank guidelines & standards etc. (including carrying out necessary revisions till the sketch layout plans are finally approved by the Bank), making approximate estimate of cost. Preparation of estimates along with rate analysis, tender specifications, NIT for inviting tenders for appointment of contractors, scrutiny of tenders and recommendation for appointment of contractor, Work schedule/BAR CHART PROGRAMME for execution of works, quality control, measurement of works, maintaining various registers for execution of works, certification of bills, final completion reports.

2.2 Preparing architectural working drawings, structural calculations and structural drawings as per requirement, detailed estimates and all such other particulars as may be necessary for preparation of bill of quantities, assessment reports etc.

2.3 The assessment report shall be based on detailed estimate, proper analysis of rates with constants from an approved Standard Hand Book and market rates of materials and labour for major items of works costing about 90% of the estimated cost of the work.

2.4 Preparing detailed tender documents for the activities to be accomplished for successful execution of the works with articles of agreement, special conditions, conditions of contract, specification, bill of quantities, including detailed analysis of rates based on market rates, time and progress charts, etc.

2.5 Preparing tender notices for issue by Bank for inviting tenders for appointment of contractor, scrutiny of tenders and submitting assessment reports thereon, together with recommendations specifying abnormally high and low rated items, comparative statements, justification for acceptance of contract.

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

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

2.8 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.

2.9 Assuming full responsibility for periodical 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. Any deviation in quantity of items with financial implication is to be reported to the Bank in advance for necessary decision on the matter.



2.10 No deviations or substitutions should be authorized by the Architect without working out the financial implication, if any, to the contractor and obtaining approval of the Bank. However, where time does not permit and where it is expedient, the Architect may take decisions on behalf of the Bank, the total cost of the item/deviation of which should not exceed Rs. 10,000/-. This deviation shall be got subsequently ratified from the Bank duly justifying his action at the earliest.

2.11 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.

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

Certified that the various items of work claimed in this **assigned work** running bill / final bill by the contractors M/s _____ have been completed to the extent claimed and at appropriate rates and that the items are in accordance with and fully conforming to the standard / prescribed specifications and drawings. We further certify that we have checked the measurements to the extent of 100% of each item claimed in this bill. Hence the bill is recommended for payment of Rs. _____.

Date _____

(Signature of the Architect)

2.13 The Architects/Consultants shall endorse the above certification in the relevant Measurements Books also.

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

2.15 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 upto the handing over for occupation to the Bank.

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

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

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

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

2.20. In case it is established that due to fault of the Architect /Consultant, 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 / consultant necessary recovery may be effected from the Architect's /Consultant'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 / Consultant for recovery of the extra amount incurred by the Bank. The Architect's / Consultant's liability may be however limited to 10 % of the fees paid to him.



2.21 In the event of any dispute, difference or question arising out of or touching or concerning assignment given to you at any of the field office, the same shall be referred, at the option of either party, to the arbitration of a sole Arbitrator mutually agreed upon and in default of such agreement both the parties shall appoint one arbitrator each and both the arbitrators shall appoint one presiding arbitrator (umpire). All the arbitrators shall be the Fellows of the Indian Institute of Architects or the Institution of Engineers (India). The said arbitration proceeding shall be under the provision of the Indian Arbitration and Conciliation Act, 1996 together with any statutory modifications thereof. The award of the arbitrator(s) or umpire, as the case may be, shall be final and binding upon the parties.

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

2.23. Under no circumstance the architect/architectural firm should not submit recommendations of contract other than lowest.

2.25. The completed application forms duly signed and stamped be placed in a sealed envelope super-scribed as **"Appointment of architect through limited tender among empanelled architects of Secunderabad Region for preparation of schematic layout, supervision of Strong room construction, Interior and Electrical works in branch and onsite ATM at the new premises of UMFB MALLAPUR Branch located at plot no: 136/B, MIUWA Building, BEL Circle, IDA Mallapur- 500076."**

The envelope should be dropped in the Tender Box placed at the following address:

Chief Manager, Operations Department,
Union Bank Of India, Regional Office,
Secunderabad Region,
First Floor, Bungalow no.109,
New no.1-7-252-254,
Oxford street, Sarojini Devi Road,
Secunderabad - 500003

2.26. Bidders should submit bids in sealed covers super scribing **"Appointment of architect through limited tender among empanelled architects of our Region for preparation of schematic layout, supervision of Strong room construction, Interior & Electrical & works in branch and onsite ATM at the new premises of UMFB MALLAPUR Branch located at plot no: 136/B, MIUWA Building, BEL Circle, IDA Mallapur-500076"** to reach on or before 03.06.2026, 03:00 PM. The bids will be opened on 03.06.2026 at 03:30 PM at Regional Office, Secunderabad Region.

Sd/-

DY. GENERAL MANAGER
REGIONAL OFFICE, SECUNDERABAD



Quotation format (On Letter Head of the applicant)

Date:

To
The Deputy General Manager,
Union Bank of India
Regional Office -Secunderabad Region,
First Floor, Bungalow no.109,
New no.1-7-252-254,
Oxford street, Sarojini Devi Road,
Secunderabad - 500003

Sub: QUOTATION FOR APPOINTMENT OF ARCHITECT FOR PREPARATION OF SCHEMATIC LAYOUT, SUPERVISION OF STRONG ROOM CONSTRUCTION, INTERIOR & ELECTRICAL WORKS IN BRANCH AND ONSITE ATM AT THE NEW PREMISES OF UMFB MALLAPUR BRANCH LOCATED AT UMFB MALLAPUR, plot NO: 136/B, MIUWA BUILDING, BEL CIRCLE, IDA MALLAPUR- 500076.

Ref: For UBI, UMFB MALLAPUR Branch

Having examined and studied various requirements in respect of the subject for architectural services towards for preparation of schematic layout, Interior & Electrical works in branch and onsite ATM of the new premises of Union Bank of India, UMFB MALLAPUR Branch and discussions with Concern Banks Officials resting on the subject the scope of work of intending project architect.

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

- To visit the sites, design/working drawings as required, preparing sketch layout which shall be in accordance with Bank guidelines & standards etc. (including carrying out necessary revisions till the sketch layout plans are finally approved by the Bank), making approximate estimate of cost.
- To supervise the construction of strong room as per bank's specification
- To prepare estimates along with rate analysis, tender specifications.
- Preparation of BOQ
- After due consideration to the scope of work mentioned herein above and giving due cognizance to duty list mentioned in the original prequalification bid we submit our price bid in respect of original fees as under.
- To conduct Joint measurement of the premises after construction of the strong room in the presence of bank official and landlord/landlady and submit joint measurement certificate to the Regional Office/Branch.
- To submit Strong room fitness certificate as per Bank format.

PRICE BID

No.	Parameter	Professional fees
01.	Consultancy Services: - i. Preparing standard layout / plans:	



	<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> <ol style="list-style-type: none"> i. Preparation of detailed estimates and BOQ ii. Supervision of construction of strong room iii. Evaluation of bids and recommendation of contractor iv. Periodical supervision of works executed by the contractor v. Verification and certification of bills submitted by the contractor and Any works related to Architectural services vi. Preparation of joint measurement certificate after conducting Joint measurement of the premises after construction of the strong room in the presence of bank official and landlord/landlady. 	
1.a	<p>Professional fee in terms of actual value of designed work completed excluding readymade items. 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>PMC for a period of _____ months. 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</p>	



	measurements, quality control, certification of bills, final completion reports along with necessary drawings. + one month for preparation of final bill	
2.a	PMC charges for one month.	Rs.
2.b	PMC charges for _____ months.	
3	Visit Charges to the site during execution of work wherein the visit is required once in a week. These charges should include traveling expense other expenses. (Approx.4 visits are required during execution period of 1 month.)	
3.a	Visit charges for one visit.	Rs.
3.b	Visit charges for _____ visits	Rs.
	Charges for Supervision of strong room construction & submission of Strong fitness certificate as per Bank format.	Rs.
	Professional fee-in terms of actual value of work completed	_____ % of actual value of work
	Total of fee (1.a + 1.b + 2.b + 3.b)	
	GST	
	Gross Total (including GST)	

Note:

1. Under project management Architect should be appointed for periodical supervision, ensuring execution of work as per contract terms and conditions, certification of bills/ claims submitted by the contractor, co-ordination with Bank officials.
2. GST as applicable will be paid over and above the charges as quoted above.
3. 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.
4. Architect/ representative shall make regular visit to site, no of visits shall not be limited to any nos.
5. Architect /representative shall visit and attend meeting on site or Bank's office at least once in a week or as required by Bank and they shall submit their weekly visit report to our Office & Branch.

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

Signature :
Name :
Designation :
Seal :

