

APCOB



Tender for Selection of Structural /Architectural Consultants for Construction of New Cooperative training Institute at Kadapa (AP).

Sealed offers in two bids system are invited from qualified, reputed and bonafide Structural/ Architectural Consultants for **Construction of New Co-Operative training Institute at Kadapa for APCOB at H No. 1-28/29, Station Road, Kadapa, Andhra Pradesh. Pin-516004.** Tender Documents are available in the Premises Department at the above mentioned address from 08.06.2020 to 17.06.2020 on all working days (Monday to Friday) during office Hours. The last date of submission of offer is by 15:00 hours of 17.06.2020 Tender Documents can also be downloaded from the website: www.apcob.org

**Managing Director,
The Andhra Pradesh State Cooperative Bank Limited,
NTR Sahakar Bhavan,
Governerpet,
Vijayawada,
Andhra Pradesh-520002.**

APCOB



APCOB, Head Office.
NTR Sahakar Bhavan, Governerpeta, Vijayawada,
Andhra Pradesh-520002
Phone Nos. 0866-2429044/9618411433

TENDER FOR

**Tender for Selection of Structural/Architectural Consultant for
Construction of New Co- operative training Institute at Kadapa (AP).**

Tender No: 62

(This tender document contains 15 pages excluding this cover page)

APCOB



APCOB, Head Office.
NTR Sahakar Bhavan, Governerpeta, Vijayawada,
Andhra Pradesh-520002
Phone Nos. 0866-2429044/9618411433

Tender for Selection of Structural/Architectural Consultant for Construction of New Co- operative training Institute at Kadapa (AP).

Tender No: 62

Introduction:

APCOB (APCOB) is a leading Co-operative Bank which wishes to engage an Architect/Consultant for the work of “**for Construction of New Co-operative training Institute at Kadapa (AP) for APCOB at H No. 1-28/29, Station Road, Kadapa, Andhra Pradesh. Pin-516004.**”having approximate area of 45000 sq. ft. for its Training Center. The work includes civil, electrical, interior, furniture design and layout, airconditioning requirement, etc.

Requirements:

Preparation of Site Plans, Floor Plans, Structural Drawings and Interior/Exterior Architectural Drawings, Municipal Approval Drawings & Periodical Site Visits while work is in progress.
Provision of modern office ambiance arrangement using modular furniture/work station with full/half height partition and Training Hall, Office Area, Meeting Hall, Record Room, Lunch Room/s and other allied works at **H No. 1-28/29, Station Road, Kadapa, Andhra Pradesh. Pin-516004** as per requirement.

Validity of offer:

The rates quoted should be firm & no escalation is allowed during the entire period of execution of the work.

Terms of Payment

- 1) 25% on completion of Plans, Designs, estimate/preparation of tender documents, Tender finalization & issue of work order to the L-1 bidder contractor.
- 2) 25% after award of the job to the contractor and Grounding the work at site.
- 3) 25% after completion of 60% work by the contractor.
- 4) Balance amount will be released after certifying the final bill of the contractor.

Earnest Money Deposit:

Earnest Money to be deposited along with the bid through Pay Order/Demand Draft/Banker's Cheque for **5 % of Quoted Amount in Financial Bid**, drawn on any Indian Scheduled Bank in favour of “**APCOB**” payable at **Vijayawada**. This Earnest Money shall not bear any interest, is non-transferable and will be refunded only after the submission of job completion certificate and final bill of Contractor. The earnest money of the unsuccessful bidders will be refunded after the award of the job to the contractor. **Any offer without the earnest money will be summarily rejected.**

However, the parties registered in MSME/NSIC and other similar govt organization including Startups are exempted from submitting the “Security Deposit”.

SCOPE OF WORK

Scope of work will be as mentioned below:

1. Visiting the site and understanding/defining the set of requirements.
2. Site Survey and Preparation of Site Plans
3. Preparation of Floor Plans and Structural Design & Drawings
4. Measurement of existing building components.
5. Drafting of above in drawing form.
6. Preparation of concept design with various alternatives in 2D and 3D.
7. Modification of the concept proposal as per mutual consultation.
8. Presentation of the proposal to Company Officials and discussion thereon.
9. Preparation of preliminary estimates and approval thereon.
10. Preparation of working drawings with dimensions in 2D & 3D.
11. Preparation of electrical fixture and cable layout plan.
12. Preparation of plumbing and sewerage layout plan Structural Drawings.
13. Preparation of tender document with Terms & Conditions and Bill of Quantities (BOQ) with material/specifications etc.
14. To assist in selection of Vendor/Contractor from whom bids have been received (i.e., evaluation of Technical and financial bid)
15. Supervision of work including site coordination, supply of detailed drawing to the Contractor as required, certification of QUALITY of materials and work as per specification of tender, monitoring the progress of work as per time schedule.
16. Scrutiny/ Checking & certification of running/final bill, certification of work and job Completion.
17. Certifying the 'AS BUILT' drawing prepared by the contractor on virtual completion of work & verification of contractor's final bill.
18. Certification on completion of Defect Liability Period of the job to release the Security Deposit of the Contractor.
19. Any other allied work that may require completing the job within the scheduled time.

ELIGIBILITY CRITERIA

- i. The bidder should have experience of having successfully completed similar works of value as indicated below during the last 7 years ending 31st March, 2020:

Details of Work	Minimum value of each work executed
Three Similar Completed Works	Rs. 3.2 Crore

	OR
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Two Similar Completed Works

Rs. 4 Crore

	OR
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One Similar Completed Work

Rs. 6.4 Crore

Similar works means carrying out Construction of Building/Interior Furnishing/ Decoration and allied works.

- ii. Must have at least two Structural/Architectural Consultants with the valid registration from with a minimum experience of 10 (Ten) years.
- iii. Must have Service GST Registration, valid IT & PAN [Copy of the same shall be furnished along with IT return for last 3 (three) years].
- iv. Minimum average turnover for the last three years should be Rs. 10,00,000/- (Eight Lacs Only)
- v. Only Structural/Architectural Consultant who has office/set up at AP/Telangana can apply.
- vi. The bidder should be solvent upto a limit of Rs.5,00,000/- (Five Lacs only). For that Solvency certificate from a Govt Firms/Scheduled Banks is to be submitted.
- vii. Personal experience of the Structural/Architectural Consultants (including previous employment/organization) will also be considered.

SUBMISSION OF OFFER

Architects/Consultants/Firms/Companies who satisfy the above criteria should apply with the necessary details & documents, addressed to “**Managing Director, NTR Sahakar Bhavan, Governerpeta, Vijayawada, Andhra Pradesh-520002.**” and to be dropped in the Tender Box at aforesaid address on or before last date of submission of tender.

The tenderer shall submit their competitive offer in sealed envelopes in two bid system.

Sealed envelope superscribed “A” TECHNICAL BID: shall contain the following documents/information duly filled, stamped and signed by the authorized representative:

- i. Complete tender documents along with all required supporting documents as per eligibility criteria duly stamped and signed on each page.
- ii. Annexure-A
- iii. Annexure-B
- iv. Annexure-C
- v. Annexure-D

Sealed envelope superscribed “B” FINANCIAL BID: shall contain the **Financial Bid, duly filled in both figure and words**, and signed by the authorized representative of the Architect/Consultant firm.

Sealed envelope marked “C”: The sealed envelopes marked “A” & “B” shall be put into another envelope marked “C” super scribing “**Tender for Construction of New Co-operative training Institute at Kadapa (AP) for APCOB at H No. 1-28/29, Station Road, Kadapa, Andhra Pradesh. Pin-516004**”, Tender No.62 and name & address of the tenderer.

The sealed envelope marked “C” shall be dropped by the tenderer in the Tender Box placed at APCOB Head Office, NTR Sahakar Bhavan, Governerpeta, Vijayawada, Andhra Pradesh-520002 on or before 15.00 Hours on 17.06.2020 The tenders are likely to be opened on 19.06.2020 at 11:30AM Hours.

APCOB reserves the right to reject any or all bids submitted without assigning any reason thereof. APCOB also reserves the right to reject any conditional and/or incomplete bids.

■ At first stage the Technical bid of the tenderer will be opened and evaluated. The Financial bid shall remain securely with the company.

■ The Financial Bid of those Bidders who qualify in the Technical Bid will then be opened on a later date and evaluated.

■

**Managing Director.
NTR Sahakar Bhavan,
Governerpeta,
Vijayawada,
Andhra Pradesh-520002.**

TERMS, CONDITIONS & COVENANTS

1. Acceptance of the work order by the bidder will be treated as agreement for all purpose.
2. Notwithstanding anything specified in this document, APCOB, in its sole discretion and without having to assign any reason reserves to itself the rights to
 - a) Accept or reject the lowest tender or any other tender or all the tenders,
 - b) Reject the offers not conforming to the tender terms and conditions. c) Reject any conditional or incomplete tender.
3. The Agency/firm shall be solely responsible for fulfilling statutory obligations under various enactments.
4. Matters relating to any dispute or difference arising out of this work order based on this tender shall be subject to the jurisdiction of Courts in Kadapa only.
5. The scope of Contract, Consideration, terms of payments, security deposits, and taxes wherever applicable, insurance, agreed time schedule, compensation for delay and all other terms and conditions are contained in the document henceforth. The job shall be duly performed by the Consultant strictly and faithfully.
6. The scope of work shall also include all such items which are not specifically mentioned in the Documents but which are reasonably implied for the satisfactory completion of the entire scope of work envisaged under this contract unless otherwise specifically excluded from the scope of work in the documents.
7. Time is the essence of the Contract and it shall be strictly adhered to. The progress of work shall conform to agreed works schedule.
8. The application form shall be signed by a person on behalf of the Organization, who is duly authorized to do so. Each page of application shall be properly signed along with seal.
9. If the space in the application form is insufficient for furnishing full details, such information may be supplemented on a separate sheet of paper duly signed stating therein the part of the statement, under the requisite topic and serial number.
10. Application containing false or inadequate information is liable for rejection. Clarifications, if any, may be obtained from the office of **Managing Director. NTR Sahakar Bhavan, Governerpeta, Vijayawada, Andhra Pradesh-520002.**

11. PROPOSAL EVALUATION

- i) If required, APCOB may seek any clarifications/documents on the Technical bid of the applicants. If the same are not received within the stipulated period, the technical evaluation will be done based on available data.
- ii) Evaluators of Technical bid shall have no access to the Financial bid Proposals until the technical evaluation is concluded.

12. Defect Liability Stage:

The Defects Liability Period for this Project shall be reckoned from the date of issue of virtual completion certificate by the Contractor & job completion certificate by the Consultant. The consultant shall visit the site and provide all the drawings/details/Consultancy for rectification of defects, if any without any additional cost.

13. Additions, Alterations and Variation:

- a. APCOB shall have the right to request for additions, alterations, modifications or deletions in the design and drawing of any part of the work at any point of time and to request for additional work in connection therewith and the consultants shall comply with such requests without any extra cost.
- b. No extra payment shall be made to Consultant by APCOB on account of such Additions & Alterations as enumerated above.
- c. The consultant shall not make any material deviation, alteration, addition to or omission from the work except without first obtaining the written consent of APCOB.

14. Conflict of Interest

Architect firm/Consultants should provide professional, objective and impartial advice and at all times hold the Company's interests paramount and strictly avoid conflicts with other assignments or their own corporate interests and act without any consideration for future work.

15. Conflicting assignments

- i. The Architect firm/Consultant (including its Personnel and Sub-Consultants) or any of its affiliates shall not be hired for any assignment that, by its nature, may be in conflict with another assignment of the Consultant to be executed for APCOB or for another Company.
- ii. Architect firm/Consultants have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of APCOB, or that may reasonably be perceived as having this effect. Failure to disclose said situations may lead to the disqualification of the Architect firm/consultant or the termination of its Contract any time, throughout the progress of the work.

16. Fraud and Corruption

APCOB requires that the Architect firm/Consultants participating in tender process adhere to the highest ethical standards, both during the selection process and throughout the execution of a contract. In pursuance of this policy, APCOB:

- a. defines, for the purpose of this paragraph, the terms set forth below:
 - i. "Corrupt practice" means the offering, promising, giving, receiving, or soliciting, directly or indirectly, of anything of value which he is not legally entitled to, to influence the action of a public official in the selection process or in contract execution;
 - ii. "Fraudulent practice" means a willful misrepresentation or omission of facts or submission of fake/forged Documents in order to influence a selection process or the execution of job;
 - iii. "Collusive practices" means a scheme or arrangement whether formal or informal, between two or more consultants/Contractors with or without the knowledge of APCOB, designed to establish prices at artificial, non-competitive levels, submission or non-submission of Bids; iv. "Coercive practices" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process, or affect the execution of a contract.
- b. will reject a proposal for award if it determines that the Architect firm/Consultant recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the contract in question; and
- c. will sanction an Architect firm/Consultant, including declaring the Architect firm/Consultant ineligible, either indefinitely or for a stated period of time, for award of a contract if at any point of time determines that the Architect firm/Consultant has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for, or in executing of job.

17. Joint ventures are not permitted.

18. Taxes

- a. All taxes, Income Tax, Turnover Tax, GST etc. in connection with the execution of the contract levied by the Statuary Authorities - Govt. of India/State Govt.'s or any local authorities on the consultant in accordance with the applicable law shall be borne by the consultant and are deemed to be included in their price bid. The bidders shall note that the Tax Deduction at Source (TDS) as per applicable law shall be made from the payments due/made to the consultants and which shall not be reimbursed.
- b. The GST as applicable shall be reimbursed by APCOB on actual basis. However, consultant has to mention GST Number in the invoice and amount of GST should be shown separately in the bill.
- c. Any enhancement of taxes/duties by the authorities/Government of India/State Government, during currency of this contract shall be borne by the Consultant only and which shall not be reimbursed by APCOB.

19. Co-ordination

The Agency shall have to liaise with the Contractor/Vendor/Dealer for the smooth progress and successful completion of the job.

20. Abandonment of Work:

- a. If the consultant abandons the work for any reason whatsoever or become incapacitated from acting as consultants as aforesaid, APCOB may make full use of all or any of the drawings/Estimate/BOQ prepared by the consultants.
- b. If at any time after the start of work, APCOB decides to abandon or reduce the scope of work for any reason whatsoever and hence not required the whole or any part of the works to be carried out, APCOB shall give notice in writing to this effect to the Consultant and the consultant shall have no claim for any payment of compensation, or otherwise whatsoever, on account of any profit or advance which he might have derived from the execution of works in full but which he did not derive in consequence of the foreclosure of the whole or part of the work.

21. Termination:

- a. APCOB without any prejudice to its right against the consultants in respect of any delay or otherwise or to any claims or damages in respect of any breaches of the contract and without prejudice to any right or remedies under any of the provisions of the tender may terminate the Consultant by giving 15 days' notice in writing to the consultant and in the event of such termination, the consultant shall be liable to refund the excess payment, if any, made to them over and above what is due in terms of this agreement on the date of termination. APCOB may make full use of all or any of the drawings/estimate/BOQ prepared by the consultant.
- b. In case due to any circumstances, APCOB decides to curtail the scope of work or totally abandon the work, the payment to the consultants would be made based on terms of payment at the discretion of APCOB.

22. Number of Drawing Sets etc. and Copyright:

The Consultant shall supply free of charge to APCOB, adequate nos. of documents as required and as specified below:

- a. Detailed Project Reports and estimates with coloured drawings.
- b. Complete detailed design (structural and other services) including supply of drawings incorporating subsequent modifications, if necessary.
- c. All working drawings for all the components.
- d. Detailed estimates and rate analysis of all works.
- e. Completion drawings and detailed documents.
- f. Tender documents/drawings as per APCOB's requirements.
- g. Fabrication Drawings of all equipment's if any.
- h. In addition to the above documents, the Consultant will also supply, free of charge, any other documents that may be specified by APCOB as required.

The Consultant shall supply free of charge to APCOB all the estimates, details of quantities (BOQ), detailed designs, reports and any other details/documents envisaged, including drawings architectural, structural, electrical, air conditioning or other services (internal and external). All these drawings will become the property of APCOB. The drawing cannot be issued to any other person, firm or authority or used by the Consultant for any other project. No copies of any drawing or document shall be issued to anyone except APCOB.

23. Responsibilities for Accuracy of Project Proposals

- a. The Consultant shall be responsible for the accuracy of the data collected and the designs, drawings, quantities and estimates prepared by him as part of the project. He shall indemnify APCOB against any inaccuracy in the work, which might surface out at the time of ground implementation of the project. In such an eventuality, the consultant will be responsible to correct the drawings including re-investigations etc., as required without any extra cost implication on APCOB.
- b. The Consultant shall fully indemnify APCOB from and against all claims and proceedings for or on account of any infringement of any patent right, design, Copyright, trade mark or name or other

protected rights in respect of any construction plant, machinery work or material used for or in connection with the work or temporary works.

24. Force Majeure Clause

Consultant/Consultancy Firm shall be granted extension of the completion date without any financial repercussion to cover the delay caused by the circumstances viz. incidence of war, invasion, revolution, sabotage, work shut down imposed by Govt. agencies or legislature or other authorities, Act of God, epidemics, fires, earthquakes, floods, explosions, accidents, sea navigation blockages or any other acts or events whatsoever which are beyond the control of APCOB and which shall directly or indirectly prevent completion of the works within the time specified in the agreement. This Force Majeure Clause shall be applicable only if extension of the completion date is granted by APCOB.

25. Withholding and Lien of Payment

Whether any claim or claims for payment of money arises out of or under the contract against the Consultant, APCOB shall be entitled to withhold and also to have a lien to retain in whole or in part, the security deposit and /or to withhold and have a lien to retain in part or in full the payments due to the consultant, or any claims of the consultant, so as to cover the claimed amount till the claim arising out of or under the contract is determined by the Competent Court.

26. Intimating Urgent Information to the Company

During the course of daily inspection, operation and maintenance, if any abnormality is noticed in the work, it should be brought to the notice of APCOB at once.

27. Submission, Receipt and Opening of Proposals

- a. The original proposal (Technical Proposal and Financial Proposal) shall contain no inter lineations or overwriting, except as necessary to correct errors made by the Consultant themselves. The person who signed the proposal must initial such corrections.
- b. Letter of acceptance of tender condition should be submitted.
- c. An authorized representative of the Architect firm/consultant/ Firm shall sign the Technical & Financial bid Proposal. The authorization shall be in the form of a legally enforceable written power of attorney which shall be produced on demand.

Managing Director.

The Andhra Pradesh State Cooperative Bank Limited

NTR Sahakar Bhavan,

Governerpeta,

Vijayawada,

Andhra Pradesh-520002.

Annexure-A

**TENDER FOR ARCHITECT/CONSULTANT FOR CONSTRUCTION OF
New Co-operative training Institute at Kadapa (AP) for APCOB at
H No. 1-28/29, Station Road, Kadapa, Andhra Pradesh. Pin-516004 having approximate area of
45,000 sq. ft.**

Tender No: 62

Sr. No.	Subject	To be filled up by the Tenderer
1.	Name of agency/Firm	
2.	Name of the proprietor and authorized representative / contact person (s)	
3.	Full address along with tel. nos. and email, fax nos. Etc.	
4.	Constitution of the Firm (Proprietorship/Partnership/Company)	
5.	Year of Establishment	
6.	Name of Partners/Associates/Directors	
7.	Bio-data of partners/Associates/ Directors. Bio-data to be given in the enclosed format (Annexure-B)	
8.	Registration Number with Council of Architects	
9.	Details of experience: Details of major works completed during the last 7 years. (Details to be given in enclosed format of Annexure-C) (attach Job completion	
10.	Name and value of other major works on hand. Details to be given in the enclosed format (Annexure-D)	
11.	List of Technical Personnel employed.	
12.	List of other Personnel employed	
13.	List of consultants engaged by the Firm for specialized works like Electrical, A/C, plumbing etc.	
14.	List of office equipment's owned by the Firm.	
15.	Banker's Name	
16.	Copy of Income Tax return submitted during last 3 years to be enclosed	
17.	List of registration with other Organizations	

Sr. No.	Subject	To be filled up by the Tenderer
18.	Audited balance sheet for last three years	
19.	PAN no.	
20.	Details Of Registration (Firm, Company etc.) Registering Authority, Date, Number etc. Please, enclose copy of the related Certificate(s)/Trade License(s)/ VAT Registration Certificate/ Certificate of Registration with Central Excise Department for payment of Service Tax /other	
21.	Has any consultancy contact awarded to you been cancelled by the client during past three years. If yes give details	
22.	Indicate if involved in any litigation or any civil suits pending in any of the works executed/on hand. If yes, please furnish the name of the project, employer, and nature of work, contract value, work order and date and brief details of	

NOTE: Separate sheets, photographs, documents, etc. in support of above should be enclosed.

This is to certify that I/We before signing this tender document have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

Signature of tenderer with seal and date

ANNEXURE-B

BIODATA OF THE PARTNERS/ ASSOCIATES

1	Name	
2	Associates with the firm since	
3	Date of birth	
4	Professional qualifications	
5	Professional experience	
6	Professional affiliation	
7	Membership in	
8	Details of published papers in magazines	
9	Details of cost effective methods/designs adopted in the projects	
10	Exposure to new materials/ techniques	

Note: Attach separate sheet, if required

Signature of tenderer with seal and date

Annexure-C

LIST OF MAJOR WORKS COMPLETED DURING THE LAST 7 YEARS

Sl No.	Name of the client	Nature & Details of work	Estimated value	Area of work (Sq.m)	Date of Inception	Period of completion	Scheduled date of Completion	Actual date of completion	Final value of the Project	Reasons for the variation/delay if any	Any other relevant information
1	2	3	4	5	6	7	8	9	10	11	12

Note: Attach separate sheet, if required

Signature of tenderer with seal and date

ANNEXURE-D

LIST OF MAJOR WORKS ON HAND

Sl No.	Name of the client	Nature& Details of work	Estimated value	Present value	Date of Inception	Period of completion	Scheduled date of completion	Present position of the Project	Reasons for the variation/delay if any	Any other relevant information
1	2	3	4	5	6	7	8	9	10	11

Signature of the Tenderer with seal and date

Managing Director.
The Andhra Pradesh State Cooperative Bank Limited
HEAD OFFICE,
NTR Sahakar Bhavan,
Governerpeta,
Vijayawada,
Andhra Pradesh-520002.

Sir,

I /we have read and understood the Advertisement (.....) and instructions appended to the application and I/we understand that if any false information is detected at a later date, any future contract made between ourselves and the APCOB on the basis of the information given by me/us will be treated as invalid by APCOB.

I/we agree that the decision of APCOB in selection of the consultants will be final and binding on me/us.

All the information furnished in the tender document/application along with supporting documents and Annexures A, B, C & D is correct to the best of my/our knowledge and belief.

I/we also agree that i/we have no objection if inquiries are made about the works listed by me/us in the accompanying sheets or any other inquiry on the information furnished herewith in the accompanying sheets.

Signature and Seal:

Name &

Designation:

Address:

Place:

Date:

Check list for documents submitted or not submitted

In Tender No. 62

1. Formal letter applying for the above job in official letterhead of the applicant : submitted/not submitted
2. Trade licence / certificate of incorporation/ partnership deed : submitted/not submitted
3. Copy of PAN card & other related Income tax documents : submitted/not submitted
4. Copy of Service Tax Registration certificate : submitted/not submitted
5. Copies of the Audited Final accounts for last 3 years : submitted/not submitted
6. Completion certificates, if any : submitted/not submitted
7. Other relevant certificates, if any : submitted/not submitted

Signature of tenderer with seal and date

TENDER FOR ARCHITECT/CONSULTANT FOR CONSTRUCTION OF

New Co-operative training Institute at Kadapa (AP) for APCOB at

H No. 1-28/29, Station Road, Kadapa, Andhra Pradesh. Pin-516004 having approximate area of 45,000 sq. ft.

Tender No: 62

FINANCIAL/PRICE BID

Sl. No.	Subject	Consultancy fee to be quoted in percentage
1.	Scope Of Work: As mentioned in the Page no.2 of the Tender Document.(%)
	Rate in words:	

Note:

1. The consultancy fee quote has to be rounded off to the **second decimal place**.
2. Consultancy charges would be calculated as percentage of the actual cost of the job to be executed, i.e., final Billed amount.
3. The parties are required to quote after having done the verification of the Site.

Signature of tenderer with seal and date