

**GENERAL ADMINISTRATION SECTION
2nd Floor, B Wing, C-14 G-Block,
BKC, MUMBAI – 400 051**

REF: COBKC/ARCHITECT/659/2025-26/VK

DATE: 16.10.2025

INVITATION OF SEALED OFFERS FROM EMPANELLED ARCHITECTS FOR PROVIDING ARCHITECTURAL CONSULTANCY SERVICE FOR RENOVATION / NEW WORKS WORK OF VARIOUS BRANCHES OF CANARA BANK – RATE STANDARDIZATION

DETAILS OF THE PROPOSED WORK/SERVICE	PROVIDING ARCHITECTURAL CONSULTANCY SERVICE FOR RENOVATION / NEW WORKS FOR VARIOUS BRANCHES OF CANARA BANK MUMBAI CIRCLE FOR FY 2025-26: RATE STANDARDIZATION.
PRE-BID MEETING	27.10.2025 at 3:00 PM at CANARA BANK CIRCLE OFFICE MUMBAI (2ND FLOOR, B-WING, GENERAL ADMINISTRATION SECTION)
LAST DATE OF SUBMISSION OF THE SEALED ENVELOPE AT CANARA BANK BUILDING, 2nd Floor, B Wing, GENERAL ADMINISTRATION SECTION, C-14, G BLOCK, BANDRA KURLA COMPLEX, MUMBAI-400051.	31.10.2025 upto 3:00PM
DATE AND TIME OF OPENING OF THE BIDS	31.10.2025 (3:30PM)

NAME OF THE APPLICANT/FIRM _____

ADDRESS OF CORRESPONDENCE _____

E-MAIL _____

PAN _____



Canara Bank, Circle office Mumbai intends to carry out the renovation work of VARIOUS BRANCHES UNDER CANARA BANK CIRCLE OFFICE MUMBAI.

Quote for architectural consultancy service (RATE STANDARDIZATION) in sealed cover is invited from all empaneled architects under Circle office Mumbai under following terms and conditions. The Architect's roles & responsibilities are described as below:

1. Taking out the accurate measurement of the carpet area of the branch premises selected and submitting a certified copy of the measurement sheet to Bank / Branch for its own use.
2. Preparation of a suitable lay out plan and getting it approved by competent authority in Bank.
3. Whenever required submitting a required drawing to the Municipality or the local authority and obtaining necessary approval before proceeding.
4. Submitting a .DWG file of the approved layout plan to Bank.
5. Submitting a 3D drawing with rendering prepared in 3DSMAX or Google Sketchup or any other software (if asked by Bank).
6. Preparation of separate estimates for "civil & interior", HVAC and electrical work. While preparing drawing, design, layout and cost estimate for the project you have to follow the uniform furnishing pattern guideline of the Bank (all your estimates should be submitted to us with a forwarding letter certifying of it's accuracy, completeness and compliance with uniform furnishing pattern of Bank). Where ever necessary analysis of the rates you have to provide to Bank.
7. Preparation of tender paper / quotation and submitting the same to Bank for floating the tender in Bank's website.
8. Coordinating with bank at each and every step of tender process for and ensuring successful completion of the entire tender process & selection of successful vendors for execution of each category of work.
9. Submitting a proper program chart to Bank incorporating all the activities required for the completion of the proposed work well in time. The program should also include various stages of service to be provided by the architect.
10. Giving lay out of the branch and other civil work to be carried out in the said premises. Supervising and giving necessary technical support while the civil works are being executed by Bank / Landlord.
11. Ensuring the work is carried out as per the program chart provided by you to Bank earlier.
12. Giving the lay out for interior furnishing work and ensuring work is started and finished within specified time frame.
13. Assuming the full responsibility for supervision and proper execution of the work. Making minimum 02 visit per week or more as per the requirement to ensure quality and timely completion of the project (you have to sign the visit register kept at site). During the visit to the site you have to mention all your instruction to the contractor in the visit register and convey the same to representative of the contractor.

14. Verifying the interim and final bill and advising the Bank regarding final amount of payment to be made to contractor against this project (in all your certificate regarding the payment of the interim and final bill of contractors you should certify regarding the correctness of checking/verification of the measurement at site). A recommended certification pro-forma for the purpose is given below:

“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 confirming to the standard / prescribed specifications and drawings and hence the bill is recommended for payment of Rs_____ (Rupees_____)”

15. Assuming the full responsibility for 100% checking of each and every item of work executed at the site.
16. The project architect should not permit any deviation / extra item of work without calculating the financial implication of the same, not obtaining permission from Bank.
17. All the interim and final bill certified by the architect should accompany a thorough measurement sheet and abstract of this measurement sheet. All the measurement sheets and abstract of the measurement sheet has to be duly certified by the project architect for their correctness. Verification of the interim and final bill would be carried out by the architect within 15 days of submission of the same to him by contractor / bank.
18. Issuing completion certificate to contractor upon successful completion of project.
19. Helping and protecting the interest of the Bank in case of any dispute with the contractors with regard to bill and execution of work.
20. Helping and protecting the interest of the Bank in case of any arbitration process with regard to the project.
21. Helping bank to get any defect in work rectified by contractor during the defect liability period.
22. The rate shall be valid for 3 years from the date of finalization of the contract.
23. Architects willing to match the L1 rate will be considered under the above rate standardization contract and equal distribution among finalized bidders will be ensured during the rate validity period.

Any other assignment which is specifically not mentioned here. However, required for timely & successful completion of the work.

How to quote your fees:

The architect has to quote his fees at the **rate of certain percentage of the actual project cost or estimated cost (whichever is lower), excluding cost of AC Machines and any other loose furniture directly purchased by Bank.** No other allowance is admissible to the architect apart from this quoted fees.

Payment Terms:

SN o	Stage of work	Percentage of payment to project architect
A.	After issue of the work order to the successful contractor.	Upto 35% of the total fees calculated based on the job value of work awarded to contractor if the value of works is more than 30 Lakh.
B.	After issue of the completion certificate to all contractors at the end of the project as mentioned in the tender.	100% of the total fees calculated based on the sum total of work done value of all contractors less payment made earlier

2. Any item directly purchased and installed at the site, no consultancy fees would be paid over it.

No other payment apart from the above mentioned fees is admissible to consultant and Bank will not pay any fees upon direct purchased items used at the site.

Taxes:

The Architect shall submit GST invoice & Tax as applicable would be paid while making the payment. TDS at applicable rate will be deducted before making the payment.

NOTE:

The categorization of architects have already been conveyed to architects as per our sanction letter. Kindly note the works will be awarded upto prescribed limit only.

Class A – Upto 100 Lakh

Class B – Upto 75 Lakh

Class C – Upto 50 Lakh

Class D – Upto 20 Lakh



AGREEMENT WITH THE ARCHITECT (InNon Judicial Stamp Paper of Rs....)

Memorandum of agreement, made at this day of the month of in the year between CANARA BANK having its Head Office, 112 J C Road, Bangalore - 560 002 amongst others represented by its duly constituted attorney (hereinafter referred to as Bank) which expression shall unless excluded by or repugnant to the context be deemed to include their successors, and assigns in office) of the one part and M/s. Architect, having its office at (hereinafter referred to as the Architect) which expression shall unless excluded by or repugnant to the context, be deemed to include their successors and assigns) of the other part.

WHEREAS the Bank is desirous of undertaking renovation works comprising of Interior furnishing, Modular furnishing, Electrical, LAN & Telephone, Air conditioning works atbranches in accordance with the general requirements, and whereas the Architect have agreed to perform the services as set out and subject to the terms and conditions set forth in the said "Conditions of Agreement " herein under.

NOW, these present witnesses and it is hereby agreed and delivered by between the parties hereto as follows:

The Bank appoints the Architect and the Architect accepts the work on a clear understanding that the Architect shall not be an employee of Bank for any reason whatsoever including for the reason of his appointment by virtue of this agreement and on the terms and conditions (i.e. Conditions of Agreement) set-forth as stated in the foregoing, which shall form part and parcel of the agreement.

TERMINATION:That this agreement may be terminated at any time by either party upon giving three months' notice normally and in exigent circumstances with one-month notice to the other and in the event of such termination the Architect shall be liable to refund the excess payment if any made to him over and above what is due in terms of this agreement on the date of termination. The BANK shall make payment of fees for the services already rendered by the Architect and the BANK may make full use of all or any of the drawings and details prepared by the Architect.

ARBITRATION: That if any dispute, difference or question shall at any time arise between the parties in respect of the meaning or construction of this agreement, or covering anything therein contained or arising out of this agreement, or the validity of the enforcement thereof which cannot be settled mutually, shall within 30 days (or such longer period as may be mutually, agreed upon) from the date one party informs the other in writing that such dispute or disputes or disagreement exists, be referred to sole arbitration by a person selected by the Architect out of the panel of three names supplied by the BANK from such selection by the Architect. The arbitration proceedings will be conducted in accordance with and be subject to the Indian Arbitration Act 1996 as amended from time to time and the decision of the arbitrator shall be final and binding on the parties. The Arbitrator will have his seat at Mumbai or at such places in India as decided by the appointing authority.



The Arbitrator may, with the written consent of the parties, extend time for making and publishing the award. The Architect shall continue to perform his duties with diligence notwithstanding the fact that the dispute has been referred to Arbitration or any dispute or difference has arisen. It is also the term of the agreement that if the Architect does not make any demand for arbitration in respect of any item in writing within 90 days of receiving intimation from the BANK that the final bill is ready for payment, the claim of the Architect will be deemed to have been waived and absolutely barred and the BANK shall be discharged and released of all liabilities under the agreement in respect of these claims.

I/we have gone through the details of the terms and conditions of the bid mentioned above and I agree to abide by all of them and my quoted price is:

_____ % of the project cost or estimated cost (whichever is lowest), **excluding cost of AC Machines and any other loose furniture directly purchased by Bank.** No TA/DA is admissible to us.

(Taxes as applicable would be paid over and above the fees. However, it should be claimed in your bill.)

IN witness whereof, the parties hereunto have set their hands and seals the day and year first above written.

For and on behalf of

For and on behalf of the

M/s. CANARA BANK

In the presence of:

- 1.
- 2.



How to apply:

This quote should be downloaded and thoroughly filled, signed with seal. The applicant have to drop his quote in closed envelope in the tender box kept in Circle Office by 3:00PM on **31.10.2025**. The closed envelope should super scribe "**Quote for providing architectural consultancy service for interior furnishing of VARIOUS BRANCHES UNDER CANARA BANK CIRCLE OFFICE MUMBAI**". It should also super scribe the name of the applicant, email address and the mobile number.

To,
The Assistant General Manager
General Administration Section
Circle office Mumbai.

I/we request reference to your tender no. dated

..... regarding providing architectural consultancy service for the proposed interior furnishing/civil work of our Bank owned Building/Offices. (VARIOUS BRANCHES UNDER CANARA BANK CIRCLE OFFICE MUMBAI). I/we have gone through the details of the terms and conditions of the bid mentioned above and I agree to abide by all. My quoted price is

Sl No	Description	Fee	Remarks
1	Construction/renovation/Interior decoration works in various locations coming under the jurisdiction of Canara Bank :Circle Office: Mumbai : For Projects cost upto 30 Laks	2.75% +..... Of the project cost or estimated cost (whichever is lowest), excluding cost of AC Machines and any other loose furniture directly purchased by Bank. No TA/DA is admissible to us. (PLEASE FILL ABOVE)	Being a consultancy services of utmost professional in nature, the fee quoted shall not be less than 2.75% and negative rate if any quoted will be liable for rejection.
2	Construction/renovation/Interior decoration works in various locations coming under the jurisdiction of Canara Bank :Circle Office: Mumbai : For Projects costs from 30lacs upto 50 Lacs	2.50% +..... Of the project cost or estimated cost (whichever is lowest), excluding cost of AC Machines and any other loose furniture directly purchased by Bank. No TA/DA is admissible to us. (PLEASE FILL ABOVE)	Being a consultancy services of utmost professional in nature, the fee quoted shall not be less than 2.50% and negative rate if any quoted will be liable for rejection.

No TA/DA is admissible to us.



(Taxes as applicable would be paid over and above the fees. However, it should be claimed in your bill.)

(SEAL WITH SIGNATURE)

NB: Bank reserves the right to accept / reject all or any application without giving any reason for the same to protect its interest.

(APPLICANT HAVE TO SUBMIT ALL THE PAGES OF THE BID DULY SIGNED WITH THEIR SEAL)