

ಕರ್ನಾಟಕ ವಾಣಿಜ್ಯ ಕೆನರಾ ಬ್ಯಾಂಕ್ Canara Bank   
ಓರ್ ಇನ್ದಿಯ ಅರಣ ನಿಯುವಣಂ भारत सरकार का उपक्रम A Government of India Undertaking

|| ಸಿಂಡಿಕೇಟ್ ಸಿಂಡಿಕೇಟ್ Syndicate ||

GENERAL ADMINISTRATION SECTION, CIRCLE OFFICE

PB NO 243, ST. MARY'S CAMPUS , EAST VELI STREET

MADURAI - 625001

TEL: 0452 2337060 email: pecomdu@canarabank.com

LIMITED TENDER DOCUMENT CALLING OFFERS FOR PROVIDING ARCHITECTURAL SERVICES  
FOR INTERNAL FURNISHING/ELECTRICAL WORKS FOR OUR REGIONAL OFFICE AT THENI

“This notice is being published in Website for information only and is not an open invitation to quote in this limited tender. Participation in this tender is by invitation only and is limited to the selected Bank's enlisted contractors. Unsolicited offers are liable to be ignored. However, contractors who desire to participate in such tenders in future may apply for enlistment/registration with Bank as per procedure.”

**ANNEXURE-I: Scope of Work, Duties & Responsibilities of the Architect**

Interested Bidders may visit our Regional Office premises before the submission of sealed quotes. Contact details of concerned official:9043721137.

Carpet Area of Regional Office: 5000 sft

1. Preparation of architectural detailed drawings, detailed working drawing for execution of works and incorporating there in the particular specifications of the materials to be used.
2. Preparing detailed estimate for the entire works and all specialized services, making appropriate BOQ, Schedule of work and estimate for completion of the works.
3. Preparing detailed Tender document, assisting the Bank for calling of tender, preparing comparative statements on tenders received, recommending Bank for entrustment of the work etc.
4. To Coordinate the activities of various works as Consultant with the site supervisor for speedy completion of the works, advising the employer for implication for the deviations, materials if any etc.
5. Checking measurement of the work at site and checking contractor's bill, issuing periodical certificates for payment and passing and certifying the accounts.
6. Time to time Supervision of the work and providing necessary guidance as required for smooth execution of the work. Visit to the construction site as and when required (at least four times) during execution work.
7. Final certification of Bills for renovation work.

**MODE OF PAYMENT TO ARCHITECT**

<b>S.No.</b>	<b>STAGE</b>	<b>%AGE OF FEES</b>
1	On the completion of sketch design and preliminary estimates and on approval of the same by Bank.	15%
2	On completion of detailed architectural working drawings and 3DViews for the approved drawings (sufficient for preparing detailed estimates of cost)	35%

3	On preparation of detailed estimates, preparation of tender documents and advising on tenders received	60%
4	For making periodic visits for inspection and quality surveillance preparing other details and drawings as may be required during execution along with variation control, certification of bills	95%
5	Issue of completion certificate and Defect Liability of period of contracts	100%

Kindly, submit the sealed quotation at Circle Office on or before 08.12.2025, 3.00pm. Sealed quotations will be opened on the same day at 3.30pm in the presence of available bidders at Circle Office.

**ANNEXURE-II: FINANCIAL BID**  
**(TO BE SUBMITTED IN SEALED COVER)**

Date:

To,  
The Assistant General Manager,  
General Administration Section,  
Circle Office,  
Madurai

Dear Sir,

**Reg: Appointment of Architect for Proposed Renovation of Regional Office, THENI**

1. We refer to your tender Ref. COMDU/GA/TDR-41/2025/RO THENI dated 02/12/2025 on the captioned subject.
2. We have read the requirement and have understood them fully. We quote our professional fees as under

S. No.	Name of Work	Professional Charges (Excluding GST)
1.	INTERNAL RENOVATION OF REGIONAL OFFICE THENI.	<p style="text-align: center;">_____ % (In Words: _____)</p> <p>_____ )</p> <p>of the estimated cost (Excluding GST) or actual cost (Excluding GST) whichever is less plus GST extra for rendering the architectural services for the captioned work with scope as detailed in Annexure-I</p>

**Note:**-No TA/DA and any other charges payable by Bank in addition to professional charges.

3. We understand that the cost of items, if any, to be directly purchased by the bank will not be included in the cost of the project for the purpose of calculating professional fees.

Thanking You

Yours faithfully,

**Signature of Architect (with seal)**