

To,

Empanelled Architects of Canara Bank & E-Syndicate Bank

Sub: Service of Architect/ Consultant towards

1. Interior Furnishing and Electrification work (Renovation Work) to be executed at existing Branches/Offices.

Dear Sir,

With reference to the captioned subject, we request you to submit the **sealed quotation** for providing the service of Architect/ Consultant for the above said work at a fee of% of the final total cost of the renovation (Interior Furnishing & Electrical works).

Scope of Work, Duties & Responsibilities of the Architect/Consultant :

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 drawings for execution of work in the building, preparing specification, detailed estimate of work.
4. Drawing up detailed tender documents for proposed renovation works complete with terms & conditions of works, detailed working drawings, specification of work, special specification etc.
5. 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.
6. 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.
7. Checking measurement of the work at site and checking contractor's bill, issuing periodical certificates for payment and passing and certifying the accounts.
8. Supervision of the work and providing necessary guidance as required for smooth execution of the work. Visit to the construction site at least four time during execution work.
9. Final certification of Bills for renovation work.
10. Only GST will be paid extra.
11. Bank reserve the right to segregate/split the works between L-1, L-2 & L-3 vendors at lowest quoted rate if same is agreed by L-2 & L-3.
12. Bank may cancel the allotted work at any stage after giving notice to the Architect.
13. Branches where renovation is to be take up immediately -

S.No.	Name of Branch	DP Code	Regional Office
1.	Tengra Colony	1719	RO - II
2.	Banschatar	19564	RO Berhampore
3.	Bhabanibati	19560	RO Berhampore
4.	Jamna	1714	RO Berhampore
5.	Murari Village	19570	RO Berhampore
6.	Bahula Sonapur Bazari Area	19527	RO Durgapur
7.	Regional Office Durgapur	8323	RO Durgapur

Kindly, submit the sealed quotation at following address on or before 28.12.2020, 3pm. The quotation will be opened on same day at 3:15 pm.

Premises & Estate Section, Canara Bank Circle Office, 5th floor, 21, Camac Street, Kolkata - 16

