



தமிழ்நாடு கிராம வங்கி
TAMIL NADU GRAMA BANK

Ref: PED/554/2025-26

Date: - 11/09/2025

**Notice Inviting Tender for Selection of
Architectural Consultant
for
Renovation of Tamil Nadu Grama Bank Regional
Office Building
at
VIRUDHUNAGAR
in
the State of Tamil Nadu.**

TECHNICAL BID

(To be submitted Offline - Through Post or Courier)

Last date for submission of tender: 03.00 pm on 09.10.2025

Tender to be submitted to:-

The General Manager,
TAMIL NADU GRAMA BANK
Head Office,
No:6, Yercaud Road
Hasthampatti, Salem-636007.
Contact No: - 0427-2522211
E-mail:- ped@tngb.co.in





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TECHNICAL BID

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Sign & Stamp of the Bidder

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Tamil Nadu Grama Bank
Premises & Expenditure
Salem.



NOTICE INVITING TENDER

Tamil Nadu Grama Bank (TNGB), Head Office, Salem invites tender in Offline mode under Two Bid System (Technical Bid (Part A) and Commercial Bid (Part B)) for the selection of consultant for rendering comprehensive **Architectural Consultant Services for Renovation of Tamil Nadu Grama Bank Regional Office Building at Virudhunagar.**

1.	Name of Project	Renovation of Regional Office Building at Virudhunagar
2.	Project location	2-70-1, Collectorate Complex, Virudhunagar-626002
3.	Estimated cost of work	Rs. 87 Lakhs (approx.)
3.	Period of completion	3 months reckoned from 15 th day, from the date of issue of the Work Order
4.	Tender Documents	Tender documents can be downloaded from Banks website http://www.tamilnadugramabank.in/tender .
5.	Cost of Tender Documents	NIL
6.	EMD – Earnest Money Deposit	Rs. 10,000/-
7.	Pre-bid meeting	Pre Bid meeting will be conducted on 23.09.2025 at 11.00 AM in offline mode at site location – Tamil Nadu Grama Bank, Virudhunagar Regional Office. All interested bidders can send their queries through email (ped@tngb.co.in) atleast oneday before the prebid date and get their queries clarified during the pre-bid meeting.
8.	Last date	Last date of submission of completed tender form in the prescribed format to be received in a sealed envelope at Head office through courier or by post will be up to 03.00 pm on 09.10.2025.
9.	Date & Place of opening of Technical Bid	09.10.2025 at 4.30 pm. at Tamil Nadu Grama Bank, Head Office No:- 6, Yercaud Road, Hasthampatti, Salem- 636 007, through Offline mode by opening of physical quotes received by courier/post.
10.	Date of opening of Commercial Bid	Commercial Bid will be opened only for such offers, which have qualified the Technical Bid. The date & time will be informed at later date.

Note:

- Bidders are required to submit their tender in a sealed envelope (Superscribed as “**TENDER for Renovation of Tamil Nadu Grama Bank Regional Office Building at Virudhunagar-Technical Bid & Commercial Bid**”) via **offline mode (through Post/Courier only)**. Any other mode of submission of Tender, will not be accepted by the Tamil Nadu Grama Bank.
- Tamil Nadu Grama Bank reserves the right to reject any tender/ bid without assigning any reason.
- Tamil Nadu Grama Bank is not liable to make any payment to tenderers for preparation to submit the bid.

POINT OF CONTACT: -

The General Manager (Monitoring),
TAMIL NADU GRAMA BANK
Head Office,
No:6, Yercaud Road,
Hasthampatti, Salem-636007.
Contact No: - 0427-2522211
E-mail:- ped@tngb.co.in

Sign & Stamp of the Bidder





Tamil Nadu Grama Bank (TNGB), Head Office, Salem

**TENDERS FOR SELECTION OF ARCHITECTURAL CONSULTANT FOR
RENOVATION OF TAMIL NADU GRAMA BANK REGIONAL OFFICE BUILDING
AT VIRUDHUNAGAR.**

INSTRUCTION TO BIDDERS

1. Bidders are required to submit their tender in Offline mode (through Courier/Post) with full bio-data giving details about their experience, Technical personnel employed, competence and adequate evidence of their financial standing etc. as per enclosed Annexure, which will be kept confidential. **Part A (Technical Bid) & Part B (Commercial Bid) are to be independently submitted.**

2. The bidders have to download the tender document from our Bank's website and the duly filled in tender document has to signed and stamped on all pages. Upon completion, the tender documents (all pages including annexures) along with the copy of the proof of e-transfer/DD copy of EMD fees must be sent in offline mode through courier/post in a sealed envelope.

3. **Earnest Money Deposit (EMD): -**

- a) Earnest Money Deposit (EMD) of **Rs.10,000/-** should be remitted through NEFT to our bank account **No. 10158768274; IFSC: IDIB0PLB001** ('0' Stands for Zero) (OR) Remittance of EMD through Demand Draft in favour of "Tamil Nadu Grama Bank" payable at Salem.
- b) "Bid Security Declaration" will not be accepted.
- c) EMD shall not carry any interest and that EMDs of the unsuccessful bidders would be refunded within 5 working days after selection of the bidder for carrying out the proposed assignment.
- d) EMD amount will be paid to the successful L1 bidder at the time of final payment.

4. The decision of Bank in regard to short listing and selection of consultant will be final and binding on all participants. The BANK, however, reserves the right to restrict the list of pre-qualified consultants to any number as deemed suitable by it.

5. Tamil Nadu Grama Bank reserves the right to reject any or all tenders without assigning any reason thereto.

6. Each page of the tender shall be signed sealed and sent through post/courier before the specified date and time. The tender shall be signed by person/ persons on behalf of the organization having necessary authorization/ Power of Attorney to do so.

7. The information required should be neatly filled in **blue ink** / typed in **each and every column and row** of the Formats / annexures. The tenders received with "partly filled formats" or not containing desired information in each and every column/ point / row shall be treated as **INCOMPLETE** and such tenders shall be **summarily rejected without any intimation / reference to the bidder and at the bidders's risk and responsibility.**

Sign & Stamp of the Bidder

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8. If the space in the Annexure is insufficient for furnishing full details, such information may be supplemented on separate sheets of paper, stating therein the part of the Annexure and serial number. Separate sheets shall be used for each part. However, the format shall be as per Annexure.
9. Tenders containing false and/ or inadequate information will be liable for rejection.
10. While filling up the tender with regard to the list of important projects completed or on hand, the bidders shall include those works only to the relevant category.
11. Bidders are requested to take note of the document in Annexure giving a summary of the role and responsibilities of the consultant before submitting the tender.
12. Canvassing in any form in connection with selection of consultant is strictly prohibited and the tenders of such persons/ organizations, who resort to canvassing, will be liable to rejection.
13. The tenders will not be received after due date and time through any mode.
14. Tamil Nadu Grama Bank will not be responsible for any delay or loss of communication due to technical glitches of Postal/Courier. Tamil Nadu Grama Bank will give intimation through available phone no. and E-mail ID.
15. **Part-A of "Tender" (Technical Bid) will be opened offline at the address and (the date and time intimated in the Notice Inviting tender (NIT)) mentioned in "Tender document", in the presence of Tenderers or authorized representatives of Tenderers who wish to attend the opening of Bids offline at Head Office, Salem.**
Part-B (Commercial Bid) will be opened only for such offers, which have qualified for Part-A.
16. Date and time for presentation of proposal/ scheme and Part-B (Commercial Bid) opening shall be intimated to the successful bidders only.
17. Only one representative of the bidder will be permitted to be present for the tender opening and presentation of proposal/ scheme, if any.
18. No Literature, Pamphlets other than what is specified is to be enclosed. All such enclosures shall be considered as unread and will not be considered as part of the Pre Qualification (PQ) tender.
19. Tenders incomplete in any respect and which are not legible are liable for rejection.
20. **A suitable agreement will be entered with successful architect consultant, in a Bank Format.**



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PART -A -TECHNICAL BID (Annexure – A)

**SELECTION OF ARCHITECTURAL CONSULTANT FOR RENOVATION OF
TAMIL NADU GRAMA BANK REGIONAL OFFICE BUILDING AT
VIRUDHUNAGAR**

PROFILE OF ARCHITECTURAL CONSULTANCY FIRM

1)	Name of the Firm	:
2)	Address	:
3)	Name, Telephone Nos. including Mobile of contact person	:
4)	E-mail ID and Fax No	:
5)	Constitution of the Firm	Sole proprietorship / Partnership (where all partners are Architects). In case of LLP or a Pvt. Ltd. Company, NOC (No Objection Certificate)/ registration certificate from the Council of Architecture for considering the firm as an Architect.
6)	Year of Establishment	:
7)	Name of Partners	:
8)	Biodata of Partners Details may be given in the Enclosed format (Annexure 'A')	:
9)	(a) Registration Number with Council of Architects (COA). (copy of valid registration to be enclosed).	:

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Handwritten signature and a circular stamp of the Tamil Nadu Grama Bank, Virudhunagar, with the text "Premises & Equipment" and "Sd/-".



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	(b) Details of GST registration (Copy of valid GST to be enclosed)	:
	(c) Amount of GST paid year-wise during last 3 financial years ending on 31.03.2025	:
	d) Udyog Aadhar No. (if any)	:
10)	Name and value of major Building Construction works completed during the Last 5 years. Details may be given in the enclosed format Annexure B - (Form- A)	:
11)	Name & value of the major Building Construction work on hand. Details may be given in the enclosed format Annexure B - (Form- B (i))	:
12)	Name & value of other major works (interiors etc) on hand. Details may be given in the enclosed format Annexure B - (Form- B(ii))	:
13)	List of Technical Personnel employed. Annexure B - (Form- C)	:
14)	List of other Personnel employed Annexure B - (Form- C)	:
15)	List of consultants engaged by the Firm :	:
16)	Details of near relatives working in the Tamil Nadu Grama Bank, if any. (Name & locations)	:
17)	Banker's Name/ Branch	:

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18)	a) Last three years audited balance sheet to be enclosed. (Annexure A-Form B)	:
	b) Latest Income Tax Clearance Certificate to be enclosed	:
19)	a) List of registration with other Organizations	:
	b) List of completion certificate etc. from the clients or completed / ongoing projects	:
	c) Certified copies of the letter of intent for award of the work from reputed private/ multinational organizations/ PSUs etc.	:
20)	Particulars of participation in competitions and awards if any received	:
21)	Details of Branch Office in Tamil Nadu (preferably near to site location)	:

Note: Please enclose separate sheets for additional information, photographs, and documents.

Signature of the Consultant with seal

Date:

Place:

Sign & Stamp of the Bidder





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Annexure A -FORM A

**SELECTION OF ARCHITECTURAL CONSULTANT FOR RENOVATION OF
TAMIL NADU GRAMA BANK REGIONAL OFFICE BUILDING AT
VIRUDHUNAGAR.**

**BIO-DATA OF THE PARTNERS
(If applicable)**

1. Name :
2. Associates with the firm since :
3. Year of opening/ incorporation :
4. Professional Qualifications :
5. Professional Experience :
6. Professional Affiliation :
7. COA Registration :
(of all the partners in case of partnership firm)
8. Details of Published papers :
in Magazine
9. Details of cost-effective methods/ :
designs adopted in the projects
10. Exposure to new materials/ :
Techniques
11. Details of Features of green :
buildings provided in the buildings
12. Details of modern amenities :
provided in the buildings

Signature of the Consultant with seal

Date:

Place:

Sign & Stamp of the Bidder





Annexure A -FORM -B

FINANCIAL INFORMATION

Details to be furnished below duly supported by figures in Balance Sheet/ Profit and Loss account for the last 3 years ended 31.03.2025 duly certified by the Chartered Accountant, as submitted by the bidder to the Income-Tax department (copies to be attached)

Financial Years	Profit or Loss (in figures)
2022-23 =	
2023-24 =	
2024-25* =	

*If audited balance sheet of 2024-25 is not available, provisional balance sheet obtained from Chartered Accountant to be produced.

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TECHNICAL BID (Annexure – B) – Form A

SELECTION OF ARCHITECTURAL CONSULTANT FOR RENOVATION OF TAMIL NADU GRAMA BANK REGIONAL OFFICE BUILDING AT VIRUDHUNAGAR.

LIST OF MAJOR BUILDING CONSTRUCTION WORKS COMPLETED DURING THE LAST 5 YEARS ENDING AS ON 31.03.2025

Sr. No.	Name of the Client	Nature of work	Features of green building and modern amenities provided, if any	Location of the building / municipal limits	Estimated value	Area in Sq.ft.	Height of the building	Date of start	Period of completion	Actual date of completion	Final value of the project	Reasons for the variation / delay if any
1	2	3	4	5	6	7	8	9	10	11	12	13

(Add separate sheet if the space provided above is insufficient)

- Note:** (a) The credentials issued by the Clients shall be enclosed including letter of award of the work orders & completion certificates.
(b) The work should have been executed by the firm under the name in which they are submitting the tenders.
(c) Information has to be filled up specifically in this format.

Sign & Stamp of the Bidder





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TECHNICAL BID (Annexure – B) – Form B (i) & (ii)

SELECTION OF ARCHITECTURAL CONSULTANT FOR RENOVATION OF TAMIL NADU GRAMA BANK REGIONAL OFFICE BUILDING AT VIRUDHUNAGAR.

LIST OF MAJOR BUILDING CONSTRUCTION WORKS/INTERIOR WORKS ON HAND AS ON 31.03.2025

Sr. No.	Name of the client	Nature of work	Features of green building and modern amenities provided	Location of the building / municipal limits	Estimated Value	Area in Sq.ft.	Height of the building	Present position	Scheduled date of completion	Remarks
1	2	3	4	5	6	7	8	9	10	11

(Add separate sheet if the space provided above is insufficient)

Note:

1. Information has to be filled up specifically in this format.

Sign & Stamp of the Bidder





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TECHNICAL BID (Annexure – B) – Form C

DETAILS OF KEY PERSONNEL (PERMANENT EMPLOYEE), GIVING DETAILS ABOUT THEIR TECHNICAL QUALIFICATION & EXPERIENCE INCLUDING THEIR IN-HOUSE ESTABLISHMENT

S. No.	Name	Qualification	Total Experience	Employed in Your Firm Since	Any Other Information

(Add separate sheet if the space provided above is insufficient)

Notes:

1. Information has to be filled up specifically in this format.
2. Indicate other points, if any, to show your technical competence to indicate any important point in your favour.
3. The details of the consultants (In-house) shall be furnished in separate sheets.
4. The key personnel details to be updated & submitted to Bank, once in 2 years.

Sign & Stamp of the Bidder

(Signature)
(Stamp)



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TECHNICAL BID (Annexure – B) – Form D

DETAILS OF LITIGATION/ ARBITRATION CASES RESULTING FROM THE CONSULTANCY WORKS/ THROUGH CONTRACTORS
EXECUTED THEIR WORKS IN THE LAST SEVEN YEARS OR CURRENTLY UNDER EXECUTION

Year	Awarded for or against Bidder	Name of Client	Cause of Litigation and Matter of Dispute	Disputed Amount	Actual Awarded Amount

(Add separate sheet if the space provided above is insufficient)

Notes:

1. Information has to be filled up specifically in this format.
2. Indicate other points, if any, to show your technical competence to indicate any important point in your favour.

Sign & Stamp of the Bidder

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TECHNICAL BID (Annexure – C)

EMD

From

Date:

To
The General Manager,
Tamil Nadu Grama Bank,
No.6, Yercaud Road,
Hasthampatti,
Salem 636007.

Sub.: Your Notice Inviting quotation No.PED/554/2025-26 dated 11/09/2025 for Renovation of Tamil Nadu Grama Bank, Regional Office building at Virudhunagar.

With reference to the above inviting quotation for renovation of Tamil Nadu Grama Bank, Regional Office building at Virudhunagar, having examined and understood the terms and conditions.

- I/We confirm that the offer is in conformity with the terms and conditions as mentioned in the above-cited inviting quotation and agree to all the terms and conditions of the subsequent amendments made, if any.
- The Bank is not bound to accept the lowest tender and reserves the right to accept or reject any or all the bids or cancel the entire process without assigning any reason whatsoever.

We furnish hereunder the details of NEFT/Demand draft remitted/submitted towards Earnest Money Deposit (EMD).

Description	Amount (Rs.)	DD No. / NEFT UTR No.	Date of DD / NEFT	Name of Issuing Bank & Branch
EMD	10,000/-			

Authorized Signatory with Seal

Sign & Stamp of the Bidder

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TECHNICAL BID (Annexure – D)

**SELECTION OF ARCHITECTURAL CONSULTANT FOR RENOVATION OF TAMIL NADU
GRAMA BANK REGIONAL OFFICE BUILDING AT VIRUDHUNAGAR.**

PRE-QUALIFICATION (PQ) CRITERIA

(i) Minimum 7 years' experience as an Architectural Consultant as on 31.03.2025.

Documentary Proof to be submitted:

➤ Submit copies of certificate of incorporation, Firm PAN, Registration particulars etc.

(ii) The consultant should have provided consultancy services as follows:

(a) At least one institutional building (minimum of G+2 floors). The consultant should have planned, designed & supervised viz. offered all types of consulting services such as architectural, structural, engineering and all internal and external services including electrical, AC, plumbing, water supply, soil and storm water drainage, lifts, fire fighting / horticulture, EPABX / Networking, parking, rainwater harvesting, water treatment plant, recycling of waste water, solar lighting, interior etc. in the said buildings, from inception to completion.

(b) The consultant should have successfully completed similar works during last 5 years ending on 31.03.2025 should be either of the following:

a. Three similar works of not less than 40% (Rs.80 Lakh each) of the total cost of the proposed Project.

Or

b. Two similar works of not less than 50% (Rs.100 Lakh each) of the total cost of the proposed Project.

Or

c. One similar works of not less than 80% (160 Lakh each) of the total cost of the proposed Project.

(c) At least one building for public sector organization/ Bank or reputed national / multinational companies (whose turnover is above Rs.100 crore per annum) within last 5 years ending on 31.03.2025.

Documentary Proof to be submitted to be submitted (separate proofs to be submitted for a, b & c):

➤ Submit copies of work orders & completion certificates of each project, Performance certificates etc.

(iii) The consultant should have valid registration with Council of Architecture.

NOTE: In case of partnership firm, all the partners must be Architects registered with COA. In case of LLP or a Pvt. Ltd. Company, NOC (No Objection Certificate) from the Council of Architecture is a must and should be enclosed.

Documentary Proof to be Submitted:

➤ Submit self attested copy of Council of Architecture Registration particulars of proprietor / all Partners. In case of LLP or a Pvt. Ltd. Company, NOC (No Objection Certificate)/ registration certificate from the Council of Architecture for considering the firm as an Architect.

(iv) Bidder's Average Annual turnover of last three years (ending 31.03.2025) should not be less than Rs.25 Lakhs (Form B).

Documentary Proof to be submitted:

➤ Audited balance sheet of the tenderer including Profit & Loss Account and / or Income tax returns Acknowledgement receipt for the last 3 Years ending 31.03.2025 to be submitted.

(v) The consultant should have minimum 2 qualified full time Architect/ Civil Engineers or 1 Architect & 1 Civil Engineer on their regular roll for last 3 years and should enclose relevant documents in this regard.

Sign & Stamp of the Bidder





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Documentary Proof to be submitted:

- Certificates of Educational qualifications, appointment order, Declaration from the staff working in the firm.

(vi) The consultant should also have a full-fledged office/ branch office, preferably at any nearby geographical locations of the project site (Virudhunagar/Madurai).

Documentary Proof to be submitted:

- Registration particulars, GST Certificate, Udyog Aadhar No. work orders from Govt. organization/ PSBs/ PSUs, lease registrations with clearly mentioning the address of the full-fledged office/ branch office obtained on or before 31.03.2025 etc.

The Consultant should also have tie up arrangements with reputed registered and licensed services consultant, structural consultancy firms etc.

1. The tender has to be submitted in a prescribed format in a two-bid system viz. Technical and Commercial Bid.
2. The Bank reserves the right to assign the work to the consultants based on their infrastructure availability and business parameters.
3. The fees quoted will be for rendering **complete architectural & consultancy service**. Fees payable for architectural & consultancy service will be made from the stage of preparation of Plan/work specification to completion of work as per our Standard method of payment.
4. The Bank reserves the right to reject any or all the tenders without assigning any reason thereof.

Signed as token of acceptance

Signature of consultant with seal

Date:

Place:

Sign & Stamp of the Bidder

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TECHNICAL BID (Annexure – E)

GENERAL TERMS & CONDITIONS

- 1) Interested parties meeting the above PQ criteria can download the tender document from bank's website <http://www.tamilnadugramabank.in/tender> and submit experience profile, proof of meeting the above criteria, attested copies of completion/work in progress certificates from the clients, audited certified balanced sheet for the last 3(three) years, EPF /GST, Registration as consultant with various PSUs, State PWDs, CPWD, MES, Railways and Autonomous Bodies, details of Technical and Administrative employees, etc., through Offline mode (Courier/Post).

Tender not accompanied by any of the above documents and specified EMD will be rejected at the discretion of Tamil Nadu Grama Bank.

- 2) Tamil Nadu Grama Bank reserves the right to verify the authenticity of the documents submitted by the consultant. Tamil Nadu Grama Bank also reserves the right to reject any or all tenders without assigning any reason thereof and split the works or cancel the process without assigning any reason whatsoever maybe.
- 3) Tamil Nadu Grama Bank reserves the right to curtail or extend at its sole discretion the Scope of work of the consultant as per specific job requirement and expectations of Bank from the consultant selected for the particular job.
- 4) Please note that for **Professional fee there will be maximum cap/ limit of 3% (Architectural consultant with supervision responsibility) of the estimated cost or the actual project cost whichever is lower, plus GST as applicable for the payment of the professional fees payable to the consultant.**
- 5) For evaluation of Commercial Bid, only the professional fees quoted by the bidders will be considered.
- 6) The above fees will be for rendering **complete architectural & consultancy service with supervision responsibility.** The selected Architect has to deploy a Site Engineer(s) within the fees quoted by them for supervision of work(s) to ensure quality of work envisaged in the tender. Fees payable for Architectural service will be made from the stage of preparation of plan/work specification to completion of work as per our standard method of payment.
- 7) The Bank may deploy a Civil Engineer from their side or any individual to oversee the quality of construction at a different stage or as an option or the same may be requested from the Consultant concerned.

Signed as token of acceptance

Signature of consultant with seal

Date:

Place:

Sign & Stamp of the Bidder





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TECHNICAL BID (Annexure – F)

SERVICES TO BE RENDERED BY THE ARCHITECT/S

The Architect shall render the various services in connection with and in regard to the **renovation of the Regional Office Building at Virudhunagar**, including necessary site supervision for smooth execution of the works. The Architect should,

1. take Bank's instructions, visit the site, study the existing building condition, prepare and submit Work Specification as per Bank's requirements, including alternatives, and carry out necessary revisions till the renovation project is approved in accordance with bank policies and local codes/regulations and provide detailed project report to enable the Bank to finalize the Project.
2. submit a proper CPM/PERT/BAR chart incorporating activities such as preparation of work specifications, working drawings, tender documents, execution of renovation works, and phased completion of project.
3. prepare detailed drawings such correct measurements such for existing building

Architectural layout:

- a. Site layout – showing boundaries, setbacks, entry/exit, parking, landscaping and utilities
 - b. Floor Plan (all floors) with detailed space planning of office area, meeting room, lobbies etc.
 - c. Circulation plans – Corridor Fire exists, staircase, elevators, ramps and other accessibility provisions.
 - d. Sectional drawing with vertical section showing floor to floor height, service ducts, false ceiling etc.
 - e. Elevation drawing.
4. submit drawings to municipal/appropriate authorities where applicable, maintain liaison for approvals/permissions (if required), and obtain necessary sanctions/clearances for renovation if required.
 5. prepare pre-qualification documents for shortlisting of contractors specialized in renovation/retrofit works, scrutinize tenders, and submit recommendations for Bank's approval.
 6. prepare tender documents for renovation work viz., civil repair works, interior works, electrical rewiring and upgradation, plumbing and sanitary renovation, air-conditioning modifications, fire safety, landscaping, etc. with complete specifications, bill of quantities (BOQ), and contract conditions.
 7. prepare tender notices for issue by Bank, assess bids, and submit recommendations specifying abnormal high/low rates with justification. Provide rate analysis, and bill of quantities (BOQ) related to renovation works.
 8. prepare contract documents for all works and ensure execution by respective contractors.
 9. prepare and supply contract documents/drawings/specifications in required copies for Bank, contractors, and site staff.
 10. supervise renovation works through periodic site visits, ensuring quality, structural safety, and compliance with Bank's requirements. Control variations and ensure adherence to statutory norms including labour laws.
 11. ensure no deviation/substitution is made without approval of the Bank. In urgent cases, decisions up to Rs.10,000/- may be taken, subject to Bank's ratification.
 12. check contractor's bills, verify measurements, and certify payments strictly as per executed renovation works. Endorse certification in Measurement Books.
 13. verify theoretical requirement and actual consumption of key renovation materials such as cement, steel, tiles, etc. (if applicable).
 14. certify satisfactory completion/testing/commissioning of renovated systems and utilities.

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15. on completion, provide "as-built" renovation drawings including electrical, plumbing, HVAC, and fire safety layouts, marked for future maintenance.
16. where structural modifications are carried out, submit structural design calculations and drawings for Bank's record, along with approvals if required.
17. assist in obtaining necessary service connections/clearances from local authorities (if applicable to renovated portions).
18. take timely action for revalidation of sanctions/permissions related to renovation, where required.
19. assist Bank during any inspection/audit (e.g., CVC/CTE) and provide compliance reports/rectifications.
20. assist Bank in arbitration proceedings, if any, arising from renovation works.
21. hold review meetings (at least fortnightly) for smooth progress of renovation works.
22. visit Bank's office as required for plan finalization, estimates, and approvals.
23. visit site periodically (minimum once a week or more if required) for supervision, quality checks, and certification of bills.
24. liaise with municipal and other authorities for obtaining approvals, certificates, or NOCs related to renovation and produce the same to the Bank.
25. enter into agreement with the Bank in prescribed format for rendering renovation consultancy services.
26. be fully responsible for successful completion of the renovation project consistent with safety, stability, and quality, until handing over to the Bank.
27. render all other services usually provided by Architects in renovation projects, even if not specifically mentioned above.
28. The quoted professional fees shall be deemed to cover all the above services in connection with the renovation of the Regional Office Building at Virudhunagar.

Signed as token of acceptance

Signature of consultant with seal

Date:

Place:

Sign & Stamp of the Bidder





தமிழ்நாடு கிராம வங்கி
TAMIL NADU GRAMA BANK

FORM OF AGREEMENT
(Draft Format)

THIS AGREEMENT made at _____ on the _____ day of _____ between Tamil Nadu Grama Bank a body corporate constituted under the Regional Rural Bank's Act, 1976 having its Corporate Office at No:- 6, Yercaud Road, Hasthampatti, Salem-636007., (hereinafter called "the Bank") of the ONE PART and (Name and address of the Architects) hereinafter called "the Architects" of the OTHER PART.

The expressions "Bank" and "The Architects" shall include their respective successors and assigns. Whereas the Bank intends to undertake **renovation of Tamil Nadu Grama Bank, Regional Office Building at Virudhunagar** (hereinafter called "the Project") and whereas the Bank is desirous of appointing the Architect(s) for the purpose of designing, site supervision and completion of the project.

NOW THIS DEED WITNESSETH and the parties hereto hereby agree as follows:

- 1) The Bank agrees to pay the Architects as remuneration for the professional services to be rendered by the Architects in relation to the said project particularly for the services mentioned in the tender documents and this agreement, a fee calculated at specified percentage (as quoted in the Commercial Bid) of the estimated cost or accepted tender cost or actual cost of project whichever is less. The said fee being hereinafter called as "Basic Fee". In case there is an escalation in the actual project cost over the accepted tender cost, the payment to the Architect shall be worked out as below:

- a) 100 % of the Basic Fee on the accepted tender cost plus
- b) 50 % of the Basic Fee on the escalated cost over & above the accepted tender cost.

Subject to a **ceiling** of 110% of the Basic Fee worked out on the accepted tender cost and stipulation given below:-

In case, the actual cost of work is more than the tendered cost as a result of authorised changes in the specification and /or quantities of the scheduled items or the operation of duly approved additional or substitute items, if any, such actual cost and not the accepted tender cost (without taking into account any escalation), will be considered as the cost on the basis of which basic fees will be worked out and the ceiling will also pertain to basic fees thus worked out.

GST which has been imposed by Central/ State Government on the services rendered by consultant will be borne by Bank.

The decision of the Bank in respect of the above shall be final and binding on the appointed Consultant. All running payments made to the appointed Consultant are on account and shall be adjusted against final bill amount payable.





- 2) The Architects/Consultants shall take the Bank's instruction, prepare scheme designs, make approximate estimate cost by cubic measurements or otherwise, prepare working drawings, prepare structural, electrical services, drawings, prepare specifications, prepare bill of quantities and detailed estimate with rate analysis, prepare tender documents, assist in obtaining tenders, advise on tenders received, prepare contract documents, nominate and instruct consultants (if any), coordinate activities of all consultants with the local Architects/ Project Management Consultancy (PMC) if and as applicable, prepare such further details and particulars as are necessary for the proper carrying out of the works, advise Bank on technical and financial implication on the deviation/amendments (if any), from the approved scheme and give site supervision, measurement, quality control, variation management and complete project management.

No deduction will be made from the Architects'/Consultants fee on account of liquidated damages or such other sums withheld from the payments due to the contractor. However, the Bank reserves the right to withheld /defer the payments due to the Architects till the completion of milestone levels as envisaged in the original programme charts.

- 3) No traveling allowance (T.A), daily allowance (D.A) or any other allowance shall be paid to the Architects for visit to the Head Office, Regional offices of the Bank, office of the local authorities etc.
- 4) Apart from such copies of drawings as required for submission to the local authorities and 4 sets of contract documents for all works, the Architects will supply additional copies of drawings free of cost, as follows:
- Two sets of all drawings for contractors.
 - Two sets of all drawings for clerk of works/site engineer.
 - One set of all drawings for Service Consultants, if any.
 - Two sets of all drawings to the Bank.
 - The Architect shall furnish two sets of complete design calculation and drawing for the structural work (if any) and other items in the project for record by the Bank, whenever the work involves structural work, addition and alteration as well.
 - The Architect shall furnish two sets of completion plan of the Building/Structures including all services on completion of the project, along with a complete set of design calculations and structural drawings to form a permanent record for the Bank to be consulted in case of any future additions/alterations at a later stage.

The cost of supplying copies of drawings over and above the sets mentioned above shall be reimbursed by the Bank to the Architects.

- 5) The Bank shall pay to the Architects their basic fee in the following manner:

Total fee calculated at specified percentage of the cost of work as quoted in Commercial Bid and stages of payment will be as given below for architects.





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- I. On the preparation and approval of work specifications, related diagrams/sketches and detailed estimates –10 % of total fees.
- II. On preparation of detailed estimates, preparation of tender documents and its approval, tender process, detailed report and recommendations on tenders received for award if work to the lowest bidder – 30 % of total fees *(inclusive of fees paid in previous stages)*.
- III. For making visits (minimum 1 visit in a week and maximum as required at the site) to the site/Banks office for inspection and quality surveillance, certification of contractors bills, preparing other details and drawings as may be required during execution along with variation control - to be paid progressively with execution of the work - 60 % of total fees *(inclusive of fees paid in previous stages)*.
- IV. Verification, certification and settlement of final bill of the contractors, issue of completion certificate to the contractors and as built drawings to the Bank – 90% of total fees *(inclusive of fees paid in previous stages)*.
- V. At the end of Defect Liability of period of contracts - 100 % of total fees *(inclusive of fees paid in previous stages)*.

Note:

- a) The fees as stated hereinabove will also be applicable to engineering services work.
- b) The fees as stated hereinabove will be adjusted on the basis of the latest available estimated cost or if tenders have been received then on the lowest bonafide tendered cost. For stage (iv) onwards progressive payment will be made on the basis of cost of works done.
- c) The final installment of fees shall be adjusted on the basis of actual cost of works, subject to the stipulation and ceiling given in clause I herein before.

6) If requested by Bank, the Architect/ Consultant shall give total supervision with complete execution responsibility within the amount quoted for Project Management Charges. The architects shall employ one Civil Engineer (minimum qualification B.E/ B.Tech in Civil Engg.) having at least 3 years experience after graduation, at the site as their representative who shall be always available at the project site (from the date of start of work to completion of work assist the Bank in day to day supervision of work, measurement of work and liaison with the Bank for execution of work. The architects shall be considered as principal Bank of the engineer for all purposes.

The Architects shall not make any material deviation, alteration, addition to or omission from the approved design/work specifications without the knowledge and consent of the Bank.

7) The Architects shall engage qualified and competent/ reputed Soil, Structural, Electrical, Water Supply & Plumbing and Air Conditioning Consultants (if in house facility is not available) as required to assist them in the preparation of design and details for these services. The fees payable to these Consultants shall be borne by the Architects out of the fees received by them. The latter shall be however fully responsible for the design and soundness of the works of such Consultants and shall also coordinate the activities of various consultants. The architects shall be considered as Bank for





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these consultants for all purposes. The structure designed shall be earthquake resistant and shall be taken care in the design itself.

8) In case where the Architects/Consultants perform partial services for any reason, including the abandonment, deferment, substitution or omission of any project and/or works, or part thereof, and if the services of the Consultants/Architects are terminated, the charges payable in respect of the services performed shall be as follows:

Payment will be made in accordance with Clause 5 hereinabove written for the stages that have been completed. For the incomplete stage, payment will be made on quantum-merit basis in which case assessment of fees will be made with due regard to all relevant factors.

9) In case of any dispute between the Architect and Contractor or any other agency, the matter shall be referred to the Bank whose decision shall be final and binding on all parties.

10) The relationship between the parties is on principal-to-principal basis. Nothing contained in this Agreement shall be construed to create any association, partnership or joint venture or relationship of principal and agent or master and servant, or Bank and employee between the Parties hereto, and the rights and obligations of the Parties shall be only those expressly set forth herein. The Parties shall be deemed to be independent contractors and employees of one shall not be deemed to be the employees of the other. Neither Party shall have authority to bind the other except to the extent authorized herein. The Agreement is in effect only as to the specified terms and conditions herein contained

11) In case it is established that due to fault of Project 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 Project Architect/Consultant necessary recovery may be effected from the Project Architect/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 recovery of the extra amount incurred by the Bank. The Consultant's say be however limited to 10 percent of the fees paid to him.

12) In the event of any dispute, difference or question, arising out of or touching or concerning this agreement or the execution of the project, the same shall be referred, at the option of either party (Bank or the Architect), to the arbitration of a sole Arbitrator mutually agreed upon and in default of such agreement, the arbitrator shall be appointed in accordance with the provisions of the Arbitration and Conciliation Act, 1996. 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 shall be final and binding upon the parties. The place of Arbitration will be Salem only. The parties to the dispute shall share equally the cost of arbitration as intimated by the arbitrator/s.

Submitting to arbitration may be considered as an additional remedy and it does not preclude the Parties to seek redressal / other legal recourses.

Sign & Stamp of the Bidder





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13) This agreement can be terminated by either party on giving 3 months' written notice normally to be delivered at the registered address of the parties. However, in exigent circumstances, the services of the Architects can be terminated by the Bank by giving notice of lesser period.

IN WITNESS WHEREOF the parties hereto have hereunto set their hands the day and year first above written.

Signed, and delivered by Shri _____

General Manager (Monitoring) (_____),

Tamil Nadu Grama Bank

in the presence of

1. _____ (Name and Signature)

2. _____ (Name and Signature)

Signed and delivered by the hands of Shri _____

Partner of (Name of the Architects) in the presence of

1. _____ (Name and Signature)

2. _____ (Name and Signature)

Place:

Date :

Signature of the Architect with seal

(in token of acceptance of all terms and conditions of the tender)

Sign & Stamp of the Bidder

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CHECK LIST : DETAILS OF ENCLOSURES

Sl. No.	Description of item	Enclosed
1	Tender Form including Annexure -A to F	Yes / No
2	Power of Attorney as required in Point 6 of Instruction to Bidders	Yes / No
3	Documents for PQ Criteria – (i)	Yes / No
4	Documents for PQ Criteria – (ii-a)	Yes / No
5	Documents for PQ Criteria – (ii-b)	Yes / No
6	Documents for PQ Criteria – (ii-c)	Yes / No
7	Documents for PQ Criteria – (iii)	Yes / No
8	Documents for PQ Criteria – (iv)	Yes / No
9	Documents for PQ Criteria – (v)	Yes / No
10	Documents for PQ Criteria – (vi)	Yes / No
11	Details of infrastructure and office equipments (separate sheet to be attached)	Yes / No
12	Any other important information	Yes / No

Sign & Stamp of the Bidder

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TAMIL NADU GRAMA BANK

Ref: PED/554/2025-26

Date: - 11/09/2025

**Notice Inviting Tender for Selection of
Architectural Consultant
for
Renovation of Tamil Nadu Grama Bank Regional Office
Building
at
VIRUDHUNAGAR
in
the State of Tamil Nadu.**

COMMERCIAL BID

(To be submitted Offline - Through Post or Courier)

Tender to be submitted to:-

The General Manager,
TAMIL NADU GRAMA BANK
Head Office ,
No:6, Yercaud Road
Hasthampatti, Salem-636007.
Contact No: - 0427-2522211
E-mail:- ped@tngb.co.in





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TAMIL NADU GRAMA BANK

TENDER FORMAT FOR COMMERCIAL BID

Sub: SELECTION OF ARCHITECTURAL CONSULTANT FOR RENOVATION OF TAMIL NADU GRAMA BANK REGIONAL OFFICE BUILDING.

We have studied the Bank's requirement for **Renovation of Tamil Nadu Grama Bank Regional Office Building at Virudhungar.**

1. The Bank has clearly spelt out scope of work and its requirement. We have also studied the "Services to be rendered by the architect" (Annexure F) in the technical bid. We are agreeable to undertake the work as per the information furnished by the Bank and we submit herewith price-bid in respect of professional fee which is as under:
2. We hereby submit our most competitive professional fees (in terms of %) as under.

Sr. No.	Parameter	Professional fees
1.	Preparing standard layout / plans as per site conditions.	
	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 etc. Preparation of estimates, Bill of quantity, rate analysis, preparation of required nos. of final tender documents to be issued to the contractors which will include detailed specifications of item including civil/ interior/ electrification/ air conditioning/ fire safety/ landscaping, etc. scrutinizing prequalification applications of contractors, recommendations, scrutiny of tenders, periodical supervision, certification of bills, approvals from the statutory approvals and all other related functions not mentioned here but necessary for smooth completion of work etc.	
a.	Professional fee in terms of % of actual value of work completed	_____ % of actual value of work or estimated cost or accepted cost whichever is less
	The above quoted rate includes visit charges to the site during execution of work wherein the visit is required once in a week. These charges include, traveling, lodging and boarding. Approx. 12 visits are required during execution period of 3 months.	
2*.	Project Management Charges towards providing full time engineer	
	(3-year experienced graduate civil engineer) for day-to-day site supervision during actual construction work + one month for preparation of final bill for ensuring quality at site.	Rs. _____ p.m. Less TDS, if applicable.
	*Optional	

Note:

- 1) GST as applicable will be extra.
- 2) Architect has to submit the proof of GST payments.
- 3) TDS as applicable will be deducted by the Bank for the payments to be made.

Signature :
Name :
Designation :
Seal :

