



Bank of India

Zonal Office : Kolkata Zone

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NOTICE

**Selection of architect for rendering
Consultancy Service for
Interior Renovation/Furnishing Works
of our Ultadanga Branch**

We are hereby inviting bids from empanelled architect firms of our Zone for rendering consultancy/architectural service for the interior renovation/furnishing works at the premises of **Ultadanga Branch** . In this context the following aspects are to be noted :-

- i) The architect firm must quote it's professional charge as **% of project cost for the branch**. Service Tax should be quoted separately. Any deviation from this pattern may result in cancellation of the bid.
- ii) The architect's scope of work involves the following :-
 - a) Taking employer's instructions, studying the requirement, visiting the site, preparing sketch designs, preparation of cost estimate, discussing with employer for finalisation of estimate & layout plan in line with our H.O. Policy of UFP.
 - b) Preparation of detailed drawings & tender documents for various category of jobs. These should include BOQ, conditions of contract, specification details etc.
 - c) Upon our opening of bids, scrutiny of all bids, preparation of comparative statements in respect of rates of various job items and furnishing views about acceptability of the bids.

- d) Monitoring and supervision of works and providing technical guidance to the contractors. Checking of measurements and materials at the site.
- e) Checking of contractors bills, issuance of certificate regarding completion of job.
- f) To ensure compliance of statutory labour laws from the contractor's side .
- g) In the event of CTE/CVC inspection, the architect should be in a position to clarify any technical point if raised by the inspecting authority. Also if during inspection any defective/substandard work/material or any other irregularities are pointed out, the architect should get those rectified. Further the firm should assist the employer in replying to CTC observations.

This is not an exhaustive list of work. Any other related works are to be rendered by the architect firm.

2. The last date of submission of bids at our office is **23.02.2012 (upto 3-00 p.m.)**.

**CHIEF MANAGER
KOLKATA ZONE**