



भारतीय रिज़र्व बैंक-मुंबई क्षेत्रीय कार्यालय
संपदा कक्ष, बी के सी
निविदा की अनुसूची

बैंक के बीकेसी कार्यालय मुंबई- 400051 में सी-9 बिल्डिंग में कॉलेज ऑफ सुपरवाइजर्स (सीओएस) के लिए ग्राउंड और फर्स्ट फ्लोर के नवीनीकरण के लिए व्यापक परियोजना वास्तुकला सेवाओं के लिए परियोजना वास्तुकार के चयन और नियुक्ति के लिए डिजाइन प्रतियोगिता प्रस्तावों के निमंत्रण के लिए रुचि की अभिव्यक्ति और नोटिस

भारतीय रिज़र्व बैंक, संपदा कक्ष, बीकेसी एमएसटीसी पोर्टल के माध्यम से श्रेणी III में सूचीबद्ध आर्किटेक्ट फर्मों (1 करोड़ रुपये से अधिक और 5 करोड़ रुपये तक) के कार्यों के लिए अल्प सूचना ई-निविदा आमंत्रित करता है। कार्य की अनुमानित लागत ₹15.75 लाख है।

a. ई-निविदा नं.	RBI/Mumbai Regional Office/Estate/35/24-25/ET/168
b. निविदा का माध्यम	ई-खरीददारी प्रणाली- (ऑनलाइन भाग I – टेक्नो वाणिज्यिक बोली एवं भाग II कीमत बोली (https://www.mstcecommerce.com/eprocn/) के माध्यम से
c. पार्टियों द्वारा डाउनलोड हेतु NIT उपलब्ध होने की तारीख (निविदा दिखने का समय)	जुलाई 05, 2024 (शुक्रवार) को शाम 05:00 बजे से
d. https://www.mstcecommerce.com/eprocn/ पर ऑनलाइन टेक्नो वाणिज्यिक बोली एवं कीमत बोली प्रस्तुत करने हेतु ई-निविदा के प्रारम्भ होने की तिथि	जुलाई 05, 2024 (शुक्रवार) को शाम 05:00 बजे से
e. बोली पूर्व बैठक	ऑफलाइन; 15 जुलाई 2024 (सोमवार) को प्रातः 11.00 बजे सम्पदा कक्ष, बीकेसी कार्यालय, मुंबई में
f. बयाना जमा	बयाना जमा राशि (EMD) सफल बोली लगाने वाले को काम सौंपे जाने की सूचना के बाद ही जमा करना होगा। कुल अनुबंध राशि का 2% एनईएफटी या डीडी के रूप में भारतीय रिज़र्व बैंक, मुंबई के पक्ष में, काम सौंपे जाने की तारीख से 14वें दिनों के भीतर जमा किया जाना चाहिए। सफल बोलीदाता द्वारा जमा की गई ईएमडी कार्य के सफलतापूर्वक पूरा होने के बाद वापस किया जाएगा।

g. ऑनलाइन टेक्नो वाणिज्यिक बोली एवं कीमत बोली प्रस्तुत करने की अंतिम दिनांक	22 जुलाई 2024 (सोमवार) को अपराह्न 03:00 बजे तक
h. भाग-I को खोलने की तिथि व समय (टेक्नो वाणिज्यिक बोली)	22 जुलाई 2024 (सोमवार) को; 03:30 अपराह्न से निविदा भाग-I खोलने का स्थान: संपदा कक्ष, बीकेसी, सी7 तीसरी मंजिल, बांद्रा (पूर्व), भारतीय रिजर्व बैंक, बीकेसी कार्यालय-400051
i. भाग-II खोलने की तिथि और समय (अर्थात् मूल्य बोली)	पात्र बोलीदाताओं को तिथि की सूचना बाद में दी जाएगी
j. लेनदेन शुल्क	₹1,000/- लागू जीएसटी को छोड़कर। एमएसटीसी भुगतान गेटवे/एनईएफटी/आरटीजीएस के माध्यम से एमएसटीसी लिमिटेड के पक्ष में लेनदेन शुल्क का भुगतान

“यह नोटिस केवल सूचना के लिए प्रकाशित किया जा रहा है और इस सीमित निविदा में उद्धरण देने के लिए कोई निमंत्रण नहीं है। इस निविदा में भागीदारी केवल आमंत्रण द्वारा है और चयनित खरीद इकाई के पैलबद्ध ठेकेदारों तक सीमित है। अनचाहे प्रस्तावों को नजरअंदाज किया जा सकता है। हालाँकि, जो ठेकेदार भविष्य में ऐसी निविदाओं में भाग लेना चाहते हैं, वे प्रक्रिया के अनुसार आरबीआई के साथ पैलबद्ध के लिए आवेदन कर सकते हैं।”



**Reserve Bank of India
Estate Cell BKC, Mumbai**

Part-I (Techno-Commercial bid)

For

**EXPRESSION OF INTEREST AND NOTICE FOR INVITATION OF DESIGN
COMPETITION PROPOSALS FOR SELECTION AND ENGAGEMENT OF PROJECT
ARCHITECT FOR COMPREHENSIVE PROJECT ARCHITECTURAL SERVICES FOR
RENOVATION OF GROUND AND FIRST FLOORS FOR COLLEGE OF SUPERVISORS
(COS) IN C 9 BUILDING AT BKC OFFICE MUMBAI 400051**

Issued to M/s _____

Last date of submission: July 22, 2024 till 3:00 PM (On MSTC Portal)

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Schedule of e-tender

EXPRESSION OF INTEREST AND NOTICE FOR INVITATION OF DESIGN COMPETITION PROPOSALS FOR SELECTION AND ENGAGEMENT OF PROJECT ARCHITECT FOR COMPREHENSIVE PROJECT ARCHITECTURAL SERVICES FOR RENOVATION OF GROUND AND FIRST FLOORS FOR COLLEGE OF SUPERVISORS (COS) IN C 9 BUILDING AT BKC OFFICE MUMBAI 400051

Reserve Bank of India, Estate Cell, BKC invites short notice e-tender for the captioned work through MSTC portal from Empanelled Architect Firms in Category III- for works above Rs. 1 Crore and up to Rs.5 Crore. Estimated Cost of the work is ₹15.75 Lakhs. Schedule of tender for the same is as follows:

a. e-Tender no	RBI/Mumbai Regional Office/Estate/35/24-25/ET/168
b. Mode of Tender	e-Procurement System (Online Part I - Techno-Commercial Bid and Part II - Price Bid through (https://www.mstcecommerce.com/eprocn/)
c. Date of NIT available to parties to download (View Tender Time)	July 05, 2024 (Friday) from 05:00 PM onwards
d. Date of Starting of e-Tender for submission of on line Techno- Commercial Bid and price Bid at https://www.mstcecommerce.com/eprocn/	05:00 PM on July 05, 2024 (Friday)
e. Pre-Bid meeting	Offline 11.00 AM on July 15, 2024 (Monday) at C-7, 3rd floor, Estate Cell BKC, Reserve Bank of India, BKC office, Mumbai- 400051
f. Earnest Money Deposit (EMD)-	To be deposited by successful bidder only, after intimation of award of work @2% of the total contract amount in the form of NEFT or DD in favour of Reserve Bank of India, Mumbai, to be submitted within 14 th days from date of award of work. EMD deposited by successful bidder shall be released after successful completion of the work.
g. Date of closing of online e-tender for submission of Techno-Commercial Bid & Price Bid	03:00 PM on July 22, 2024 (Monday)
h. Date & time of opening of Part-I (i.e. Techno-Commercial Bid)	on July 22, 2024 (Monday); 03:30 PM onwards at Estate Cell, BKC, C-7 3rd floor, Reserve Bank of India BKC, Mumbai-400051

i. Date & time of opening of Part-II (i.e. Price Bid)	Date of opening of Part II i.e. price bid shall be informed separately
j. Transaction Fee (to be paid by the vendor to MSTC)	₹1,000/- exclusive of GST as applicable. Payment of transaction fee is to be done to MSTC Limited through MSTC payment gateway/NEFT/RTGS.

“This notice is being published 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 Procuring Entity’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 with RBI as per procedure.”

निविदा की अनुसूची

बैंक के बीकेसी कार्यालय मुंबई- 400051 में सी-9 बिल्डिंग में कॉलेज ऑफ सुपरवाइजर्स (सीओएस) के लिए ग्राउंड और फर्स्ट फ्लोर के नवीनीकरण के लिए व्यापक परियोजना वास्तुकला सेवाओं के लिए परियोजना वास्तुकार के चयन और नियुक्ति के लिए डिजाइन प्रतियोगिता प्रस्तावों के निमंत्रण के लिए रुचि की अभिव्यक्ति और नोटिस

भारतीय रिज़र्व बैंक, संपदा कक्ष, बीकेसी एमएसटीसी पोर्टल के माध्यम से श्रेणी III में सूचीबद्ध आर्किटेक्ट फर्मों (1 करोड़ रुपये से अधिक और 5 करोड़ रुपये तक) के कार्यों के लिए अल्प सूचना ई-निविदा आमंत्रित करता है। कार्य की अनुमानित लागत ₹15.75 लाख है।

a. ई – निविदा नं.	RBI/Mumbai Regional Office/Estate/35/24-25/ET/168
b. निविदा का माध्यम	ई-खरीददारी प्रणाली- (ऑनलाइन भाग I – टेक्नो वाणिज्यिक बोली एवं भाग II कीमत बोली (https://www.mstcecommerce.com/eprocn/) के माध्यम से
c. पार्टियों द्वारा डाउनलोड हेतु NIT उपलब्ध होने की तारीख (निविदा दिखने का समय)	जुलाई 05, 2024 (शुक्रवार) को शाम 05:00 बजे से
d. https://www.mstcecommerce.com/eprocn/ पर ऑनलाइन टेक्नो वाणिज्यिक बोली एवं कीमत बोली प्रस्तुत करने हेतु ई-निविदा के प्रारम्भ होने की तिथि	जुलाई 05, 2024 (शुक्रवार) को शाम 05:00 बजे से
e. बोली पूर्व बैठक	ऑफलाइन ; 15 जुलाई 2024 (सोमवार) को प्रातः 11.00 बजे सम्पदा कक्ष, बीकेसी कार्यालय, मुंबई में
f. बयाना जमा	बयाना जमा राशि (EMD) सफल बोली लगाने वाले को काम सौंपे जाने की सूचना के बाद ही जमा करना होगा। कुल अनुबंध राशि का 2% एनईएफटी या डीडी के रूप में भारतीय रिज़र्व बैंक, मुंबई के पक्ष में, काम सौंपे जाने की तारीख से 14वें दिनों के भीतर जमा किया जाना चाहिए। सफल बोलीदाता द्वारा जमा की गई ईएमडी कार्य के सफलतापूर्वक पूरा होने के बाद वापस किया जाएगा।
g. ऑनलाइन टेक्नो वाणिज्यिक बोली एवं कीमत बोली प्रस्तुत करने की अंतिम दिनांक	22 जुलाई 2024 (सोमवार) को अपराह्न 03:00 बजे तक
h. भाग -I को खोलने की तिथि व समय (टेक्नो वाणिज्यिक बोली)	22 जुलाई 2024 (सोमवार) को; 03:30 अपराह्न से निविदा भाग -I खोलने का स्थान: संपदा कक्ष, बीकेसी, सी7 तीसरी मंजिल, बांद्रा (पूर्व), भारतीय रिज़र्व बैंक, बीकेसी कार्यालय-400051
i. भाग-II खोलने की तिथि और समय (अर्थात मूल्य बोली)	पात्र बोलीदाताओं को तिथि की सूचना बाद में दी जाएगी

j. लेनदेन शुल्क	₹1,000/- लागू जीएसटी को छोड़कर। एमएसटीसी भुगतान गेटवे/एनईएफटी/आरटीजीएस के माध्यम से एमएसटीसी लिमिटेड के पक्ष में लेनदेन शुल्क का भुगतान
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“यह नोटिस केवल सूचना के लिए प्रकाशित किया जा रहा है और इस सीमित निविदा में उद्धरण देने के लिए कोई निमंत्रण नहीं है। इस निविदा में भागीदारी केवल आमंत्रण द्वारा है और चयनित खरीद इकाई के पैनलबद्ध ठेकेदारों तक सीमित है। अनचाहे प्रस्तावों को नजरअंदाज किया जा सकता है। हालाँकि, जो ठेकेदार भविष्य में ऐसी निविदाओं में भाग लेना चाहते हैं, वे प्रक्रिया के अनुसार आरबीआई के साथ पैनलबद्ध के लिए आवेदन कर सकते हैं।”

Letter of Offer & Disclaimer

The application form duly filled in shall be addressed to:

**REGIONAL DIRECTOR
RESERVE BANK OF INDIA,
C-7 BUILDING, 3rd FLOOR,
ESTATE CELL BKC,
BANDRA (E), MUMBAI – 400 051**

Dear Sir,

Application for Engagement of architect

I/We have read and understood the instructions and the terms and conditions contained in the application form and in the format of agreement and agree to abide by all the terms and conditions.

Signature :

Name of the Applicant: _____

Designation : _____

Address : _____

Place _____

Date _____

Signature and Seal of the Applicant/Firm

DISCLAIMER

Reserve Bank of India, Estate Cell BKC, Mumbai has prepared this document to give background information on the Project to the interested parties. While Reserve Bank of India has taken due care in the preparation of the information contained herein and believe it to be accurate, neither Reserve Bank of India nor any of its authorities or agencies nor any of their respective officers, employees, agents or advisors give any warranty or make any representations, express or implied as to the completeness or accuracy of the information contained in this document or any information which may be provided in association with it.

The information is not intended to be exhaustive. Interested parties are required to make their own inquiries. The information is provided on the basis that it is non – binding on Reserve Bank of India or any of its authorities or agencies or any of their respective officers, employees, agents, or advisor

Reserve Bank of India reserves the right not to proceed with the Project or to change the configuration of the Project, to alter the timetable reflected in this document or to change the process or procedure to be applied. It also reserves the right to decline to discuss the matter further with any party expressing interest.

INSTRUCTIONS TO PROSPECTIVE ARCHITECTS

Scope of work

1.1 Architect/Firms to render Architectural/interior design Consultancy Services for the proposed **EXPRESSION OF INTEREST AND NOTICE FOR INVITATION OF DESIGN COMPETITION PROPOSALS FOR SELECTION AND ENGAGEMENT OF PROJECT ARCHITECT FOR COMPREHENSIVE PROJECT ARCHITECTURAL SERVICES FOR RENOVATION OF GROUND AND FIRST FLOORS FOR COLLEGE OF SUPERVISORS (COS) IN C 9 BUILDING AT BKC OFFICE MUMBAI 400051**. The usable carpet area of the 2 floors is approx. **7,000.00 Sqft.**

1.2 The scope of work (illustrative only) involved in the service are as mentioned below:

- Studying the existing setup, understanding the department's requirements, designing & planning complete interiors office setup adopting the latest technology, with minimum alterations to the existing infrastructure, to the requirements and satisfaction of the Bank.
- Taking site measurements and preparing the layout of the entire floor along with space for Store room purpose.
- Conducting joint meeting with the user department along with Estate Cell, BKC officials for preparing preliminary and final layout of the floor.
- Designing and planning the layout for electrical, electro-mechanical, wiring, fire alarm system, public address system, fittings / fixtures/gadgets, HVAC services etc, in consultation with Bank's Officials and submission of required information/documents (plans, elevation, sections, technical details, calculations etc.).
- Preparation of BOQ along with quantities for all the interior works like cabin partitions, work stations, compactors, toilets, class rooms, etc. interior civil and electrical, HVAC. Architect will prepare complete design, 3D presentation for interiors and recommend finishes of material, specifications along with BOQ and samples false ceiling, wiring, fire alarm wiring, public address system, electrical fittings/ fixtures, HVAC ducting, and other gadgets (including flooring, loose furniture like chairs, tables, SDUs, sofa, Tepoy, etc.).
- Visiting the site as and when directed by Banks' official during planning and execution of works till all works are finished.
- All scope of work/ service which is necessary to complete the renovation work shall be included in the contract including issuing completion certificate along with as-built drawings (AutoCAD and PDF), after completion of the renovation work.
- Selection of samples of materials used for final finish, light fittings, internal finishes, dining table, chairs, furniture, painting, curtains/blinds etc,

- Obtaining permissions from statutory bodies for conversions of dry to wet areas or vice-versa or any other modifications.

2. Signing of contract Documents:

The selected Architect/firm shall be bound to enter into an agreement in the Bank's prescribed format on non-judicial stamp paper of value as per Mumbai Stamp Duty Act as applicable at the time of execution of agreement, within 07 days from the date of receipt of intimation of acceptance of their proposal by the Bank. The Authorized signatory of the Architect/firm shall sign the agreement. Copy of Power of Attorney for authorized signatory shall be submitted.

3. Conditional proposals are liable for disqualification.

4. All costs and expense associated with submission of tender shall be borne by the applicant.

5. In case, date of opening of tender is declared as a holiday, the same will be opened on the next working day at same time.

6. Firms may send their queries, if any, on email ID estatecellbkc@rbi.org.in.

Brief About the Project

EXPRESSION OF INTEREST AND NOTICE FOR INVITATION OF DESIGN COMPETITION PROPOSALS FOR SELECTION AND ENGAGEMENT OF PROJECT ARCHITECT FOR COMPREHENSIVE PROJECT ARCHITECTURAL SERVICES FOR RENOVATION OF GROUND AND FIRST FLOORS FOR COLLEGE OF SUPERVISORS (COS) IN C 9 BUILDING AT BKC OFFICE MUMBAI 400051

The Bank's aforesaid office premises are occupied since 1988 and due to office automation, changing user requirements, normal wear, and tear, for optimum utilization of the space, for implementing energy conservation/ saving, etc. the floor has been considered for renovation and re-setting up.

2. Approximate area to be taken up for renovation is approx. 7,000.00 Sqft.

3. The broad scope of work includes planning; design, preparing BOQ, drawings/layouts and providing supporting services during execution of works for renovation are as under:

- A. Civil/Interior works including vitrified tiles flooring, false ceiling, cabin partitions, and electrical fittings/fixtures.
- B. SITC of Electrical wiring, Electrical cabling, light fixtures, fire alarm system, Exhaust systems in kitchen, HVAC, telephone wiring etc.
- C. SITC or modification/ addition of air conditioning system and ducting (wherever required)
- D. Cabin and external furniture.
- E. Interior civil and electrical, HVAC. Architect will prepare complete design, 3D presentation for interiors and recommend finishes of material, specifications along with BOQ and samples

The clarifications on the queries will be given to all the applicants along with the briefing about the actual requirements of the proposed development in a pre-design meeting which will be held on July 15, 2024 **at 11:00 AM** at Reserve Bank of India, C7 building, 3rd floor, Estate Cell BKC, Bandra (E), Mumbai- 400051. At any time prior to the last date of submission of e-tender, Reserve Bank of India, for any reason, at its own initiative or in response to a clarification or query raised by a prospective architect during pre-design meeting, reserves right to modify certain clauses in the application documents and effect an amendment with intimation to all concerned. This communication shall be binding on all the participants/architects. Participant architects should promptly acknowledge receipt of the same.

Important Information

Period for signing of Contract Agreement	07 calendar days from issue of Letter of Award
Commencement Date	10 calendar days from issue of Letter of Award
Liquidated Damages	0.25% of the contract amount (i.e., professional fees) per week for the delay subject to maximum 10 % of the contract amount (professional fees).
Address for communication in connection with this e-tender	The Regional Director, Reserve Bank of India, C7, 3 rd floor, Estate Cell, BKC, Bandra (E), Mumbai- 400051
Earnest Money Deposit (EMD)	<u>To be deposited by successful bidder only, after intimation of award of work</u> @2% of the total contract amount in the form of NEFT or DD in favour of Reserve Bank of India, Mumbai, to be submitted within 14 th days from date of award of work. EMD deposited by successful bidder shall be released after successful completion of the work.
Time for Completion of entire renovation work: 10 months	
The project of renovation work will be taken up either in single or two phases and Time for Completion of project (each phase) shall be about 5 months from the Commencement for execution of the work. However, the architectural services are to be delivered as per the timeframe mentioned in Annex I.	

1. Evaluation procedure:

The e-tender shall be submitted online on MSTC portal.

1.1 The "Technical" and "Financial" proposals must be submitted online on MSTC portal as per details provided in the Annexure IV. In financial bid, total amount, for rendering architectural service, shall be quoted, based on scope and quantum of the work involved. Fees in any other form (like on percentage basis, etc.), if quoted in the financial bid, such bid shall be rejected.

1.2 Opening of Proposal

The Part-I of the e-tender will be opened at **15:30 hours onwards on July 22, 2024** in Estate Cell, BKC Office in presence of such consultants or their authorized representative who may choose to be present. It may please be noted that the Part-II of the e-tender containing the Financial Proposal will be opened separately either on same day or any other day, date of which will be conveyed to all the participants.

2. Evaluation of Proposals

- (i) The Financial Proposals shall be opened in the presence of the firm's representatives who choose to attend.
- (ii) The firm who has quoted lowest amount of fees including shall be awarded the work.
- (iii) After opening of financial bid, if two or more firms are positioned at L1 (Lowest 1), then all the firms will be given one opportunity for reviewing their percentage fees by offering further discount, in sealed envelope, which will be opened in the presence of their representatives, time and date which will be communicated to these firms subsequently. The firm which offers highest discount will be placed at L1 and will be awarded the work.
- (iv) Further, even after carrying out the above exercise as mentioned at (iii) above, if again two or more firms are placed L1, then firm will be selected by lottery system whose date and time shall be informed to the firms suitably and the lottery will be picked in the presence firm's representative by Bank's committee members.
- (v) If the firm, who is awarded the work, is not agreeing to execute the contract, the firm will not be allowed to participate in this bid, again.

The decision taken by the Bank in this regard shall be final and binding. No intermittent correspondence will be entertained from any of the competitors.

Fee to the Appointed Architect

The Architects should note that the Contract for this Assignment will be with the Regional Director, Estate cell BKC, Reserve Bank of India, Mumbai. Payments to

the Architects shall be made in accordance with the agreed payment schedule as mentioned in para 4 of general conditions.

- (a) This is a lump sum contract, and the firms shall understand the complete scope of the work involved before quoting their rates. The fees will be payable in stages subject to completion of stipulated milestones as per clause 4 of General Conditions.
- (b) The Architect shall visit the site as and when required to inspect and render necessary advice for the on-going works or as and when advised/required by Bank.
- (c) The appointed architect shall, with the prior approval of the Bank and within the above-mentioned fees payable to them, engage the services of well qualified specialists of consultants pertaining to the services mentioned in the enclosed format of agreement whenever required.

I/We have gone through the entire document including the brief and the format of agreement, understood all the details and agree to abide by all the terms and conditions therein.

Signature :

Name of the Applicant : _____

Designation : _____

Address : _____

: _____

Place _____

Date _____

Signature & Seal of the Applicant/Firm

General Conditions

1.1 Architectural services:

The Architect shall render the following services in connection with and in regard to the work.

- a. The Architect shall inspect the existing setup of the floor, take Bank's instructions about the requirements, prepare detailed preliminary floor plan showing the arrangements of cabin partition, workstations, furniture, compactors, fire alarm, Telephone wiring, etc. as per Bank's requirement by optimizing the available space for the approval of the Bank. On approving the preliminary floor plan, firm shall prepare detailed drawings including reflected false ceiling layout, preparing detailed plans/ cross sections of the cabin partition, furniture layout, HVAC ducting, etc. The Works shall be fit for the purposes for which the Works are intended as described and expressed in the Contract. The Works shall include all the works which are necessary to satisfy the Bank's Requirements.
- b. On preparation of preliminary design of the entire floor plan, PPT presentation shall be presented in front of committee members explaining about the planning strategy and its benefits. Architect shall give clarifications for the queries of the committee to their satisfaction.
- c. The Architect shall submit the entire layout plans incorporating the observations of the committee member for the approval of the Bank. On receiving approval, final layout plan, sections, other drawings, etc. with detailed area calculation of various items and preparing BOQ alongwith rate analysis based on CPWD DSR rates (Detailed tenders shall be prepared by Bank's engineers). The drawings and BOQ alongwith Rate analysis shall be submitted in hard and soft copies to the Bank. Submitting 2 sets of complete GFE drawings for tendering (in hard copies as well as AUTOCAD) showing cabins, cabin furniture and other articles, Plans/sections, false ceiling plans/ sections, lighting arrangements, HVAC ducting layout, and other details.
- d. The Architect shall ensure and confirm that the designs are in line with established practices and latest codes of practices.
- e. Architectural service shall be completed such that the time schedule at Annex- I is adhered to.
- f. The Architect shall exercise all reasonable skill, care and diligence of duties to be performed by them in planning of the layout to have optimum space utilization.
- g. The Senior Architect shall visit the site as and when required/ advised by Bank to inspect and render necessary advice for the ongoing works during planning, design, execution of works till completion.

- h. Any modification/ change required, as a result of error or as per the site constraints during execution or request from the concerned parties, shall be brought to the notice of the Bank and change(s) in drawings/ specification requested shall be submitted, without claiming any extra charges, to the Bank along with their comments and financial implications, involved in execution of the modification, for Bank's approval. Only upon receipt of Bank's approval of the changes in drawings/ specification, contractor shall be issued with revised drawings / specification for execution.
- i. The Architect shall not make any deviation, alteration or omission from the approved design without the written consent of the Bank. All variations and extra items shall be referred to the Bank together with the reasons for making deviations and furnishing an analysis of the extra cost involved thereby. The Architect shall, on no account, permit the contractors to include the variations or extra items of work in their running bill or certify such variations or extra items until the variation orders are issued after the rates are accepted by the Bank. In case any additions or variations are carried out without the prior approval of the Bank, the Bank shall not be liable to pay the contractors for additions and variations and the Architect shall be responsible for paying the Contractor and the Architect shall also not be entitled to claim fees for such additional items of works.
- j. On the completion of the work, the architect shall supply **two copies** of **'as built drawings' scaled (1:100 or 1:50)** and **a soft copy of each of the drawings on CD/Pen drive to the Bank and 3D presentation.**
- k. The Architect shall furnish such information / data regarding their constitution/ business/ Book of Accounts etc., as may be required by the Bank or in terms of any law or any requirement thereof by Government/ statutory authorities.
- l. The Architect shall depute, as and when required, only qualified person acceptable to the Bank (a Graduate in Architecture having minimum 5 years' experience) to represent him for interacting with the Officials of the Bank. The Architect shall employ personnel who would be expected to be professional and courteous in their speech and behavior with the Bank's officers/ staff. In case of any complaint in this regard made by the Bank, Architect will take corrective action as may be necessary including substitution/ change of person or persons against whom such complaint may arise, to the satisfaction of the Bank.
- m. The Architect shall provide any other services not specifically enumerated above but shall be required for accomplishment of work as per the scope defined, without claiming any extra payment.

[Note: No extra-ordinary services are comprehended under this clause. As it is not feasible & practicable to identify and mention/ describe the entire break down

structure of each of the duties & the activities/ sub-activities/ sub-sub-activities and so on under the scope of Architects duties/ work, hence this clause.]

- n. Any service rendered by the Architect that is not covered in this document shall be charged extra at a mutually agreed fee prior to execution.
- o. The data given by the Reserve Bank of India is only for information and guidance of the Architect who shall verify these data and shall be responsible for the overall design adequacy of the project. The Architect shall visit the site also to collect whatever information he may require, pre-award of the execution work. The Architect shall have to engage all types of consultants (if necessary) with due approval of the Employer and pay them suitably from their own professional fees.
- p. Architect shall also assist Bank in selection of colour schemes for various items involved in the renovation work.

1.2 The Bank's Engineer -The Bank may nominate from time to time (During the entire contract period) its Engineer to act on Bank's behalf under the Contract. The Bank shall also be entitled to change its Engineer with intimation to the Architect during the currency of the contract agreement. The Bank's Engineer shall carry out the duties specified or implied in the Contract.

1.3 Architect's Representative - The Architect shall appoint the Architect's Representative with prior written approval from the Bank and shall give him all authority necessary to act on the Architect's behalf under the Contract. The Architect shall not, without the prior consent of the Bank, revoke the appointment of the Architect's Representative or appoint a replacement.

1.4 Setting Out - The Architect shall check and certify correctness of the set out works in relation to original points, lines and levels of reference & approved plans. The Architect shall be responsible for the correct positioning of all parts of the Works, and shall rectify any error in the positions, levels, dimensions or alignment of the Works.

1.5 Site Data - The Bank shall make available to the Architect for his information, all relevant available data in the Bank's possession. The Architect shall be responsible for verifying and interpreting all such data. The Bank shall have no responsibility for the accuracy, sufficiency or completeness of such data.

1.6 General Design Obligations

The Architect shall be deemed to have scrutinized the Bank's Requirements (including design criteria and calculations, if any). The Architect shall be responsible for the design of the Works and for the accuracy of such Bank's

Requirements (including design criteria and calculations) and furnish the same to the Bank for their record.

The Architect shall submit to the Employer all Design Data, together with the relevant Design Certificates certified by the Architect. In the event that a re-submission of Design Data is required, the Architect, after receipt of the relevant statement of objections from the Employer, should make such re-submission as soon as deemed suitable by the Employer. All submissions of Design Data shall be done in 2 copies.

The Architect shall also furnish any further such information/ calculations/ supporting data to the Bank whenever called for. Any difference in submitted layout drawings from actual site then the actual dimensions available at site will be treated as final and same has to be informed to the Bank.

The term **Consultant** used in this document refers to the consultants appointed by the Architect if not otherwise mentioned.

1.7 Architect's Warranty of Design

The Architect's proposal should meet the requirements of all statutory authorities such as Fire Brigade, Corporation, Development Authority and/ or any other statutory body etc.

- a. The Architect shall be fully responsible, for the suitability, adequacy, integrity, durability, and practicality of the Architect's proposal.
- b. The Architect warrant that the Architect's Proposals meet the Bank's Requirements and is fit for the purpose thereof. Where there is any inadequacy, insufficiency, impracticality or unsuitability in or of the Bank's Requirements or any part thereof due to the fault of Consultant, the Architect shall take into account, address or rectify such inadequacy, insufficiency, impracticality or unsuitability at Architect's own cost.
- c. The Architect shall indemnify the Bank against any damage, expense, liability, loss or claim, which the Bank might incur, sustain or be subject to arising from any breach of the Consultant's design responsibility and/or **warranty set** out in this Clause.

1.8 Technical Standards and Regulations

The design, the Architect /Consultant's documents, the execution and the completed works shall comply with the IS technical standards of building construction and environmental laws in force in India, laws applicable to the product being produced from the works, and other standards specified in the Bank's Requirements, applicable to the works, or defined by the applicable laws.

Where suitable Indian standards are not applicable, relevant international standards with the prior approval of the Bank's Engineer may be referred to.

1.9 Ownership of the Designs and Drawings

All the designs, drawings, documents etc. prepared by the Architect for the Project shall be the property of the Bank and the Bank shall have the exclusive Intellectual Property Rights of such designs, drawings, documents etc. The Architect shall not use or allow anyone to use these drawings, designs, documents and software without the prior written permission of the Bank and any such act without the permission of the Bank shall constitute violation of Intellectual Property Rights at any stage after issue of work order.

1.10 Right to modify the design

The Bank shall have the right to modify the design prepared by the Architect by mutual discussion. The Architect shall comply with any such instructions by the Bank and suitably modify the design and forward the same to the Bank for approval. Bank's decision on the design shall be final & binding.

1.11 Design Error

If errors, omissions, ambiguities, inconsistencies, inadequacies or other defects are found in the Architect's Documents, they and the Works shall be corrected at the Architect's cost, notwithstanding any Bank's consent or approval under this Clause.

1.12 Persons in the Service of Others –

The Architects/Consultant shall not recruit or attempt to recruit staff from amongst the Bank's Personnel, Engineer and those retired Employees of the Bank at any stage in the Contract.

1.13 Copy Right of all the drawings

Upon release of the initial payment to the Architect, copy right of all drawings along with its design concept and philosophy of the scheme prepared by the Architect and submitted to the bank shall be the property of the Bank and the Bank may use it for its benefits if it so desires. Thereafter, the Architect shall not have any right on the design prepared by him.

1.14 Authorized Representatives for correspondence:

Unless mentioned elsewhere in this agreement for any other purposes, the authorized representative of the Bank shall be 'In-charge' of the Estate Office, RBI, Estate Cell BKC, Mumbai for the purposes of all correspondences with the

Architect. Architect shall designate their authorized representative and inform to the Bank his/ her name and address along with his/ her specimen signature for entering into future correspondence in all matters. They shall immediately communicate the change, if any, to the Bank without any loss of time.

1.15 Change of Address:

Both the parties inform the other within 7 days in case of any change of their addresses.

1.16 Correspondence:

All correspondence or instructions shall be in English, in writing, delivered by hand, fax, post or e-mail [copies of emails shall be invariably addressed to all the staff connected with the project to facilitate timely action by the person concerned.]

1.17 This agreement shall remain in force till the Architect obtains the Completion certificate from the statutory authorities, if required and all the services/ activities covered under scope of the contract are concluded.

1.18 Non- Disclosure Clause

The contractor shall not disclose directly or indirectly any information, materials and of the Bank's infrastructure/ system/ equipment's etc. which may come to the profession or knowledge of the contractor during the course of discharging its contractual obligations in connection with the agreement, to any third party and shall at all times hold the same in strictest confidence. The contractor shall treat the details of the contract as private and confidential, except to the extent necessary to carry out the obligations under it or to comply with applicable laws. The contractor shall not publish, permit to be published, or disclose any particulars of the works in any trade or technical paper or elsewhere without the previous written consent of the Employer. The contractor shall indemnify the Employer for any loss suffered by the Employer as a result of disclosure of any confidential information. Failure to observe the above shall be treated as breach of contract on the part of the contractor and the Employer shall be entitled to claim damages and pursue legal remedies.

The contractor shall take all appropriate actions with respect to its employees to ensure that the obligations of non-disclosure of confidential information under this agreement are fully satisfied.

The contractor's obligations with respect to non-disclosure and confidentiality will survive the expiry or termination of this agreement for whatever reason.

1.19 Prevention of Sexual Harassment of women at work places

a) The Contractor shall be solely responsible for full compliance with the provisions of "the Sexual Harassment of women at work place (Prevention,

Prohibition and Redressal) Act, 2013" In case of any complaint of sexual harassment against its employee within the premises of the Bank, the complaint will be filed before the Internal Complaints Committee constituted by the Contractor / Agency and the Contractor / Agency shall ensure appropriate action under the-said Act in respect to the complaint.

b) any complaint of sexual harassment from any aggrieved employee of the contractor against any employee of the Employer shall be taken cognizance of by the Regional Complaints Committee constituted by the Employer.

c) the contractor shall be responsible for any monetary Compensation that may need to be paid in case the incident involves the employees /workmen of the contractor, for instance any monetary relief to Employer's employee, if sexual violence by the employee /workmen of the contractor is proved.

d) the contractor shall be responsible for educating its employees about prevention of sexual harassment at workplace and related issues.

e) The contractor shall provide a complete and updated list of its employees who are deployed within the Employer's premises.

2. Termination of Contract/ Agreement

a) The Agreement herein may be terminated at any time by either party by giving a written notice of one month to the other party. Even after the termination of their employment, the Architect shall remain liable and be responsible for the design work/ drawings and specifications, estimate, cost control, and any act in respect of all the works executed before the termination of the Architect's appointment but shall not be entitled to additional remuneration thereof.

b) If the Architect shall close their business or become incapacitated from acting as such Architect, then the agreement shall stand automatically terminated.

c) (i) If the Architect fail to adhere to the time schedule stipulated in the schedule mentioned or the extended time which may be granted by the Bank at its sole discretion, or

(ii) In case there is any change in the constitution of the company of the Architect for any reason whatsoever and such change, for whatsoever reason, is not acceptable to the Bank, the Bank shall be entitled to terminate this agreement and entrust the work to some other Architect.

(iii) If the Architect fail to adhere to the written instructions of the Bank's Engineer/ Bank's any other authorized officials, the Bank shall be entitled to terminate this agreement and entrust the work to some other Architect at the risk & cost of the original Architect.

d) **Excepted Matters:**

In case of termination under sub-clause (a), (b) or (c) above, the Architect shall not be entitled to any fees or compensation except the fees payable to them for the work actually done by them. In such cases, the decision of the Bank as to what is the work actually done and what is the amount of the fees due to the Architect on the basis of actual work done shall be final and binding on the Architect and shall not be open for arbitration.

- e) In case of termination under the sub-clause (a), (b) or (c) above, the Bank may make use of all or any drawings, estimates or other documents prepared by the Architect after payment for the services of the Architect for preparation of the same in full as provided herein.
- f) **Termination due to the Bank's Convenience** - A "No Objection Certificate" shall be granted by the Architect to the Bank prior to awarding contract by the Bank that the Bank shall be entitled to terminate the Contract, at any time for the Bank's convenience, by giving notice of such termination to the Architect. In the sole discretion of the Bank, the entire work may be audited by an independent agency and based on the audit reports, if the Bank is convinced that there are enough reasons for termination of the contract for the Bank's convenience, the contract shall be terminated, and appropriate legal/ punitive action shall be taken against the Architect.
- g) **Value of the work done at Date of Termination**- As soon as practicable, after a notice of termination has taken effect, the Bank's Engineer shall determine the value of the Works, Goods and Architect's Documents, all works executed at site and any other sums due to the Architect for the services rendered in accordance with the Contract as considered reasonable by the Bank's Engineer and will ensure payment thereof.

3. Transfer of Interest

Neither the Bank nor the Architect shall assign, sublet or transfer their interest in this agreement without the written consent of the other.

4. Mode of Payment:

Sr No	Stage	Deliverable / Milestone for the respective floor	% of Fees payable at Stage	Cumulative Fees paid
1	Stage 1	On preparation and submission of preliminary design and all interior drawing 3D presentation (in hard copies & Auto CAD & PDF)	10%	10%
		On submission of revised design and drawing after incorporating suggestions given by the Bank and submission of final drawings and sketches including BOQ for item of works involved.	20%	30%
2	Stage 2	On submission of GFC, along with the compulsory statutory approval from local authority for construction of additional wet area and changing of dry area in wet area as required, along with other details required for commencement of work.	10%	40%
		On completion of 20% of the execution work	10%	50%
		On completion of 40% of the execution work	10%	60%
		On completion of 60% of the execution work	10%	70%
		On completion of 80% of the execution work	10%	80%
		On virtual completion of the work and on submission of completion certificate and as-built drawings.	20%	100%

Note: The compulsory statutory approval from local authority for construction of additional wet area and changing of dry area in wet area shall be obtained within 30 days from the date of the discussion on the revised drawing.

5. Settlement of Disputes & Arbitration

Except where otherwise provided in the contract, all questions and disputes relating to the meaning of the scope of work, design, drawings and instructions here-in before mentioned and as to the services covered under the contract or as to any other question, claim, right, matter or thing whatsoever in any way arising or relating to the scope of work, designs, drawings, estimates, instructions, orders, services or these conditions or otherwise concerning the works or the execution or failure to execute the same whether arising during the progress of

the work or after the cancellation, termination, completion or abandonment thereof shall be dealt with as mentioned hereinafter:

- i) The decision, opinion, direction, certificate of payment issued by the Engineer-in-Charge in respect of all or any of the excepted matters as provided in the contract shall be final, conclusive and binding on the parties hereto and shall be without appeal. Such decision may be in the form of a final certificate or otherwise.
- ii) All other disputes and differences of any kind whatsoever arising out of or in connection with the contract or the carrying out of the works (whether during the progress of the works or after their completion and whether before or after the determination abandonment or breach of the contract) shall be referred to and settled by the Competent Authority of the Employer (Chief General Manger, Reserve Bank of India, Premises Department, Central Office, Mumbai). The designated authority shall state its decision in writing within 28 days from the date of receipt of reference from the contractor.
- iii) But If the Competent Authority (CA) fails to give his decision within the aforesaid period or if either party be dissatisfied on any matter it may, within 28 days after receiving notice of such decision, give a written notice to the other party requiring that the matters in dispute be arbitrated upon. Such written notice shall specify the matters, which are in dispute or difference of which such written notice has been given. If both the parties agree, a single arbitrator would be appointed for the purpose. In case there is no agreement on the appointment of arbitrator, the employer shall prepare a panel of three persons names and forward to the contractor to select one among them as arbitrator.
- iv) The arbitrator so appointed/selected shall confine himself only to the dispute/difference referred to him while adjudicating and pronouncing his decision.
- v) The arbitrator shall make his award within one year (or such further extended time as may be decided by him as the case may be with the consent of the parties) from the date of entering on the reference. In case during the arbitration proceedings the parties mutually settle or compromise their dispute or difference, on the parties filing their joint memorandum of the settlement or compromise, the arbitrator shall make an award in terms of such settlement or compromise.
- vi) Upon any such reference, the decision on the cost incidental to the reference and award respectively shall be in the discretion of the arbitrator as the case may be, who may determine the amount thereof or direct the same to be taxed as between the parties and shall direct by whom and to whom and in what manner the same shall be borne and paid. This submission shall be deemed to

be a submission to arbitration within the meaning of the Indian Arbitration and Conciliation Act, 1996 or any statutory modification thereof. The award of the arbitrator shall be final and binding on the parties. It is agreed that the Architect shall not delay the carrying out of the works by reason of any such matter, question or dispute being referred to arbitration, but shall proceed with the works with all due diligence and shall until the decision of the arbitrator is given, abide by the decision of the Employer. No award of the arbitrator shall relieve the Architect of his obligations to adhere strictly to the Employer's instructions with regard to the actual carrying out of the works. The Employer and the Architect hereby also agree that arbitration under this clause shall be a condition precedent to any right of action under the contract. The place of Arbitration shall be Mumbai, India.

6. Limitation of Time

No dispute shall be referred to Arbitration after expiry of 28 days from the date of receipt of decision by the Chief General Manger-in-Charge, Reserve Bank of India, Premises Department, Central Office, Mumbai, if notified, or from the date when the Chief General Manger-in-Charge, Reserve Bank of India, Premises Department, Central Office, Mumbai ought to have given his decision in case of failure on the part of the Chief General Manger-in-Charge, Reserve Bank of India, Premises Department, Central Office, Mumbai to give notice of decision.

7. No Suspension of Work

Notwithstanding the reference to arbitration, the obligations of the Bank, the Engineer and the Architect shall not be altered by reasons of arbitration being conducted during the progress of Works. Neither party shall be entitled to suspend the work to which the dispute relates on account of arbitration and payments to the Architect shall continue to be made in terms of the Contract.

8. This agreement shall be executed in duplicate and the Bank shall retain the original and Architect shall retain the duplicate.

9. Stamp Duty:

Stamp Duty of appropriate value shall be paid by the Architect for both copies of the agreement.

10. The Architect hereby agrees to commence the work soon after the issue of formal work order and to complete the entire work in strict adherence with the time schedule of activities given in the Annex-II of the application for design competition subject nevertheless to the provisions for extension of time.

11. All payments by the Bank under this Contract will be made only at Mumbai.
12. All disputes arising out of or in any way connected with this agreement shall be deemed to have arisen at Mumbai and only Courts in Mumbai shall have jurisdiction to determine the same.
13. That all the parts of this Contract have been read by the Architect and fully understood by the Architect.

In witness, thereof, the parties hereto have subscribed their respective hands hereto and on a duplicate hereof on the day and year hereinabove first mentioned.

Signed and delivered for and

On behalf of M/s.

Shri

Authorized signatory

Witness:

1.

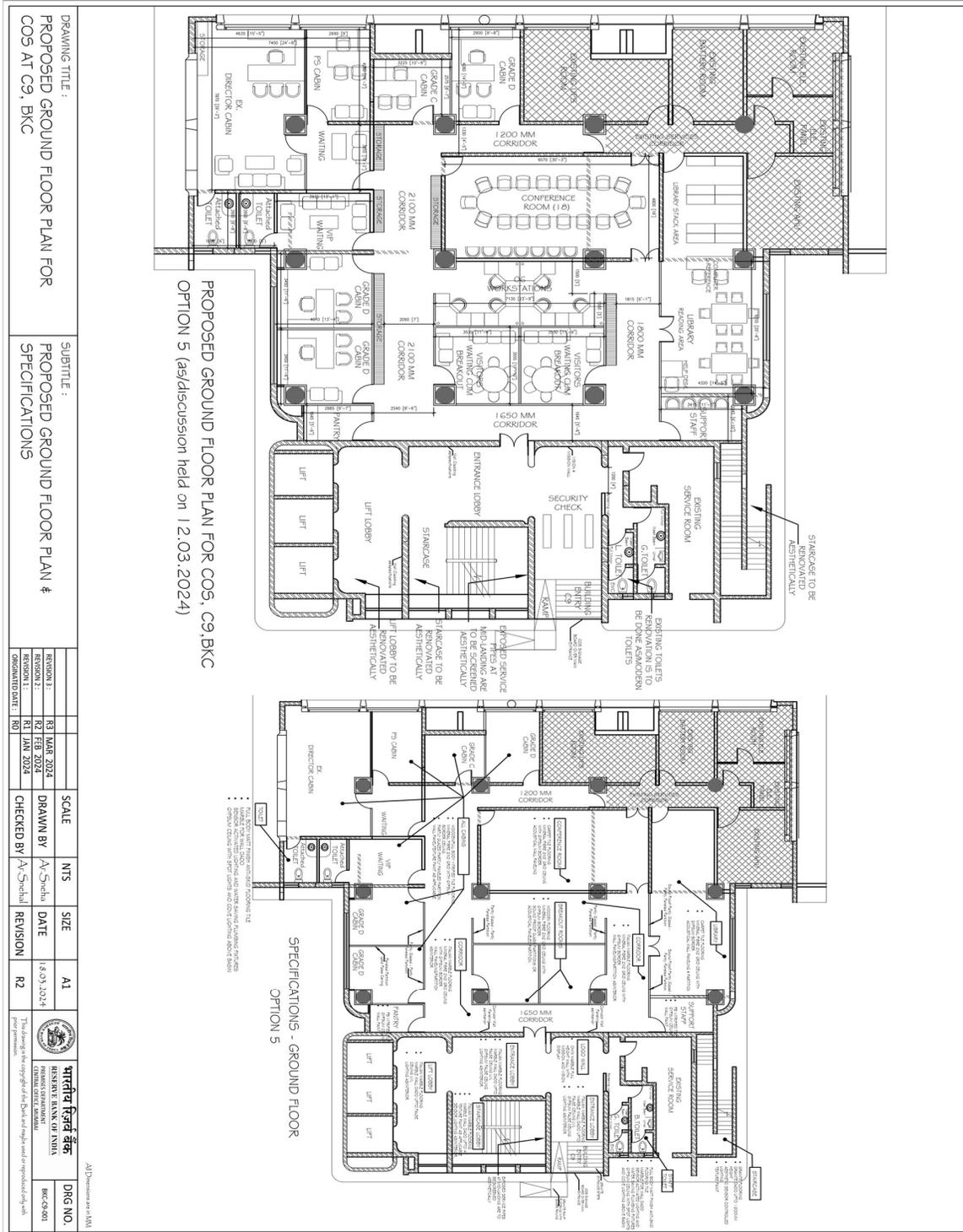
2.

Signed and delivered for and on
Behalf of Reserve Bank of India by
Its duly authorized official in the presence of

ANNEX - I**Schedule of Activities with Time Frame**

Sl. No.	Item Description	Time Frame
1	Agreement and other contractual documents	Within the 07 days from date of work order.
2	On preparation of preliminary design and drawing (in hard copies & Auto CAD) along with PPT presentation in front of committee members (date and venue of which will be conveyed subsequently)	20 days from the 10 th day of date of work order.
3	Submission of revised design changes/ comments, if any, and submission of revised design and drawing after incorporating suggestions given by the committee (for each revision).	10 days from the date of approval of 3D presentation / design scheme/ concept drawing by Bank.
4	Submission of final GFE/ tender drawings and sketches including BOQ (in hard & soft copy) for the item of works involved. Submission of requisite Sets of Complete GFE Drawings (in hard and auto CAD).	Within 7 days after Bank's approval for activity at Sr. No 3
5	Site visits for inspection of Works	Immediately as and when required/ advised by Bank.
6	Recommendations for extra variation	Within 7 days of receipt of Variation Rates from the Contractor / firm.
7	Submission of completion certificate along with as-built drawings of the renovated floor	07 days from date of virtual completion of the renovation.

Typical floor plan of BKC



DRAWING TITLE :
**PROPOSED GROUND FLOOR PLAN FOR
 COS AT C9, BKC**

SUBTITLE :
**PROPOSED GROUND FLOOR PLAN #
 SPECIFICATIONS**

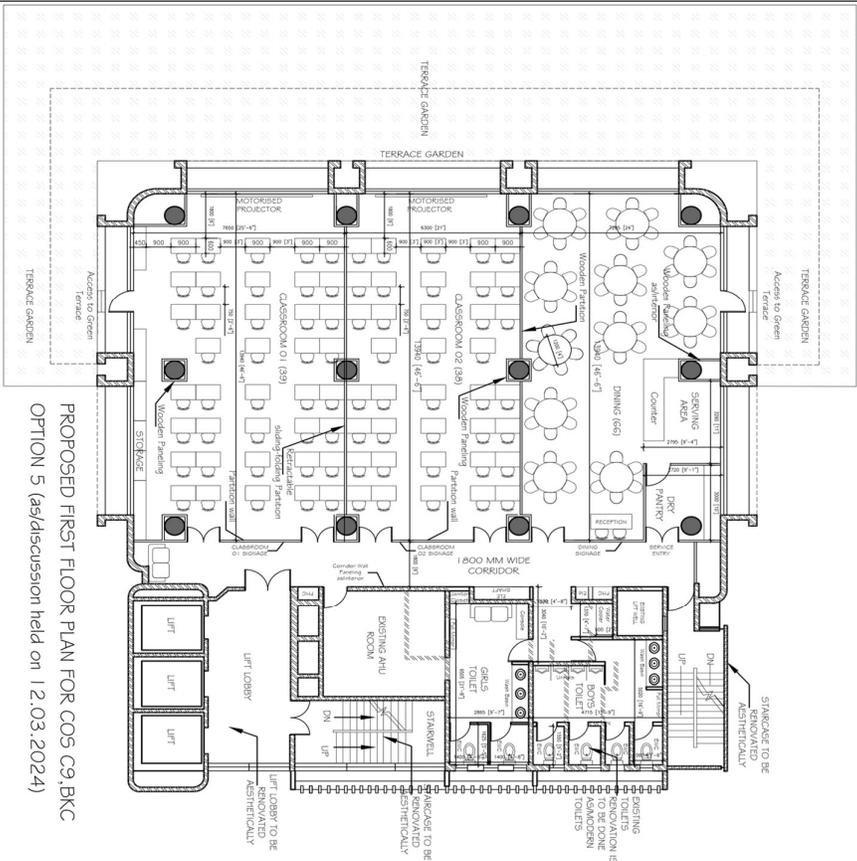
REGION 1:	R1	JAN 2024
REGION 2:	R2	FEB 2024
REGION 3:	R3	MAR 2024
ORGANIZED DATE:	NO	

SCALE	MIS	SIZE	A1
CHECKED BY	A.Shaikh	DATE	13.03.2024
REVISION			R2

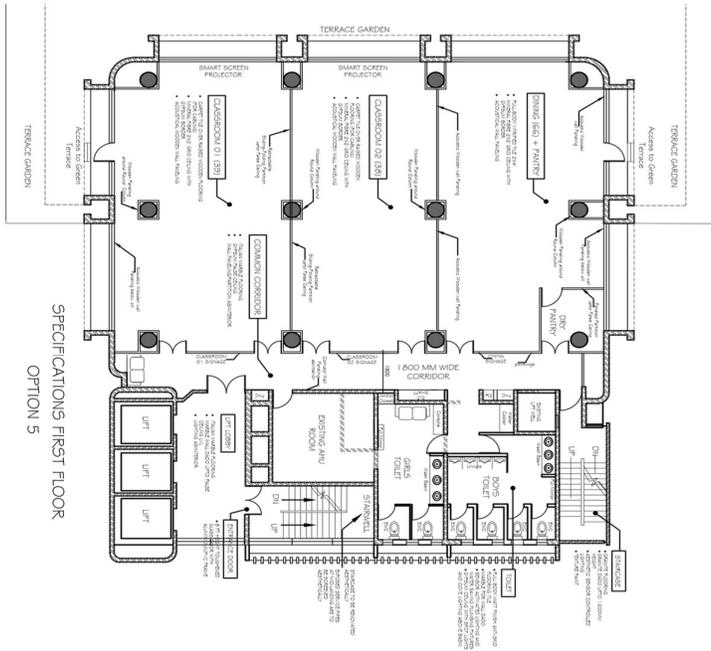
DRG NO. **BKC/29/01**

श्री श्री बैंक ऑफ इंडिया
 SHRI SHRI BANK OF INDIA
 HINDUSTAN BANK OF INDIA

DRG NO. 13/2024



PROPOSED FIRST FLOOR PLAN FOR COS C9, BKC
OPTION 5 (as/discussion held on 12.03.2024)



SPECIFICATIONS FIRST FLOOR
OPTION 5

DRAWING TITLE :
PROPOSED FIRST FLOOR PLAN FOR COS
AT C9, BKC

SUBTITLE :
PROPOSED FIRST FLOOR #
SPECIFICATIONS

REGION 1:	R3	MAR 2024
REGION 2:	R2	FEB 2024
REGION 3:	R1	JAN 2024
ORGANIZED DATE:	NO	

SCALE	NTS	SIZE	A1
DRAWN BY	A.Sachin	DATE	18.03.2024
CHECKED BY	A.Sachin	REVISION	R2

भारतीय रिज़र्व बैंक
भारतीय रिज़र्व बैंक
RESERVE BANK OF INDIA

DRG NO.
BKC-C9-02

AT/Dimensions are in MM

ANNEX-IV

Unpriced bill of Quantity

EXPRESSION OF INTEREST AND NOTICE FOR INVITATION OF DESIGN COMPETITION PROPOSALS FOR SELECTION AND ENGAGEMENT OF PROJECT ARCHITECT FOR COMPREHENSIVE PROJECT ARCHITECTURAL SERVICES FOR RENOVATION OF GROUND AND FIRST FLOORS FOR COLLEGE OF SUPERVISORS (COS) IN C 9 BUILDING AT BKC OFFICE MUMBAI 400051

FINANCIAL PROPOSAL / BID

Sr. No.	Description of Item	Qty	Unit
1.	Rendering Comprehensive architectural/ interior design consultancy services for engagement of architect for proposal for appointment of architect for upgradation / renovation of Ground and first floors for COS in C9 Building at BKC Office premises, RBI, Mumbai-400051 as per scope mentioned in Techno-Commercial bid.	01	Job

ANNEX - V

Confirmation of Commercial Conditions

Sr. No	Description	Bank's Terms	Acceptance of Bank's terms (YES/NO)
1.	Validity of e-tender from date of opening of Technical bid	90 days	
2.	Mode of payment	As per GC clause No 04	
3.	Terms of commercial conditions	Accepting all terms conditions	

Financial bid should not contain any terms and conditions but only of consultancy charges. Terms and conditions, if any, incorporated in Financial bid will not be valid and such bid shall be rejected.

Place:

Date:

Signature of Contractor

Name:

Designation:

Seal of the firm:

Important instructions for e-tender (MSTC)

Bidders are requested to read the terms & conditions of this tender before submitting online tender.

1	<p>Process of E-tender:</p> <p>A) Registration: The process involves vendor’s registration with MSTC e-procurement portal which is free of cost. Only after registration, the vendor(s) can submit his/their bids electronically. Electronic Bidding for submission of Techno-Commercial Bid as well as Price Bid over the internet will be done. The Vendor should possess Class III signing type digital certificate. Vendors are to make their own arrangement for bidding from a P.C. connected with Internet. MSTC/RBI, is not responsible for making such arrangement. (Bids will not be recorded without Digital Signature).</p> <p>SPECIAL NOTE: THE PRICE BID AND THE COMMERCIAL BID HAS TO BE SUBMITTED ON-LINE ONLY AT https://www.mstcecommerce.com/eproc/ (Version 3- New Common Portal)</p> <p>1) Vendors will receive a system generated mail confirming their registration in their email which has been provided during filling the registration form. In case of any clarification, please contact RBI/MSTC, (before the scheduled time of the e- tender).</p> <p>Contact person (RBI):</p> <ol style="list-style-type: none">1. Shri. Anupam Alok (Asst. Manager- Civil)- 9777237984; Email- anupamalok@rbi.org.in (For technical query)2. Shri. Suraj Kumar Singh (Assistant Manager)- 9198394034; Email- surajksingh@rbi.org.in (For e-tender submission related query) <p><i>Contact person (MSTC Ltd.)- For registration on MSTC Portal and issues in submission of e-tender</i></p> <ol style="list-style-type: none">1. Name: Shri Manas Mallick, Senior Manager (MSTC-WRO), Email: manas@mstcindia.co.in ; Mobile no.: 9831108435.2. HO Central Help Desk: Phone Number :07969066600, Email: helpdeskho@mstcindia.in (Please mention "HO Helpdesk" as subject while sending emails) Availability: 9:30 AM to 5:00 PM on all working days for all Technical issues e-Tenders, System settings etc. <p>The bidders can also submit their issues vide e-mail at helpdesk@mstcindia.co.in</p> <p>Vendors are required to register themselves online with www.mstcecommerce.com/eproc/</p>
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	<p>Register as Vendor -- Filling up details and creating own user id and password Submit. For further details, go to System Settings (on dashbar) Download Guide / Video / Registration Guide.</p> <p>B) System Requirement:</p> <ul style="list-style-type: none"> i) Windows XP-SP3 & above/Windows 7 Operating System ii) IE-7 and above Internet browser. iii) Signing type digital signature iv) JRE 7 update 9 and above software to be downloaded and installed in the system. <p>To enable ALL active X controls and disable 'use pop up blocker' under Tools→Internet Options→ custom level</p> <p>For more details, vendor may refer to the Vendor Guide and FAQ available www.mstcecommerce.com/eproc</p> <p>Tools => Internet Options => General => Click On Settings under "browsing history/Delete Browsing History" =>Temporary Internet Files => Activate" Everytime I Visit theWebpage".</p> <p>To enable ALL active X controls and disable 'use pop up blocker' under</p> <p>a. Tools→ Internet Options → custom level (Please run IE settings from the page www.mstcecommerce.com once)</p>
2	<p>The Techno-commercial Bid and the Price Bid shall have to be submitted online at www.mstcecommerce.com/eproc. Tenders will be opened electronically on specified date and time as given in the Tender.</p>
3	<p>All entries in the tender should be entered in online Technical & Commercial Formats without any ambiguity.</p>
4	<p>Special Note towards Transaction fee:</p> <p>The vendors shall pay the transaction fee using "Transaction Fee Payment" Link under "My Menu" in the vendor login. The vendors have to select the particular tender from the event dropdown box. The vendor shall have the facility of making the payment either through NEFT or Online Payment. On selecting NEFT, the vendor shall generate a challan by filling up a form. The vendor shall remit the transaction fee amount as per the details printed on the challan without making change in the same. On selecting Online Payment, the vendor shall have the provision of making payment using its Credit/ Debit Card/ Net Banking. Once the payment gets credited to MSTC's designated bank account, the transaction fee shall be auto authorized and the vendor shall be receiving a system generated mail.</p> <p>Transaction fee is non-refundable.</p> <p>A vendor will not have the access to online e-tender without making the payment towards transaction fee.</p> <p>NOTE</p> <p>Bidders are advised to remit the transaction fee well in advance before the closing time of the event so as to give themselves sufficient time to submit the bid.</p>

5	Information about tenders /corrigendum uploaded shall be sent by email only during the process till finalization of tender. Hence the vendors are required to ensure that their corporate email id provided is valid and updated at the time of registration of vendor with MSTC. Vendors are also requested to ensure validity of their DSC (Digital Signature Certificate).
6	E-tender cannot be accessed after the due date and time mentioned in NIT.
7	<p>Bidding in e-tender :</p> <p>a) Vendor(s) need to submit MSTC Transaction fees to be eligible to bid online in the e-tender. Tender fees and Transaction fees are non-refundable.</p> <p>b) The process involves Electronic Bidding for submission of Technica land Commercia IBid.</p> <p>The bidder(s) who have submitted the above fees can only submit their Techno Commercial Bids and Price Bid through internet in MSTC website www.mstcecommerce.com → e-procurement → New Common Portal → Bid Floor Manager→ live event →Selection of the live event→ Techno Commercial Bid.</p>
	<p>d) The bidder should allow to run an application namely en Apple by accepting the risk and clicking on run. This exercise has to be done twice immediately after reaching the bid floor. If this application is not run, then the bidder will not be able to save/submit his bid. (for details refer vendor guide & FAQ).</p> <p>e) First the vendor needs to fill up the Commercial specification if any and save it. Then the vendor should fill up the Techno-commercial bid. After filling the Techno-Commercial Bid, bidder should click 'save' for recording their Techno-Commercial bid. Once the same is done, the Price Bid link becomes active and the same has to filled up and then bidder should click on "save" to record their price bid. Then once both the Techno-Commercial bid & price bid has been saved, the bidder can click on the "Final Submission" button to register their bid</p> <p>NOTE: - After clicking the final submission "Delete bid" option would be shown. If the vendor wants to delete the bid after final submission and re submit the bid, then he/she should click delete bid and resubmit the same and again click final submission.</p> <p>f) In all cases, bidder should use their own ID and Password along with Digital Signature at the time of submission of their bid.</p> <p>g) During the entire e-tender process, the bidders will remain completely anonymous to one another and also to everybody else.</p> <p>h) The e-tender floor shall remain open from the pre-announced date & time and for as much duration as mentioned above.</p> <p>i) All electronic bids submitted during the e-tender process shall be legally binding on the bidder. Any bid will be considered as the valid bid offered by that bidder and acceptance of the same by the Buyer will form a binding contract between Buyer and the Bidder for execution of supply/work. Such successful tenderer shall be called hereafter SUPPLIER/CONTRACTOR.</p> <p>j) It is mandatory that all the bids are submitted with digital signature certificate otherwise the same will not be accepted by the system.</p>

	<p>k) Buyer reserves the right to cancel or reject or accept or withdraw or extend the tender in full or part as the case may be without assigning any reason thereof.</p> <p>l) No deviation of the terms and conditions of the e-Tender document is acceptable. Submission of bid in the e-tender floor by any bidder confirms his acceptance of terms & conditions for the e-Tender.</p> <p>m) Unit of Measure (UOM) is indicated in the e-tender Floor. Rate to be quoted should be in Indian Rupee as per UOM indicated in the e-tender floor/tender document.</p>
	<p>Any order resulting from this tender shall be governed by the terms and conditions mentioned therein.</p>
	<p>No deviation to the technical and commercial terms & conditions are allowed.</p>
	<p>The tender inviting authority has the right to cancel this e-tender or extend the due date of receipt of bid(s) without assigning any reason thereof.</p>
	<p>Vendors are requested to read the vendor guide and see the video in the page https://www.mstcecommerce.com/eprocn/ to familiarize them with the system before bidding.</p>



**Reserve Bank of India
Estate Cell BKC, Mumbai**

Part-II (Price bid)

For

**EXPRESSION OF INTEREST AND NOTICE FOR INVITATION OF DESIGN
COMPETITION PROPOSALS FOR SELECTION AND ENGAGEMENT OF PROJECT
ARCHITECT FOR COMPREHENSIVE PROJECT ARCHITECTURAL SERVICES FOR
RENOVATION OF GROUND AND FIRST FLOORS FOR COLLEGE OF SUPERVISORS
(COS) IN C 9 BUILDING AT BKC OFFICE MUMBAI 400051**

Issued to M/s _____

Last date of submission: July 22, 2024 till 3:00 PM (On MSTC Portal)

EXPRESSION OF INTEREST AND NOTICE FOR INVITATION OF DESIGN COMPETITION PROPOSALS FOR SELECTION AND ENGAGEMENT OF PROJECT ARCHITECT FOR COMPREHENSIVE PROJECT ARCHITECTURAL SERVICES FOR RENOVATION OF GROUND AND FIRST FLOORS FOR COLLEGE OF SUPERVISORS (COS) IN C 9 BUILDING AT BKC OFFICE MUMBAI 400051

FINANCIAL PROPOSAL / BID

(Not for quote. To be filled online on MSTC Portal only.)

Sr. No.	Description of Item	Qty	Unit	Rate	Amount
1.	Rendering Comprehensive architectural/ interior design consultancy services for engagement of architect for proposal for appointment of architect for upgradation / renovation of Ground and first floors for COS in C9 Building at BKC Office premises, RBI, Mumbai-400051 as per scope mentioned in Techno-Commercial bid.	1	Job		
2.	Total CGST Amount	1	LS		
3.	Total SGST Amount	1	LS		
4.	Grand Total				

Note: The Rates shall be quoted by the contractor is exclusive of CGST and SGST shall be added to the total amount.