Request for Proposal (RFP)
For

"Appointment of Architect for Preparation of Detailed Project Report (DPR) and Building Plans for the proposed Head Office Building at Amaravati."

RFP Reference No	: APGB/HO/Services/13/2026-27
Date of RFP Document	: 22-07-2026
Date of Pre Bid Meeting Date	: 29-07-2026 at 04.00 PM
Last Date for submission of RFP	: 11-08-2026 at 05.00 PM
Date of Opening of Technical Bid	: 12-08-2026 at 11.00 AM
Application fee	: Rs. 1,000/- (Non-refundable)
Earnest Money Deposit	: Rs. 5,000/-
No. of Pages	: 23

Issued by:
The General Manager
Andhra Pradesh Grameena Bank,
Head office, 2rd floor,
Services Department,
D.No. 5-38-27/28, 5/2th Lane,
Opp H P Petrol Bunk, Brodipet,
Guntur – 522 002.
Ph: 9490158007
Email: procurement_services@apgb.bank.in,
hod-services@apgb.bank.in

PART – I

(TECHNICAL DETAILS)

INVITATION FOR RFP

Andhra Pradesh Grameena Bank intends to develop Green Building property (Minimum 3 Star Griha Rating system/ Gem Assocham / Minimum Silver Rating of IGBC OR Approved Equivalent rating system) on Bank's vacant plot situated at Survey no. 81 located at Uddandarayunipalem, Amaravati, Andhra Pradesh. In this regard, the Bank invites RFP from the firms engaged in Consultancy and building Construction Activities for appointment of Architect for **Preparation of Detailed Project Report (DPR) and Building Plans for the proposed Head Office Building at Amaravati.**

1.	Name / Nature of the work	:	Appointment of Architect for Preparation of Detailed Project Report (DPR) and Building Plans for the proposed Head Office Building at Amaravati on Bank's vacant plot situated at Survey no. 81 located at Uddandarayunipalem, Amaravati, Andhra Pradesh.
2.	Time period for completion of the work.	:	30 days from the date of acceptance of LOI
3.	Period of Issue of RFP	:	**22.07.2026 to 11.08.2026**
4.	Pre-Bid meeting date	:	**29.07.2026 at 04.00 PM**
5.	Last date and time for receipt of completed RFP	:	**11.08.2026 up to 5.00 PM**
6.	Date and Time of Opening Technical Bids	:	**12.08.2026 at 11.00 AM**
7.	Cost of RFP	:	Rs. 1,000/- in the form of Bank Draft/Banker's cheque in favor Andhra Pradesh Grameena Bank, payable at Guntur.
8.	EMD	:	Rs. 5,000/- in the form of Bank Draft/Banker's cheque in favor Andhra Pradesh Grameena Bank, payable at Guntur.
9.	Security Deposit		The successful bidder must submit Rs. 20,000/- (Rupees Twenty Thousand only) Performance Security deposit as Bank Guarantee / Demand draft / Pay Order drawn from any nationalized bank only in favor of Andhra Pradesh Grameena Bank payable at Guntur within 07 days from the day of final selection.
10.	Submission of RFP	:	The RFP shall be submitted in two separate envelopes-, Envelope No (1) - Technical Bid and Envelope No (2)- Price Bid. Both envelopes should be submitted on the same date and time. The Technical Bid and Price Bid are to be placed in two separate individual envelopes, sealed and super scribed as 'Technical Bid' and 'Price Bid' respectively. These two envelopes are then to be placed together in envelope No.3, sealed and super scribed on the outside with the narration "RFP for the Appointment of Architect for **Preparation of Detailed Project Report (DPR) and Building Plans for the proposed Head Office Building at Amaravati"**

1. Tender Documents for the RFP can be obtained in person from Andhra Pradesh Grameena Bank at the below mentioned Address.

Andhra Pradesh Grameena Bank
Head office, 2rd floor,
Services Department,
D.No. 5-38-27/28, 5/2th Lane,
Opp H P Petrol Bunk, Brodipet,
Guntur – 522 002.
Ph: 9490158007
Email: procurement_services@apgb.bank.in
hod-services@apgb.bank.in

2. Alternatively, the application documents consisting of above can be downloaded from Bank's website www.apgb.bank.in and Government procurement website www.eprocure.gov.in and the downloaded applications can be used for submission. In case of any ambiguity/discrepancy between the downloaded document and original application submitted in the form of hard copy, the version of the documents placed on the website shall prevail.

3. The Bank reserves the right to accept or reject, wholly or partly, any or all the applications without assigning any reason whatsoever. Bank's decision in this regard will be final and binding on all applicants.

4. Conditional offers will be outrightly rejected.

General Manager -Services
Head Office, Guntur
Andhra Pradesh Grameena Bank

MINIMUM PRE-QUALIFICATION CRITERIA

(Documentary proof for each item is to be furnished with Technical Bid)

APPLICANTS SHOULD FULFIL ALL THE FOLLOWING MANDATORY CONDITIONS TO BE ELIGIBLE FOR PARTICIPATION IN THE RFP

1. The Organization/Agency shall be engaged in Consultancy for Building Construction Activities.

2. The Organization/Agency should have been engaged in providing consultancy services of building construction activities for large office buildings/residential medium rise buildings/commercial premises / Industrial houses for a minimum period of 05 years as on date of RFP.

3. The average of the annual turnover of the Organization/Agency during the three financial years (2022-23; 2023-24 & 2024-25) shall be more than **Rs.50.00 lakhs** (Rs. Fifty Lakhs only). A copy each of the Audited balance sheet along with profit and loss account statements for three financial years; 2022-23; 2023-24 & 2024-25 should be submitted along with the Technical Bid.

4. The Organization/Agency should have satisfactorily executed project as stated below during the last 5 years:

   a) One similar work costing not less than Rs. 80 crores to Rs. 100.00 crores

      (or)

   b) Two similar works costing not less than Rs 40.00 crores to Rs. 50 crores

      (or)

   c) Three similar works costing not less than Rs 25.00 crores to Rs. 35 crores.

   Similar Work means execution of any of the following works:

   - Architectural and engineering services, from concept to commissioning.
   - Architectural Consultancy, including Concept Design, DPR Preparation, building planning, Statutory drawings and Tender documentation.
   - Architectural and engineering services for civil works/structural works/plumbing and sanitary work/ electrical works/ lift/ fire safety works/ Air Conditioners works, etc.

5. The agency should not be under debarment or blacklisting by any Government Department / Public Sector Bank (PSB) / Regional Rural Bank (RRB) during the last five (05) years as on date of RFP.
   A self-declaration to this effect, as per Annexure–C, shall be submitted along with the bid.
6. The agency shall mandatorily have local office/ Branch office in **Andhra Pradesh or Telangana**. No TA/DA shall be paid to the Agency for travelling to/from the headquarter.
7. The organization/Agency shall have a valid PAN number. The copy of the PAN number should be enclosed to the RFP.

8. The firm should be registered for GST. In case the firm is not covered under GST an undertaking must be provided stating the clause under which GST is not applicable to them.

9. All the forms provided in the RFP documents must be completed in full and all pages of RFP documents must be signed, as a token of acceptance of the terms stipulated therein and duly sealed before their submission

10. A copy of the Power of attorney as required under the rules for signing and submission of RFP documents is to be submitted along with the application.

11. **Scope of Work: -**

- **Preparation of concept plans, Elevation 3D view etc (at least three nos.) and presentation of the same to the designated committee of the Bank for finalization of concept and design.**
- **Preparation of Detailed Project Report / Feasibility Report for bank's approved concept.**

FORM OF APPLICATION

(On Organisation's/Agency's letter Head)

Date:

To,
The General Manager
Andhra Pradesh Grameena Bank
Head Office, Guntur

Dear Sir,

Sub: REQUEST FOR PROPOSAL (RFP) No:___________ FOR SELECTION OF '**Architect**' for **Preparation of Detailed Project Report (DPR) and Building Plans for the proposed Head Office Building at Amaravati on Bank's vacant plot situated at Survey no. 81 located at Uddandarayunipalem, Amaravati, Andhra Pradesh.**

1. I/we have read and understood the instructions and other terms and conditions furnished in the press notice/notice in the APGB's Website in respect of the captioned RFP. I/we hereby submit my/our application for the captioned "Request for proposal" of your Bank. I/we do hereby declare that all the information furnished in the application and supplementary sheets are correct to the best of my/our knowledge and belief.

2. I/we have no objection if enquiries are made about the work listed by me / us in the accompanying sheets.

3. I/we clearly understand and agree that if any of the information furnished by me/us hereunder is found to be wrong or untrue or false or incorrect or incomplete, my/our application is liable to be rejected. Further, if I am/we are appointed as the '**Architect**' for the above Project on the basis of the information furnished in my/our application and the information furnished therein is subsequently found to be wrong, untrue, false or incorrect, my/our contract with the Bank is liable to be terminated forthwith at the discretion of Bank, at any stage, without notice and without any compensation whatsoever for such termination.

4. I / We understand and agree that the decision of Andhra Pradesh Grameena Bank in selection of the "**Architect**" is final and binding to me / us.

Thanking You,

Yours faithfully,

Signature of the authorized official.
Name:
Designation:
Place:

INSTRUCTIONS TO THE APPLICANTS

Sealed Applications are invited on behalf of the Andhra Pradesh Grameena Bank, Head Office - Guntur, hereinafter known as the "Bank", for selection of Architect for Preparation of Detailed Project Report (DPR) and Building Plans for the proposed Head Office Building at Amaravati on Bank's vacant plot situated at Survey no. 81 located at Uddandarayunipalem, Amaravati, Andhra Pradesh.

1. The RFP shall be submitted in two separate sealed envelopes i.e Envelope No-1 'Technical Bid' and Envelope No-2 'Price Bid.' The sealed envelope containing Technical bid should be superscribed as "Technical Bid" and the sealed envelope containing price bid should be superscribed as "Price Bid" respectively. The two sealed envelopes, one containing Technical Bid and second containing price bid should be placed in a single envelope No.3, duly sealed and super scribed on the outside with the narration "RFP for the appointment of Architect for Preparation of Detailed Project Report (DPR) and Building Plans for the proposed Head Office Building at Amaravati on Bank's vacant plot situated at Survey no. 81 located at Uddandarayunipalem, Amaravati, Andhra Pradesh". The RFP as above should be submitted on or before the prescribed date and time as detailed below. The Complete Sealed Tender may be dropped, on or before mentioned time in the "Tender Box" kept at the address as mentioned in PART-1 (Invitation for RFP) document. Alternatively, the proposals may be submitted through Registered /Speed Post to reach the above office on or before the due date and time indicated above. The responsibility of submitting proposals to the above address on or before the above-mentioned due date and time is that of applicant and any proposals received after due date and time as above shall not be accepted. The Bank will not be responsible for any delay or late submission of the RFP or any loss arising therefrom in any manner whatsoever. The RFP should be submitted in English only.

2. A pre-bid conference with the applicants/prospective applicants will be held by the Bank at 04:00 PM on 29.07.2026 at the Bank's premises as indicated above, to offer clarifications, if any, sought by the applicants. Any one authorized representative of the Organization /Agency may be allowed to be present during the pre-bid conference. The Bank is at liberty to make additions/deletions/modifications/amendments in the RFP document based on the discussions held at the pre-bid conference and the applicants are bound by the same. Reasonable extension of time will, however, be given to them to revise their Technical/Price Bids in case such additions/deletions/modifications /amendments are material in nature. Interested bidders shall refer to corrigendum/ Addenda published in website and to include the same while submitting their bids. All the addendum/corrigendum etc would be published in Bank's website and e-procurement portal (CPP Portal) only.

3. The Technical Bids will be opened in the above said office at mentioned time in front of Bidders. Bidders are requested to be physically present during tender opening. The date of opening the price bids will be intimated subsequently only to such applicants who have qualified based on the above pre-qualification criteria. The applicants are requested to be present during the opening of the proposals in their own interest. In case of any change in the date of submission and opening of the RFP, the same will be intimated through a corrigendum on website. No separate communication will be sent to the individual applicants.

4. The two envelopes are classified as:
   (1) Technical Bid (Page No. 1 to 22 including the required supporting documents)
   (2) Price Bid (Page No. 23)

   The sealed envelope No.1 super scribed as "Technical Bid "submitted should contain all the following details/documents:

   i. The RFP proposal, completed in all respects, should be signed by the authorized signatory of the applicant on all the pages of the application document at bottom right side corner in token of acceptance of the terms and conditions of the RFP and for the purpose of identification. This is to ascertain that the applicant has quoted against all relevant items. Unsigned bids would be rejected. No reference to the price bid should be made **in the Technical Bid failing which the entire proposal will be disqualified and rejected summarily.**

ii. All the documents in support of the prequalification criteria are mentioned in the RFP Application form. The documents must be self-attested by the authorized signatory with official seal.

iii. The technical features/brochures and such other details / data are required for the technical evaluation. All technical information considered relevant and useful should be furnished at the first instance itself along with the Technical Bid in a single envelope. No additional/supplementary information/document shall be entertained by the Bank subsequently unless it is found necessary and sought by the Bank in writing.

iv. The envelope No.2 super scribed as **"Price Bid"** should be duly sealed and submitted on the same date and time specified, along with Technical Bid. Non-submission of the Price bid and the technical bid in separate sealed envelopes, in a manner prescribed shall automatically render the entire application being summarily rejected. The Price bid envelope should contain only price quoted, duly filled in the exact format prescribed in the RFP with values written in both words and figures, and as detailed elsewhere in the RFP. **Unsealed Price bid would render in rejection of tender.**

5. Major Corrections such as cuttings, interpolations, omissions, over-writings etc. in the application form are not permitted. Minor corrections such as cuttings, interpolations, omissions, and over-writings if any, shall be duly authenticated by the applicant or authorized representative of the applicant.

6. Andhra Pradesh Grameena Bank reserves the right to amend, delete or modify any of the pre-qualification criteria prescribed as above.

7. Addenda, if considered necessary by the Bank, to the RFP, may be issued prior to the date of opening of the Technical Bids. Any changes / modifications/amendments in the RFP will be released in Bank's website only and no individual communication or any newspaper advertisement will be issued by the Bank, which may please be noted.

8. Please note that the bank will not be publishing the names of the applicants who have downloaded the RFP document from the Bank's web site. As such, applicants are advised, in their own interest, to refer to the Bank's website prior to the due date prescribed for opening of the technical bid to ensure that they have not missed to observe any addenda / corrigendum. The responsibility of downloading the related addenda / corrigendum, if any, will be that of the applicants downloading the RFP. No separate intimation in respect of addenda/corrigendum will be sent to any of the applicants. All addenda / corrigendum issued by the Bank shall be treated as part and parcel of RFP document.

9. Any printing or typographical errors/ omission in RFP document observed by the applicant shall be referred to the Bank and Bank's decision regarding its interpretation/correction shall be final and binding on the applicants.

10. Applicants are advised to examine and fully satisfy themselves before submitting their applications as to the nature of work/project to be executed and the other aspects pertaining to and/or impacting the work/project and shall themselves obtain all necessary information/clarification as to the risks, contingencies and other circumstances which may influence or affect the work/project.

11. By submitting the application and agreeing to the terms and conditions specified in the RFP, the applicant shall be deemed to have full knowledge of the proposed scope of work/project and no extra charges consequent to and arising out of any misunderstanding/misinterpretation or otherwise shall be allowed by the Bank. Submission of application by an applicant implies that he has read this notice and all other documents relating to this RFP and has made himself fully aware of the scope and specifications of the work/project to be undertaken and also the terms and conditions and other factors having a bearing on the execution of the work/project.

12. The applicants will not be entitled to any claim of compensation, financial or otherwise, for difficulties, if any, faced or losses incurred on account of submission of the application or on successful shortlisting/final selection.

13. Applications which do not satisfy any of the conditions prescribed in the RFP or if any condition, including the offer of conditional rebate/discount put forth by the applicant, shall be summarily rejected.

14. The acceptance of an application will rest with the Andhra Pradesh Grameena Bank and the Bank reserves to itself the discretion/authority to reject any or all the applications received without assigning any reason whatsoever. An application, in which any of the prescribed condition is not fulfilled or is incomplete in any respect, is liable to be summarily rejected. The Andhra Pradesh Grameena Bank reserves the right to accept or reject the applications in full or in part and applicants shall have no claim in the matter.

15. The RFP offers shall remain valid for acceptance for a period of 180 days from the date of opening of Price Bid.

16. **Professional Fee shall include the following: -**

- All fees/charges paid/payable towards preparation of concept plans, Elevation 3D view etc (at least three nos.) and Preparation of Detailed Project Report / Feasibility Report for bank's approved concept.

17. **Liquidated Damages (LD)**

- If Agency is unable to complete the project within the specified time for reasons solely attributable to the agency, Bank will impose liquidated damages on agency. The damages shall be calculated @ 0.25% of contract amount (including the approved variations) for each week of delay, subject to maximum of the 5% of fee payable to the agency.

- However, for valid circumstances beyond the control of agency, bank may consider the grant of extension of time on the merit of the case. Under no circumstances extension for time shall be granted on grounds attributed due to delay in getting approval/ license / permit/ NOC/ OC etc. as per project requirement from statutory bodies. Any dispute arising from the contract, the same shall be taken up by either party for resolution through Administrative Mechanism for Resolution of CPSEs Disputes (AMRCD) as mentioned in DPE OM No 4(1)/2013-DPE(GM)/FTS-1835 dated 22.05.2018.

18. **Payment Schedule:**

- The full payment shall be released only after submission and acceptance of the Detailed Project Report (DPR) and building plans by the Bank.

- No interim bills or part payments will be entertained during the course of the assignment.

19. MSME firms registered with Udyam (Ministry of MSME), NSIC, or other statutory authorities empowered under Government of India guidelines shall be exempted from payment of Earnest Money Deposit (EMD), subject to submission of valid documentary proof along with the bid.

20. Bidders shall inspect the site at their own cost and risk prior to bid submission.

Method of Evaluation

1. All the applications should reach the mentioned address before the specified date and time.

2. On the scheduled day/time of opening the Technical Bid or on any other date/time specified by the Bank (in the event of the date of opening being postponed due to any compelling circumstances), the Technical Bids will be first opened in the presence of the authorized representatives of the applicants.

3. The Applicants shall submit the copies of all documents supporting the firm's compliance to the pre-qualification criteria along with application. The evaluation will be based on the pre-qualification criteria prescribed and based on the terms and conditions/documents prescribed and received along with RFP application. The applications submitted by the firms without enclosing all the prescribed documents shall not be considered for the purpose of evaluation of their pre-qualification eligibility criteria. As such are advised to submit the required documents/information, complete in all respects.

4. Only those applicants who satisfy the required minimum pre-qualification criteria prescribed, documents furnished in support of the same and fulfilling all terms and conditions of the RFP will be technically qualified.

5. The Price Bids of only the technically qualified applicants as above will be opened after due intimation to them, in the presence of representatives of technically qualified applicants. It must be noted that only price bids of technically qualified applicants will be opened on the said date, time, and venue. The price bids of all the applicants who have not technically qualified will be returned to them unopened condition in which they were received by the Bank.

6. After opening of the price bids of the technically qualified applicants, the prices quoted by them will be evaluated for arriving at the 'least quote' (L1). The Bank reserves the right to further negotiate with L1, the price quoted by it. The Bank is not bound to accept the lowest or any other price and reserves the right to reject any or all the Tenders received, without assigning any reason whatsoever.

7. A letter of award will be issued to the successful applicant. The successful applicant must then enter a Memorandum of Understanding with the Bank within 14 days from the date of issue of letter of award. A Draft Memorandum of Understanding is enclosed along with RFP document. The notice inviting RFP, general rules, instructions for the guidance of applicants and all terms and conditions in the RFP document shall form a part and parcel of the Memorandum of Understanding.

8. The successful applicant shall agree that until Memorandum of Understanding is signed, his approved RFP application Document shall constitute to be a binding agreement between the successful applicant and the Andhra Pradesh Grameena Bank.

9. During technical and/or price evaluation, the Bank, if considered necessary, seek supplementary information/ clarifications from the applicants/clients.

10. Voluntary submission of the supplementary information / clarifications by the applicants shall not be accepted and supplementary information / clarifications shall be limited to the details sought for by the Bank only. Any other un-related information / clarifications furnished shall not be recognized by the Bank.

DETAILS OF WORK OF ARCHITECT AND TERMS AND CONDITIONS OF ENGAGEMENT

1. The Draft Memorandum of Understanding to be signed with the successful applicant is furnished as **Annexure-A**. The details, terms and conditions mentioned in the Draft Memorandum of Understanding must be read as a part and parcel of present RFP document and in conjunction with other terms and conditions of the RFP document. The Bank reserves the right to modify any terms of draft MOU in mutual consent with the successful applicant.

2. After awarding of works, any change/s in the address, contact information including telephone numbers, employment etc. of the Agency should be updated and communicated to the Bank within 15 days of such change. Any other change that affects the information already furnished by the Architect in the application should also be updated within 30 days from the date of such change.

3. Selection of various agencies employed for the project shall be strictly as per all statutory guidelines as applicable for the purpose fulfilling all laid down norms of CVC and other statutory agencies.

4. Agency shall be wholly and solely responsible for any observations/Comments/defects pointed out by C.T.E./C.V.C./Bank's Independent External Monitors (IEMs) appointed under Integrity Pact adopted by the Bank in major procurement activities in the planning and execution of the project and the procedures associated with the said activities. Compliance of CVC guidelines while employing contractors, Vendors, Suppliers, availing services etc. is the responsibility of Architect, fully indemnifying / protecting the Bank.

5. If in an event, it is established that the Agency was involved in an unfair practice in whatsoever manner, including submission of false/distorted reports, which ultimately lead to distressed assets of our Bank or results in any other damages, the Bank is at liberty to approach concerned professional body or any other organization with a complaint of misconduct against the Agency.

6. The awarding of work is at the sole discretion of the Bank and payment of bills for the works undertaken is subject to the norms prevailing in the area of activity from time to time.

7. Any e-mail communication by way of scanned copies of documents duly signed by an authorized officer from the Bank should be treated as an official communication from the Bank and shall be binding on the agency.

8. The agency should share all tender documents, estimates, designs, drawings, and all other documents prepared for the Bank with the Bank Authorities in soft copy both in the editable and non-editable forms, besides the hard copies.

9. The Bank shall make payments to the Agency for all the bill amounts due and payable as per the MOU only and under no circumstances it undertakes the responsibility to compensate agency for any loss incurred by the Agency including monetary loss.

Signature of the Applicant with seal

BIO DATA

SL No.	Description	To be filled by the Applicant
1	Name of the Organization	
2	Complete Postal Address (With telephone (landline), Mobile, Fax numbers and e-mail)	
3	Name of the contact person, designation, and mobile number – Of person Signing the Documents, RFP, Agreement etc (Power of Attorney of the Person Signing to be enclosed)	
4	Year of Establishment	
5	Experience details in handling consultancy for construction activities (Enclose necessary proof)	
6	Status of the Firm – Private/ Central / State Government Organization / Central / State Govt. Construction Agency / Public Sector Undertaking / Enterprise/ State Govt. Agency.	
7	Give the names and designation of authorized person responsible for signing documents such as Contract Agreement, Correspondence etc.	
8	Whether registered with the Registrar of Companies/Registrar of Firms. If yes, mention Registration number and date. (Enclose copy of registration Certificate)	
9	Mention permanent account number. Enclose copies of PAN and Income Tax Clearance Certificate/Returns)	
10	Whether registered with Central Excise Department for payment of Service Tax. If yes, give registration Number and date. (Enclose copy of Registration Certificate) If not mention the reason for the same.	
11	Give consolidated annual financial business turnovers of the firm for the immediate last three years (year wise) in lakh rupees. (Enclose copies of audited Balance Sheets and Profit & Loss Accounts)	2022-23 2023-24 2024-25

12	If you are registered in the panel of other organizations/Banks, PWD etc., furnish their names, category, and date of registration. (Enclose necessary proof)	i) ii) iii)
13	Are you conversant with the Guidelines, Directions, Observations, and regulations of Central Vigilance Commission regarding Bank Works?	
14	Are you conversant with the guidelines of the Indian Banks' Association regarding Bank works?	
15	Are you conversant with building Byelaws, rules, and regulations of all required statutory body of state of Andhra Pradesh	
16	Any Director / Senior Executive of your Organization is on the Board of the Bank or related to Senior Executives of the Bank. If so, please furnish the details	
17	Any Important information applicant may wish to provide	

Details of work done in the descending order of the Value of Work. (Enclose copies of supporting documents)						
S No	**Name of Client**	**Nature of work**	**Value of work**	**Professional charges received (% of value of work)**	**Duration of completion**	**Date of completion**
A						
B						
C						
D						
E						
F						
G						
H						

(Copies of agreements entered into other Organizations with / Public Sector Banks etc. may be enclosed)

Details of Key Technical Persons Employed in Applicants Firm					
Sl No	**Name of Person**	**Designation**	**Qualification**	**Total experience**	**Number of years employed in Applicant Firm**
A					
B					
C					

Details of Arbitration / civil suit, if any, that arose during execution of contract in the past 10 years

A.____

B.____

C. ____

DECLARATION

1. The above particulars furnished by us are true and correct.
2. The duties/functions expected to be performed by us as **Architect** are clearly understood by us and we enclose herewith list of duties/functions duly signed in all the pages.
3. We agree to execute necessary MOU for the work to be entrusted to us at the appropriate time and we also agree to bear all expenses towards executing the agreement.
4. We have enclosed copies of all required documents sought for in the application.
5. We understand that Bank reserves the right to accept, negotiate, reject my/our application without assigning any reasons, whatsoever, and the decision of the Bank shall be final and binding on us.

Place:
Date: **Signature of the Applicant with seal**

MEMORANDUM OF UNDERSTANDING **ANNEXURE – A**

Memorandum of understanding between Andhra Pradesh Grameena Bank and …………………………………………

This Memorandum of Understanding (hereinafter referred to as "MOU") is made and entered into on the …………Day……………..…Month 202….by…………………………..……………..and between Andhra Pradesh Grameena Bank, a Body Corporate constituted under the Regional Rural Banks Act, 1976 having its Head Office at D.no:5-37-231, 4/1 Brodipet, Guntur, Andhra Pradesh 522 002, represented by its Chairman, Mr.…………………………………………………S/o,Shri………………………………………………………R/o……………………
……………………………………………………………………………., (hereinafter referred to as "Bank" which expression shall where the context so admits include its executors, administrator and successors-in-office and assigns) On ONE PART.

AND

…………………………………………………………..……., a,…………………………………………….. company/society, incorporated/registered under …………………………………..having its Registered and Corporate office at ………………………………………………………………..……….(herein after called the Architect shall mean and include its administrators, successors and assigns) represented by its ……………………………………………………………….. on the OTHER PART

The Bank and the Architect are hereinafter individually referred to as "Party" and jointly referred to as "the Parties.

WHEREAS,

The Bank is desirous of awarding/entrusting the works for engaging Architect for **Preparation of Detailed Project Report (DPR) and Building Plans for the proposed Head Office Building at Amaravati** on Bank's vacant plot situated at Survey no. 81 located at Uddandarayunipalem, Amaravati, Andhra Pradesh and has floated the Tender for the same.

The Architectural Firms have submitted the Tender successfully for the same.

The Bank has awarded the contract to the Architect vide Letter of Intent letter No. …………………………….., copy of which shall be annexed as Schedule-A during execution of this MOU and shall form a part of this Agreement.

NOW, IT IS HEREBY AGREED BY AND BETWEEN THE PARTIES HERETO AS UNDER:

1.0 DEFINITIONS

'Approval' means approval in writing by the designated officer of the Bank.

'Project/work' means, **Architectural Services** for Preparation of Detailed Project Report (DPR) and Building Plans for the proposed Head Office Building at Amaravati on Bank's vacant plot situated at Survey no. 81 located at Uddandarayunipalem, Amaravati, Andhra Pradesh.

'Architectural Fee' means the fee payable to the Architectural Firm by the Bank as per mutually agreed terms.

"Completion" means when the work is completed in all respects along with associated services and are actually handed over to the Bank.

"MOU" shall mean the Memorandum of Understanding herein containing the terms and conditions set forth & agreed therein, including all other documents expressly annexed thereto or incorporated therein.

"Nodal Officer" shall mean the officer nominated by Bank in writing to act as co-ordinator, inspector of works & Measurement for the purpose of this work project wise.

"Project Manager" shall mean the officer nominated by the Architect, who shall be responsible for co-ordination with the Bank and for all activities concerning the execution of project.

"CTE" means Chief Technical Examiner

"CVC" means Central Vigilance Commission, Govt. of India

"CAG" means Controller and Auditor General, Govt. of India

Words singular shall include the plural and vice versa, where the contexts so desire.

2.0 ROLE & RESPONSIBILITIES OF THE ARCHITECT

2.1 The Architect shall undertake work as per following

Scope of Work: -

- Preparation of concept plans, Elevation 3D view etc (at least three nos.) and presentation of the same to the designated committee of the Bank for finalization of concept and design.
- Preparation of Detailed Project Report / Feasibility Report for bank's approved concept.

2.2 The Architect shall be solely responsible for proper structure, design, specifications and etc of the projects entrusted to them.

2.3 The Bank shall be entitled to claim and recover the expenses incurred by it in rectifying the defects as aforesaid from the Architect.

3. RESPONSIBILITIES OF THE BANK

3.1 The Bank shall make payment to the Architect as specified tender in respect of implementation of project works from time to time.

4. COMPLETION OF THE PROJECT

4.1 The date of start of the work/project shall be reckoned from the seventh day after the issue of LOI.

4.2 The work shall be completed in all respects within 30 days from the start of the work/project.

4.3 The Architect shall be required to complete the entire project work within the period stipulated in tender document to the agreement. In case of delay, which may occur due to reasons beyond the control of Architect, the Architect would approach the Bank in this regard with full details for extension of time limit for completion of the works.

4.4 In case of delay in completion of the project by the Architect beyond the stipulated time as mentioned in tender document to this agreement, unless otherwise extended by the Bank in writing, for the reasons attributable to the Architect, the Architect shall be liable to pay to the Bank compensation at the rate of 1/4th (0.25%) of the total anticipated Project Management Consultancy charges for every week of delay subject to maximum amount of 5% of total ARCHITECT charges to be paid by the Bank to the ARCHITECT.

5. PAYMENT

- The full payment shall be released only after submission and acceptance of the Detailed Project Report (DPR) and building plans by the Bank.

- No interim bills or part payments shall be entertained during the course of the assignment.

6. ASSIGNMENT OF THE AGREEMENT

The Architect shall not assign or transfer or part with any of the rights, duties, or obligations, wholly or in part, under this agreement without the previous consent in writing of the Bank.

7. FORCE MAJEURE

7.1 The Architect, shall not be liable for delay or non-performance any obligations mentioned herein, which were caused by war, blockage, revolutions, insurrection, civil commotion, strikes, riots, mobilizations, blockades, acts of god, fire, flood or any other event beyond the control of either party which directly, materially and adversely affect the performance of any such obligation.

7.2 If a force majeure situation arises, the Architect shall promptly notify the Bank in writing of such condition. Unless otherwise directed by the Bank in writing, the Architect shall continue to perform its obligations under the agreement as far as reasonably possible and shall seek all reasonable alternative means of performance not prevented by force majeure.

8. PENALTY

If the Architect abandons the work, in whole or in part, for any reasons whatsoever or becomes incapacitated from acting as aforesaid, the Bank shall make full use of all or any of the drawings prepared by the Architect and that the Architect shall also be liable to refund any excess payment made over and above, which is due to be paid in accordance with the terms of this agreement, for the services extended to the Bank till the termination of this agreement.

9. PROFESSIONAL LIABILITY

The Architect is expected to carry out its assignment with due diligence and in accordance with prevailing standards of the profession. The Architect's liability to the Bank shall be governed by this MOU.

10. INDEMNITY

The Architect shall indemnify and hold the Bank harmless against any losses, costs or claims which may arise as a result of the negligence or willful misconduct of the Architect or its employees, agents, representatives, Managers or by breach of any of the terms and conditions, declarations, representations, undertakings and warranties contained in this Agreement on its part or its employees, agents and representative.

11. AMENDMENTS AND WAIVER

No provision of this Agreement shall be deemed waived, amended, or modified by either party unless such waiver, amendment or modification is in writing and signed by the Party against whom enforcement of the waiver, amendment or modification is sought.

12. ENTIRE AGREEMENT

This MOU attached hereto constitute the entire agreement between the parties and supersedes any and all prior or contemporaneous oral and written communications, understandings or agreements relating to the subject matter hereof.

13. SEVERABILITY

In the event of any provision of this Agreement is held by a tribunal/court of competent jurisdiction to be contrary to the law, the remaining provisions of this Agreement shall remain in full force and effect.

14. ARBITRATION

Any or all disputes, differences, or questions which may at any time arise between the parties hereto or any person claiming under them, touching, or arising out of or in respect of this agreement or the subject matter thereof shall first be endeavored to be amicably resolved between the parties. However, in the event of such dispute, difference, or question, etc. remaining unsolved, the same shall be taken up by either party for resolution through Administrative Mechanism for Resolution of CPSEs Disputes (AMRCD) as mentioned in DPE OM No 4(1)/2013-DPE(GM)/FTS-1835 dated 22.05.2018.

15. CONFIDENTIALITY

The Architect shall keep confidential any information related to the project and shall not divulge the same to any person/ organization / firm without consent in writing by the

Bank. In case of violation of the confidentiality agreement, the Memorandum of Understanding (MOU) is liable to be terminated by the Bank.

16. Liquidated Damages (LD)

- If Agency is unable to complete the project within the specified time for reasons solely attributable to the agency, Bank will impose liquidated damages on agency. The damages shall be calculated @ 0.25% of contract amount (including the approved variations) for each week of delay, subject to maximum of the 5% of fee payable to the agency.

- However, for valid circumstances beyond the control of agency, bank may consider the grant of extension of time on the merit of the case. Under no circumstances extension for time shall be granted on grounds attributed due to delay in getting approval/ license / permit/ NOC/ OC etc. as per project requirement from statutory bodies. Any dispute arising from the contract, the same shall be taken up by either party for resolution through Administrative Mechanism for Resolution of CPSEs Disputes (AMRCD) as mentioned in DPE OM No 4(1)/2013-DPE(GM)/FTS-1835 dated 22.05.2018.

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

For and on behalf of Architect Witness: - 1) 2)	For and on behalf of Bank 1) 2)

Annexure-B

Bid Security Declaration Form

(To be submitted by the bidder on firm's letter head)

Date: _________ Tender No. ____________________

To:
The General Manager
Andhra Pradesh Grameena Bank
Head Office – Guntur

I/We, the undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration. **I/We accept that I/We may be disqualified from bidding for any contract with you for a period of one year from the date of notification** if I am /We are in a breach of any obligation under the bid conditions, because I/We a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or b) Having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or reuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Signed:

In the capacity of:
Name of person signing the Bid Securing Declaration:
Duly authorized to sign the bid for and on behalf of:
Corporate Seal:

Date:

(Note: In case of a Joint Venture, the Bid Securing Declaration must be in the name of all partners to the Joint Venture that submits the bid)

ANNEXURE – C

Affidavit of Undertaking by Bidder for Not Being Blacklisted

I/We, ____________________________________, S/o ___________________________________, Director/Proprietor of M/s ____, having its Registered Office at ___________________________________ (hereinafter referred to as "the Bidder"), do hereby solemnly affirm and state on oath that:

1. As on the date of submission of this tender, we are **not blacklisted** by the Government of India, any State Government, or any Financial Institution in India.
2. We are not involved in any legal proceedings that may affect the solvency, existence, or our capability to provide/continue services to the Bank.
3. There are **no pending cases** against us involving cheating, fraud, or fraudulent activities.
4. We are **not a defaulter** in repayment of any instalment/credit with any Bank or Financial Institution.

Yours faithfully,

Authorized Signatory
(Name & Designation)
Date: __________
Place: __________
(Seal of the Firm)

PART – 2

(PRICE DETAILS)

(Should be submitted in "Price Details" Envelope and duly sealed)

1. The **Architectural Fee** in lump sum (as referred in **RFP**) for undertaking the said project – including all Works related may be quoted as under.

S.No.	Particular	Quote in Lump sum	
		Total Amount in Rs.	Words
1	Architectural Fee		

The GST as applicable on the Architectural Fee shall be paid/ reimbursed to the "ARCHITECT" by Bank in addition to the agency charges.

Place:
Date: **Signature of the Applicant with seal**