



ఆంధ్ర ప్రదేశ్ గ్రామీణ బ్యాంక్
ANDHRA PRADESH GRAMEENA BANK
(Scheduled Bank owned by Government)
HEAD OFFICE: GUNTUR

Request for Proposal (RFP)
For

**“Appointment of Architect for repairs/renovation works of Regional
Office building at Kadapa.”**

RFP Reference No	: APGB/HO/Services/18/2026-27
Date of RFP Document	: 27-08-2026
Date of Pre Bid Queries	: 03-09-2026 at 05.00 PM
Last Date for submission of RFP	: 16-09-2026 at 05.00 PM
Date of Opening of Technical Bid	: 17-09-2026 at 11.00 AM
Application fee	: Rs. 1,000/- (Non-refundable)
Earnest Money Deposit	: Rs. 10,000/-
No. of Pages	: 21

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 proposes to engage the services of reputed and experienced Architects having valid registration with Indian Council of Architecture (ICOA)/ Institution of Civil Engineers/ Engineer License at local municipal corporation for Appointment of Architect for repairs/ renovation works of Regional Office - Own building, Kadapa.

Offers are invited from eligible & competent Architects firms having valid registration with Indian Council of Architecture (ICOA)/ Institution of Civil Engineers/ Engineer License from local Municipal Corporation for availing their services.

1.	Nature of the document	TWO BID CONCEPT
2.	Contents of the offer document	A. TECHNICAL BID (First envelope) a) Eligibility criteria b) Brief details and scope of the work c) General Rules & Instructions to the Architect d) Method of selection of Architect e) Proforma - A, B, D, E B. FINANCIAL BID (Second envelope) Financial bid for the proposed consultancy services in Proforma-C Technical Bid & Financial Bid to be submitted in separate envelopes & these 2 separate envelopes shall be enclosed in a single envelope.
3.	Cost of RFP	Rs. 1,000/- in the form of DD in favor Andhra Pradesh Grameena Bank, payable at Guntur.
4.	EMD	Rs. 10,000/- in the form of DD in favor Andhra Pradesh Grameena Bank, payable at Guntur.
5.	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 repairs/renovation works of Regional Office building at Kadapa "

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

Sl. No	Criteria	Documents Required
1	The Architect/Consultant should have Graduate/Post Graduate diploma in Architecture/Civil Engineering and should be registered with Council of Architecture/ Institution of Civil Engineers/Engineer License from local municipal corporation.	A valid registration certificate from COA/ Institution of Civil Engineers/Engineer License from local municipal corporation
2	The Architect 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 07 years as on date of RFP.	The Architect should have executed projects for Central Government/ State Organizations, Central / State Government Construction Agencies, Public Sector Undertakings / Public Sector Enterprises/ Central Public Sector Enterprises and provided at least: a) One similar work costing not less than Rs. 65 lakhs to Rs. 70.00 lakhs (or) b) Two similar works costing not less than Rs 30.00 lakhs to Rs. 40.00 lakhs (or) c) Three similar works costing not less than Rs 20.00 lakhs to Rs. 30.00 lakhs. Similar Work means execution of any of the following works: • Architectural and engineering services, from concept to commissioning. • Architectural and engineering services for civil works/structural works/plumbing and sanitary work/ electrical works/ lift/ fire safety works/ Air Conditioners works, etc. Order copies and satisfactory completion certificates from Central Government/ State Organizations, Central / State Government Construction Agencies, Public Sector Undertakings / Public Sector Enterprises/ Central Public Sector Enterprises clearly indicating the cost & nature of work handled and month & year of commencement & completion.

3	The Architect must have GST registration number and PAN number	Copies of the registration certificate and PAN card shall be enclosed.
4	IT Returns filed for the last 3 years i.e., FYs 2022-23, 2023-24, 2024-25 Profit and Loss Statement Certified By CA	Copies of the IT return filed shall be enclosed.
5	Average Turn over should be over and above Rs.20 Lakhs during last 3 years. i.e., FYs 2022-23, 2023-24, 2024-25 Duly Certified By CA	Supporting documents shall be enclosed clearly.
6	The Architect shall mandatorily have Registered office in Andhra Pradesh or Telangana .	Copy of the registration Certificate/ Trade license of the office/ GST Copy to be enclosed.
7	BLACKLISTING / DEBARRED CERTIFICATE Contractors who have been debarred / blacklisted by any of the organization will not be considered.	In this respect, the Bidders shall submit declaration on their Company Letter headed paper duly sealed & signed

GENERAL MANAGER

BRIEF DETAILS AND SCOPE OF WORK

Andhra Pradesh Grameena Bank came into existence from 01.05.2025 by amalgamation of four Regional Rural Banks – Chaitanya Godavari Grameena Bank, Andhra Pragathi Grameena Bank, Saptagiri Grameena Bank, and Andhra Pradesh Grameena Vikas Bank consequent upon the Government of India Notification dt.05.04.2025. The Bank is having its Head Office at Guntur.

The Bank has been providing banking services with its 1360 branches and 24 Regional Offices. Out of these Branches/Offices, 33 branches are present in Prajabhavanam buildings and 5 are present in bank own buildings. Our Regional Office, which is situated in Kadapa Town, is one among those 5 Own buildings. The building was constructed in 2016 and currently, it require renovation works for its structural strength, extend its lifespan, and ensure continued functionality in line with current operational requirements.

Therefore, Andhra Pradesh Grameena Bank proposes to undertake the renovation works for our Regional Office building at Kadapa.

1. Bank intends to take-up the aforesaid work. These are subject to modification after discussions with the selected Architect. The scope of the work to be designed, estimated and supervised for renovation works of Regional Office building at Kadapa.
2. The Architect shall take complete responsibility of site inspection, planning, designing, tender documents, supervision of the works during execution, certification of contractor's interim/final bills, guiding & assisting the Engineer/Architect of landlords/Bank with respect to other civil works required for completion of works & getting necessary approvals, if any from concerned authorities for the completion of works as detailed elsewhere in the document.
3. For the supervision of works, the Architect shall engage an experienced site engineer (Engineering graduate/Diploma holder with minimum 4 years of relevant experience) during the course of the works.
4. The scope of work of any of the above items may be deleted or added by the Bank at its sole discretion and the decision of the Bank will be final in this regard.

GENERAL RULES & INSTRUCTIONS TO ARCHITECT

1. The Architect, on his own expense, shall inspect the site to ascertain the site conditions, constraints to acquaint themselves with the site conditions.
2. The bid/offer is **"TWO ENVELOPE CONCEPTS"** and shall be submitted in two separate sealed envelopes as detailed below: -

- The first envelope (Envelope 1) to be super scribed as **"TECHNICAL BID FOR Appointment of Architect for repairs/ renovation works of Regional Office- Own building, Kadapa"**. It should contain offer document duly signed in all pages.

Note: Financial aspects of the offer should not be disclosed in any way, in the technical bid and such technical bids consisting financial aspects are liable for rejection.

- The second envelope (Envelope 2) to be super scribed as **"FINANCIAL BID FOR Appointment of Architect for repairs/ renovation works of Regional Office - Own building, Kadapa"**. It should only contain price offer quoting fee for complete services in **Proforma-C**.

No other terms and conditions or information shall be furnished in the financial bid other than the fee.

- These above two envelopes put in an outer envelope (Envelope 3) to be super scribed as **"OFFER FOR APPOINTMENT OF ARCHITECT FOR REPAIRS/ RENOVATION WORKS OF REGIONAL OFFICE- OWN BUILDING, KADAPA"** should be submitted.

All 3 envelopes are to be duly sealed. Submission of open envelopes shall make the offer liable for rejection.

3. The Architects will be shortlisted for price bid opening based on the details furnished in the Technical Bid. Thereafter, on opening of price bids, preference will be given to the Architect quoting the lowest fees (L-1). If the rates are not considered reasonable, Bank may, if considered necessary, allow him to suitably reduce his rates. The final selection of the Architect will be based on the pre-qualification requirements, past experience and the fees quoted. Decision of the Bank with regard to the selection of Architects shall be final. The Bank reserves the right to reject any or all applications without assigning any reason thereto.
4. All necessary clearances/approvals as may be required from Municipalities/ local authorities have to be obtained before commencing the renovation work. It is the responsibility of the Architect to get all such clearances/approvals. However, Bank will sign necessary documents if any as may be required from the Bank's side and statutory payments if any made on behalf of Bank to the local authorities will be reimbursed by the

Bank against submission of original receipts. All other incidental expenses, follow up charges shall be borne by the Architect.

5. Architect shall follow IBA guidelines and CVC guidelines as may be applicable while handling the project and shall not violate any basic guidelines which are detrimental to the progress and completion of the project.
6. No costs incurred by the applicant for applying, for providing necessary documents/ clarifications or for attending discussions or site visits will be reimbursed by the BANK. Canvassing in connection with the offer is strictly prohibited.
7. All fees shall be quoted on the proper form. Quoting of fees different from prescribed in this document will be liable for rejection. **The fees quoted** shall be inclusive of all fees/charges payable to the associate consultants, Income tax (TDS) but exclusive of GST.
8. **The Bank's decision in the selection process is final and Bank will neither entertain any correspondence in this regard nor will be bound to furnish any explanation. The acceptance of an offer will rest with the Bank which does not bind itself to accept the lowest offer and reserves to itself the authority to reject any or all of the offers received without assigning any reason.**
9. Offers which are incomplete in any respect are liable to be rejected.
10. The applicant shall furnish the list of his relatives working in the APG Bank with their present place of posting in the **Proforma D**.
11. The offer shall remain open for acceptance for a **period of 90 days from the date of opening**. No offer can be modified or withdrawn by the Architect after submission of the Bid.
12. The successful Architect shall execute the agreement on a stamp paper of appropriate value within 14 days from the date of acceptance of the tender and until a formal agreement on stamp paper is prepared and signed, this offer document along with the correspondence shall constitute a binding contract between the Architect and the Bank/ Employer.
13. On acceptance of the offer, the name of the accredited representative(s) of the Architect who would be responsible for taking instructions from the Bank / Employer shall be communicated to the Employer.
14. The Architect shall inspect the site to ascertain the site conditions, constraints and any other information required for making the offer.
15. The Bank reserves the right to modify any or all of the Eligibility criteria.
16. The Bank reserves right to cancel the bid at any stage without assigning any reasons thereof.

17. 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.

18. Payment Schedule:

Stage	Condition / Milestone	Payment Terms
Contractor Appointment	After appointment of contracting agency and before start of renovation works.	25% of the quoted fees.
Running Bills	After completion of 50% renovation works	35% of the quoted fees
Final Bill	On completion	Balance 40% of the quoted fee. Final bill to be scrutinized by the Bank and released after submission of completion certificate and licenses required from statutory agencies for usage of the building.

METHOD OF SELECTION OF ARCHITECT

1. In the first stage, offers will be evaluated against the stipulated eligibility criteria of the Bank. Offers not complying with the Bank's eligibility criteria will be rejected. The Architects, who comply with the eligibility criteria and evaluation criteria, will be short-listed in technical evaluation. The evaluation of Consultants for short listing may include getting opinion from the previous clients, visiting their projects, if necessary.
2. The Financial/Price bids of the Architects who satisfy the eligibility criteria only will be opened.

ROLES & RESPONSIBILITIES:

PRELIMINARY STAGE:

- a. Obtain the input data from the Bank Officials regarding the renovation works in the proposed building as per the scope of works as detailed above. Architect shall indicate the names of his consultants for various services, their organization, qualifications and experience and get the approval of the Bank to their employment by Architect.
- b. Assist bank in pre-qualification of Contractors for various category of works by preparing the comparative charts along with their recommendations for pre-qualifications and as well as for rejection of the applications of contractors, if any.
- c. Obtain materials specifications to be adopted in the works from bank authorities. Prepare detailed Estimates, Bill of Quantities and Specifications for all categories of works.
- d. After getting the approval from bank, prepare tender documents for various categories of works, assist bank in inviting the tenders and prepare the rate tenders comparative statements and recommending the award of works in various categories. Submission of rates of materials, evaluation of commercial and other conditions stipulated by tenderer, to assist the Bank in the negotiations, if any with contractors and the final selection of the contractor.
- e. Overall supervision of all works during execution of works, coordinating with Bank authorities and various contractor agencies, arranging and attending site meetings to ensure smooth progress of works as per designs. Supply the contractors, specifications and details which may be required for proper execution of the Work.
- f. Certification of bills of contractors, recording of detailed measurements of works jointly with the representative of the Bank, recommendation for payment of bills to bank for various works. Advising Bank and contractor sufficiently in advance to enable him to get permits, quota certificates, licenses, if required.

SUPERVISION BY ARCHITECT:

Supervision services to be provided by the Architect will include:

1. Give necessary on site supervision and inspection regularly.
2. Have effective control over quantities and cost of various trades, advise BANK sufficiently in advance with justification if the total of sanctioned expenditure on various item of work is likely to be exceeded.
3. Advise BANK if the contract time is likely to be varied and reasons thereof.
4. Advise BANK on changes, if necessary, for technical reasons.
5. Check contractor's application for payment, evaluation of work completed for interim and final payments and issuing certificates for authorizing payment. Such certificates shall show details of quantities of various items of work which shall be check measured by the Architect in each running bill and certified, abstract of quantities, rates and costs and shall indicate separately advances of materials, if any, or any other advances, recoveries of advances, recoveries of materials used and issued with theoretical consumption and actual consumption for each bill, gross and net amounts payable and shall be specifically certified by the Architect about its correctness and that the work included for payment is as per approved drawings and specifications and measurements have been checked of each item. The Architect shall grant such certificates on the understanding that he shall be held personally responsible for any over-payment, temporary or otherwise, which may occur in consequence thereof or any defective work.
6. Certify accounts of work, materials etc.
7. Certify the final completion of work.
8. Assist the Bank in arbitration, litigation case that may arise out of the contract entered into in respect of the above work.

ADDITIONS AND ALTERATIONS:

- a. The BANK shall have the right to request in writing changes, additions, modifications or deletions in the design and drawing of any part of the work and to request in writing additional work in connection there with and the Architect shall comply with such request.
- b. That if the BANK deviates substantially from the original scheme which involves for its proper execution extra services, expenses and extra labour on the part of the Architect for making changes and additions to the drawings, specifications and other documents due to rendering major part of whole of his work in fructuous, the Architect may then be compensated for such extra services and expenses on quantum merit basis at percentages applicable under this agreement and to be determined mutually unless such changes, alteration are due to consultants own commission and/or discrepancies including changes required by Architect of all internal, external services. The decision of the BANK shall be final on whether the deviations and additions are substantial as requiring any compensation to be paid to the Architect. However, for the minor modification or alteration which does not affect the entire design, planning etc., no such amount will be payable.
- c. If it is found after call of tenders that the tender is not within the sanctioned amount, the Architect shall if so desired by the BANK take steps to carry out the necessary modifications

in the design and specifications to see that the tendered cost does not exceed the amount of corresponding sanction by more than 10%. The Architect shall not be paid anything extra for such modification. If the BANK is convinced that the trend of market rates is such that the work cannot be done within the amount of sanctioned estimate, the Architect shall submit a revised estimate expeditiously for obtaining sanction of the competent authority.

- d. The Architect shall also prepare the necessary draft letters for any major changes for BANK's approval and execution in accordance with the contract documents and shall have authority to order minor changes in the work not involving any adjustment of the contract sum or any adjustment in contract time and which is not inconsistent with the terms of contract documents.
- e. The Architect shall not make any material deviation, alteration, additions to or omission from the work shown and described in the contract documents except for structural safety and emergencies, without first obtaining the written consent of the BANK.
- f. All extra items, omissions deviations and substituted items and their proposed rates shall be brought by the Architect to the notice of the BANK and supported by analysis of rates, statement of financial benefit, if any, to the contractor and BANK's approval shall be obtained before authorizing the contractor to execute them, except up to the total cost of Rs.10,000/- where it is expedient to take such decisions and get them ratified by the BANK.
- g. The cost of individual works shall not exceed the sanctioned estimate as approved by the BANK. BANK's approval in advance shall be taken for any such increase anticipated giving full justification.

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.

RESTRICTION/SUSPENSION: The BANK reserves the right of restricting the Architect's services to the preparation of detailed drawings, specifications and estimates and make other arrangements for preparation of tenders and supervision of work after withdrawing such work from him or suspend the work due to administrative reasons. The Architect shall, in that case, will be entitled to payment of fees on prorated basis only for the services entrusted to him.

ABANDONMENT OF WORK:

That if the Architect abandons the work for any reasons whatsoever or becomes incapacitated from acting as aforesaid, the BANK may make full use of all or any of the drawings prepared by the Architect and that the Architect shall be liable to refund all the fees paid to him up to that date plus such damages as may be assessed by the BANK subject to a maximum of 10% of the total fees payable to the Architect under this agreement.

Provided, however that in the event of the termination of the agreement being under proper notice as provided in the clause hereinafter, the Architect shall be liable only to refund any excess payment made to him over and above which is due to him in accordance with the terms of this agreement, for the services performed by him till the date of termination of agreement.

TERMINATION:

That this agreement may be terminated at any time by either party upon giving three months' notice normally and in exigent circumstances with one-month notice to the other and in the event of such termination the Architect shall be liable to refund the excess payment if any made to him over and above what is due in terms of this agreement on the date of termination. The BANK shall make payment of fees for the services already rendered by the Architect and the BANK may make full use of all or any of the drawings and details prepared by the Architect.

COPY RIGHT:

All the estimates, details of quantities, reports and any other details envisaged under this agreement for the scope of works as detailed above should be supplied by the Architect without any extra cost. *Apart from submitting the hard copies, soft copies of all the details, designs shall also be submitted to the BANK for BANK's record & future reference at no extra cost.*

- a. Two sets of all drawings for contractors of various trades
- b. Two sets of all drawings for clerk of works/Site Engineer
- c. One set of drawings for all consultants, whether employed by the Architect or the BANK.
- d. Two sets of all drawings to the BANK.
- e. Two sets of final completion drawings including structural and services drawings with all amendments, services identification marks and layouts of all services to the BANK, along with one complete set of final structural and services design with calculation. One complete set out of this shall be reproducible copy on A 1 size. Cost of supplying copies of drawings over and above the above sets shall be reimbursed by the BANK. All these drawings will become the property of the BANK and the BANK will have the right to use the same anywhere else. The drawings cannot be issued to any other persons, firm or authority or used by the Architect for any other project. No copies of any drawings or documents shall be issued to anyone except the BANK and its authorized representative.
- f. If any changes are made in the drawings already issued, whether by the Architect or as required by the BANK, additional copies of drawings as mentioned in (ii) to (v) above, shall be issued.

GUARANTEE

The Architect shall agree to redesign at his cost any portion of his engineering and design work, which due to his failure to use a reasonable degree of design skill shall be found to be defective within one year from the date of completion of the work. The BANK shall grant right of access to the Architect to these portions of the work claimed to be defective, for inspection.

- 1.(a) The Architect shall be fully responsible for the technical soundness of the work and furnish a certificate to that effect including the work of consultants and specialist engaged, if any, by him and also ensure and give a certificate at every bill stage that the work is carried out strictly in accordance with drawings and specification.
- (b) The Architect shall supply to the supervising staff, if so engaged by the BANK, copies of all documents, instructions issued to contractors relating to the work specifications, bills of quantities and also other documents as may be required for proper supervision.
2. All instructions to the contractor affecting the rules and provisions of contract shall be issued by the Architect in writing after obtaining proper approval in writing of the BANK and copies of such instructions shall simultaneously be supplied to the BANK.
3. The Architect shall be required to maintain his own accounts for certifying the contractor's bill and progress of work etc. These shall be properly handed over to the BANK before final payment under this contract.
4. The Architect hereby agrees that the fees to be paid as provided herein will be in full discharge of function to be performed by him and no claim whatsoever shall be against the BANK in respect of any proprietary rights or copy rights on the part of any other party relating to the plans, models and drawings. The Architect shall indemnify and keep indemnified the BANK against any such claims and against all cost and expenses paid by the BANK in defending itself against such claims.
5. Notwithstanding the completion of the work as per Agreement entered hereto, the Architect agrees and undertakes the responsibility to suitably reply to the BANK's queries that may be raised by any authorized inspection agency of the BANK or the Government.

Therefore, we are inviting bids to appoint Architect for repairs/renovation works of Regional Office - Own building, Kadapa, and submit the bid affixing seal and signature on every page of the bid and to be submitted.

PROFORMA-A
“CONFIRMATION FOR ACCEPTANCE OF THE OFFER”

To,
The General Manager,
Services Department,
Head Office,
Andhra Pradesh Grameena Bank,
Guntur - 522002

Architect for renovation works of Regional Office- Own building, Kadapa.

1. I/We are fully qualified to provide the professional consultancy services to the said work and have understood the scope of services, terms and conditions, BANK's time schedule.
2. I/We are agreeable to extend our professional services for the subject project and the professional charges have been conveyed in "**Proforma -C**" furnished.
3. I/We fully understand that you are not bound to accept the lowest or any offer you may receive.
4. I/We agree that until a regular agreement is executed, this document with the BANK written acceptance thereof shall constitute a binding contract between us.

DATE:

Signature of the Architect.

(Please submit this acceptance letter in your letter head as a covering letter to the offer document.)

PROFORMA- B

“APPLICATION FORMAT”

Architect for renovation works of Regional Office- Own building, Kadapa.

1. (a) Name of the Applicant :
Address :

Telephone No. Office :
Residence :
Mobile :
Fax :
E-Mail :

(b) Office Address :

2. a) Status of the Firm
(Whether company/ Partnership /proprietary) :

b) Name of the Proprietor/ Partners/ Directors
(with professional qualifications, if any) :

I)
II)
III)

c) Year of establishment :

3. Whether registered with Registrar of
Companies/ firm. If so, No. & Date :

4. Registration with Tax Authorities :

a) Income-tax No. PAN/GIR NO :
(Furnish copies of Income-tax returns)

b) GST Regn Number :
(Furnish the latest copies of the returns filed)

c) Registration Number with Council of Engineers:

d) GST registration details :

5. Registration with Government / Public Sector / Banks / Corporate, if any

NAME OF THE ORGANISATION	NATURE OF WORKS	VALUE OF WORKS	DATE OF REGISTRATION

6. Details of the works executed during last 7 years up to 31/07/2026 for which consultancy services were provided.

Sl	Name of Work	Work executed for (name of the organization with address, concerned office and	Nature of work (in brief)	Location of the work	Actual Value of the works	Date of commencement & Completion.

Note: Copies of client's satisfactory completion certificates shall be enclosed.

7. Key personnel permanently employed in your organization:

Sl No.	Name	Qualifications	Experience	Particulars of work done	Employed in your firm since	Any other

8. Furnish the names of three responsible clients/ persons to whom the major works carried out by the applicant with address and telephone number who will be in a position to certify about the quality as well as past performance of your organization.

NAME OF THE OFFICIAL	ORGANISATION &	CONTACT NUMBERS

9. Furnish the details of AWARDS, CITATIONS etc. received in recognition of your services in projects designed/ associated

YEAR	Name of the Award with details	Name of the organization from whom award was received	Name of the project for which such award was received

DECLARATION

1. All the information furnished by me / us here above is correct to the best of my knowledge and belief.
2. I/we have no objection if enquiries are made about the work listed by me / us in the accompanying sheets / annexure.
3. I / We agree that the decision of Bank in selection will be final and binding to me / us.

Place :

SIGNATURE

Date :

NAME & DESIGNATION

SEAL OF ORGANISATION

PROFORMA-C
“FINANCIAL BID - FEE STRUCTURE”
(To be submitted in separate sealed ENVELOPE)

To,
The General Manager,
Services Department,
Head Office,
Andhra Pradesh Grameena Bank,
Guntur - 522002

Appointment of Architect for renovation works of Regional Office- Own building, Kadapa.

With reference to the tender invited by you, I/We hereby offer to provide Architectural Fee for repairs/renovation works of Regional Office - Own building, Kadapa.

Our professional fees will be: ₹ + GST as applicable. (To be quoted in Lumpsum)

Amount in words:

I/We have read the notice inviting offer, general rules and instructions. I/We also understand that BANK reserves its right to accept or reject any or all the offers partially or wholly.

I/We are fully qualified to provide consultancy services for the said work and have understood the scope of services, terms and conditions. Accordingly, we are agreeable to extend our professional services for the subject work on the following charges:

The offer shall remain open for acceptance for a **period of 90 days from the date of opening**. No offer can be modified or withdrawn by the Architect after submission of the Bid.

I/We fully understand that you are not bound to accept the lowest or any offer you may receive.

Place :

SIGNATURE

Date :

PROFORMA-D

To,
The General Manager,
Services Department,
Head Office,
Andhra Pradesh Grameena Bank,
Guntur - 522002

Architect for renovation works of Regional Office- Own building, Kadapa

1. Details List of relatives working in APG Bank-

NAME OF THE OFFICIAL	DESIGNATION	ADDRESS OF THE OFFICE / BRANCH

2. Details/ List of retired Government / PSU/ Bank employees, employed by the applicant:

NAME OF THE RETIRED OFFICIAL	DESIGNATION	NAME & ADDRESS OF THE PREVIOUS EMPLOYER

Name & Signature of Architect

PROFORMA - E

To,
The General Manager,
Services Department,
Head Office,
Andhra Pradesh Grameena Bank,
Guntur - 522002

Architect for renovation works of Regional Office- Own building, Kadapa.

(DECLARATION TO BE SUBMITTED ON LETTER HEAD OF THE BIDDER)

Ref: _____

I / We hereby declare that I / We have not been banned or blacklisted or debarred by any Government, Quasi Government Agencies, Public Sector Undertakings or Private Companies anywhere, anytime. Should it be observed anytime during currency of the bidding process or during execution of the work that I / We have been banned, blacklisted or debarred by any of the above Agencies, then I / We agree for termination of the contract forthwith, if any, by Andhra Pradesh Grameena Bank, without any recourse.

Dated:

Name & Signature of the Architect