

कार्यालय बारां नागरिक सहकारी बैंक लि० प्रधान कार्यालय बारां
क्र: फा.(1)बानासबैंक/एड./ दिनांक 18.04.2026

निविदा आमंत्रण सूचना

बैंक के भवन निर्माण हेतु आर्किटेक्चर/सिविल इंजीनियर की सेवायें सुपरविजन सहित के लिए पात्र फर्मों से निविदाएं आमंत्रित की जाती हैं। आवेदक दो अलग-अलग लिफाफों(1-तकनीकी बोली, 2-मूल्य बोली) में बारां नागरिक सहकारी बैंक लि. प्रधान कार्यालय, बस स्टेण्ड के पास, बारां में दिनांक 05.05.2026 को अपरान्ह 4.00 बजे तक जमा कर सकते हैं। जिनको दिनांक 07.05.2026 को निविदादाताओं के समक्ष 3.00 बजे खोला जायेगा। विस्तृत जानकारी बैंक की वेबसाईट www.bnsb.bank.in से ले सकते हैं।

महाप्रबन्धक

BARAN NAGRIK SAHKARI BANK LIMITED

Tender Document

Tender Reference Number 212-215 DATED: 18-04-2026

FOR

Architectural services with supervision for the construction
Of
HEAD OFFICE building Near Bus Stand Baran Plot Size 40x80 Sq Feet

Tender document cost Rupee 500/- only.

NOTICE INVITING TENDER

Baran Nagrik sahkari Bank Ltd., Head Office , Baran invites tender for Architectural services with supervision for the construction of Head Office Building 40x80 Sq Feet (G+2) near Bus Stand Baran. from eligible firm/organization/company. The application should be submitted in two Separate envelope No. 1 (Technical Bid) containing Terms & No. 2 (Price Bid) containing financial bid. The tender (both envelopes) duly shall be submitted in sealed cover marked as technical bid and Financial bid, clearly subscribing "for the construction of Head Office building". to General Manager, Baran Nagrik sahkari Bank Ltd., Head Office ,Near Bus Stand Baran, by 04.00 p.m. on **05-05-2026**. The tender should accompany **non-refundable tender fees of Rs 500.00 (Five Hundred only)** in the form of demand draft favoring "Baran Nagrik sahkari Bank Ltd." payable at Baran.

For any further information of the tender, may be contacted. Contact Name & number — Mr. Anil Kumar yadav gm@bnsb.bank.in , 8306786911

Notice inviting for tender (NIT) for
Architectural services with supervision for the construction of HEAD OFFICE building on
Bank's plot Near Bus Stand, Baran

S. No.	Item	Details
1.	Name of work/Service	" <u>Architectural services with supervision for the construction of HEAD OFFICE building on Bank's plot at Baran.</u>
2.	Address for Communication	To, General Manager, Baran Nagrik sahkari Bank Ltd., Head Office , ,Baran-325205
3.	Cost of Tender document	Rs. 500/- (Non Refundable)
4.	No of Envelopes.	Two Separate envelope No. I (Technical Bid) containing Terms & No. 2 (Price Bid) containing financial bid
5.	Start of submission of Bids/Tenders	18-04-2026
6.	Last date and time for Bid/Tenders submission	05.05-2026 Time : 04.00 Pm
7.	Last Date for withdrawal/Change/Update	06.05.2026 Time : 2.00 pm
8.	Tentative Date and time of Opening of bids	07.05.2026 Time : 3.00 pm
9.	Opening Place of Bids	Baran Nagrik sahkari Bank Ltd., Head Office , Near Bus stand Baran
10.	Contact Person	Mr. Anil Kumar Yadav General Manager Mob No. 8306786911

1. OBJECTIVE & REQUIREMENT

Bank intends to select a firm/Company/org. for "Architectural services with supervision for the construction of HEAD OFFICE building on Bank's plot at Near Bus Stand Baran under the jurisdiction of Baran Nagrik sahkari Bank Ltd. Baran. The selected firm/Company/org. will provide consultancy support as per tender document.

Tender document can be downloaded from the Bank's website www.bnsb.bank.in. However, for Tender document downloaded from website the Demand Draft will have to be submitted along with the Techno-Commercial Offer.

2. SCOPE OF WORK . The scope of work would include the following:-

1. Preparation of design of Bank Plot 40x80sq feet (G+3) with steel design , light, TMT bars , sanitary etc but construction is only G+2
2. Preparation of design in accordance with Bank's requirements, adhering to , local governing codes/ standards, regulation etc.
3. Bearing Capacity Test must be done and submit a Report to Bank.
4. After finalization of design, defining specifications, preparation of block estimate enabling Bank to take permission from concerned authority
5. Preparation of drawings to be submitted to local governing authority/ municipal corporation / concerned authority etc. and facilitating Bank to obtain necessary approvals at the earliest
6. Preparation of final estimate, working drawings, structural drawings, detailed drawings, , services layouts , 3D Drawings , Four side Elevation , DPR , Interior with Furniture as per the approved drawings.
7. Take a approval of structural drawings from any state technical agency.
8. The Architect shall involve himself/ herself in every stage of tendering process i.e. Preparation of tender documents, calling tender on behalf of Bank, tender opening and evaluation for obtaining L-1 contractor and submitting the report to Bank regarding same.
9. Preparation of contract documents to be executed between Bank and contractor which shall include working drawings, specifications, item of works and other terms and conditions of contract
10. Regular supervision for proper execution of work as per sanctioned drawing and up to Bank's satisfaction
11. Assisting the employer in appointing site supervisor and guiding the site engineer as and when required .
12. Checking measurements at site, checking contractor's bills and issuing interim certificates for payment to the contractors
13. Obtaining final building completion certificate from the concerned authority
14. Architect appointed shall be wholly responsible for successful completion of overall project adhering to the local guidelines, regulations, safety and structural stability of the building . since inception up to the handing over occupancy to the employer
15. Architect shall assist Bank in all Arbitration proceedings between contractor and Bank and also defend the Bank in such proceedings
16. Any other services connected with the works usually and normally rendered by the Architect but not referred to herein above

3. TERMS & CONDITIONS

- A. Baran Nagrik sahkari Bank Ltd., Head Office ,Near Bus Stand Baran invites tender for Architectural services with supervision for the construction of HEAD OFFICE building on Bank's plot at Near Bus Stand Baran from Architects/ Architectural firms qualifying in Pre-qualification criteria and having valid certificate from Council of Architecture.
- B. Architects/ Architectural firms having previous experience of designing, execution supervision of similar works shall be preferred.
- C. 'Similar work' shall mean Govt./ Semi-Govt. educational institute, staff training centers, Govt semi-Govt offices etc.

- D. The required information shall be furnished in the Performa provided with this tender. Submission in any other format shall not be acceptable.
- E. If the space in Performa is insufficient for furnishing full details, such information may be supplemented on separate sheet stating therein the part of Performa and serial number. Separate sheets may be used for each part of application. While filling up the application with regard to list of important projects completed or on hand the applicant shall only include major works handled by the firm.
- F. The ability and competence of the applicant to render required services within the . specified time frame will be a major factor while deciding the empanelment of Architect.
- G. Application containing false and/ or incomplete information is liable for rejection.
- H. The bank reserves the right to amend / revise the eligibility criteria depending upon application received.
- I. The application should be submitted in two Separate envelope No. 1 (Technical Bid) containing Terms & Conditions of Tender duly signed & Envelope No. 2 (Price Bid) containing financial bid for the above mentioned work. The details of services required are enclosed herewith.
- J. Please Note that the Bank does not bind itself to accept the lowest or any Tenders and reserve itself the right to accept/ reject any or all tenders either in whole or in part, without assigning any reason for doing so.
- K. The Payment/fee shall be paid in stages only as mention in Annexure-I. After successfully verification of work.
- L. Bank has right to reject tender or agreement at any stage of work without prior notice to bidder.
- M. The tender (both envelopes) duly filled in and signed on each page shall be submitted in sealed cover marked as technical bid and Financial bid, clearly subscribing the name of the said work, to General Manager- Baran Nagrik Sahkari Bank Ltd., Head Office ,Near Bus Stand Baran, so as to reach us not later than 4.00 p.m. on 05.05.2026. Late tenders are liable to be rejected. The tender should accompany non-refundable tender fees of Rs 500.00 (Five hundred only) in the form of demand draft favouring "Baran Nagrik sahkari Bank Ltd." payable at .Baran.
- N. After successfully completion of BID the bidder should deposit 5% Security Deposit amount of Financial BID.

Note: The documents should be submitted in original, duly signed and stamped at each page. Fax, telegram/telex,Email Copy will not be acceptable.

FEE STAGES

Annexure-I

•Sr.	STAGE/ WORK PROGRESS	PAYNENT
1.	On the approval of sketch design and preliminary estimates —	5 %
2.	On preparation of required drawings and particulars for structural work, services, etc. for applications to be made to Bank and Local Authorities for approval and Bearing Capacity Test and processing the same —	15%
3.	On approval of detailed architectural working drawings and structural/ service drawings sufficient for preparing detailed estimates of cost and approval of structural drawings from any state technical agency	25%
4.	On approval of detailed estimates, preparation of tender documents, tender process and advising on tenders received —	30%
5.	On award of job —	40%
6.	For making periodic visits for inspection and quality surveillance preparing other details and drawings as may be required during execution along with variation control to be paid progressively with execution of the work —	85%.
7.	Issue Of completion certificate and as- built drawings —	95%.
8.	At the end of Defect Liability period of contracts —	100%.

APPLICATION FOR PREQUALIFICATION OF ARCHITECTS

Name of Work: Architectural consultancy services with supervision for the construction of Head Office Building at near bus stand Baran.

Name of the Applicant: M/S.

Last date of submission:

Baran Nagrik Sahkari Bank Ltd.

To,

The General Manager,
Baran Nagrik Sahkari Bank Ltd.
Head Office , Near Bus Stand Baran.

Ref Application for prequalification as Architect for consultancy services with supervision for construction of HEAD OFFICE building on Bank's plot at Near Bus Stand Baran.

Dear Sir,

I / we have read and understood the instructions and the Terms & Conditions mentioned in the application form.

I/we authorize Bank official to approach our employers, clients, corporation organization etc. to verify the facts submitted by us.

I/we are not barred by any PSU, bank, and Govt. / semi-govt. institute.

I/we will be bound to accept the bank decision if at any stage of work/ progress if bank found forged information/ document/ staff details.

I/we accept the term that bank reserve the right to terminate order/contract without prior notice.

I/we do hereby declare that the information furnished in the application and the supplementary sheets are correct to the best of my knowledge and belief.

Signature of applicant with seal

Name:

Designation:

Address:

Place

Date:

INFORMATION TO BE FURNISHED BY THE APPLICANTS

1. Name of the Organization :-
2. Address
3. Year of establishment .
4. Status of the firm (Enclose copy)

5. Name of Directors/ Partners/ Proprietor

6. Whether registered with the Registrar of companies / registrar of firms.
If so, mention number and date.
(Enclose copy)

7. Whether an assesses of income tax, if so, mention permanent account number.
Furnish copies of Income Tax Clearance Certificate.:-

8. Provide Annual financial statement of last 3 years:-

9. Name and address of applicant's Banker

10. if you are registered in Panel of other Organisation/ Statutory bodies such CPWD, PWD, MES, Banks, etc., furnish their name, Category and date of registration.

- 11 . Detailed description and Value of work done :-

12. Specify the average turn over for last three years. :-

13. Specify Maximum value of work executed
14. Furnish the name of Two responsible persons along with contact details who will be in a position to certify about the quality as well as past performance of your organization.

PRE-QUALIFICATION ELIGIBILITY/ TECHNICAL BID

SN	Minimum eligibility criteria	Documents required
1.	The applicant should be a well-established and reputed Architectural firm/ proprietorship firm having minimum experience of 5 years in the same field and must have office in Kota/Baran/Bundi/Jhalawar District..	Firm registration certificate/ Firm/ partnership deed
2.	The applicant should possess graduate/ post graduate degree in Architecture either from India or Abroad and having done considerable work as architect for a period of more than 5 years	Copy degree certificate and works completion certificate
3.	The applicant should be a member of Council of Architecture and should possess a valid certificate	Copy of certificate
4.	The applicant should have satisfactorily completed 'similar' works of magnitude as specified below during the last 5 years ending 31/03/2026 (i) One similar completed work, costing not less than Rs. 100.0 Lacs, or 'Similar work' shall mean Govt./ Semi-Govt. educational institute, staff training centers, Govt semi-Govt offices, Private Education institutes , hotels etc.	Certificate by an authorized officer/ client or equivalent of the organization for whom the works has been done. Additionally, committee may, at its own discretion visit the site/s.

List of Documents to be enclosed with application form.

1. Status of the Firm / Registration certificate
2. Certificate of Registration from Council of Architecture
3. Degree certificate
4. Performa-I
5. Performa -II
6. Performa -III
7. Performa -IV
8. Photograph of major work executed.
9. Completion certificates from clients for jobs of value more than 1.00 Crores.
10. Last three FY audited balance sheet

FINANCIAL BID

S.N.	Description of work	Rate
I	Architectural consultation services for construction of HEAD OFFICE building on Bank's lot at Near Bus Stand Baran.	
	<p>The consultancy services includes:-</p> <ol style="list-style-type: none"> 1. Preparation of design of Bank Plot 40x80sq feet (G+3) with steel design , light, TMT bar , sanitary etc but construction is only G+2 2. Preparation of design in accordance with Bank's requirements, adhering to , local governing codes/ standards, regulation etc. 3. Bearing Capacity Test must be done and submit a Report to Bank. 4. After finalization of design, defining specifications, preparation of block estimate enabling Bank to take permission from concerned authority 5. Preparation of drawings to be submitted to local governing authority/ municipal corporation / concerned authority etc. and facilitating Bank to obtain necessary approvals at the earliest 6. Preparation of final estimate, working drawings, structural drawings, detailed drawings, , services layouts , 3D Drawings , Four side Elevation , DPR , Interior with Furniture as per the approved drawings. 7. Take a approval of structural drawings from any state technical agency. 8. The Architect shall involve himself/ herself in every stage of tendering process i.e. Preparation of tender documents, calling tender on behalf of Bank, tender opening and evaluation for obtaining L-1 contractor and submitting the report to Bank regarding same. 9. Preparation of contract documents to be executed between Bank and contractor which shall include working drawings, specifications, item of works and other terms and conditions of contract 10. Regular supervision for proper execution of work as per sanctioned drawing and up to Bank's satisfaction 11. Assisting the employer in appointing site supervisor and guiding the site engineer as and when required . 12. Checking measurements at site, checking contractor's bills and issuing interim certificates for payment to the contractors 13. Obtaining final building completion certificate from the concerned authority 14. Architect appointed shall be wholly responsible for successful completion of overall project adhering to the local guidelines, regulations, safety and structural stability of the building . since inception up to the handing over occupancy to the employer 15. Architect shall assist Bank in all Arbitration proceedings between contractor and Bank and also defend the Bank in such proceedings 16. Any other services connected with the works usually and normally rendered by the Architect but not referred to herein above 	
	Total BID	

PROFORMA -I
PARTICULARS IN RESPECT OF WORK EXECUTED

Sr.No	Name of the work/ project executed with address	Short description of work executed	Name and address of owner	Value of work executed	Stipulated time of completion	Actual time of completion	Remarks , if any
1							
2							
3							
4							
5							
6							
7							

Signature of the Applicant

PROFORMA-2
LIST OF KEY PERSONAL PERMANANTLY EMPLOYED

Sr.No.	Name	Designation	Qualification	Experience	Years with the Firm	Any other information

Signature of the Applicant

PROFORMA - 3
OTHER RELEVANT INFORMATION

1. WORK FORCE PERMANENTLY EMPLOYED
TRADE NOS.

- i) Architects
- ii) Civil Engineers
- iii) Site Supervisors
- iv) Draftsman
- v) Others

2. LIST OF MACHINES AND EQUIPMENTS
IN POSSESSION OF THE FIRM

- i)
- ii)
- iii)
- iv)
- v)
- vi)

**PROFORMA -4
PARTICULARS IN RESPECT OF WORK IN HAND**

Sr.No	Name of the work/ project executed with address	Short description of work executed	Name and address of owner	Value of work executed	Stipulated time of completion	Status Of Work	Remarks , if any
1							
2							
3							
4							
5							
6							
7							

Signature of the Applicant