



**KARNATAKA FARMERS' RESOURCE CENTRE: BAGALKOT.**  
**(Sponsors: Govt. Of Karnataka, NABARD, Scheduled Banks )**

B.V.V.Sangha's Spinning Mill Complex, Gaddanakeri Road,  
**BAGALKOT-587102.** Phone No. 08354-244028 / 244048,  
Mobile: 9482630790 (Gen) / 9449862194 (ED)  
Email Id:kfrcbagalkot@gmail.com

**"CHARITABLE TRUST"**

**PAN No: AABTK7587M**

# **BID DOCUMENT FOR OFFER FOR SERVICES OF ARCHITECT/ CONSULTANT**

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**OFFER FOR SERVICES OF ARCHITECT/ CONSULTANT**

**Karnataka Farmers' Resource Centre (KFRC), Bagalkot** invites offers from reputed & experienced Architect / Architectural Firm/Engineering Consultancy Firm for their services for construction of Office Institute building for KFRC at BTDA Plot measuring 7 Acres 2 Guntas at UNIT-2, Extension Area, Navanagar, Bagalkot, Karnataka. The details of the project, eligibility criteria etc., are available on the web site (<http://slbckarnataka.com>) and Government E-Procurement web site ([www.eprocure.gov.in](http://www.eprocure.gov.in))

Interested and eligible firms may apply in prescribed format to The Managing Trustee, Karnataka Farmers' Resource Centre (KFRC), B.V.V.Sangha's Spinning Mill Complex, Gaddanakeri Road, **BAGALKOT-587102, Karnataka** on or before **3.00 PM 03.09.2021.**

Offers are requested to refer the web site for any modifications/ changes/ corrigendum regarding above tender before submission of tender and no other advertisement will be released in the newspaper.

KFRC reserves the right to accept or reject any or all applications without assigning any reason whatsoever.

Date: 13.08.2021

MANAGING TRUSTEE

## **NOTICE INVITING EXPRESSION OF INTEREST FROM ARCHITECT / CONSULTANTS**

**Karnataka Farmers' Resource Centre (KFRC), Bagalkot** invites Expression of Interest from reputed & experienced Architects / Architectural Firms / Engineering Consultancy Firms / Consultants for providing architectural and engineering consultancy services and project management services for designing and constructing an Institute Building for KFRC at BTDA Plot measuring 7 Acres 2 Guntas at UNIT-2, Extension Area, Navanagar, Bagalkot.

### **Scope of Work:**

KFRC intends to construct an office building with all services for its use. The broad requirements are attached separately (see Annexure-1). These are subject to modification after discussions with the selected Architect/Consultant. The scope of the work to be designed, estimated and supervised include all civil, plumbing, electrical, structural design, air conditioning work, fire alarm and fire fighting works, landscaping, roads, water supply, sewerage and drainage services etc.

### **Duties & Responsibilities of the Architect/Consultant.**

These shall be as given in Clause 2 ii of the Agreement Format attached.

### **Pre-qualification requirements:**

1. The Architect/Consultant shall have minimum **10** years experience in the field of planning, designing and supervising construction of multi-storeyed (G+4 or more) commercial / institutional buildings with all services.
2. The Architect/Consultant should have successfully completed during last 7 years ending 31<sup>st</sup> March 2021 any one of the following:
  - Three similar Projects costing not less than **Rs. 200.00 lakhs each;**
  - Two similar projects costing not less than **Rs. 250.00 lakhs each;**
  - One similar project costing not less than **Rs. 320.00 lakhs**

(Similar Project shall mean a multi-storeyed commercial / institutional building of at least 3 floors with all services including project management services)

3. The Architect/Consultant should have Graduate/Post Graduate diploma in Architecture/Civil Engineering and should be registered with Council of Architecture / Institution of Engineers
4. The Architect/Consultant shall be having an existing running office in Karnataka (preferably in & around Bagalkot / Bijapur).
5. The Architect should be an assessee of income tax and the average annual turnover (from professional fees) for the last 3 financial years shall **not be less than Rs.20.00 lakhs.**

**Other things being equal, the architects having the experience in doing projects for government, PSUs, Public Sector banks and Financial Institutions will be preferred.**

The Architect/Consultant satisfying the above criteria may apply in the prescribed format attached.

The offers are to be submitted in two parts, viz. Part I Technical Bid and Part II Financial Bid. In the Technical Bid, this Bid document (excluding the Price Bid) is to be furnished in the prescribed format with necessary supporting documents. In the Financial Bid, only the Price Bid is to be given.

**The Part I and Part II of the tenders are to be submitted in separate sealed envelopes duly marking them "Offer for consultancy services for construction of KFRC, Bagalkot - Technical Bid" and "Offer for consultancy services for construction of KFRC, Bagalkot - Financial Bid" as the case may be, and the name of the Architect/Consultant on the outside of the cover. Both the covers should be enclosed within another sealed envelope which shall be marked "Offer for consultancy services for construction of KFRC, Bagalkot" and the name of the Architect/Consultant. This envelope shall be addressed and submitted to the following. Both Technical and Financial Bid are to be submitted in duplicate.**

The Managing Trustee,  
Karnataka Farmers' Resource Centre ( KFRC),  
B.V.V.Sangha's Spinning Mill Complex,  
Gaddanakeri Road,  
**BAGALKOT-587102, Karnataka**

The bid document can be obtained from the above address from **13.08.2021 to 02.09.2021** during working hours on payment of **Rs 1000/-** per form (non-refundable). The document can also be downloaded from KFRC's website. **If the form is downloaded from the website, a DD for Rs 1000/- (non-refundable) favouring KFRC, Bagalkot payable at Canara Bank, Navanagar Branch – Bagalkot** shall be enclosed along with the duly filled Technical Bid.

Earnest Money Deposit (EMD) - Rs. 15,000/- (payable in DD favouring KFRC, payable at Bagalkot). As per Govt guidelines, Earnest Money is exempted for units registered as MSME with competent registering authority. Relevant certificate has to be mandatory enclosed along with technical bid. Offers received without Earnest Money and not accompanying exemption certificate shall be rejected. Earnest money of the parties not qualified in prequalification process shall be returned after qualification process is completed. Earnest money of all others shall be retained until opening of financial bids. On opening of financial bids, EMD of all unsuccessful parties shall be returned. EMD of the successful bidder shall be retained until entire scope of the works covering under this tender is completed. In event of withdrawal of offer by any of the bidders at any stage of tendering, the Earnest Money shall be forfeited by the Bank and no claim in any respect shall be entertained.

MSE's (Micro and Small Enterprise) / NSIC / KVI etc. are exempted from paying the processing fee of Rs.1000/- (Rs One thousand Only) for which the concerned enterprise needs to provide necessary valid certificates / documentary evidence of the said work.

A Pre-bid Meeting will be held on **25.08.2021 at 11.00 AM** through video conference (Zoom application) in presence of Managing Trustee of KFRC, Bagalkot to clarify any matter concerning this bid and interested Architects/ Consultants may attend the meeting.

The completed bids shall be submitted so as to reach on or before **03.00 PM on date 03.09.2021**. The part I (Technical Bid) will be opened on **03.09.2021 at KFRC, Bagalkot at 4.00 PM**. After scrutiny of the Technical Bids, the Part II (Financial Bid) of only the short-listed Architects/Consultants will be opened at a later date, which (time and date) will be informed to the short-listed Architects/ Consultants.

### **INSTRUCTIONS TO APPLICANTS**

1. Intending Applicants/ Consultants are required to submit their applications in the prescribed format and with full particulars, giving details about their organization, experience, technical personnel in their organization, and the same will be kept confidential.

2. While deciding upon the pre-qualification of Architects, emphasis will be given on the ability and competence of applicants to do good quality work within the specified time schedule.

3. Each page of the application shall be signed. The application shall be signed by person/persons on behalf of the organization having necessary authorization /Power of Attorney to do so.

4. If the space in the proforma is insufficient for furnishing full details, such information may be supplemented on separate sheets of paper, stating therein the part of the proforma and serial number. Separate sheets shall be used for each part, and a proper reference with page number must be indicated in the main form of application. The applicant should, however, enclose the application form collected from the Institute or downloaded from website along with the application.

5. Applications containing false and/or inadequate information will be liable for rejection.

6. While filling up the application with regard to the list of important projects completed or on hand, the applicants shall include projects relating to institutional /commercial buildings costing not less than Rs. 200 lakhs each and shall mention all features and services of the project handled by the applicant such as number of storey of the building, type of foundation and super-structure, total constructed area, services provided such as central air-conditioning system, lift, fire detection and protection system, access control system and surveillance etc.

7. Clarifications, if any required, may be obtained from Institute,

The Managing Trustee,  
Karnataka Farmers' Resource Centre ( KFRC),  
B.V.V.Sangha's Spinning Mill Complex,  
Gaddanakeri Road, **BAGALKOT-587102, Karnataka**

8. The Minimum General Pre-qualification criteria shall be as stipulated on page No.2 of "Pre-qualification requirement". However, mere fulfillment of minimum eligibility will not entitle Pre-qualification as pre qualification will be done after taking into account various parameters including receipt of satisfactory reports from clients.

9. Firms should submit an undertaking (on their letter head) that they have not been "Black Listed" by any of the Govt. Authority or PSUs/PSBs duly signed by authorized signatory with company seal.

10 Architect/Consultant is requested to visit the site before submitting the application to acquaint themselves with the site conditions.

11. Applicants shall furnish documentary evidence / certificates in support of their claim of work undertaken and work in hand, failing which the application will be liable for rejection. KFRC reserves the right to independently verify the particulars furnished by the applicant. Incomplete applications and applications not filled properly with requisite details are liable for rejection and KFRC will not entertain any further communication in such cases.

12. Intimation to pre-qualified Architects for future course of action shall be informed separately.

13. 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, KFRC 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 Institute with regard to the selection of Architects shall be final. The Institute reserves the right to reject any or all applications without assigning any reason thereto.

14. All necessary clearances/approvals as may be required from Municipalities/ local authorities have to be obtained before commencing the construction work. It is the responsibility of the Architect to get all such clearances/approvals. As built drawings shall be prepared and submitted to the Institute as and when works are completed. It is the responsibility of the Architect to obtain clearance certificate and occupation certificate from Municipality/local authorities. However, Institute will sign necessary documents if any as may be required from the Institute's side and statutory payments if any made on behalf of Institute to the local authorities will be reimbursed by the Institute against submission of original receipts. All other incidental expenses, follow up charges shall be borne by the Architect.

15. 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.

16. The Architect/Consultant who is finally selected will have to enter into an agreement with the KFRC in the format attached. This format gives the detailed scope of the architect's services at different stages, the fees payable on completion of each stage and other terms and conditions.

17. 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 KFRC. Canvassing in connection with the offer is strictly prohibited.

**DECLARATION**

**( To be submitted on the Architect's / Consultant's letter head with technical bid)**

I/We ....., do hereby declare that I/We.....have read and understood the instructions to the Architect, expression of interest of architects/consultants, pre-qualification criteria, agreement and all other document, conditions and abide by the same.

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. I/We are agreeable to extend our professional services for the subject project and the professional charges have been conveyed separately in price-bid in Proforma furnished.

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

I/We agree that until a regular agreement is executed, this document with the Trust written acceptance thereof shall constitute a binding contract between us.

I/We.....also declare that the information provided by us in the tender is true and belief to the best of my/our knowledge.

**DATE:**

**SEAL & SIGNATURE OF THE ARCHITECT**

**ANNEXURE- 1**  
**BROAD REQUIREMENTS OF KFRC BUILDING**

Unit in Sq. Ft.

**A. ADMINISTRATIVE BLOCK & TRAINING BLOCK**

S.No	Particulars	App. Area
1	Administrative Block [ Ground Floor]	5300.00
1.1	ED Chamber [ inclusive of attached Toilet]	300.00
1.2	Director' Chambers [2] [ inclusive of attached Toilet]	600.00
1.3	Office Room / Staff Room	300.00
1.4	Exhibition Space including waiting Room	1000.00
1.5	Board Room [ inclusive of attached Toilet]	1000.00
1.6	Computer Lab	500.00
1.7	Library	600.00
1.8	Workshop	500.00
1.9	Toilets	400.00
2.0	Generator Room	100.00
2	Training Block [ First Floor on Adm. Block]	4500.00
2.1	Class Rooms – 2	1600.00
2.2	Seminar Hall / Auditorium	2200.00
2.3	Store Room	300.00
2.4	Toilets	400.00

**B. MALE DORMITORY AND DINING & KITCHEN BLOCK**

S.No	Particulars	App. Area
1	Ground Floor	2500.00
1.1	Kitchen with store plus cooks' living space	600.00
1.2	Dining Hall	600.00
1.3	Dormitory No. 1 for 25 persons with toilets	1300.00
	First Floor	1300.00
1.4	Dormitory No. 2 for 25 persons with toilets	1300.00

**C. FEMALE DORMITORY AND GUEST ROOM BLOCK**

S.No	Particulars	App. Area
1	Ground Floor	2300.00
1.1	Dormitory for ladies for 50 persons with toilets	2300.00
	First Floor	1500.00
1.2	Guest House / Rooms	1500.00



**D. STAFF QUARTERS**

S.No	Particulars	App. Area
		9000.00
1.1	ED'S Quarters [ 1 ] Ground Floor	2000.00
1.2	Director's Quarters [ 2 ] Ground Floor	3000.00
1.3	Staff Quarters [ 2 ] Ground Floor	2000.00
1.4	Staff Quarters [ 2 ] First Floor	2000.00

**E. SECURITY ROOM****F. COMPOUND WALL :****G. INTERNAL ROADS, LANDSCAPING, HORTICULTURE:****H. EXTERNAL CIVIL, ELECTRICAL, PLUMBING SERVICES****ABSTRACT**

S.No	Particulars	App. Area
A	Administrative & Training Block	9800.00
B	Male Dormitory & Kitchen/Dining Block	3800.00
C	Female Dormitory & Guest House Block	3800.00
D	Staff Quarters	9000.00
E	Security Room	200.00
<b>TOTAL</b>		<b>26600.00</b>
F	Compound Wall	
G	Internal Roads	
H	External Civil, Electrical, Plumbing Services	

Note: 1. The project is inclusive of Sanitary, Water supply & Electrification.

2. Effort must be made to use the existing foundations (already constructed earlier) to the maximum extent possible in the layout of the building.

## ANNEXURE – 2 AGREEMENT FORMAT

THIS AGREEMENT made at ..... on day of ..... BETWEEN Karnataka Farmers' Resource Centre, Bagalkot, represented by its Managing Trustee, KFRC, Bagalkot presently situated at, B.V.V.Sangha's Spinning Mill Complex, Gaddanakeri Road, Bagalkot- 587 103, Karnataka State. (hereinafter called "the Employer") of the ONE PART and M/s ----- hereinafter called "the Architects" of the OTHER PART. WHEREAS the Employer intends to construct one or more buildings at BTDA Plot at Unit No. 2, Extension Area, Navanagar, Bagalkot (hereinafter called "the Project") and WHEREAS the Employer is desirous of appointing the Architects for the purposes of designing and supervising the proposed constructions project..

NOW THIS DEED WITNESSETH and the parties hereto hereby agree as follows:

1. The employer agrees to pay the Architects as remuneration for the professional services to be rendered by the Architects in relation to the said project particularly for the services hereinafter mentioned, a fee calculated at--- % of the actual cost of work/accepted tender cost whichever is less. The said fee being hereinafter called as "Basic Fee". In case there is an escalation in the actual project cost over the accepted tender cost, the payment to the Architect shall be worked out as below provided the escalation is not on account of any delay or default on the part of the Architects:

- a. 100% of the Basic Fee on the accepted tender cost plus
- b. 50% of the Basic Fee on the escalated cost over & above the accepted tender cost.

Subject to a ceiling of 110% of the Basic Fee worked out on the accepted tender cost.

**2 i) The entire project is expected to be completed within a period of 18 months from the date of appointment of the Architect.** The Architect is, therefore, required to plan and schedule the various activities involved in the project execution, including obtaining approvals and clearances from various authorities, in such a way that the entire project is completed within this period of 18 months.

ii) The architects shall take the Employers instruction, prepare sketch designs, make approximate estimate cost by cubic measurements or otherwise, prepare drawings sufficient for making applications for building or other licenses to town planning/local authorities or for other approvals, prepare working drawings, prepare structural drawings, prepare specifications, prepare bills of quantities and detailed estimate with rate analysis, prepare tender documents, advise on preparation of a panel of contractors to be invited for tendering, assist in obtaining tenders, advise on tenders received, prepare contract documents, nominate and instruct consultants (if any), coordinate activities of consultants with the local Architects/PMC if and as applicable, prepare such further details and particulars as are necessary for the proper carrying out of the works, advise the Employer on technical and financial implication on the deviation / amendments (if any), from the approved scheme and give general supervision, subject to stipulation below:

a) Taking the employers instruction, visiting the site, preparing the sketch designs which shall be in accordance with local governing codes/ standards, regulations, etc.(including carrying out necessary revisions till the sketch designs are finally approved by the Employer), making approximate estimate of cost by cubic measurements, square meter, or otherwise and preparing reports on the scheme so as to enable the Employer to take a decision on the sketch designs.

b) Submitting a proper PERT CHART / Bar-Chart incorporating on the activities required for the completion of the project well in time, i.e. preparation of working drawings, structural drawings, detailed drawings, calling tender etc. The program should also include various stages of services to be done by the consultants in co-ordination with the Architect.

c) Submitting required drawings to the Municipality and other local authorities and obtaining their approval.

d) Preparing architectural working drawings, structural calculations and structural drawings, lay-out drawings for water supply and drainage, electrical installations, Telephone installations, etc., detailed estimates and all such other particulars as may be necessary for preparation of bill of quantities.

e) Preparing pre-qualification documents.

f) Preparing detailed tender documents for various trades viz., general building work and specialist services/works such as water supply and sanitary installation, electrical installation, fire- fighting works lifts and such other works which is required to complete the project etc., complete with articles of agreement, bill of quantities, including detail analysis of rates based on market rates, time and progress charts, etc.

g) Preparing tender notices for issue by Institute for inviting tenders from pre-qualified/ short-listed parties on behalf of Institute, or call for tender in two bid system as the case may be for all trades and submitting assessment reports there on, together with recommendations specifying abnormally high and low rated items. Preparing contract documents for all trades and getting them executed by the concerned contractors.

The assessment report shall be based on proper analysis of rates with constants from an approved standard hand book and market rates of materials and labour for major items of works costing about 90% of the estimated cost of the work.

All commercial conditions shall be evaluated in financial terms instead of merely saying whether a condition may be accepted or not.

When conditions are not susceptible of evaluation, the alternative procedure of calling all the tenderers for negotiations and asking them to submit a final bid based on the terms and conditions acceptable to the Institute may be adopted.

h) Preparing for the use of the Employer, the contractor and site staff, 4 copies of contract documents for all trades including all drawings, specifications, and other particulars. Preparing such further details and drawings as are necessary for proper execution of works.

- i) Assuming full responsibility for supervision and proper execution of all works by general and specialist contractors who are engaged from time to time, including contract over quantities during the execution to restrict variations, if any to the minimum.
- j) No deviations or substitutions should be authorised by the Architect without working out the financial implications, if any, to the contractor and obtaining approval of the Institute. However, where time does not permit and where it is expedient, the Architect may take decisions on behalf of the Institute, the total cost of the item/deviation of which should not exceed Rs.10,000/-. This deviation shall be got subsequently ratified from the Institute duly justifying his action at the earliest.
- k) Working out the theoretical requirement and actual consumption of cement and steel and any other material specified for each bill.
- l) Employ a full time/ temporary site Engineer for supervision of construction of the particular project and guiding the site engineer as required.
- m) Checking measurements of works at site. Checking contractor bills, issuing periodical certificates for payments, and passing and certifying accounts, so as to enable the employer to make payments to the contractors and adjustments of all accounts between the contractors and the Employer. Architects shall assume full responsibility for all measurements certified by them. It is mandatory on the part of Architect to check the measurements of various items to the extent of at least 25% of each item of work claimed, in each running bill and to certify the bills as per IBA guidelines as follows:

Certified that the various items of work claimed in this ..... Running bill/final bill by the contractors ..... have been completed to the extent claimed and at appropriate rates and that the items are in accordance with and fully conforming to the standard/prescribed specifications and drawings. We further certify that we have checked the measurements to the extent of ..... per cent but not less than 25% of each item claimed in this bill. Hence the bill is recommended for payment of Rs.....

(Signature of the Architect)

Date : \_\_\_\_\_

The Architects shall endorse the above certification in the relevant measurements books also.

- n) Submitting a detailed account of steel, cement and any other material that the employer may specify and certifying the quantities utilized in the works.
- o) Obtaining final building completion certificates and securing permission of municipality and such other authority for occupation of the building and assisting in obtaining refund of deposit, if any, made by the employer to the Municipality or any such other authority.
- p) Appearing on behalf of the Employer before the Municipal Assessor or such other authorities in connection with the settlement of the ratable value of the Building and tendering advise in the matter to the employer.

q) On completion of the project, prepare “ as made” completion drawings of Architectural, structural, water supply and drainage works, and electrical and other services along with a brief report on the project and relevant structural design calculations and submitting 4 copies of the same for the records of the employer.

Further, the Architect shall verify and confirm that identification marks are made on all service installations/cables/wiring etc. for easy identifications to carryout maintenance jobs.

r) The Architect shall be wholly responsible for the successful completion of the project in all respects consistent with safety and structural stability from the inception up to the handing over for occupation to the employer.

s) The Architect shall assist the Institute in all arbitration proceedings between the contractors and the Institute and also defend the Institute in such proceedings.

t) The Architect shall furnish one complete set of structural designs, calculations and structural drawings for the Institute’s record.

u) The Architects shall exercise all reasonable skill, care and diligence in the discharge of duties hereby covenanted to be performed by them and shall exercise such general superintendence and inspection in regard to the said works as may be necessary to ensure that the work is being executed in accordance with the working drawings and specification aforesaid and that the work is free from defects and deficiencies. The Architect’s responsibility will continue during the defects liability period of twelve months for getting defects, if any, to be removed by the contractors and they shall give a “NO OBJECTION CERTIFICATE” at the end of the defects liability period for refund of the balance retention money to the contractors.

v) Whenever the work is examined by the Chief Technical Examiner of the Central Vigilance Commission and if he brings to the notice any defective or substandard work or any irregular / excessive payment to the contractors the Architects shall take necessary action to get the defects rectified and/or recover the irregular payments and also shall assist the Employer to reply to the Chief Technical Examiner’s queries. In case of disputes with contractor(s) or dispute arising out of the said project execution as well as in matter of attribution pertaining to project,

w) the Architects shall assist the Employer from time to time by drafting replies in consultation with legal advisers and protect interest of the Employer.

x) To incur all fees and expenses payable to Municipality / Corporation / Sanctioning authority for obtaining all sanctions, clearances, occupancy certificate etc to enable KFRC to occupy the building. KFRC will reimburse expenses incurred subject to production of proof of payment.

y) Any other services connected with the works usually and normally rendered by the Architect, but not referred to here in above.

iii) When work is executed wholly or in part with old materials or where materials, labour or carriage is provided by the Employer, the percentage shall be calculated as if the work had been executed wholly by the contractor supplying all labour and materials.

iv) No deduction will be made from the Architects' fee on account of liquidated damages or such other sums withheld from the payments due to the contractor.

3. For travel outside the Headquarters, except for travel to the work site and back, the Architects shall be paid as follows:

a. For Partners, Associates, Senior Architects and Consultants within the entitlement of Senior Management of the Institute.

b. For other staff, within the entitlement of Middle Management of the Institute.

4. Apart from such copies of drawings as are required for submission to the local authorities, the Architects will supply additional copies of drawings free of cost, as follows:

i) Two sets of all drawings for contractors

ii) Two sets of all drawings for clerk of works/site engineer.

iii) One set of all drawings for Consultants, if any.

iv) Two sets of all drawings and one set of completion drawings with all amendments incorporated, to the Employer.

v) The Architect shall furnish a completion plan of the Building/Structures including all services on completion of the project, along with a complete set of design calculations and structural drawings to form a permanent record for the Institute to be consulted in case of any future additions/alterations at a later stage. Effort must be made to use the existing foundations (already constructed earlier) to the maximum extent possible in the layout of the building.

The cost of supplying copies of drawings over and above the sets mentioned above shall be reimbursed by the Employer to the Architects.

5. For survey of land, where necessary and prepare a survey plan to a suitable scale, which shall give all relevant dimensions and show the boundary lines, contours at suitable intervals, existing buildings, trees and other landmarks. Architects shall be paid separate fees for the work to be mutually agreed.

6. The Employer shall pay to the Architects their basic fee in the following manner:

i) On the completion of sketch design and preliminary estimates – 10%.

ii) On completion of sufficient drawings and particulars for applications to be made to Town Planning/local authorities for approval and processing the same – 15%.

iii) On Completion of detailed architectural working drawings and structural drawings (sufficient for preparing detailed estimates of cost) – 35%.

iv) On preparation of detailed estimates, preparation of tender documents and advising on tenders received – 60%.

v) For inspection and day-to day supervision, quality surveillance, recording and checking measurements, checking of bills and all other project management services including preparing other details and drawings as may be required during execution along with variation control - 95%.

vi) Issue of completion certificate, obtaining occupation certificate from local authorities and completion of Defect Liability of period of all contracts – 100%.

**Notes:**

a. The fees as stated hereinabove will also be applicable to services.

b. The fees as stated hereinabove will be adjusted on the basis of the latest available estimated cost or if tenders have been received then on the accepted tendered cost. For stage (v) progressive payment will be made on the basis of cost of works done.

c. The final installment of fees shall be adjusted on the basis of actual cost of works, subject to the stipulation and ceiling given in clause 1 herein before.

d. The fee agreed is inclusive of responsibilities of carrying out reasonable modifications in approved designs and drawings, if any, required during execution of work due to unforeseen site conditions, requirements of local bodies or any other unforeseen reasons.

e. All running Payments shall be treated as advance payments and shall be adjusted against final fee payable. For claiming the payment consultant shall submit necessary bills in duplicate with supporting details. Payments due to consultant will ordinarily be made within one month of submission of bills of the corresponding stage after satisfactory performance.

f. An amount @ 5% (five percent of each running bill shall be deducted progressively towards security deposit for fulfilling the terms of contract faithfully and honestly.. The security deposit will be refunded on completion of Defect Liability of period of all contracts.

7. i) The Architect shall give total supervision with complete execution responsibility, in case he is engaged for supervision as well, as mentioned in para 2(ii) before.

ii) The employer may employ a local Architect or Consulting Engineer if required to assist the Employer to :

a. Study drawings submitted by the Architects at different stages and point out any discrepancy therein and suggest any amendments to suit site or local conditions or local building bye-laws or for any other reason and the Architect shall give such details and clarifications as may be required or shall modify the drawings if so required by the Employer.

b. Co-ordinate all construction activities including supervision and measurement at site and keep the Employer informed regarding progress of the work by submitting regular progress reports.

c. Check the quality and quantity of work done at site.

However, employment of any such local Architect or Consulting Engineer shall not absolve the Architects of any of their duties and responsibilities as laid down in this agreement.

iii) The Architects shall not make any material deviation, alteration, addition or omission from the approved design without the knowledge and consent of the Employer.

iv) Copy right in all drawings and in the works executed from them will remain with KFRC-

v) The fees and charges payable to the Architects shall be in accordance with the Scale of Charges (Clause 6).

8. The Architects shall engage qualified and competent/reputed Structural, Electrical, Water Supply & Plumbing, and Air conditioning Consultants to assist them in the preparation of design and details for these services. The Consultants will be appointed with the approval of the Employer. The fees payable to these Consultants shall be borne by the Architects out of the fees received by them. The Architects shall be fully responsible for the design and soundness of the works of such Consultants and shall also co-ordinate the activities of various consultants and local Architects.

9. In case where the Architects perform partial services for any reason other than the Architect's own default, including the abandonment by KFRC, deferment, substitution or omission of any project and/or works, or part thereof, and if the services of the Architects are terminated, the charges in respect of the services performed shall be as follows:

Payment will be made in accordance with Clause 6 hereinabove written for the stages that have been completed. For the incomplete stage, payment will be made with due regard to all relevant factors.

10. In case of any dispute between Architect and PMC/other agency, the matter shall be referred to the employer whose decision shall be final and binding on all parties.

11. In case it is established that due to fault of Project Architect the Institute has to pay any extra amount due to over-run of the Project, over ,measurements – faulty description of tender item or any other lapse on the part of Project Architect necessary recovery may be effected from the Project Architect/ Consultant"s fee as per provision of section 73 of Indian Contract Act 1872 under section 30 of Architects Act 1972 (Central Act No.20 of 1972) in addition to the architect being debarred/black-listed depending on the seriousness of the lapses. KFRC may also report such cases to the Council of Architecture or other professional bodies for such action as deemed fit.

## 12. TIME SCHEDULE:

**Commencement of work:** The commencement of work will be considered from 7<sup>th</sup> day after the date of issue of award letter to the Architect.

SL. NO.	ACTIVITY	TIME DURATION
1	Site inspection & submission of preliminary drawings & project report for the scope of works as detailed in III c) above	14 days from the date of receiving the work order



2	Preparation of detailed working drawings for the scope of works as detailed in III c) above and submission of detailed estimate	30 days from the date of approval of the preliminary drawings & project report by bank.
3	Preparation of tender documents for the scope of works as detailed in III c) above along with detailed drawings for floating the tender	10 days from the date of clearance from bank to proceed with the tender process.
4	Actual execution of all the works as per the scope of works as detailed in III c) above by the agency (ies).	12 months from the date of award of works or handover of site, whichever is later
5	Certification of contractor's interim / final Bills	15 days for interim bills 30 days for final bill with verification of all measurements.

**13. PENALTY:** The time allowed for carrying out the work as specified in clause 9, shall be deemed to be the essence of the contract on the part of the Architect. The work shall throughout the stipulated period of the contract be processed with all diligence and in the event of failure of the Architect to complete the work within time schedule as specified above or subsequently notified to him, the Architect shall pay as compensation amount equal to 0.5 (half) per cent or such smaller amount as the BANK may decide on the total fee payable for every week that the work remains unfinished after the specified date subject to a maximum of 10%.

14. In the event of any dispute, difference or question of arising out of or touching or concerning this agreement or the execution of the project, the same shall be referred, at the option of either party (Employer or the Architect), to the arbitration of a sole Arbitrator mutually agreed upon, and in default of such agreement to the arbitration of two arbitrators, one each appointed by the two parties; who in default of mutual agreement may in turn appoint an umpire. The arbitrator or arbitrators or umpire, as the case may be, will be Fellows of the Indian Institute of Architects or Fellow of Institute of Engineers (India). Such submission shall be deemed to be a submission to arbitration within the meaning of the Arbitration and Conciliation Act 1996 or any statutory modification thereof. The award of the arbitrator(s) or umpire, as the case may be, shall be final and binding upon the parties.

15. This agreement can be terminated by either party on giving 3 months" notice normally. However, in exigent circumstances, the services of the Architect can be terminated by giving notice of lesser period.

16. In the event of the Architects failing to undertake the work in terms of agreement or in the event of any breach of the terms and conditions of this agreement, notwithstanding any other remedies available as per terms of this agreement, the Architect/ Consultant shall be liable to pay liquidated damages up to a maximum of 10% of agreed professional fees payable to him in terms of this contract.

17. KFRC, without any prejudices to its right against the Architect in respect of any delay or deficient service, by notice in writing absolutely terminate the contract in any of the following cases;

I. If the Architect being a company shall pass a resolution or a court shall make an order that the company shall be wound up or if a receiver or a Manager on behalf of the creditor shall be appointed or if circumstances shall arises which entitle the court or the creditor to appoint a receiver or Manager or which entitles the court to make up a winding order.

II. If the Architect, in the opinion of KFRC, is not pursuing the project with due diligence and/or within the time lines committed.

III. If the architect commits breach of any of the terms of the agreement.

When the Architect has made himself liable for action under any of the cases aforesaid, KFRC shall have powers: a. To terminate or rescind the agreement b. To engage another Architect to carryout the balance work debiting the Architect the excess amount, if any, so spent and recovering such excess amount from the fees due to the Architect, the Security Deposit or from any other dues. In the event of the termination of the agreement, the Architect shall not be entitled to any compensation or damages by reason of such termination, but only to the fees for the service actually rendered, which have been duly approved by KFRC and subject to any deduction/recovery of sums due to the Employer on any account. The decision of KFRC as regards the actual work/ service done and the amount of the fees due to the architect on the basis of actual service /work done shall be final and binding on the architect. In such an event, KFRC shall be entitled to make use of all or any drawing(s), designs or other documents prepared by the architect .

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

For and on behalf of  
M/s. \_\_\_\_\_

For and on behalf of  
KFRC

In the presence of :

1.

2.

**PART – I: TECHNICAL BID ( TECHNICAL QUALIFICATIONS / CRITERIA )**

**Selection of Architect for Construction of Office building of KFRC - Bagalkot.**

**Part – 1 : Basic Information to be submitted by Architects.**

1. i) a) Name of the Organisation :

b) Address :

c) Phone No. :

d) Fax No :

e) E Mail address :

f) Cell No :

g) Web-site, if any :

ii) a) If main Office is outside Karnataka: please furnish office address of office establishment in Karnataka.

b) Contact Phone No :

c) Fax No. :

2. a) Year of establishment (enclose : Documentary evidence) :

b) No. of years of experience in the : Relevant field (Minimum experience Required is 7 years in relevant Field)

3. Type of the Organization (Whether Proprietorship, Partnership, Private Ltd, Co-operative body etc)

4. Name of the Proprietor/Partners/Directors of the Applicant with addresses & Phone Numbers

a)

b)

c)

d)

5. a) Details of Registration – Whether : Partnership firm, Company, etc.

b) Name of Registering Authority :  
Date & Registration Number

6. a) Details of Registration with the :  
Council of Architecture

b) Registration No. & Date ( copy :  
of relevant document to be attached

7. Name & Address of Institute :

8. Whether an assessee of Income Tax.  
if so, mention Permanent Account No.  
( enclose document evidence)

9. Please mention GST Regis- :  
tration ( Enclose Documentary  
Evidence)

10. Details of registration, if any, in the :  
panel of Architects For other Organi-  
zation/Statutory bodies/Public Sector  
Institutes/CPWD/PWD etc

11. Please indicate your related field of services

a) Architectural services for institutional :  
/Commercial building

b) Architectural services for Residential  
building:

c) Interior design and furnishing work for  
Institutional / commercial building

d) Exclusive Project Management  
consultancy (PMC) services for  
institutional/commercial Building

e) Both Architectural and PMC services  
for Institution / commercial building

12. Furnish details of consultants/  
specialist whose Services are generally  
availed of by the applicant

a)Geo-Technical Consultant

b) Structural Engineering Consultant

c) Electrical Consultant

d) Air-Conditioner Consultant

e) Plumbing Consultant

f) Fire Consultant

13.a) Furnish details of office infrastructure at main Office:

1) Carpet area of Office

2) No. of Architects

3) No. of Engineers of various trades

4) No. of Interior Designer

5) No. of Draftsman

b) If the main office is not located in Bagalkot , Please furnish details of office infrastructure in Bagalkot.

1) Carpet area of Office

2) No. of Architects

3) No. of Engineers

4) No. of Interior Designer

5) No. of Draftsman

Date

Signature of the Applicants with  
full name, Address and Seal

**Part 2 : Work capability and previous experience.**

**a) List of important Projects executed by the Applicant during last 7 years each costing Rs. 200.00 lakhs and above**

S. No	Name of the Project mentioning all features, scope of services and location	Name & full postal address of the owner Also indicate whether Govt. or private body with full postal address and Phone No.	Total final value of work (Rs.)	Completion period		Nature of service rendered		Any important feature of the work worth mentioning or reference	Whether documentary evidence enclosed in support of experience
				Total duration of work	Date of actual completion	Only Architectural Service (*)	Both Architectural & PMC Services		
1	2	3	4	5	6	7	8	9	10

( \* ) Architectural services would include – Planning of the project, preparation of Architectural layout & design of structure and services, drawings, detailed estimate, preparation of tenders for various trades of works, periodic supervision of works.

**b) List of important Projects In Hand each costing Rs. 200.00 lakhs and above**

S. No	Name of the Project mentioning all features, scope of services and location	Name & full postal address of the owner Also indicate whether Govt. or private body with full postal address and Phone No.	Total final value of work (Rs.)	Completion period		Nature of service rendered		Any important feature of the work worth mentioning or reference	Whether documentary evidence enclosed in support of experience
				Total duration of work	Date of actual completion	Only Architectural Service (*)	Both Architectural & PMC Services (**)		
1	2	3	4	5	6	7	8	9	10

( \* ) Architectural services would include – Planning of the project, preparation of Architectural layout & design of structure and services, drawings, detailed estimate, preparation of tenders for various trades of works, periodic supervision of works.

( \*\* ) PMC services would include – Full Time supervision, monitoring & management of the work at site with dedicated technical staff, certification of the work etc.

**Part 3: Technical Personnel and special experience**

**List of Technical personnel employed under applicant's firm, giving details about their technical qualifications & experience in the Applicant's establishment.**

S. N	Name	Age	Qualifications	Experience	Nature of works handled	No. of years in the organization	Indicate special experience and achievement, if any
1	2	3	4	5	6	7	8
1	Main Office						
2	Office in Karnataka ( If the main Office is outside Karnataka )						

**NOTES :**

- Information has to be filled up specifically in this format. Please do not write remark "As indicated in Brochure / as enclosed" unless unavoidable.
- Information shall be limited to the Applicant. If any relevant data concerning the Group of Companies to which the Applicant belongs is desired to be given, the same shall be given separately in a supplementary sheet.
- Reference

Please give references of two persons (Engineers, Architects or top officials of an organization) for whom you have executed similar Projects of importance, who may be in a position to advise and confirm the Institute about the ability, competence and capability of your organization.

- Number of supplementary sheets attached with Sl. Nos.

NAME,  
DATE:

SIGNATURE OF THE APPLICANT WITH FULL  
ADDRESS AND SEAL.



**PART – II: FINANCIAL BID / PRICE BID / OFFER LETTER****Place:****Date:**

To:

The Managing Trustee  
Karnataka Farmers' Resource Centre [ KFRC ]  
B.V.V.Sangha's Spinning Mill Complex  
Gaddanakeri Road  
**BAGALKOT-587 103, Karnataka.**

Dear Sir,

Sub: Tender for providing Architectural/Professional services for "Proposed Construction of KFRC Building at Bagalkot.

With reference to the tender invited by you, I/We hereby offer to provide architectural/professional services for the "proposed construction of KFRC Building at Unit-2, Extension Area, Navanagar, Bagalkot , Our professional fees will be .....% of accepted tender cost or actual cost of the project whichever is less. Service tax as applicable will be claimed extra.

I/We have inspected the site and read the instructions with all stipulation to which I/We agreed to comply. Our services will be in accordance with Clause 2 of the Agreement Format attached to the Tender document.

Should the tender be accepted, I/We hereby undertake to execute and sign the necessary agreement as per format attached to the Tender document. I/We agree to pay all the charges for preparation of the agreement and fees and stamp duty for the same.

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

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Yours faithfully,

Name of the Architect/Firm

**(SUBMIT THIS FINANCIAL BID IN A SEPARATE SEALED ENVELOPE)**