**(A Govt. of India Undertaking)**

**Regd. & Head Office: 3, Middleton Street, P.O. Box No. 9229, Kolkata – 700 071.**

**Website:** [**www.nationalinsuranceindia.com**](http://www.nationalinsuranceindia.com)

## **ESTABLISHMENT DEPARTMENT**

## Tender No : MGMO/Establishment/38/2018

# ARCHITECT/CONSULTANT FOR EXTERNAL REPAIR WORKS OF RADIANT (B-WING), RAHEJA VIHAR, CHANDIVALI, MUMBAI- 400 072.

**Introduction:**

National Insurance Company Limited(NICL) is a leading General Insurance Company Located at 3, Middleton Street, P.O. Box No. 9229, Kolkata – 700 071. NICL wishes to engage an Architect/Consultant for External Repairs work of Company owned Residential Building (Officers’ Quarters- Ground + 7 floors) known as “RADIANT (B-WING), RAHEJA VIHAR, CHANDIVALI, MUMBAI 400 072. The work includes civil, electrical, plumbing, waterproofing, painting and all other allied works.

**Requirements:**

Strengthening the Overall structure of the building through plastering, crack filling & painting the exterior part of the building , Prevention of Rain water seepage in the flat internals, rectification of plumbing & sanitation lines , Terrace waterproofing & all other allied works as per site requirements.

**Validity of offer**:

The rates quoted should be valid for 180(one hundred and eighty) days from the date of opening of Tender. No escalation of fees is allowed during the entire period of execution of the work. No other compensation or Out of pocket expenses shall be payable for the services rendered.

**Terms of Payment:**

* + 1. 25% on completion of estimate/preparation of tender documents.
    2. Balance amount will be released progressively against payment of each running/final bill of the Contractor.

**SECURITY DEPOSIT**:

Successful bidder will be required to submit Security Deposit through Pay Order/Demand Draft/Banker’s Cheque for **Rs. 20,000/- (Rupees Twenty thousand only)** drawn on any Indian Scheduled Bank in favour of “National Insurance Company Limited” payable at Mumbai. This Security deposit shall not bear any interest, is non-transferable and will be refunded only after the submission of job completion certificate and certification of final bill of Contractor.

**SCOPE OF WORK**

Scope of work will be as mentioned below:

1. Visiting the site and understanding/defining the set of requirements.
2. Measurement of existing building components.
3. Drafting of above in drawing form.
4. Preparation of concept design with various alternatives.
5. Modification of the concept proposal as per mutual consultation.
6. Presentation of the proposal to Company Officials and discussion thereon.
7. Preparation of preliminary estimates and approval thereon.
8. Preparation of working drawings with dimension in 2D & 3D.
9. Preparation of electrical fixture layout plan.
10. Preparation of plumbing and sewerage layout plan if required.
11. Taking approval from BMC/statutory/government bodies as per requirement.
12. Preparation of tender document with Terms & Conditions and Bill of Quantities (BOQ) with material/specifications etc and to assist the Company in inviting Bids from Contractors.
13. To assist in selection of Vendor/Contractor from whom bids have been received (i.e., evaluation of Technical and financial bid) and give appropriate recommendations thereon.
14. Issue a Report on ‘Dos & Don’ts’/ Precautions to be taken by occupants at each stage of repair work. The occupants should be briefed once prior to commencement of actual work.
15. Supervision of work at regular intervals including site coordination, supply of detailed drawing to the Contractor as required, certification of QUALITY of materials and work as per specification of tender , monitoring the progress of work as per time schedule.
16. Scrutiny/ Checking & certification of running/final bill, certification of work and job completion.
17. Submission of ‘AS BUILT’ drawing on virtual completion of work & verification of contractor’s final bill.
18. Certification on completion of Defect Liability Period of the job to release the Security Deposit of the Contractor.
19. Any other allied work that may require completing the job within the scheduled time.

**The basic criteria to be fulfilled by the applicant for qualification are as under:**

1. Should have successfully completed at least three major **‘IDENTICAL PROJECTS’** having value not less than Rs. 2 Crore during last 3 (three) years and having established in this field for not less than **05 (five) years**.
2. The Architects/firms/Company should be member of Council of Architecture, India.
3. Architect/Consultant must have at least two Architects with the valid registration from Council of Architecture with minimum experience of 05 (five) years
4. Architect/Consultant must have Trade License, GST and Professional Tax clearance certificate and valid IT & PAN. Agency must provide PAN and GST registration certificate.
5. Architect/Consultant must have its own full-fledged registered office in **MUMBAI** with all required in house facilities.

**SUBMISSION OF OFFER**

Architects/Consultants/Firms/Companies who satisfy the above criteria should apply with the necessary details & documents, addressed to **“Chief Manager, Estate & Establishment Department, National Insurance Company Limited, General Manager’s Office, 3rd Floor, National Insurance Buillding, 14 J. Tata Road, Churchgate, Mumbai – 400020**” and to be dropped at the above address on or before last date of submission of tender.

The tenderer shall submit their competitive offer in two separate sealed envelopes marked **“A” & “B”.**

**Sealed envelope marked “A”:** (**TECHNICAL BID)** shall contain the following documents/ information duly filled, stamped and signed by the authorised representative:

1. Documents supporting the eligibility criteria
2. Annexure-A
3. Annexure-B
4. Annexure-C
5. Annexure-D
6. Annexure-E

**Sealed envelope marked “B”:** (**FINANCIAL BID**) shall contain the Financial Bid, duly filled in both figures and words, and signed by the authorised representative of the Architect/Consultant.

**Sealed envelope marked “C”:** The sealed envelope marked “A” & “B” shall be put into another envelope marked **“C”** super scribing “TENDER FOR ARCHITECT/CONSULTANT FOR ‘External Repairs Works of Radiant (B-Wing) Building, Raheja Vihar, Chandivali, Mumbai – 400 072’ bearing Tender Number along with name and address of the tenderer.

**The sealed envelope marked “C” shall be dropped by the tenderer in the Tender Box placed on 3rd floor of NICL Mumbai Address stated as above on or before 2.00 P.M. of 05/03/2018 and tender is likely to be opened on the same day at 2.30 P.M.**

**Note:**

* NICL reserves the right to reject any or all bids submitted without assigning any reason thereof. NICL reserves the right to reject any conditional and/or incomplete bids.
* At first stage the Technical bid of the tenderer will be opened and evaluated. The Financial bid Proposal shall remain securely.
* The financial bid of those Bidders who qualify in the technical bid will be opened and evaluated.
* Bidders are invited to be present on the Tender Opening date.

**CHIEF MANAGER**

**ESTATE & ESTABLISHMENT DEPT, GMO, Mumbai.**

**TERMS, CONDITIONS & CONVENANTS**

1. No separate agreement will be executed for this work. Acceptance of the work order/ NICL appointment letter by you will be treated as agreement for all purposes.
2. Notwithstanding anything specified in this document, NICL, in its sole discretion and without having to assign any reason reserves to itself the rights to
   1. to accept or reject the lowest tender or any other tender or all the tenders,
   2. to reject the offers not conforming to the tender terms and conditions.
   3. To reject any conditional or incomplete tenders
3. The Agency/firm shall be solely responsible for fulfilling statutory obligations under various enactments.
4. Matters relating to any dispute or difference arising out of this work order based on this tender shall be subject to the jurisdiction of Courts in Mumbai only.
5. The scope of Contract, Consideration, terms of payments, security deposits, taxes wherever applicable, insurance, agreed time schedule, compensation for delay and all other terms and conditions are contained in the document henceforth. The job shall be duly performed by the Consultant faithfully.
6. The scope of work shall also include all such items which are not specifically mentioned in the Documents but which are reasonably implied for the satisfactory completion of the entire scope of work envisaged under this contract unless otherwise specifically excluded from the scope of work in the documents.
7. Time is the essence of the Contract and it shall be strictly adhered to. The progress of work shall conform to agreed works schedule.
8. The application form shall be signed by a person on behalf of the Organization, who is duly authorized to do so. Each page of application shall be properly signed along with seal.
9. If the space in the application form is insufficient for furnishing full details, such information may be supplemented on a separate sheet of paper duly signed stating therein the part of the statement, under the requisite topic and serial number. Satisfactory completion certificates for works done for different Principals should be furnished along with the application.
10. Application containing false or inadequate information is liable for rejection.
11. Clarifications, if any, may be obtained from the General Manager’s Office, 3rd Floor, Estate & Establishment Dept, National Insurance Bldg, 14 J.Tata Road, Churchgate, Mumbai – 400 020.
12. **PROPOSAL EVALUATION**
    1. If required, NICL may seek the clarifications/documents on the Technical bid of the applicants. If the same are not received in stipulated period then technical evaluation will be done based on available data in their technical bid.
    2. Evaluators of Technical bid shall have no access to the Financial bid Proposals until the technical evaluation is concluded.
13. **Defect Liability Stage:**

The Defects Liability Period for this Project shall be reckoned from the date of issue of virtual completion certificate by the Contractor & job completion certificate by the Consultant. The consultant shall visit the site and provide all the drawings/details for rectification of defects, if any **without any additional cost**.

1. **Additions, Alterations and Variation:**
2. NICL shall have the right to request in writing for additions alterations, modifications or deletions in the design and drawing of any part of the work and to request in writing for additional work in connection therewith and the consultants shall comply with such requests without any extra cost.
3. No extra payment shall be made to Consultant by NICL on account of such Additions & Alterations as enumerated above.
4. The consultant shall not make any material deviation, alteration, addition to or omission from the work except without first obtaining the written consent of NICL.
5. **Conflict of Interest**

Architect firm/Consultants should provide professional, objective, and impartial advice and at all times hold the Company’s interests paramount and strictly avoid conflicts with other assignments or their own corporate interests and act without any consideration for future work.

1. **Conflicting assignments**
   1. The Architect firm/Consultant (including its Personnel and Sub-Consultants) or any of its affiliates shall not be hired for any assignment that, by its nature, may be in conflict with another assignment of the Consultant to be executed for NICL or for another Company.
   2. Architect firm/Consultants have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of NICL, or that may reasonably be perceived as having this effect. Failure to disclose said situations may lead to the disqualification of the Architect firm/consultant or the termination of its Contract any time, throughout the progress of the work.
2. **Fraud and Corruption**

NICL requires that the Architect firm/Consultants participating in tender process adhere to the highest ethical standards, both during the selection process and throughout the execution of a contract. In pursuance of this policy, NICL:

1. defines, for the purpose of this paragraph, the terms set forth below:
   1. “corrupt practice” means the offering, promising, giving, receiving, or soliciting, directly or indirectly, of anything of value which he is not legally entitled to, to influence the action of a public official in the selection process or in contract execution;
   2. “fraudulent practice” means a wilful misrepresentation or omission of facts or submission of fake/forged Documents in order to influence a selection process or the execution of job;
   3. “collusive practices” means a scheme or arrangement whether formal or informal, between two or more consultants/Contractors with or without the knowledge of NICL, designed to establish prices at artificial, non-competitive levels, submission or non-submission of Bids;
   4. “coercive practices” means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process, or affect the execution of a contract.
2. will reject a proposal for award if it determines that the Architect firm/Consultant recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the contract in question; and
3. will sanction an Architect firm/Consultant, including declaring the Architect firm/Consultant ineligible, either indefinitely or for a stated period of time, for award of a contract if at any time determines that the Architect firm/Consultant has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for, or in executing of job.
4. **Joint ventures are not permitted.**
5. **Taxes**
6. All taxes, Income Tax, Turnover Tax, GST etc. in connection with the execution of the contract levied by the Statutory Authorities Govt. of India/State Govt.’s or any local authorities on the consultant in accordance with the applicable law shall be borne by the consultant and are deemed to be included in their bid price. The bidders shall note that the Tax Deduction at Source (TDS) as per applicable law shall be made from the payments due/made to the consultants and which shall not be reimbursed.
7. The GST rate as applicable shall be reimbursed by NICL on actual. However, consultant has to mention GST Number in the invoice and amount of GST should be shown separately in the bill.
8. Any enhancement of taxes/duties by the authorities/Government of India/State Government, during currency of this contract shall be borne by the Consultant only and which shall not be reimbursed by NICL.
9. **Co-ordination**

The Agency shall have to liaise with the Contractor/Vendor/Dealer for the smooth progress and successful completion of the job.

1. **Abandonment of Work:**
2. If the consultant abandons the work for any reason whatsoever or become incapacitated from acting as consultants as aforesaid, NICL may make full use of all or any of the drawings prepared by the consultants and that the consultants shall be liable to refund any excess fees paid to them up to that date plus such damages as may be assessed by NICL.
3. If at any time after start of work, NICL decides to abandon or reduce the scope of work for any reason whatsoever and hence not required the whole or any part of the works to be carried out, NICL shall give notice in writing to this effect to the Consultant and the consultant shall have no claim for any payment of compensation, or otherwise whatsoever, on account of any profit or advance which he might have derived from the execution of works in full but which he did not derive in consequence of the foreclosure of the whole or part of the work.
4. **Termination:**
5. NICL without any prejudice to its right against the consultants in respect of any delay or otherwise or to any claims or damages in respect of any breaches of the contract and without prejudice to any right or remedies under any of the provisions of the tender may terminate the Consultant by giving one months’ notice in writing to the consultants and in the event of such termination, the consultants shall be liable to refund the excess payment, if any, made to them over and above what is due in terms of this agreement on the date of termination. NICL may make full use of all or any of the drawings prepared by the consultants.
6. In case due to any circumstances, NICL decides to curtail the scope of work or totally abandon the work, the payment to the consultants would be made based on approved preliminary estimate or estimated cost or awarded cost whichever is less up to the stage of work executed by him immediately.
7. **Number of Drawing Sets etc. and Copyright:**

The Consultant shall supply free of charge to NICL, adequate nos. of documents as required and as specified below:

1. Detailed Project Reports and estimates with coloured drawings.
2. Complete detailed design calculations (structural and other services) including supply of drawings incorporating subsequent modifications, if necessary.
3. All working drawings for all the components.
4. Detailed estimates and rate analysis of all works.
5. Completion drawings and detailed documents.
6. Tender documents/tender drawings as per NICL requirements.
7. In addition to the above documents, the Consultant will also supply, free of charge, any other documents that may be specified by NICL as required.

The Consultant shall supply free of charge to NICL all the estimates, details of quantities (BOQ), detailed designs, reports and any other details/documents envisaged, including drawings architectural, structural, electrical, air conditioning or other services (internal and external) would be supplied by the consultants as indicated above. All these drawings will become the property of NICL. The drawing cannot be issued to any other person, firm or authority or used by the consultants for any other project. No copies of any drawing or document shall be issued to anyone except NICL. The Consultants shall not make any material deviation, alteration, additions or omissions from the approved proposals/drawings without written consent from the Company. It shall be the responsibility of the Consultant to prepare a Comprehensive work schedule programme for successful completion within the stipulated time as per tender.

1. **Responsibilities for Accuracy of Project Proposals**
2. The Consultant shall be responsible for the accuracy of the data collected and the designs, drawings, quantities and estimates prepared by him as part of the project. He shall indemnify NICL against any inaccuracy in the work, which might surface out at the time of ground implementation of the project. In such an eventuality, the consultant will be responsible to correct the drawings including re-investigations etc., as required without any extra cost implication on NICL.
3. The Consultant shall fully indemnify NICL from and against all claims and proceedings for or on account of any infringement of any patent right, design, trade mark or name or other protected rights in respect of any construction plant, machinery work or material used for or in connection with the work or temporary works.
4. NICL reserves the right to award the work of one or more sectors/area to one or more consultant. Nothing extra shall be paid on this account.
5. **Force Majeure Clause**

Consultant/Consultancy Firm shall be granted extension of the completion date without any financial repercussion to cover the delay caused by the circumstances viz incidence of war, invasion, revolution, sabotage, work shutdown imposed by Govt. agencies or legislature or other authorities, act of God, epidemics, fires, earth quakes, floods explosions, accidents, sea navigation blockages or any other acts or events whatsoever which are beyond the control of NICL and which shall directly or indirectly prevent completion of the works within the time specified in the agreement. This Force Majeure Clause shall be applicable only if extension of the completion date is granted by NICL.

1. **Withholding and Lien of Payment**

Whether any claim or claims for payment of money arises out of or under the contract against the Consultant, NICL shall be entitled to withhold and also to have a lien to retain in whole or in part, the security deposit/EMD, performance guarantee and or to withhold and have a lien to retain in part or in full the payments due to the consultant, or any claims of the consultant, so as to cover the claimed amount till the claim arising out of or under the contract is determined by the competent court.

1. **Intimating Urgent Information to The Company**

During the course of daily inspection, operation and maintenance, if any abnormality is noticed in the work, it should be brought to the notice of NICL in writing at once/immediately.

1. **Technical Bid Proposal**
2. The Technical bid Proposal shall not include any financial information. A Technical bid Proposal containing financial information shall be declared non responsive / invalid.
3. The Technical bid proposal may be declared non responsive / invalid, if the bid proposal is not accompanied by the requisite documents as stipulated in document.
4. **Financial bid Proposals**

The Financial Proposal shall not include any commercial or technical condition/information.

1. **Submission, Receipt and Opening of Proposals**
2. The original proposal (Technical Proposal and Financial Proposal) shall contain no interlineations or overwriting or corrections and the same are liable to be rejected. Letter for acceptance of tender condition should be submitted.
3. An authorized representative of the Architect firm/consultant shall sign the Technical & Financial bid Proposal. The authorization shall be in the form of a legally enforceable written power of attorney accompanying the Proposal.

**CHIEF MANAGER**

**ESTATE & ESTABLISHMENT DEPT,GMO, Mumbai.**

**Annexure-A**

**ARCHITECT/CONSULTANT FOR EXTERNAL REPAIRS – RADIANT BUILDING (B-WING) , RAHEJA VIHAR, CHANDIVALI, MUMBAI. NATIONAL INSURANCE COMPANY LIMITED.**

**Tender No: MGMO**/Establishment/38/2018**;**

# TECHNICAL BID

| **Sl No.** | **Subject** | **To be filled up by the Tenderer** |
| --- | --- | --- |
| 1. | Name of agency/Firm |  |
| 2. | Name of the proprietor  and authorized representative / contact person (s ) |  |
| 3. | Full address along with tel. nos. and  e-mail, fax nos. Etc. (Ensure the Regd. office is in Mumbai ) |  |
| 4. | Constitution of the Firm  (Proprietorship/Partnership/Company) |  |
| 5. | Year of Establishment |  |
| 6. | Name of Partners/Associates/Directors |  |
| 7. | Bio-data of Partners/Associates/Directors. Bio-data to be given in the enclosed format (Annexure-B) |  |
| 8. | Registration Number with Council of Architects |  |
| 9. | **Details of experience:**  Details of major works completed during the last 3 years. (value not less than Rs. 2 Crore) (Details to be given in enclosed format of Annexure-C) (attach Work Order/Purchase Order/Job completion certificate) |  |
| 10. | Name and value of other major works on hand. Details to be given in the enclosed format (Annexure-D) |  |
| 11. | List of Technical Personnel employed. |  |
| 12. | List of other Personnel employed |  |
| 13. | List of consultants engaged by the Firm for specialized works like Electrical, plumbing and other allied civil works. |  |
| 14. | List of office equipment’s owned by the Firm. |  |
| 15. | Banker’s Name |  |
| 16. | Copy of Income Tax return submitted during last 3 years to be enclosed |  |
| 17. | List of registration with other Organizations |  |
| 18. | Particulars of similar works in PSUs/Govt./semi Govt. Organizations/ NICL |  |
| 19. | Audited balance sheet for last three years |  |
| 20. | PAN no. |  |
| 21. | Details Of Registration (Firm, Company etc.) Registering Authority, Date, Number etc. Please, enclose copy of the related Certificate(s)/Trade License(s)/ GST Registration Certificate(compulsory)/other licenses or certificates |  |
| 22. | Indicate if involved in any litigation or any civil suits pending in any of the works executed/on hand, during the last 5 years. If yes, please furnish the name of the project, employer, and nature of work, contract value, work order and date and brief details of litigation. Attach a separate sheet if required. |  |

NOTE: Separate sheets, photographs, documents, etc. in support of above should be enclosed.

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

Signature of tenderer

with seal and date

**ANNEXURE-B**

**BIO DATA OF THE PARTNERS/ ASSOCIATES**

|  |  |  |
| --- | --- | --- |
| 1 | Name |  |
| 2 | Associates with the firm since |  |
| 3 | Date of birth |  |
| 4 | Professional qualifications |  |
| 5 | Professional experience |  |
| 6 | Professional affiliation |  |
| 7 | Membership in |  |
| 8 | Details of published papers in magazines |  |
| 9 | Details of cost effective methods/designs adopted in the projects |  |
| 10 | Exposure to new materials/ techniques |  |

**Note:** Attach separate sheet, as required

Signature of tenderer

with seal and date

**Annexure-C**

**LIST OF MAJOR WORKS (IDENTICAL PROJECTS) COMPLETED DURING THE LAST 3 YEARS**

2014 -15, 2015-16, 2016-17

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Sl No. | Name of the client | Nature of work | Estimated value | Area of work (Sq.m) | Date of start | Period of completion | Actual date of completion | Final value of the Project | Reasons for the variation/delay if any | Any other relevant information |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |
|  |  |  |  |  |  |  |  |  |  |  |

**Note:**

1. Attach separate sheet, as required
2. The details of work specifically for National Insurance Company Limited in any of the centres may be separately provided. (In tabular form)

Signature of tenderer

with seal and date

**ANNEXURE-D**

**LIST OF MAJOR WORKS ON HAND**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Sl No | Name of the client | Nature of work | Estimated value | Present value | Date of start | Period of completion | Scheduled date of completion | Present position of the Project | Reasons for the variation/delay if any | Any other relevant information |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |
|  |  |  |  |  |  |  |  |  |  |  |

**Note:**

1. Attach separate sheet, as required
2. The details of work specifically for National Insurance Company Limited in any of the centres may be separately provided. (In tabular form)

Signature of tenderer

with seal and date

**ANNEXURE-E**

**CHECK LIST FOR DOCUMENTS SUBMITTED OR NOT SUBMITTED**

|  |  |  |
| --- | --- | --- |
| **Sl no.** | **Contents** | **Submitted / Not Submitted.** |
|  | Formal letter applying for the above job in official letterhead of the applicant |  |
|  | Copy of Trade License/certificate of incorporation/partnership deed |  |
|  | Copy of PAN Card & other related Income Tax documents |  |
|  | Copy of GST Registration Certificate, if any |  |
|  | Copies of the Audited Final Accounts for last 3 years |  |
|  | Work order/Job Completion certificates |  |
|  | Other relevant certificates  **(If submitted please mention the name of the certificates)** |  |

**Note:** Attach separate sheet, as required

Signature of tenderer

with seal and date

**ANNEXURE - F**

**ARCHITECT/CONSULTANT FOR EXTERNAL REPAIRS – RADIANT BUILDING (B WING) , RAHEJA VIHAR, CHANDIVALI, MUMBAI. NATIONAL INSURANCE COMPANY LIMITED.**

**Tender No: MGMO**/Establishment/38/2018**;**

**FINANCIAL/PRICE BID**

|  |  |  |
| --- | --- | --- |
| **Sl. No.** | **Subject** | **Consultancy fee to be quoted in percentage** |
|  | **Scope of Work:**   1. Preparation of planning/design for the proposed work. 2. Preparation of drawings for execution work. 3. Preparation of Tender Document with Terms & Conditions and Bill of quantities (BOQ) with Specifications for execution purpose. 4. Consultancy for finalising of Tender. 5. Supervision of work from commencement to final commission. 6. Certification of QUALITY of materials and work as per specification of tender. 7. Contractor’s bill scrutiny for payment and full certification of work after completion. 8. Submission of ‘AS BUILT’ drawing on virtual completion of work & verification of contractor’s bill & give recommendations. 9. All other Allied Works as outlined in the Scope of Work of Tender Document/Terms & Conditions. | **.................**(%) |
| **Rate in words:** | | |

**Note:**

1. Consultancy charges would be calculated as percentage of the actual cost of the job to be executed i.e., final Billed amount.
2. The parties are required to quote after having done the verification of the Site which will remain firm. No other compensation or Out of pocket expenses shall be payable for the services rendered.

Signature of tenderer

with seal and date