



NOTICE INVITING SEALED OFFERS (TWO BID SYSTEM)

FOR SELECTION OF ARCHITECT FOR PROPOSED REPAIR/MODIFICATION WORK OF DIGITAL BANKING DIVISION (DBD) AT SECOND FLOOR OF BANK OWNED PREMISES, NARAINA, NEW DELHI.

TENDER REFERENCE NO: - PSB/HO/PREMISES/DBD/03/2026

IMPORTANT DATES

DATE OF ISSUE OF DOCUMENT	10.08.2026 from 12:00 hrs.
LAST DATE OF SUBMISSION OF BID	17.08.2026 up to 15:00 hrs.
DATE OF OPENING OF TECHNICAL BID	17.08.2026 at 15:30 hrs.

HO PREMISES DEPARTMENT

Head Office, Premises Department
Corporate Office, Plate – B, NBCC Complex,
Ground Floor, East Kidwai Nagar, New Delhi – 110023

Ph. No. 011-40175195

E-mail: ho.premises@psb.bank.in

GENERAL TERMS & CONDITIONS FOR SEALED QUOTATIONS

1. Sealed Price Bids are invited from Bank's Empaneled Architect **(Class A Category only)** in Delhi for the following work:-

Description of Works	Selection of Architect for proposed Interior repair/modification work of Digital Banking Division (DBD) at Naraina, New Delhi.
Location of the Works	Second Floor of the Bank owned premises at Naraina, New Delhi.
Date of Issue of Tender	10.08.2026 from 12:00 hrs.
Last Date of Submission of Tender/Bid	17.08.2026 up to 15:00 hrs.
Date of Opening of Bids	17.08.2026 at 15:30 hrs.
Contact	HO Premises Department. Tel. No. 011-40175195

All the points mentioned in these terms and conditions should be strictly adhered to.

2. The Offer shall be submitted containing only Architectural Fee as per price bid format.
3. The evaluation of bids shall be done on the basis of Price Bids only.
4. Bids shall be received in the office of the "AGM, Punjab & Sind Bank, H.O Premises Department, Ground Floor, Corporate Office, East Kidwai Nagar, New Delhi – 110023" on or before - 17/08/2026 up to 15:00 hrs.
5. Incomplete or conditional quotations differing from the details specified are liable to be rejected.
- 6. The Bidders whoever quoting abnormal rates will be asked to submit justification for quoting such rates. After considering justification submitted by the bidder, the acceptance of such bids shall be on sole discretion of the Bank.**
7. No modification to the quotation will be entertained, unless specifically asked for & agree to by the Bank.
8. The quotation amount/rates should be given in figures as well as in words. If, there is any cutting/overwriting/erasing, this should be attested with full signature of the bidder.
9. The fees quotation should be on the percentage charge for the actual work done. Architect should quote the rates in figures as well as in words. The total amount shall be written both in figures and in words. In case of mismatch of quote in figures and words, the rate quoted in figures shall be considered for evaluation.
10. Quotations received late, unsealed and without superscription are liable to be rejected.
11. Bank reserves the right to accept or reject any or all quotations without assigning any reason.
12. Bidders can visit the site from 10.08.2026 to 17.08.2026 on working days from 11:00 AM to 03:00 PM. Address of the site is Punjab & Sind Bank, Naraina Industrial Area, New Delhi.

13. The quotation will be opened at 15:30 hrs on 17/08/2026 in the presence of prospective bidders, as are present on the occasion.
14. Quotation should be valid for acceptance for a period of three months from the date of opening of quotation.
15. No claim for rate enhancement/price revision should be considered during the pendency of the contract.
16. If the Architect is unable to carry out or in the event of delay on the part of the Architect to fulfill his obligations in the execution of the contract to the satisfaction of Bank, Bank reserves right to terminate the contract and make alternative arrangements to get the work done through other means. Also Bank reserves the right to Black list/ remove the Architect from the Bank's Architect Panel.
17. Bidders are advised to inspect and examine the site and its surroundings and satisfy themselves before submitting their quotation as to the nature of the ground, the form and nature of the site, the means of access to the site, accommodation they may require and in general shall themselves obtain all necessary information as to risks, contingencies and other circumstances which may influence or effect their Quotation. A bidder shall be deemed to have full knowledge of the site, whether he inspects it or not and no extra charges consequent on any misunderstanding or otherwise shall be allowed.
18. Income tax Deduction: In view of the enactment of Govt. of India for deduction of Income Tax at source, deduction will have to be made as per provisions in the relevant.
19. GST: GST if any, will be paid as per rules of Govt. Of India.
20. During the pendency of the contract, Bank reserves the right to cancel a part or whole of the order without assigning any reason, on 3-day notice without any cancellation charges.
21. This notice of quotation shall form part of the Contract Documents.
22. Quotation should be submitted only in the original format provided and all the pages of the quotation should be sealed and signed. Failure to do so shall mean disqualification of the Bidder.
23. Submission of a Quotation by a Bidder implies that he has read this notice and all other Contract Documents and has made himself aware of the scope and Specifications of the work to be done.

Assistant General Manager (Premises)

I/We hereby agree to abide by the above terms and conditions.

Signature:

Date:

Name & Address:

Place:

Price/ Financial Bid

S No.	Particulars	Rate (In Percentage) exclusive of GST
1.	Fees for the Architecture and Interior Design Consultancy	
<u>Rate in Percentage in Words:</u>		

I/we agree to abide by the above terms and conditions of work

SIGNATURE:

NAME & ADDRESS OF BIDDER:

SPECIAL TERMS AND CONDITIONS OF THE SEALED QUOTATIONS

The payments shall be made as per the IBA guidelines. The stages for payment to be followed are as follows:-

The Bank shall pay to the Consultant/Architects in the following manner/stages for the completion of various duties/functions mentioned above:-

- (i) On the approval of sketch designs and preliminary estimates, required drawings and particulars for application to be made to Local Authorities for approval of Architectural, Structural and services modification or augmentation and processing the same, if required - 25% of total fees.
- (ii) On approval of detailed architectural, working drawings and structural drawings and specification as required (sufficient for preparing detailed estimates of cost) plus on approval of detailed estimated, preparations of tender documents, tender process and recommendations on tenders received – 50% of total fee less already paid.
- (iii) On award of job and 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 work) and checking/certification of running bills. – 75% of total fee less already paid.
- (iv) Issue of completion certificate and as built drawings & checking/certification of final bill of works -100% of total fee less already paid.

Applicable Tax deduction at source (TDS), if any, as per relevant provisions of Finance Act from time to time, will be deducted at the time of releasing the payments. The payments will be released through NEFT / RGTS and the Selected Bidder has to provide necessary Bank Details like Account No., Bank's Name with Branch, IFSC Code etc.

Assistant General Manager (Premises)

I/we agree to abide by the above terms and conditions of work

SIGNATURE:

NAME & ADDRESS:

Details of the Area and Requirement

Space for Interior repair/modification works– 3200 sq. ft. (Approx.) at Second Floor

Staff Seating Area:- Repair works/ modification work for making seating space for 35 to 40 people.

Any Other Facilities required during the course of work execution.

