



उत्तर प्रदेश ग्रामीण बैंक
UTTAR PRADESH GRAMIN BANK

(सरकार के स्वामित्वाधीन अनुसूचित बैंक)
(Scheduled Bank Owned by Government)

UTTAR PRADESH GRAMIN BANK

Regional Office: Kanpur

Date: 04.02.2025

Ref. No.: RO/KANPUR/PE/RFP/2026-26/04

**SHORT TERM TENDER NOTICE INVITATION OF OFFERS FOR
ARCHITECTURAL/CONSULTANCY SERVICES**

(For Furnishing, False Ceiling, AC and Electrical Works at Kalyanpur Branch)

Uttar Pradesh Gramin Bank, Regional Office **Kanpur**, invites sealed offers in single stage, two envelope system (Technical Bid and Financial Bid) from Bank's approved/empaneled Architects/Consultants for providing Architectural and Consultancy Services for the proposed Furnishing, AC and Electrical Works at **Kalyanpur Branch**, with an estimated project cost of approximately **Rs 8.00 lakh**.

1. Scope of Work

The selected Architect/Consultant shall provide services related to:

- Preparation of layout plan, working drawings, and interior design.
- Layout planning, BOQ preparation, and supervision of work.
- Preparation of estimates, tender documents, and technical scrutiny of contractor's bills.
- Periodic site visits and overall coordination till successful completion of work.

2. Eligibility

- The applicant must be on the Bank's approved/empaneled list of Architects/Consultants.
- Should have experience in handling similar furnishing/electrical projects for banking offices.



3. Submission Procedure

The offers are to be submitted in two separate sealed envelopes as under:

Envelope 1 - Technical Bid Shall contain:

- Duly signed and accepted copy of this Notice Inviting Offers.
- Duly signed copy of the Draft Agreement indicating acceptance of terms and conditions.
- Firm's profile, registration details (PAN, GST, etc.), experience details, and contact information.
- **No mention of fees or rates in this envelope.**

Envelope 2 - Financial Bid Shall contain:

- Professional fee quoted as a percentage (%) of the estimated/actual cost (whichever is less) plus applicable GST, in the prescribed format attached.

Both envelopes must be sealed, superscribed appropriately, and placed in a third sealed cover superscribed as: "**Offer for Appointment of Architect/Consultant - Kalyanpur Branch**".

4. Submission Details

Sealed offers must be submitted to:

The Regional Manager
Uttar Pradesh Gramin Bank, Regional Office, Kanpur
117/N/26, Avon Market, Kakadeo, Kanpur 208025

- **Last Date & Time for Submission:** 12-02-2026 at 03:00 PM
- **Date & Time of Opening (Technical Bids):** 12-02-2026 at 03:30 PM

Offers received after the due date will not be accepted.

5. Evaluation Process

- The Technical Bids will be opened first by the Tender Committee in the presence of available bidders.
- Only technically qualified bidders' Financial Bids will be opened subsequently.
- The Architect/Consultant quoting the lowest professional fee (L1) shall be recommended for appointment, subject to approval of the competent authority.



6. Terms & Conditions

- Minimum three valid offers are required for evaluation.
- The Bank reserves the right to accept or reject any or all offers without assigning any reason.
- The selected Architect/Consultant shall sign an Agreement with the Bank immediately after appointment as per the tender terms.
- The fee shall be payable on the actual project cost or estimated cost, whichever is less, plus applicable GST.

7. Contact for Clarifications

For any clarification, please contact:

Uttar Pradesh Gramin Bank

Premises & Equipment Department, Regional Office, Kanpur.

Email: pe.knpro@barodauprrb.co.in

Phone: 9140262847



(Anurag Verma)
Senior Manager



(Envelope - 1)

TECHNICAL BID

Regional Office: Kanpur

**Technical Bid for Appointment of Architect/Consultant
(for Furnishing, False Ceiling, AC & Electrical Works at Kalyanpur Branch)**

1. Basic Information

Sl. No.	Particulars	Details to be filled by Applicant
1.	Name of the Firm/Architect / Consultant	
2.	Registered Address	
3.	Year of Establishment	
4.	Contact Person's Name & Designation	
5.	Mobile No.	
6.	Email ID	
7.	PAN No. (attach copy)	
8.	GST Registration No. (attach copy)	
9.	Constitution of Firm (Proprietorship/Partnership/Company)	
10.	Empanelment Reference No. with Baroda UP Bank	
11.	Years of Experience in Interior/Furnishing/Electrical Works for Banks	
12.	Details of similar projects handled in last 3 years (attach separate sheet if required)	

2. Documents to be Enclosed (Please tick if attached):

1. Copy of this NIO and Draft Agreement duly signed and accepted
2. Copy of PAN, GST, and firm registration certificate
3. Copy of Uttar Pradesh Gramin Bank Empanelment Letter
4. List of similar works executed with project cost & Bank details
5. Organization structure, team details, and key personnel profile
6. Any other relevant document



DECLARATION (For Technical Bid)

I/We hereby declare that:

1. The information furnished above is true and correct to the best of my/our knowledge.
2. I/We have read and understood the Notice Inviting Offers and Draft Agreement, and accept all terms and conditions therein.
3. **No financial information or fee quotation is enclosed in this envelope.**
4. I/We understand that any misrepresentation or false information may result in disqualification.

Date: _____

Place: _____

Signature: _____

Name of Authorized Signatory: _____

Seal of Firm: _____

(Envelope - 2)

FINANCIAL BID
Regional Office: Kanpur

Name of Work: Furnishing, False Ceiling, AC & Electrical Works at **Kalyanpur Branch**

Estimated Cost: Rs 8.00 lakh (approx.)

Name of Architect/Consultant: _____

Empanelment Ref. No.: _____

1. Quotation of Professional Fees

Particular	Quoted Fees (%)	Remarks
Professional Fee (as % of actual/estimated cost, whichever is less) applicable	_____ % (+ GST)	

Declaration

I/We hereby declare that:

1. I/We have read and understood all the terms and conditions mentioned in the Notice Inviting Offers and agree to abide by the same.
2. The quoted rate is inclusive of all charges (Visit, Layout, etc.), except GST which will be paid extra as applicable.
3. The fee quoted shall remain firm and binding during the validity period and till completion of the project.
4. No conditional offer or deviation has been made.

Date: _____

Place: _____

Signature: _____

Name of Authorized Signatory: _____

Seal of Firm: _____