

कार्यालय बारां नागरिक सहकारी बैंक लि० प्रधान कार्यालय बारां  
क्र: फा.(2)बानासबैंक/एड./ दिनांक 08.05.2026

निविदा आमंत्रण सूचना

बैंक के भवन निर्माण हेतु आर्किटेक्चर/सिविल सर्विस की सेवायें लेने हेतु पात्र व्यक्ति/फर्मों से निविदाएं आमंत्रित की जाती हैं। आवेदक बन्द लिफाफे में निविदा बारां नागरिक सहकारी बैंक लि. प्रधान कार्यालय, बस स्टेण्ड के पास, बारां में दिनांक 19.05.2026 सायं 5.00 बजे तक जमा कर सकते हैं। निविदा दिनांक 20.05.2026 दोप० 3.00 बजे खोली जायेगी। विस्तृत जानकारी बैंक की वेबसाईट [www.bnsb.bank.in](http://www.bnsb.bank.in) से ले सकते हैं।



महाप्रबन्धक

महाप्रबन्धक  
बारां नागरिक सहकारी बैंक लि०

# Tender Document

Tender Reference Number 468 DATED: 08-05-2026

FOR

Architectural /Civil services

Of

HEAD OFFICE building Near Bus Stand Baran Plot Size 40x80 Sq Feet

Tender document cost Rupee 500/- only.

## NOTICE INVITING TENDER

Baran Nagrik sahkari Bank Ltd., Head Office , Baran invites tender for Architectural services for the Make construction design of Head Office Building 40x80 Sq Feet (G+2) near Bus Stand Baran. from eligible individual/firm/organization/company. The application should be submitted in sealed cover marked as "for the construction of Head Office building". to General Manager, Baran Nagrik sahkari Bank Ltd., Head Office ,Near Bus Stand Baran, by 05.00 p.m. on **19-05-2026**. The tender should accompany **non-refundable tender fees of Rs 500.00 (Five Hundred only)** in the form of demand draft favoring "Baran Nagrik sahkari Bank Ltd." payable at Baran.

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

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

S. No.	Item	Details
1.	Name of work/Service	<u>"Architectural/Civil services for the construction of HEAD OFFICE building on Bank's plot at Baran.</u>
2.	Address for Communication	To, General Manager, Baran Nagrik sahkari Bank Ltd., Head Office , ,Baran-325205
3.	Cost of Tender document	Rs. 500/- (Non Refundable)
4.	Start of submission of Bids/Tenders	08-05-2026
6	Last date and time for Bid/Tenders submission	19.05-2026 Time : 05.00 Pm
7.	Tentative Date and time of Opening of bids	20.05.2026 Time : 3.00 pm
9.	Opening Place of Bids	Baran Nagrik sahkari Bank Ltd., Head Office , Near Bus stand Baran
10	Contact Person	Mr. Anil Kumar Yadav General Manager Mob No. 8306786911

**1. OBJECTIVE & REQUIREMENT**

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

Tender document can be downloaded from the Bank's website [www.bnsb.bank.in](http://www.bnsb.bank.in). However, for Tender document downloaded from website the Demand Draft will have to be submitted along with Commercial Offer.

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

1. Preparation of design of Bank Plot 40x80sq feet (G+3) with steel design , light, TMT bars , sanitary etc but construction is only G+2
2. Preparation of design in accordance with Bank's requirements, adhering to , local governing codes/ standards, regulation etc. With in 15 Days
3. Helping to bank for Bearing Capacity Test (**Fee for test is bear by Bank**)
4. Preparation of drawings to be submitted to local governing authority/ municipal corporation / concerned authority etc. and facilitating Bank to obtain necessary approvals at the earliest
5. Preparation of final working drawings, structural drawings, detailed drawings, services layouts , 3D Drawings , Four side Elevation as per approved drawings.
6. Helping Bank to Take a approval of structural drawings from any state technical agency (**The Fee for state technical agency is bear by Bank**).
7. Architect Completion Certificate , Structural Safety Certificate and site checking at stage wise is part of work.
8. Any other services connected with the works usually and normally rendered by the Architect but not referred to herein above

### 3. TERMS & CONDITIONS

- A. Baran Nagrik sahkari Bank Ltd., Head Office ,Near Bus Stand Baran invites tender for Architectural services for the construction of HEAD OFFICE building on Bank's plot at Near Bus Stand Baran from Person/Architects/ Architectural firms/Civil Engineering Firms
- B. Person/Architects/ Architectural firms/Civil Engineering Firms should possess graduate/ post graduate degree in Architecture or Civil Engineering either from India or Abroad and having done considerable work for a period of more than 2 years.
- C. The applicant firm/Person should have a person member of Council of Architecture and should possess a valid certificate. And Firm should have a person with master in structure designing and should possess a valid certificate (structure safety)
- D. 'Similar work' shall mean Govt./ Semi-Govt. educational institute, staff training centers, Govt semi-Govt offices etc.
- E. The required information shall be furnished in the Performa provided with this tender. Submission in any other format shall not be acceptable.
- F. If the space in Performa is insufficient for furnishing full details, such information may be supplemented on separate sheet stating therein the part of Performa and serial number. Separate sheets may be used for each part of application. While filling up the application with regard to list of important projects completed or on hand the applicant shall only include major works handled by the firm.
- G. The ability and competence of the applicant to render required services within the specified time frame will be a major factor while deciding the empanelment of Architect.
- H. Application containing false and/ or incomplete information is liable for rejection.
- I. The bank reserves the right to amend / revise the eligibility criteria depending upon application received.

- J. The application should be submitted in one envelope No. containing Terms & Conditions of Tender duly signed & financial bid for the above mentioned work. The details of services required are enclosed herewith.
- K. Please Note that the has right to accept/ reject any or all tenders either in whole or in part, without assigning any reason for doing so.
- L. The Payment/fee shall be paid in stages only as mention in Annexure-I. After successfully verification of work.
- M. Bank has right to reject tender or agreement at any stage of work without prior notice to bidder.
- N. The tender duly filled in and signed on each page shall be submitted in sealed cover marked subscribing the name of the said work, to General Manager- Baran Nagrik Sahkari Bank Ltd., Head Office ,Near Bus Stand Baran, so as to reach us not later than 5.00 p.m. on 19.05.2026. Late tenders are liable to be rejected. The tender should accompany non-refundable tender fees of Rs 500.00 (Five hundred only) in the form of demand draft favouring "Baran Nagrik sahkari Bank Ltd." payable at . Baran.
- O. After successfully completion of BID the bidder should deposit 5% Security Deposit amount of Financial BID.

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

## FEE STAGES

## Annexure-I

•Sr.	STAGE/ WORK PROGRESS	PAYNMENT
1.	On the approval of sketch design and preliminary Drawings —	10 %
2.	On preparation of required drawings and particulars for structural work, services, etc. for applications to be made to Bank and Local Authorities for approval and Helping Bearing Capacity Test and processing the same —	25%
3.	On approval of working drawings, structural drawings, detailed drawings, services layouts , 3D Drawings , Four side Elevation as per approved drawings	70%
4	Helping approval of structural drawings from any state technical agency	80%
5	Architect Completion Certificate , Structural Safety Certificate and site checking at stage wise is part of work	
5.	At the end of Defect Liability period of contracts —	100%.

**APPLICATION FOR PREQUALIFICATION OF ARCHITECTS**

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

**Name of the Applicant: M/S.**

**Last date of submission:**

**Baran Nagrik Sahkari Bank Ltd.**

To,

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

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

Dear Sir,

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

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

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

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

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

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

Signature of applicant with seal

Name:

Designation:

Address:

Place

Date:

### **INFORMATION TO BE FURNISHED BY THE APPLICANTS**

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

5. Name of Directors/ Partners/ Proprietor
  
6. Whether registered with the Registrar of companies / registrar of firms.  
If so, mention number and date.  
(Enclose copy)
  
7. Whether an assessee of income tax, if so,  
mention permanent account number.
  
8. Name and address of applicant's Banker
  
9. if you are registered in Panel of other  
Organisation/ Statutory bodies such  
CPWD, PWD, MES, Banks, etc., furnish  
their name, Category and date of  
registration.
  
- 11 . Detailed description and Value of work done :-
  
12. Specify Maximum value of work executed

### PRE-QUALIFICATION ELIGIBILITY

SN	Minimum eligibility criteria	Documents required
1.	The applicant should be a well-established and reputed Person/Architectural firm/Civil Engineer firm having minimum experience of 2 years in the same field	Firm registration certificate/ Firm/ partnership deed/Degree
2.	The applicant should possess graduate/ post graduate degree in Architecture or either from India or Abroad and having done considerable work for a period of more than 2 years	Copy degree certificate and works completion certificate
3.	Any member of Council of Architecture and should possess a valid certificate	Copy of certificate
4.	The applicant should have satisfactorily completed 'similar' works of magnitude as specified below during the last 2 years ending 31/03/2026 (i) Two similar completed work, costing not less than Rs. 50.0 Lacs,  'Similar work' shall mean Govt./ Semi-Govt. educational institute, staff training centers, Govt semi-Govt offices, Private Education institutes , hotels etc.	Certificate by an authorized officer/ client or equivalent of the organization for whom the works has been done.  Additionally, committee may, at its own discretion visit the site/s.

List of Documents to be enclosed with application form.

1. Status of the Firm / Registration certificate/Degree
2. Certificate of Registration from Council of Architecture
3. Degree certificate
4. Performa-1
5. Performa -4
6. Photograph of major work executed.
7. Completion certificates from clients for jobs of value more than 50.00 Lacs.

FINANCIAL BID

S.N.	Description of work	Rate
1	<p>Architectural consultation services for construction of HEAD OFFICE building on Bank's lot at Near Bus Stand Baran.</p> <p>The consultancy services includes:-</p> <ol style="list-style-type: none"><li>1. Preparation of design of Bank Plot 40x80sq feet (G+3) with steel design , light, TMT bars , sanitary etc but construction is only G+2</li><li>2. Preparation of design in accordance with Bank's requirements, adhering to , local governing codes/ standards, regulation etc.</li><li>3. Helping to bank for Bearing Capacity Test (<b>Fee for test is bear by Bank</b>)</li><li>4. Preparation of drawings to be submitted to local governing authority/ municipal corporation / concerned authority etc. and facilitating Bank to obtain necessary approvals at the earliest</li><li>5. Preparation of final working drawings, structural drawings, detailed drawings, services layouts , 3D Drawings , Four side Elevation as per approved drawings.</li><li>6. Helping Bank to Take a approval of structural drawings from any state technical agency (<b>The Fee for state technical agency is bear by Bank</b>).</li><li>7. Architect Completion Certificate , Structural Safety Certificate and site checking at stage wise is part of work.</li><li>8. Any other services connected with the works usually and normally rendered by the Architect but not referred to herein above</li></ol>	
	Total BID	

**PROFORMA -I**  
**PARTICULARS IN RESPECT OF WORK EXECUTED**

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

Signature of the Applicant

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

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

**Signature of the Applicant**

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