

**RESERVE BANK OF INDIA**

**Expression of Interest and Notice for Invitation of Design Competition proposals for selection and Engagement of Design Consultant / Project Architect for Comprehensive Project Architectural/ Design Consultancy Services for Upgradation/ Renovation and Expansion of RBI Monetary Museum, Amar Building, Fort Mumbai-400001.**

**EOI SUBMITTED BY:**

NAME : \_\_\_\_\_

REGISTERED ADDRESS : \_\_\_\_\_

Contact Person –

Name:

Designation

Mobile no.

Address:

Legal Status: Individual/ Partnership/ Company/ JV

If subsidiary company, please furnish details of the parent company.

\_\_\_\_\_

\_\_\_\_\_

GSTIN NO. : \_\_\_\_\_

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**Reserve Bank of India**  
**Mumbai Regional Office**  
**Mumbai- 400 001**

**Expression of Interest and Notice for Invitation of Design Competition proposals for selection and Engagement of Design Consultant / Project Architect for Comprehensive Project Architectural/ Design Consultancy Services for Upgradation/ Renovation and Expansion of RBI Monetary Museum, Amar Building, Fort Mumbai-400001.**

Reserve Bank of India, Mumbai Regional Office, Fort, Mumbai (hereinafter referred to as the Bank) intends to renovate and expand the RBI Monetary Museum located at Ground Floor, Amar Building, Sir Phirozeshah Mehta Road, Fort, Mumbai, Maharashtra – 400 001. The Bank desires to appoint a qualified entity of repute who has executed similar works for Government / Semi-Government / Public Sector Undertakings / Trusts / Central Banks / Multinational Organizations / NGOs and having requisite capabilities and experience in this area to provide comprehensive services for the Renovation and Expansion of RBI Monetary Museum, Mumbai. Accordingly, the Bank invites 'Expression of Interest' (EOI) for the above purpose for shortlisting of bidders.

Eligible entities of repute, having considerable experience and expertise conforming to the scope of the work, are hereby invited to submit their EOI application forms together with the enclosures as per the prescribed format in sealed covers to **The Regional Director, Reserve Bank of India, Issue Department, Mumbai Regional Office, Fort, Mumbai – 400 001**, so as to reach us on or before the last date of submission, as indicated in the schedule of submission of EOI. The Proforma for 'Expression of Interest' is enclosed herewith.

Any addition / deletion / modification and correspondence related to the EOI document will be posted on the Bank's website.

## **Disclaimer and Confidentiality**

The information contained in this EOI document or information provided subsequently to Design Consultant / Project Architect whether in documentary form/email on behalf of the Bank, is subject to the terms and conditions set out in this EOI document.

2. This EOI is not an offer by the Bank, but an invitation to receive responses from the eligible Design Consultant / Project Architect. No contractual obligation whatsoever shall arise from the EOI process unless and until a formal contract is signed and executed by the Bank with the selected Design Consultant / Project Architect.

3. The purpose of this EOI is to provide eligible Design Consultant / Project Architect with information to assist preparation of their proposal. This EOI does not claim to contain all the information each Design Consultant / Project Architect may require. Each Design Consultant / Project Architect should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information contained in this EOI and where necessary obtain independent advices/clarifications. The Bank may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this EOI.

4. The Bank, its employees and advisors make no representation or warranty and shall have no liability to any person, including any Design Consultant / Project Architect under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this EOI or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the EOI and any assessment, assumption, statement or information contained therein or deemed to form or arising in any way for participation in this EOI process.

5. The Bank also accepts no liability of any nature whether resulting from negligence or otherwise, howsoever caused arising from reliance of any Design Consultant / Project Architect upon the statements contained in this EOI.

6. The issue of this EOI does not imply that the Bank is bound to select a Design Consultant / Project Architect for the proposed work and the Bank reserves the right to reject all or any of the Design Consultant / Project Architect or EOI s without assigning any reason whatsoever.

7. Design Consultant / Project Architect is expected and advised to examine all instructions, forms, terms and conditions in the EOI document. Failure to furnish all information required by the EOI document or to submit the documents not substantially responsive to the EOI document in all respect will be at the Design Consultant / Project Architect's risk and may result in rejection.

- The prospective applicants are requested to visit the site of the RBI Monetary Museum, Mumbai to understand its unique need and/ or assess other technical parameters.

### Definitions

<b>Sr. No.</b>	<b>Abbreviation</b>	<b>Description</b>
1	Applicant	A reputed entity (Design Consultant / Project Architect / Agency / Firm / Company) having the required experience, and which has obtained / downloaded the EOI document from RBI website and applied for the same.
2	Application	The EOI submitted by the applicant in the prescribed format.
3	Museum	The RBI Monetary Museum, located at Ground Floor, Amar Building, Sir Phirozeshah Mehta Road, Fort, Mumbai, Maharashtra – 400 001
4	EOI	Expression of Interest for the Project
5	RBI or the Bank	The Reserve Bank of India, Mumbai Regional Office
6	Site of Work	The RBI Monetary Museum, located at Ground Floor, Amar Building, Sir Phirozeshah Mehta Road, Fort, Mumbai, Maharashtra – 400 001
7	Similar Work	Planning, designing for execution of Interior Design works for Government / Semi-Government / Public Sector Undertakings / Multinational Organizations /NGOs/ Reputed Museums, including Museum support spaces, Civil works, plumbing, sanitary, interior & furnishing, firefighting and electrical installation work.

### Section 1: Schedule for submission of EOI

Timelines		
Sr. No.	Item	Date and Time
1	Name of the Work	Renovation and Expansion of RBI Monetary Museum
2	Nature of Work	Comprehensive Project Architectural consultancy services for interior design works.
3	Time allowed for completion of project	10 Months (to be reckoned from 15 <sup>th</sup> day of issue of award of work) (work will be carried out in phases)
4	Availability of EOI Documents	On the Bank's Website ( <a href="http://www.rbi.org.in">www.rbi.org.in</a> )
5	Date of publishing the EOI on the Bank's website and in newspapers	January 24, 2024
6	Last date for submission of queries by the prospective applicants for pre-submission meeting	February 7, 2024
7	Date of holding pre-submission meeting	February 09, 2024 at 1500 hrs
8	Venue of pre-submission meeting	The Conference Room, Reserve Bank of India, Mumbai Regional Office, First Floor, Main Building, Fort, Mumbai-400001
9	Website publication of minutes of pre-submission meeting by the Bank	February 14, 2024
10	Last date and time for submission of completed EOI document in a sealed cover	February 21, 2024 on or before 1500 hrs
11	Address for submission of EOI documents	The Regional Director, Reserve Bank of India, Issue Department, Main Building, Ground Floor, Shahid Bhagat Singh Marg, Fort, Mumbai-400001.

12	Mode of Submission	To be delivered in person/through courier in a sealed cover (complete set of documents in a spiral bound form) so as to reach the above address on February 21, 2024 or before at 1500 hrs
13	Date and Time for opening of EOI documents	On February 22, 2024, at 1100 hrs at the Conference Room, Reserve Bank of India, Mumbai Regional Office, First Floor, Main Building, Fort, Mumbai-400001. Authorized representatives of Agencies may be present during the opening of the EOI applications. However, applications would be opened at the scheduled time, irrespective of whether the applicants' representatives are present or not, at the sole discretion of the Bank.
14	Shortlisting of top 5 (maximum) eligible Design Consultant / Project Architect for design competition based on the evaluation of technical parameters and site visit by a designated committee for the respective works	To be communicated separately to the shortlisted Design Consultant / Project Architect and will be hosted on RBI website
15	Invitation for Design competition of the proposed scheme (along with price quote) from the eligible shortlisted Design Consultant / Project Architect for presentation before designated 'Evaluation Committee' constituted by RBI	The shortlisted applicants shall be advised separately for making their presentations as well as to submit their price bids.
16	Opening of price quote of finally selected Design Consultant / Project Architect (price quote to be in the form of professional fee as a percentage of estimated cost of proposed work	To be communicated separately

17	Details of contact person from RBI	<p>1. Shri Bhushan Laghate, AGM, Issue Department Phone No: (022) 2270 0977 Email: <a href="mailto:bslaghate@rbi.org.in">bslaghate@rbi.org.in</a></p> <p>2. Ms. Steffi Deori, Curator, RBI Monetary Museum Phone No: (022) 2260 4043 Email: <a href="mailto:steffideori@rbi.org.in">steffideori@rbi.org.in</a></p>
18	Validity of EOI	180 days from the date of opening of EOI document

The Reserve Bank of India reserves the right to change the dates mentioned in this EOI, which will be communicated through its website.

Regional Director  
RBI, MRO

## **Section 2: Introduction, Overview, Scope of Work and Bank's Requirements**

The Reserve Bank of India (RBI), established in 1935, is the central bank of the country. The RBI Monetary Museum (Museum) was inaugurated in the year 2004. The Museum depicts the evolution of money in India through the medium of exhibits, photographs, visualizations as well as through electronic displays.

### **Overview of the Existing Museum Space**

The Museum is situated at the ground floor of the Amar Building. It consists of three separate sections housing the museum displays, a digital multipurpose hall and a Curator's office together spanning over 4000 sq ft.

### **Objective**

The Bank intends to renovate the existing museum along with Museum support spaces with latest state of the art technology and concepts. It will be renovated, redesigned and expanded in a thematic manner with state-of-the-art technology while taking the storage and other requirements into consideration.

### **Broad Scope of Work and Key Deliverables**

The overall responsibility of the Design Consultant / Project Architect will encompass all jobs required for carrying out this project from concept to commissioning, with strict control on quality of work and avoiding any time / cost overrun. The Design Consultant / Project Architect will have to work in close coordination with the Bank's designated officials as also the contractors appointed by the Bank for the purpose. The decision of the Bank in this regard will be final.

The broad scope of work of the Design Consultant / Project Architect is as follows:

- A. Firming up the detailed requirement in consultation with the Bank through designated officials.
- B. Providing at least three alternative layouts suiting the Bank's requirements, making a power point presentation on the same to the Bank. After rounds of incorporating the Bank's comments, the final layout / iteration shall be submitted to the Bank for approval.
- C. Carrying out detailed mechanical, electrical, plumbing, firefighting (MEPF) services, Project Architectural, interior, graphical signages, digital displays and audio visuals (AVs), content coordination, security system for monitoring & review of the premises, heating, ventilation, and air conditioning (HVAC),

display design, EPABX /Networking, Building Management System, AV systems with lighting and automation, Installation of Internet of Things devices etc. for the approved layout. Preparation of execution drawings and subsequent updation as per the site/Bank requirements.

- D. Appointment of licensed structural engineer & obtaining of Structural stability Certificate for the said works/ structure in line with the MCGM rules/ guidelines.
- E. Preparation of detailed timelines and cost estimates for all the works.
- F. Preparation of Specifications for the interior design works, Tender Documents, detailed design drawings, BOQ along with detailed estimates, examination of tender documents submitted by contractors, recommendation for selection of contractor/agency/firms/company for execution of proposed renovation work etc., coordinating with various agencies/parties involved in the execution of the project
- G. Preparation of bill of quantities for each discipline of work.
- H. The Design Consultant / Project Architect shall have to visit the site as per requirement not limited to any number.
- I. Construction supervision and overall project management for successful and timely execution of the project without any cost overrun.
- J. Attending the Bank's review meetings at its Office and Site of Work.
- K. Liaisoning with relevant Municipal / State / Central Government authorities for securing all necessary permissions including approvals for internal addition, alterations, Heritage NOC, SWM NOC with Bank Guarantee for Solid Waste Management, etc. for uninterrupted and successful implementation of the work.
- L. The Bank's proposed work comes under Technical Audit by the Chief Technical Examiner's (CTE) Organization of Central Vigilance Commission. The Design Consultant/ Project Architect will assist the Bank in submission of reply to CTE's queries, if any and compliance of their observations. The Bank has the right to cause an intensive examination of the works and the final bill of the Design Consultant/ Project Architect including all supporting vouchers, abstracts etc. by any of the persons or organization as appointed by the Employer and/or by the Chief Technical Examiners' Organization (CTEO), Central Vigilance Commission, Government of India, New Delhi and to recover the overpaid or over-certified sum, if any, from the Architect / Contractor and to take necessary remedial action against the Architect / Contractor in case of non-compliance of CTCE's observations.

Kindly note that above mentioned works are only indicative and are given to illustrate the scope and complexity of the work, so that the Design Consultant / Project Architect has a better understanding of the work and the skill required for the purpose. The Design Consultants / Project Architects shall be expected to be the experts in various fields and provide the best possible service.

### **Detailed Project Report (DPR)**

**The DPR and presentation document to be prepared by the Selected Party** should, therefore, include (but not be limited to) the following:

- a) Design Philosophy
- b) Space requirements and space planning including Museum support spaces.
- c) Highlights on Structural systems and other engineering services etc.
- d) Budgetary cost Estimate for the project including phases of development, if required.
- e) Structural systems (should be limited to the mention of typologies to be adhered to and schematic representations and not detailing) and other engineering services (schematic only), etc.
- f) Locating the building in the master plan and providing connectivity to neighbouring areas
- g) Building plans (Floor plans)
- h) Sections and Elevations.
- i) Furniture layout
- j) 3D views, Computer walk through and scaled (1:100 scale) physical block model.
- k) Internal & external finishing details
- l) Mode of operation of management for coordination of various activities from concept till commissioning and a formal Time Schedule for operation of such activities including list of deliverables and time schedule for them and the time schedule for construction activities
- m) Report indicating design philosophy, budgetary cost estimates, Technology to be used, environmental consideration and energy conservation devices etc.
- n) Soft copies containing PPT of the presentation documents
- o) Three sets of Soft copies containing AUTOCAD drawings of Plans, Elevations, Sections, Furniture Layouts, Services and other details shown in the

presentation and submitted will be the exclusive property of the Bank and the same shall not be copied, reproduced and transferred in any manner either in part or full whatsoever and shall be used only for the purpose intended for.

**The Bank's Requirement:**

- a) **Design** - The theme of the museum is Monetary Museum, Museum support spaces and the collection comprises of bank notes, coins, financial instruments as well as exhibits such as note paper manufacturing, designing, printing and destruction machines including CVPS machine.
- b) The museum shall have a grand entrance lobby with an x-ray baggage scanner, visitor's bag storage units, sitting arrangements and a souvenir shop.
- c) **Creation of new galleries and an Experience Centre :**
  - i. Creation of Governor's Gallery having holographic projection of Governor's paintings available with the Bank as well as currency notes issued under their signature.
  - ii. Creation of special gallery about the history, role and functions of the Bank.
  - iii. Creation of a Special Exhibition Gallery for rotation of artifacts and display of temporary exhibits
  - iv. An Experience Centre; a digital learning experience by integrating interactive IT concepts and content as well as graphic representation of storytelling.
- d) **Development of narrative / storyline for the museum** – The Design Consultant / Project Architect will work in close coordination with Bank's appointed officials for development of a narrative / storyline for the museum.
- e) **Accessibility** - The proposed museum should be accessible to all sections of the society including persons with special needs, senior citizens and school children. The visitors should easily be able to navigate between the museum galleries. Adhering to standard safety codes and access requirements is imperative so that all visitors will be treated equally.
- f) **Navigation** - The museum shall have proper signage for easy navigation around the museum galleries and private and public spaces so that the visitors can fully immerse themselves and experience the museum's collection and avail its amenities. The Design Consultant / Project Architect can create a linear

path circulation, or it could be in a loop, where the visitor is led through the exhibit and ends back at the entrance hall.

- g) **Interactive Display** - The Design Consultant / Project Architect shall use the latest available technology in visualizations. Use of touchscreen or any such interactive/innovative mediums may be utilized to connect the missing dots. The main goal of the interactive display is to engage the audience and provide them with an immersive experience. Several mediums of interactive display such as video and sound, interactive maps, digital displays of artifacts, QR codes for information dissemination, audio guides, static objects, tactile objects, interactive computers, Animatronics, reconstruction, touch / non-touch interactives, laser projection, augmented and virtual reality etc. can be utilized.
- h) **Lighting and Ambience** – Lighting shall be used to highlight each display. The type of lighting to be used would be as per sensitivity of the object. Lighting should enhance the interest of the visitors. Museum lighting, wall colours, flooring, ceiling height, use of eco-friendly materials, etc. to be considered for creating an aesthetically pleasing but museum suitable environment. Selection of lighting should be such that it does not deteriorate the artifacts.
- i) **Sustainability** - Implementation of new design concepts that focus on sustainability and energy efficiency. The Design Consultant / Project Architect may also utilize indigenous, locally sourced and eco-friendly and innovative materials for the proposed design.
- j) **Safety** – The museum houses priceless objects and security is of utmost importance. While redesigning the museum, paramount design consideration should be given to the safety of the collection and visitors. Fire-proof display or latest state-of-the-art display methods should be adopted.
- k) **Amenities of the Private space** - Provision of attached washrooms for visitors and staff. Creation of reading room (lecture hall with overhead projector), documentation room, storage room and the museum office which should have seamless access to the museum.
- l) **HVAC System:** The museum houses varied artifacts made of paper, lead etc. which are sensitive to relative humidity and require controlled temperatures.
- m) **Digital Requisites** - Upgradation of museum website and developing an app for providing facility to book a visit to the museum and booking of audio guides. The website / app should also have the facility to provide a virtual walkthrough of the museum. Designing of museum logo

### Section 3: List of documents to be submitted:

The applicant must ensure that the following documents are necessarily submitted with the EOI application:

- a) Application Form
- b) Self-Certified / Self Attested Copy of Certificate of Incorporation of the firm / company as proof of applicant's existence. Proof of being in the industry as design consultant / Project Architect for the last 10 years i.e. at least since April 01, 2013.
- c) General information as required in **Form 'A'**
- d) Copies of the work orders and completion certificates in the areas defined in the scope of the work (i.e. the consultancy work carried out between April 1, 2013 and March 31, 2023 and shown in **Form – 'B'**) clearly showing that the applicant has experience in consultancy project / project of similar nature. Nature of work performed, work completion certificates, clearly indicating date of award of work, contract price, time given for completing the work, time taken for completion, actual value of the executed work; etc., as proof of the experience of having executed similar works/projects during the last 10 years.
- e) Details of ongoing eligible projects along with suitable documentary evidence such as work order issued, etc. in **Form 'C'**
- f) Details of expert personnel employed by the Applicant along with their CVs as mentioned in **Form 'D'**
- g) Certificate issued by the Statutory Auditor in **Form- 'E'** together with certified copies of the Balance Sheets, Audit Report and Profit & Loss Account Statements. Copies of Income Tax Returns filed, Copies of the Income Tax Clearance Certificates / Income Tax Assessment Orders as proof of creditworthiness, net worth and turnover for the last three years.
- h) Performance Report (Certificates in **Form- 'F'**) shall be obtained from the General Manager / Project Manager / Equivalent Authority of the Client for whom the applicant had carried out consultancy work of similar nature showing that the applicant had satisfactorily carried out consultancy work during the last 10 years starting from the month of April 2013 (i.e. the work executed between April 2013 and March 2023). The details along with documentary evidence of previous experience, if any, of carrying out consultancy work for the Bank, if any and in any center, should also be submitted.

- i) The Bank reserves the right to inspect & verify the details.
- j) The applicants shall furnish the Banker's Report as per **Form- 'G'**
- k) The applicant shall submit a non-disclosure agreement as per **Form 'H'**
- l) The applicant shall submit declarations as per **Form 'I'**
- m) Each page of the application shall be signed. The application shall be signed by person / persons on behalf of the organization having the necessary authorization/ Power of Attorney to do so
- n) Clarifications on the EOI, if any, may be sought from the Bank by sending e-mail to [bslghate@rbi.org.in](mailto:bslghate@rbi.org.in) / [steffideori@rbi.org.in](mailto:steffideori@rbi.org.in) as provided in the Schedule of Submission. The concerned officials of the Bank attending to the project may also be contacted over phone at **022-22604043** or **022-22604009**, on working days, between 1000 hrs (IST) to 1730 hrs (IST).

## Section 4: Evaluation Criteria

The EOI applicants will be evaluated based on the eligibility criteria:

- a. The applicants meeting the Minimum Eligibility Criteria shall be evaluated and ratings will be awarded as per the Technical Evaluation Matrix given at **Section 4 (B)** of this document.
- b. **Top 5 applicants** securing rating in the above Technical Evaluation shall be shortlisted for participation in the Design Competition and submission of Price Bids.
- c. The Design Competition shall be evaluated by a designated committee appointed by the Bank for the purpose and ratings will be awarded to the shortlisted applicant on as per Design Competition Evaluation Criteria stipulated at **Section 4 (D)** of this document.
- d. The experience in museum work will be an added advantage.

### A. Preliminary Scrutiny of EOI applications -

The applications will first be scrutinized to determine whether they are complete and meet the essential and important requirements, conditions, etc. as prescribed in the EOI. The applications that do not meet the Minimum Eligibility criteria, are liable to be treated as unresponsive and ignored.

### Minimum Eligibility Criteria:

Sr No.	Eligibility Criteria	Documents to be submitted
1	Legal Entity  The applicant shall be a member of Council of Architecture, New Delhi, India.	Valid License/ Certificate from Council of Architecture, New Delhi, India.
2	Similar Work Experience  a. At least 10 years of experience as on December 31, 2023, in the field of undertaking of similar work for Government / Semi-Government / Public Sector Undertakings /	The applicant shall furnish documentary evidence i.e. copies of work orders/ relevant pages of contract which include total cost of the project, completion certificate from their clients, drawings/photographs related to their schemes in support of their

	<p>Multinational Organizations / NGOs / Reputed Museums.</p> <p>b. The applicant must have successfully completed at least 1 (One) similar work in the last 10 (Ten) completed financial years.</p>	<p>fulfilling the qualification criteria. If desired, the Bank may visit the site and take feedback from the client.</p>
3	<p>Value of Similar nature of Works</p> <p>Having received professional fee for similar nature of work during last 10 years ending March 31, 2023:</p> <ul style="list-style-type: none"> <li>• Minimum ₹1 crore for one work</li> <li>• or minimum ₹75 Lakhs each for two works</li> <li>• or minimum ₹50 Lakhs each for three works</li> </ul>	<p>Copy of the work order and / or Certificate of completion of the work evidencing the professional fees.</p>
4	<p>Annual Turnover</p> <p>The applicant should have an average Annual Financial Turnover (Gross) of minimum ₹1.25 crores during the last three consecutive financial years ending March 31, 2023. The financial statements of the applicant's company duly audited by statutory auditors up to March 31, 2023 should be submitted for these three years.</p>	<p>Copy of the Audited Balance Sheet along with Profit and Loss Statement for FY 2020-21, FY 2021-22 and FY 2022-23.</p>
5	<p><u>Profitability during the last five financial years</u></p> <p>The applicant should be a profitable organization (on the basis of PAT) during any three of the previous five financial years namely FY 2018-19, 2019-20, 2020-21, FY 2021-22 and FY 2022-23.</p>	<p>Copy of the Audited Balance Sheet along with Profit and Loss statement for FY 2018-19, 2019-20, 2020-21, FY 2021-22 and FY 2022-23.</p>
6	<p><u>Local Setup / Project Office</u></p>	<p>A copy of latest Landline phone bill /Electricity bill/ Registration with</p>

	<p>The applicant should have their Office in Mumbai / Thane / Navi Mumbai having adequate office setup with in-house capability and infrastructure expertise to manage such high magnitude specialized works (documentary evidence to be submitted). In case of outstation applicants, they have to setup their Office in Mumbai / Thane / Navi Mumbai, if selected.</p>	<p>shop and establishment Dept. / Registered rent or lease agreement in the name of applicant.</p>
7	<p><u>Qualified and Experienced Professionals</u></p> <p>The applicant should have qualified professionals matching the expertise expected in the scope of the work as may be required for successful implementation of the project.</p>	<p>The applicant should have adequate number of qualified Architects, Engineers and other personnel on the payroll / retainership establishment of the company and should also have tie up arrangements with reputed registered and licensed services consultants viz Electrical consultants, Air-conditioning consultants, AV consultant, Information technology consultants etc. A self-declaration on the applicant's letter heads to be submitted along with CV of the present employees who have expertise in the relevant fields.</p>
8	<p><u>Blacklisting</u></p> <p>The applicant should not be under debarment/blacklist period for breach of contract/deficiency in Services/ fraud/corrupt practices by any Scheduled Commercial Bank/ Public Sector Undertaking / State or Central Government or their agencies/ departments as on the date of submission of bid. Also, they should not have been debarred/blacklisted for breach of contract/ deficiency in</p>	<p>A self-declaration on the applicant's letterhead to be submitted.</p>

	Services/fraud/corrupt practices by any Scheduled Commercial Bank/Public Sector Undertaking/State or Central Government or their agencies/departments anytime during the last three years.	
9	<u>Details of Litigations</u> Past/present litigations, disputes, if any (Adverse litigations could result in disqualification, at the sole discretion of the Bank)	Brief details of litigations, disputes, if any are to be given on the applicant's letter head.

“Similar Work” under this clause means Planning, designing for execution of Interior Design works for Government / Semi-Government / Public Sector Undertakings / Multinational Organizations / NGOs / Reputed Museums, including Museum support spaces, Civil works, plumbing, sanitary, interior & furnishing, firefighting and electrical installation work during last 10 years.

Documentary evidence must be furnished against each of the above criteria along with an index. All documents must be signed by the authorized signatory of the applicant. Relevant portions, in the documents submitted in pursuance of eligibility criteria, should be highlighted.

#### B. Technical Evaluation Matrix:

Sr No	Description	Maximum Marks
1	Number of technical staff employed (Project Architects, Engineers, etc.) (on pay roll/retainership) as on 31.12.2023  Up to 10= 2, 10 to 20 =5, 20 to 30 = 10, above 30=15,	15
2	Experience of the firm (consultancy for similar type of work)  Upto 10 years=2, 15 to 20 yrs =5; 20 yrs to 25 yrs=10, above 25 yrs =15	15

3	<p>Maximum value (Project Cost) of any single project handled of similar nature of works during last 10 years,</p> <p>a. above ₹5,00,00,000/- up to ₹10,00,00,000/ =5,</p> <p>b. ₹10,00,00,001/- to ₹20,00,00,000/- =10,</p> <p>c. above ₹20,00,00,001/- =15</p>	15
4	<p>Awards by recognized National / International Architect / Interior Design Institutions like, IIA (The Indian Institute of Architects), IIID (Institute of Indian Interior Designers), UNESCO (United Nations Educational, Scientific and Cultural Organization), UIA (International Union of Architects), ARCASIA (Architects Regional Council Asia)</p> <p>a. Received at least one such award/recognition= 05</p> <p>b. Received more than one and upto three such awards/recognitions=10</p> <p>c. Received more than three such awards/recognition =15</p> <p>Note: Awards received from the above-mentioned bodies shall only be considered for marks purpose</p>	15
5	<p>Certification level in green / energy saving building in rating system in any building works completed in the last 5 years as on 31.12.2023:</p> <p>a. At least one project of Platinum rating= 10</p> <p>b. At least one project of Gold rating = 07</p> <p>c. At least one project of Silver rating = 05</p>	10
6	<p>If the applicant has experience in carrying out similar type of work in museum</p>	15
7	<p>Annual turnover in any year during last 3 years</p> <p>a. Upto ₹ 1.25 crore =2 Marks</p> <p>b. ₹1,25,00,001 – 2,50,00,000 = 5 marks</p>	15

	c. ₹2,50,00,001 – 3,75,00,000 =10 marks d. ₹3,75,00,001 – 5,00,00,000 = 13 marks e. Above ₹5,00,00,001 = 15 marks	
	<b>Total</b>	100

Top 5 (maximum) applicants who score maximum marks evaluated as above shall be considered for site visit of their works by a committee. Only those firms whose performance (Quality, Architectural features and finishes etc.) is found satisfactory will be considered for design competition.

**C. Design Presentation scheme:**

- a) The design brief as per Bank's requirement shall be provided to top 05 (maximum) shortlisted applicants at the time of inviting design competition.
- b) Applicants shortlisted for participating in Design competition will have to present their scheme of proposals/ drawings/ plans/ elevations/ visuals/ ppt/ 3D Views etc.
- c) Each applicant will be given about 20 to 30 minutes(approx.) time for making presentation. After presentation the committee members will interact with the applicants to understand their presentation and scheme.
- d) To participate in design competition, the applicants will have to attend the event at their own expenses. However, the Bank will make payment of **Rs. 50,000/- (Rupees Fifty Thousand Only)** after completion of design competition process as token of appreciation to those Architects who are invited and participate in the design competition except the finally selected Architect.
- e) Based on the design presentation proposal and other features for the proposed work, their capability and capacity shall be judged and rated by the designated committee of the Bank on various parameters and marking matrix as per the Evaluation Matrix given at D below for the purpose.
- f) The decision of final selection of the Design Consultant/ Project Architect shall be done based on the evaluation and recommendation of designated committees which will be final and binding on all applicants.

#### D. Evaluation Matrix for Design Presentation Made by Shortlisted Applicants

Description	Max Marks
General design concept for the proposed renovation and expansion work covering Architectural layout features, 3D view, walk through, finishing, other amenities, etc. as mentioned in the Bank's Requirement section.	15
Effective space utilization (layout plan) & economical design along with estimated cost/per sq ft. for the proposed layout.	10
Use of innovative and state of the art technology for the proposed work.	15
Incorporation of energy saving and sustainability considerations in the layout and design of the museum and considering the use of indigenous and locally sourced materials for the proposed design work of the museum.	10
<ul style="list-style-type: none"> <li>• Overall presentation comprising of interpretation of design concept, layout, division of spaces, etc.</li> <li>• Interaction on concept and response to queries of the screening committee.</li> <li>• The applicant shall also be required to present briefly about their executed works, the setup of their organisation / JV / Consortium and its capabilities.</li> <li>• The extent to which the design concept is aligned with the overall scope of the work defined in the EOI.</li> </ul>	50
<b>Total Marks scored by the Applicant</b>	<b>100</b>

#### E. Professional Fee

While quoting the professional fee for the project, the Design Consultant/ Project Architect are advised to consider the following:

- i. The Design Consultant/ Project Architect are required to quote professional fee (excluding GST) as percentage of estimated total project cost.
- ii. The stage of payment is indicated at para 22 of the General Terms and Conditions.
- iii. No professional fee shall be payable to the Design Consultant/ Project Architect towards the cost of white goods such as AV systems, TVs, Audio system, Air Conditioners, conference systems etc., or any such items.

- iv. The selected Design Consultant/ Project Architect shall support the Contractor or their Architect for obtaining all mandatory building permissions/approvals, if any, within the quoted professional fee only.
- v. Deduction on account of TDS and any other statutory deductions shall be made while making payment to the Design Consultant/ Project Architect.
- vi. The final fee shall be paid based on the lesser of the following (1) total cost of the work assigned to the contractor (2) the total cost of the works actually executed excluding escalation payable to the contractor.

## Section 5: General Terms and Conditions

1. Intending / Interested applicants / firms / agencies / Design Consultants / Project Architects are required to submit details about

- a) Their respective organizations, experience (applicant must produce documentary evidence to show having minimum experience of Ten years, e.g. work order and satisfactory completion certificate for the work done over the last Ten years
- b) Technical personnel / qualified professionals with their respective educational qualifications and work experiences in their respective expertise, spare capacity, competence and,
- c) Adequate evidence of their financial standing etc. as per the relevant forms provided

2. The applicant should have their Office in Mumbai / Thane / Navi Mumbai having adequate office setup with in-house capability and infrastructure expertise to manage such high magnitude specialized works (documentary evidence to be submitted). In case of outstation applicants, they have to setup their Office in Mumbai / Thane / Navi Mumbai, if selected.

3. **No financial bid or commercial offer should be submitted in this EOI.**

4. **Conflict of Interest**

Applicants in two or more different applications having controlling shareholders in common or the applicants (including their personnel and sub-consultants) that have a business or family relationship (as defined under Companies Act, 2013) with such members of the RBI Staff who are directly or indirectly involved in this project shall not be considered for selection. Applicant/s found to have a conflict of interest, will be disqualified. The Bank's decision shall be final in this regard.

5. **Code of Ethics**

A. The Bank requires that Applicants for selection observe the highest standards of ethics during the currency of the panel.

B. The Bank will reject a proposal for award of work if it is determined that the Applicant recommended for award of work was engaged in corrupt or fraudulent practices in competing for the work in question. The Bank's decision shall be final and binding in this regard.

- C. The Bank shall declare an Applicant ineligible, either indefinitely or for a stated period of time from being awarded a contract (s), if at any time it is determined that the Applicant was engaged in corrupt or fraudulent practices in competing for the award of work/contract or in executing the contract. The Bank's decision shall be final in this regard.

**6. Non-Disclosure clause**

- a) The Applicant shall treat all documents, information, data and communication of and with the Bank as confidential.
- b) The successful Applicant shall not, without the Bank's prior written consent, disclose the contract or any specification, plan, sample or information or data or drawings /designs furnished by or on behalf of the Bank to any person other than the person(s) employed by the Agency in the performance of the work.
- c) Further, any such disclosure to any such person employed by the Applicant shall be made in utmost confidence and should extend only so far as may be necessary and relevant for the purpose of such performance and shall be subject to the terms and conditions of the Non-Disclosure clause.
- d) The Applicant shall not, without the Bank's prior written consent, make use of any document or information mentioned in these conditions of the EOI except for the sole purpose of performing this EOI.
- e) The Applicants shall abide by the above Non-Disclosure clause and accordingly shall submit a Non-Disclosure Agreement in **Form – H**.
- f) The operation of the Applicant in Pakistan or China, if any, should be suitably firewalled from the contract / operations with Government of India. The Applicant shall also declare that no employee who has previously worked or been posted in Pakistan or China in any capacity is engaged by the Applicant for this project and that no Pakistan national or person of Pakistan Origin should be engaged by the Applicant for the project.
- g) The Applicant shall also furnish a declaration, inter-alia, undertaking to abide by this condition in **Form-I**.

**7. Amendment to EOI document**

- a) At any time prior to the deadline for submission of EOI applications, the Bank either on its own or on the request of the Applicant/s may amend the EOI Documents by issuing addenda.

- b) An Addendum/ Corrigendum issued under the above clause shall be part of the EOI Documents and shall be posted only on the Bank's website.
- c) To give Applicants reasonable time to take addendum into account in preparing their Applications, the Bank may, at its discretion, extend the deadline for the submission of the EOI Applications. Further if requested by a few applicants or as required, the Bank may also decide to extend the deadline for submission of the EOI applications.

#### 8. **Pre-Submission Meeting**

The Bank will arrange a pre-submission meeting with all the prospective applicants on the date, time and the address mentioned in the Schedule of Submission to clarify the points/ doubts. Applicant/s desirous of attending the meeting is/are requested to inform the names of participants in advance by e-mail to [steffideori@rbi.org.in](mailto:steffideori@rbi.org.in) and [museum@rbi.org.in](mailto:museum@rbi.org.in). A maximum of two persons from an applicant will be allowed to attend the pre-bid meeting.

#### 9. **Language of Application**

The language used in the Application as also in the supporting documents shall be in English / Hindi. If any of the document's submitted as part of the EOI is/are in the languages other than English or Hindi, the Applicant shall provide translation of such document's/certificates in English. In case of ambiguity, English version of the document/s shall prevail.

#### 10. **Filling of Application Forms**

- a) All information, as called for in the enclosed forms, shall be furnished against the relevant columns in the forms. If for any reason, information is furnished on a separate sheet, this fact shall be mentioned in the relevant column/s. Even if no information is to be provided in a column, a 'nil' or 'no such case' entry shall be made in that column. If any particulars / queries are not applicable in case of any applicant, it shall be stated as 'not applicable'. The applicants are cautioned that not giving complete information called for in the application forms or not giving it in clear terms or making any change in the prescribed forms or deliberately suppressing information may result in the applicant being summarily disqualified. Applications received late shall not be considered.

- b) The application shall be neatly typed and printed.
- c) Notice inviting Expression of Interest placed on the website and released in Newspapers, is part of this document and shall be considered and interpreted for all purposes in connection with selection of design consultants / Project Architects. The applicant may furnish any additional information, which is deemed necessary to establish its capability to successfully complete this project. Superfluous information need not be furnished, and no information shall be entertained after submission of EOI document unless specifically called for by the Bank.
- d) Any information furnished by any applicant if found to be incorrect either immediately on opening of the EOI application or at a later date, shall render the applicant liable to be debarred from participating in this project.
- e) The applicant shall submit a checklist as per the format provided along with the application.
- f) If space in the proforma is found insufficient for furnishing all the required details, such information shall be supplemented on separate sheet/s stating therein the part of the proforma and Serial Number to which it relates. Separate Sheet/s shall be used for each part for the purpose.
- g) Any letter or document, accompanying the pre-tender qualification form, shall be submitted only in original.
- h) The Applicant shall bear all costs associated with the preparation and submission of its EOI Application. The Bank will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the pre-qualification process.
- i) **Signing of the Application:** The Application shall be typed and signed on all the pages by the person/s duly authorized to sign on behalf of the Applicant. The power of attorney duly notarized and on a stamp paper authorizing the person/s to sign and act on behalf of the firm, shall be submitted. An authorized representative shall have the authority to conduct all business functions and incur liabilities related thereto for and on behalf of the Applicant, during the pre- qualification process and thereafter.
- j) **Sealing of application:** The original application shall be sealed in a single large envelope and submitted on or before the final date and time for submission of the application, as specified in the Schedule of Submission of the EOI application.

- k) **Deadline and Address for Submission of EOI applications:** EOI applications shall be submitted to the address mentioned in the Schedule of Submission of EOI application, by hand or through registered post or courier service and not later than the specified time on the final date of submission, as indicated in the Schedule of Submission. In respect of applications received by post or courier, the Bank shall not assume any responsibility for any delayed delivery. The Applicants may note that under no circumstances, the EOI applications should be submitted by email at the address provided in the EOI document.
- l) The application shall be sent to the address given in the Schedule of Submission so as to reach / to be delivered there before the scheduled hour and date. Application received after the deadline (i.e. scheduled hour and date) for submission of the application shall not be considered.
- m) All envelopes shall be titled "**Expression of Interest for engagement of Design Consultant / Project Architect for Renovation and Expansion of RBI Monetary Museum, Mumbai**" clearly marked in English / Hindi with the name and address of the Applicant. Such envelopes, if delivered by hand, shall be dropped in a drop box placed for the purpose at the address mentioned in Schedule of Submission during the office hours i.e. between 1000 hrs (IST) and 1730 hrs (IST) excluding bank holidays, Saturday and Sunday.
- n) The Bank may, at its discretion, extend the deadline for the submission of the EOI Application, in which case all the rights and obligations of the Bank and those of the Applicants, subject to the previous deadline, shall thereafter be subject to the deadline as extended.
- o) The Applicants shall be evaluated on the basis of the application and the supporting documents submitted by them. The Bank shall not be under any obligation to seek any further information or clarifications from any applicant.
- p) Without prejudice to the above clause, in order to assist in the evaluation of applications, the Bank may, at its sole discretion, ask any Applicant for any clarification on its application, which shall be submitted by the applicant within a stated period of time.
- q) If an Applicant does not provide clarifications by the date and time specified in the Bank's request, its application shall be liable to be rejected.
- r) It is clarified that Applicants shall not be required to submit on their own, additional information or materials subsequent to the date of submission and

such materials, if submitted, shall not be considered. It is therefore, essential to ensure that all questions/queries are answered fully in the proforma or otherwise. The pages of the EOI document, its annexure and additional information (all taken together shall be considered as the EOI application), if any submitted, shall be numbered sequentially and signed. General responses such as “included in brochure” without specific item reference, are to be avoided.

**11. Responsiveness of Applicants:**

- a) An application, which does not meet all the requirements of the EOI Document, shall be rejected forthwith and the Bank’s decision shall be final in this regard.
- b) The Applicants shall note that this EOI is intended to provide preliminary information. The information contained herein shall not in any way be construed as binding on the Bank, its agents, successors or assignees.
- c) The Applicants are advised that the selection of the design consultants / Project Architects for this Project shall be entirely at the discretion of the Bank. Applicants shall be deemed to have understood and agreed that no explanation or justification of any aspect of the EOI process shall be given by the Bank and that the results of the EOI process shall be without any right of appeal to the Applicants, whatsoever.
- d) All documents and other information submitted by an Applicant to the Bank shall become the property of the Bank. Applicants shall treat all information (which they come to have in connection with this project) as strictly confidential. The Bank shall not return any EOI document submitted to it by the Applicants.
- e) The Bank shall inform the applicant/s about the outcome after the due process is completed.

**12. Withdrawal of applications**

- a) No modification or substitution of the submitted application shall be allowed.
- b) An Applicant may withdraw its application after submission, provided that written notice of the withdrawal is received by the Bank before the scheduled hour and date for submission of the applications. In case an Applicant wants to resubmit his/her application, he/she shall submit a fresh application following all the applicable conditions.

- c) The withdrawal notice shall be prepared in Original only and each page of the notice shall be signed and stamped by the authorized signatories. The copy of the notice shall be duly marked "WITHDRAWAL".

**13. Right to accept / reject any or all applications**

The Bank reserves the right to accept or reject any or all the applications and to annul the qualification process at any time without any liability or any obligation for such acceptance, rejection or annulment. The Bank's decision in the matter shall be final.

**14. Attachments/ Enclosures**

- a) Applicants shall attach clearly marked and referenced continuation sheets if the space provided in the EOI Document is found insufficient.
- b) In responding to the EOI application, Applicants shall demonstrate their capabilities in relation to the requirements of the project/work as envisaged, by providing materials/information based on their experience, past performance, their personnel and financial resources.
- c) It is expressly clarified that before submitting the EOI, the Applicant must have examined carefully the contents of all the documents and any failure to comply with any of the requirement of the EOI document will be at the Applicant's risk only.
- d) Evaluation of the Design Consultant / Project Architect shall be on the basis of EOI application.
- e) Only those applications, which meet the requirements of the EOI Document, shall be processed further. Other applications shall be rejected.

**15. Jurisdiction**

Disputes, if any, shall be deemed to have arisen at Mumbai, and shall be subject to the jurisdiction of the appropriate court in Mumbai and governed by the laws of India.

**16. The applicant shall be deemed:**

- a) To have inspected the Work Site and its surroundings and all available information relating thereto (including any such information provided by or on behalf of the Bank). **The Work Site may be inspected by prior appointment.** The appointment for the visit may be obtained through email:

[bslaghate@rbi.org.in](mailto:bslaghate@rbi.org.in) / [steffideori@rbi.org.in](mailto:steffideori@rbi.org.in) or through Telephone: **022-2260 4043 or 022-2260 4009.**

- b) To have satisfied itself, before submitting its bid, as to the form and nature of the Work Site and its surroundings, including the geological and subsurface conditions, the surrounding conditions, the extent and nature of work and materials necessary for the completion of the Works, the means of access to the Work Site and the accommodation it may require, and
- c) Generally, to have obtained all necessary information as to risks, contingencies and all other circumstances which may influence or affect its bid.
- d) To have taken into account, prior to entering into the Contract, any further information provided by the Bank.
- e) No failure by the Design Consultant/ Project Architect to become knowledgeable about or to discover matters which affect the Works shall relieve it of its obligations under the Contract.
- f) To have made all reasonable efforts to ensure that any information relating to the Work Site and its surroundings provided by or on behalf of the Bank is accurate, the Bank shall not be responsible for the accuracy or sufficiency of such information unless the Bank specifically states in writing that it does accept responsibility for the accuracy of a particular item of information.
- g) The Bank shall not be liable to the Design Consultant / Project Architect for claims for additional payments under the Contract on account of matters affecting the Works, and/or any associated activities, which the design consultant / Project Architect:
  - i. should have determined and understood prior to submission of its bid for the performance of the Works on the basis of information provided by or on behalf of the Bank,
  - ii. Could reasonably be expected to have been aware of as an experienced design consultant / Project Architect in the field of the kind of works to be performed under the Contract.

**17. Letter of Intent (LOI)**

Within the validity period specified in this EOI, the Bank shall issue a letter of intent (LOI) to the selected Design Consultant/ Project Architect by registered post at their address or through their registered email ID as given in the EOI documents to enter into an Agreement in the Bank's prescribed format for

taking up the proposed work as Design Consultant/ Project Architect. The LOI shall constitute a binding contract between the Bank and the Design Consultant/ Project Architect. LOI shall be accepted within a period of 5 working days.

**18. Signing of Contract Documents**

The selected Design Consultant / Project Architect shall be bound to enter into an agreement in the Bank's prescribed format on non-judicial stamp paper of value as prescribed by the Mumbai Stamp Duty Act as applicable at the time of execution of agreement, within 14 days from date of receipt of intimation of acceptance of their proposal by the Bank. The agreement shall be signed by the authorized signatory of the Design consultant / Project Architect. A copy of Power of Attorney for authorized signatory shall be submitted. Stamp duty will be paid by the Design Consultant / Project Architect.

**19. Performance Bank Guarantee (PBG)**

The Design Consultant / Project Architect appointed by the Bank shall submit a Performance Bank Guarantee for ₹2,50,000/- or 2.5% of the professional fees, whichever is higher, valid till the completion of work, for fulfilling the contractual obligations as per the contract, within 14 days of date of signing of agreement. In case of delay, a penalty of ₹500/- per day will be imposed. The format of the PBG shall be provided to the Design Consultant / Project Architect at the time of signing of the agreement.

**20. Use of contract documents and information**

- a. The applicant shall not, without the Bank's prior written consent, disclose the contract or any provision thereof including any specification, drawing, sample or any information furnished by or on behalf of the Bank in connection therewith, to any person other than the person(s) employed by the Design Consultant/ Project Architect in the performance of the contract emanating from this EOI. Further, any such disclosure to any such employed person shall be made in confidence and only so far as necessary for the purposes of such performance for this contract.
- b. Further, the applicant shall not, without the Bank's prior written consent, make use of any document or information mentioned in the contract except for the sole purpose of performing this contract.
- c. Except the contract issued to the applicant, each and every other document mentioned above shall remain the property of the Issuer and, if advised by the

Bank, all copies of all such documents shall be returned to the Bank on completion of the Design Consultant/ Project Architect's performance and obligations under this contract.

## 21. Terms of Delivery

The performance of the Design Consultant/ Project Architect shall be in accordance with the terms of delivery as per the following schedule –

Sr. No.	Stage	Deliverable / Milestone	Delivery schedule (from execution of the contract)
1	Stage 1	<p>Inspection of the site, study of local requirements, preparation of master plan including preparation of preliminary plan, elevation, section and perspective drawings of the building and structure for covered area. Preparation and submission to the Bank of an Project Architectural model of the idea/proposed plan &amp; other elements in the scale of 1:200; preparation and submission to the Bank two sets of identical Project Architectural model of the building in the scale of 1:100; The Project Architectural models shall be prepared with durable wood, acrylic and such other materials to show the exterior as well as interior views.</p> <p>Submission of revised conceptual design and drawing after incorporating suggestions given by the Bank and submission of preliminary drawing and sketches</p>	01 Month
2	Stage 2	<p>Submission of preliminary Design Basis Report (DBR) (MEP, HVAC, Electrical, EPABX /Networking, Building Management System, AV systems with lighting and automation, Installation of Internet of Things devices etc.)</p> <p>Submission of revised DPR (Detailed project Report) incorporating suggestions given by the Bank and submission of Final Layout drawing, 3D views, Walkthrough etc. Obtaining statutory approvals of local authority such as MHCC, Ward Office, SWM NOC etc. for the construction after</p>	03 Months

		obtaining written approval of the Bank on the master plan and preliminary estimate. Submission of structural stability certificate from Licensed Structural Engineer.	
3	Stage 3	Preparation of tender documents, item wise cost estimate, rate analysis, detailed layout including all services	04 Months
		Submission of revised tender documents, item wise cost estimate, rate analysis, detailed layout including all services (in soft copy) for invitation of tender)	
		To assist the Bank in responding the queries of contractors for Prebid meeting, in selection of contractor for award of work	
4	Stage 4	Scrutiny of the submitted tenders, preparation of comparative statements and furnishing recommendations thereon; minor amendments of drawings as and when the necessity arises during the stages of construction and furnishing all necessary clarifications to the contractors. On call supervision at site as and when necessary for interpretation of drawings and specifications and to ensure that the execution of work proceeds generally in accordance with drawings, specifications and conditions of contract; checking of contractor's bill and issue of certificate for interim bills whenever so needed by Bank.	05 Months
5	Stage 5	On submission of GFC (Good for Construction) and details required for commencement of work	6 Months
		On completion of 50% work	9 Months
6	Stage 6	On virtual completion of work subject to Checking of final bill of contractors with the assistance of engineers of the Bank, submission of completion certificate i.e. completion by Heritage BMC etc. in the format required by the appropriate authorities. Preparation of required number of sets of completion drawings of civil and other works as finally executed at site which may be necessary for reference and records of the Bank.	10 Months

The Design Consultant/ Project Architect shall not assign, either in whole or in part, its contractual duties, responsibilities and obligations to perform the contract, except with the Bank's prior written permission.

## 22. Terms of Payment

Following general conditions will apply for payment to the Design Consultant / Project Architect.

- i. The payment shall be made in Indian Rupees.
- ii. The Design Consultant/ Project Architect shall send its claim for payment in writing, when contractually due, along with relevant documents, if any, duly signed with date.
- iii. While claiming payment, the Design Consultant/ Project Architect is also to certify in the bill that the payment being claimed is strictly in terms of the contract and all the obligations on the part of the supplier for claiming that payment has been fulfilled as required under the contract.
- iv. The Design Consultant/ Project Architect shall submit the original invoice while claiming payment.
- v. The release of payment to the Design Consultant/ Project Architect will be linked to completion of the following milestones subject to the successful delivery as under:

<b>Sr. No.</b>	<b>Stage</b>	<b>Deliverable / Milestone</b>	<b>Fees payable at Stage</b>	<b>Cumulative Fees paid</b>
1	Stage 1	Inspection of the site, study of local requirements, preparation of master plan including preparation of preliminary plan, elevation, section and perspective drawings of the building and structure for covered area. Preparation and submission to the Bank of an Project Architectural model of the idea/proposed plan & other elements in the scale of 1:200; preparation and submission to the Bank two sets of identical Project Architectural model of the building in the scale of 1:100; The Project	10%	10%

		Architectural models shall be prepared with durable wood, acrylic and such other materials to show the exterior as well as interior views.		
		On submission of revised conceptual design and drawing after incorporating suggestions given by the Bank and submission of preliminary drawing and sketches	10%	20%
2	Stage 2	On submission of preliminary design basis report (DPR) (MEP, HVAC, Electrical, EPABX /Networking, Building Management System, AV systems with lighting and automation, Installation of Internet of Things devices etc.)	5%	25%
		On submission of revised DPR (Detailed project Report) incorporating suggestions given by the Bank and submission of Final Layout drawing, 3D views, Walkthrough etc. Obtaining statutory approval of local authority such as MHCC, Ward Office, swm NOC etc. for the construction after obtaining written approval of the Bank on the master plan and preliminary estimate. Submission of structural stability certificate from Licensed Structural Engineer.	5%	30%
3	Stage 3	On preparation of tender documents, item wise cost estimate, rate analysis, detailed layout including all services	10%	40%
		On submission of revised tender documents, item wise cost estimate, rate analysis, detailed layout including all services (in soft copy) for invitation of tender)	5%	45%
		To assist the Bank in responding the queries of contractors for Prebid meeting, in selection of contractor for award of work	5%	50%

4	Stage 4	Scrutiny of the submitted tenders, preparation of comparative statements and furnishing recommendations thereon; minor amendments of drawings as and when the necessity arises during the stages of construction and furnishing all necessary clarifications to the contractors. On call supervision at site as and when necessary for interpretation of drawings and specifications and to ensure that the execution of work proceeds generally in accordance with drawings, specifications and conditions of contract; checking of contractor's bill and issue of certificate for interim bills whenever so needed by Bank .	10 %	60 %
5	Stage 5	On submission of GFC (Good for Construction) and details required for commencement of work	5%	65%
		On completion of 50% work	10%	75%
6	Stage 6	On virtual completion of work subject to Checking of final bill of contractors with the assistance of engineers of the Bank, submission of completion certificate i.e. completion by Heritage BMC etc. in the format required by the appropriate authorities. Preparation of required number of sets of completion drawings of civil and other works as finally executed at site which may be necessary for reference and records of the Bank.	25 %	100%

**23. Delay in the Design Consultant/ Project Architect's performance**

- i. The time for and the date specified in the contract or as extended for submission of the report shall be deemed to be the essence of the contract and the Design Consultant/ Project Architect shall render the services under the contract within the time schedule specified by the Bank as incorporated in the contract.

- ii. Any unexcused delay by the Design Consultant/ Project Architect in maintaining its contractual obligations towards performance of services shall enable the Bank to terminate the Contract for default.

If in the opinion of the Bank the works be delayed

(a) by force majeure or

(b) by reason of any exceptionally inclement weather or

(c) by reason of civil commotion, local combination of workmen or strike or lockout affecting any of the building trades or

(d) in consequence of the Design Consultant / Project Architect not having received in due time necessary instructions from the Bank for which he shall have specifically applied in writing or

(e) from other causes which the Bank may certify as beyond the control of Design Consultant / Project Architect or

(f) in the event, the value of the work exceed the value of the Priced Schedule of Quantities owing to variation, the Bank may make a fair and reasonable extension of time for completion shall as soon as may be given written notice thereof to the bank but the Design Consultant / Project Architect shall nevertheless constantly use his endeavors to prevent delay and shall do all that may reasonably has required to the satisfaction of Bank to proceed with work.

- iii. The Design Consultant/ Project Architect is required to apply to the Bank for extension of delivery period and obtain the same before scheduled time of delivery. In case the Design Consultant/ Project Architect performs the delivery of services without obtaining an extension, it would be doing so at its own risk and no claim for payment against such report shall be entertained by the Bank.

#### 24. **Liquidated Damages –**

In the event of non-fulfilment of any terms and conditions or non-completion of work in the manner and as per the time schedule / Milestones stipulated at para 21 above, the Design Consultant / Project Architect shall be liable to make a penalty payment at the rate of 0.25% of the contract amount (Design Consultancy/ Project Architect fees) per week of delay, limited to a maximum of 10% of the contract amount (Design Consultancy/ Project Architect fees) to the Bank as determine by the Bank. This amount shall be withheld/adjusted at

the time of settlement of bills or claimed at a subsequent date, if the payment was already made.

**25. Termination for Default**

The Bank, without prejudice to any other remedy for breach of Contract, by a written notice of not less than 30 (thirty) days sent to the Design Consultant/ Project Architect may terminate the Contract in whole or in part:

a. If the Design Consultant/ Project Architect fails to deliver any of the Services within the period(s) specified in the Contract, or within any extension thereof granted by the Bank; or

b. If the Design Consultant/ Project Architect fails to perform any other obligation(s) under the contract or

c. Laxity in adherence to standards laid down by the Bank; or

d. Discrepancies/deviations in the agreed processes or

e. Violations of terms and conditions stipulated in this EOI

**26. Termination for insolvency -**

The Bank may, at any time, terminate the Contract by giving written notice to the Design Consultant/ Project Architect, if the Design Consultant/ Project Architect becomes Bankrupt or insolvent or any application for Bankruptcy, insolvency or winding up has been filed against it by any person. In this event, termination will be without compensation to the Design Consultant/ Project Architect, provided that such termination will not prejudice or affect any right of action or remedy, which has accrued or will accrue thereafter to the Bank.

**27. Taxes and Duties**

i. The Design Consultant/ Project Architect shall be liable to pay all corporate taxes and income tax that shall be levied according to the laws and regulations applicable from time to time in India and the price quoted in the EOI by the Design Consultant/ Project Architect shall include all such taxes (excluding GST) in the quoted professional Fee.

ii. Price quoted in the EOI quoted should be inclusive of all Central / State Government taxes/duties and levies **but exclusive of GST**.

iii. Fee payable to the Design Consultant/ Project Architect as stated in the Agreement shall be firm and not subject to adjustment during execution of the Project, irrespective of reasons whatsoever.

iv. All expenses, stamp duty and other charges/ expenses in connection with the execution of the Agreement as a result of this process shall be borne by the Design Consultant/ Project Architect.

**28. No compensation on restrictions of work -**

The Bank shall be at liberty to abandon or reduce the scope of professional services of the Design Consultant/ Project Architect for the reasons whatsoever including unsatisfactory performance or inordinate delay in rendering professional services in the project. In such an eventuality, the Design Consultant/ Project Architect shall have no right to claim any payment/ compensation or otherwise whatsoever on account of any profit or advantage which he might have derived from the execution of the work fully but which he did not derive in consequence of the foreclosure of the whole or part of the work.

**29. Intellectual Property Rights (IPR)**

a) All rights pertaining to any intellectual property generated/ created/ invented in the due course of the project, shall vest with the Bank.

b) In this sub-clause, "Infringement" means an infringement (or allegation of infringement) of any patent, registered design, copyright, trademark, trade name, trade secret or other intellectual or industrial property right relating to the consultancy and "claim" means a claim (or proceedings pursuing the claim) alleging an infringement. The Design Consultant/ Project Architect shall indemnify at its own cost and expenses and hold the Bank harmless against and from any other claim which arises out of or in relation to the design, layout, drawings, details provided in the project report, etc

c) All the designs, drawings, documents and software prepared by the Design Consultant/ Project Architect for the project shall be the Bank's property and the Bank shall have the exclusive Intellectual Property Rights of such designs, drawings, documents and software. Design Consultant/ Project Architect shall not use or allow anyone to use these drawings, designs, documents and software without the prior permission of the Bank shall constitute violation of Intellectual Property Rights

**30. Force Majeure**

- a. Neither Design Consultant/ Project Architect nor the Bank shall be considered in default in performance of their obligations if such performance is prevented or delayed by events such as war, hostilities revolution, riots, civil commotion, strikes, lockout, conflagrations, epidemics, accidents, fire, storms, floods, droughts, earthquakes or ordinances or any act of god or for any other cause beyond the reasonable control of the party affected or prevented or delayed. However, a notice is required to be given within 30 days from the happening of the event with complete details, to the other party to the contract, if it is not possible to serve a notice, within the shortest possible period without delay.
- b. As soon as the cause of force majeure has been removed the party whose ability to perform its obligations has been affected, shall notify the other of such cessation and the actual delay incurred in such affected activity adducing necessary evidence in support thereof.
- c. From the date of occurrence of a case of force majeure obligations of the party affected shall be suspended during the continuance of any inability so caused. With the cause itself and inability resulting there from having been removed, the agreed time of completion of the respective obligations under this contract shall stand extended by a period equal to the period of delay occasioned by such events.
- d. Should one or both parties be prevented from fulfilling the contractual obligations by a state of force majeure lasting to a period of 6 months or more the two parties shall mutually decide regarding the future execution of this contract

**31. Transition Plan**

In the event of failure of the Design Consultant/ Project Architect to render the Services or in the event of termination of Contract or expiry of term or otherwise, without prejudice to any other right, the Bank at its sole discretion may make alternate arrangement for getting the Services contracted with another Design Consultant/ Project Architect. In such case, the Bank shall give prior notice to the existing Project Architects. The existing Project Architect shall continue to provide services as per the terms of Contract until a New Design Consultant/ Project Architect completely takes over the work. During the transition phase, the existing Design Consultant/ Project Architect shall render all reasonable assistance to the new Design Consultant/ Project Architect within such period

prescribed by the Bank, for ensuring smooth switch over and continuity of Professional Services

### **32. Prevention of Sexual Harassment Clause**

The Design Consultant/ Project Architect shall comply to the provisions of Prevention of Sexual Harassment at workplaces Act.

a) The Design Consultant/ Project Architect shall be solely responsible for full compliance with the provisions of "the Sexual Harassment of women at workplace (Prevention, Prohibition and Redressal) Act, 2013". In case of any complaint of sexual harassment against its employee within the premises of the Bank, the complaint will be filed before the Internal Complaints Committee constituted by the Design Consultant/ Project Architect and Design Consultant/ Project Architect shall ensure appropriate action under the said Act in respect to the complaint.

b) Any complaint of sexual harassment from any aggrieved employee of the Design Consultant/ Project Architect against any employee of the Bank shall be taken cognizance of by the Regional Complaints Committee constituted by the Bank.

c) The Design Consultant/ Project Architect shall be responsible for any monetary compensation that may need to be paid in case the incident involves the employees of the Project Architect, for instance any monetary relief to Bank's employee, if sexual violence by the employee of the Design Consultant/ Project Architect is proved.

d) The Design Consultant/ Project Architect shall be responsible for educating its employees about prevention of sexual harassment at workplace and related issues.

e) The Design Consultant/ Project Architect shall provide a complete and updated list of its employees who are deployed within the Bank's premises.

### **33. Settlement of disputes by Arbitration**

All disputes and differences of any kind whatever arising out of or in connection with the contract or the carrying out of the works (whether during the progress of the works or after the completion and whether before or after the determination abandonment or breach of the contract) shall be referred to and settled by the Bank who shall state its decision in writing. Such decision may be in the form of a final certificate or otherwise. The decision of the Bank with

respect to any of the excepted matters shall be final and without appeal. But if the Contractor be dissatisfied on any matter on which a decision is taken by the Bank as above, except any of the expected matter the Design Consultant/ Project Architect may within 28 days after receiving notice of such decision give a written notice to the other party requiring that the matters in dispute be arbitrated upon. Such written notice shall specify the matters, which are in dispute or difference of which such written notice has been given. If both the parties agree, a single arbitrator would be appointed for the purpose. In case no agreement could be reached on the appointment of single arbitrator, both the parties will nominate one person each as an arbitrator on their behalf. The two arbitrators nominated by the parties shall nominate one more person to act as third arbitrator or umpire. The arbitrator or Arbitrators, as the case may be, shall have power to open up, review and revise any certificate, opinion, decision, requisition or notice, save in regard to the excepted matters, referred to in the preceding clause, and to determine all matters to dispute which shall be submitted to arbitration and of which notice shall have been given as aforesaid. The arbitrator or Arbitrators, as the case may be, shall make his or their award within one year (or such further extended time as may be decided by him or them as the case may be with the consent of the parties) from the date of entering on the reference. In case during the arbitration proceedings the parties mutually settle or compromise their dispute or difference, on the parties filing their joint memorandum of the settlement or compromise, the Arbitrator or the Arbitrators as the case may be, shall make an award in terms of such settlement or compromise. Upon any such reference, the decision on the cost incidental to the reference and Award respectively shall be in the discretion of the arbitrator or Arbitrators as the case may be, who may determine the amount thereof or direct the same to be taxed as between the party and party and shall direct by whom and to whom and in what manner the same shall be borne and paid. This submission shall be deemed to be a submission to arbitration within the meaning of the Indian Arbitration and Conciliation Act, 1996 or any statutory modification thereof. The award of the arbitrator or Arbitrators, as the case may be shall be final and binding on the parties. It is agreed that the Design Consultant/ Project Architect shall not delay the carrying out of the works by reason of any such matter, question or dispute being referred to arbitration, but shall proceed with the works with all due diligence and shall until the decision of the Arbitrator or Arbitrators, as the case may be is given, abide by the decision of the Bank. No award of the Arbitrator or Arbitrators, as the case may be, shall relieve the Design Consultant/ Project Architect of his obligations to adhere strictly to the Bank's instructions with regard to the actual carrying out of the works. The Employer and the Design Consultant/ Project Architect hereby also agree that arbitration under this Clause shall be a condition precedent to any right of action under the Contract. The venue of the arbitration shall be Mumbai only and the language of arbitration shall be English only.

**34. Compliance with Laws**

It shall be the sole responsibility of Design Consultant/ Project Architect to comply with the provisions of all the applicable laws, concerning or in relation to rendering of Services by Design Consultant/ Project Architect as envisaged under this EOI.

**35. Assignment and Sub-letting**

The Architect/ Firm shall not directly entrust and engage or indirectly transfer, assign or underlet the Project or any part or share thereof or interest therein to any other Architects without the written consent of the Bank and no undertaking shall relieve them from the responsibility of active & superintendence of the work during its progress. Wherever, the inhouse expertise is not available with the Architects, they shall engage professionally qualified consultants for Structural / Electrical / Acoustics/ Firefighting /HVAC/AV systems and other similar specialized professional service required for the project within the approved professional fee

**36. Language of the EOI**

The EOI document and any other document given by the Bank will be available on the Bank's website in English and Hindi. In case of ambiguity, the English version shall prevail.

**37. Fraud and Corrupt Practices: -**

37.1 The applicants and their respective employees, agents and advisers shall observe the highest standard of ethics during the EOI process. Notwithstanding anything to the contrary contained herein, the Bank shall reject an application or any such suggestion of applicant without being liable in any manner whatsoever to the applicant, if it determines that they have, directly or indirectly or through an agent, engaged in corrupt / fraudulent / coercive / undesirable or restrictive practices in the EOI process.

37.2 Without prejudice to the rights of the Bank hereinabove, if an applicant is found by the Bank to have directly or indirectly or through an agent, engaged or indulged in any corrupt/ fraudulent/ coercive/ undesirable or restrictive practices during the EOI process or during any course of the project, such applicant shall not be eligible to participate in any EOI issued by the Bank for the period as decided by the Bank.

37.3 For the purposes of this Clause, the following terms shall have the meaning hereinafter, respectively assigned to them:

a. "Corrupt practice" means

(i) The offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the actions of any person connected with the EOI process (for avoidance of doubt, offering of employment to or employing or engaging in any manner whatsoever, directly or indirectly, any official of the Bank who is or has been associated in any manner, directly or indirectly with the EOI process or the Letter of Authority or has dealt with matters concerning the Concession Agreement or arising there from, before or after the execution thereof, at any time prior to the expiry of one year from the date such official resigns or retires from or otherwise ceases to be in the service of the Bank shall be deemed to constitute influencing the actions of a person connected with the EOI process); or

(ii) Engaging in any manner whatsoever, whether during the EOI process or after the issue of the Letter of Authority or after the execution of the Agreement, as the case may be, any person in respect of any matter relating to the Project or the Letter of Authority or the Agreement, who at any time has been or is a legal, financial or technical adviser of the Bank in relation to any matter concerning the Project.

b. "Fraudulent practice" means a misrepresentation or omission of facts or suppression of facts or disclosure of incomplete facts, in order to influence the EOI process.

c. "Coercive practice" means impairing or harming or threatening to impair or harm, directly or indirectly, any person or property to influence any person's participation or action in the EOI process.

d. "Undesirable practice" means

(i) Establishing contact with any person connected with or employed or engaged by the Bank with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the EOI process; or

(ii) Having a Conflict of Interest.

e. "Restrictive practice" means forming a cartel or arriving at any understanding or arrangement among Firm/Architect with the objective of restricting or manipulating a full and fair competition in the EOI Process/ Techno commercial evaluation of the design.

## Application Form

Date –

The Regional Director  
Reserve Bank of India  
Mumbai Regional Office  
Fort, Mumbai – 400 001

### **Expression of Interest and Notice for Invitation of Design Competition proposals for selection and Engagement of Design Consultant / Project Architect for Comprehensive Project Architectural/ Design Consultancy Services for Upgradation/ Renovation and Expansion of RBI Monetary Museum**

Dear Sir,

I/We -----, the undersigned are interested in the renovation and expansion of the RBI Monetary Museum located at Ground Floor, Amar Building, Sir Phirozeshah Mehta Road, Fort, Mumbai, Maharashtra – 400 001 and are responding to the call for “Expression of Interest”.

My/our details are as under:

1. Name of the person / Institution:
2. Address:
3. Phone No:
4. Email-ID:

I/We understand that this is only an ‘Expression of Interest’ and no contractual obligation on part of the Bank shall arise on the basis of this EOI. I have read and understood all the terms and conditions and I agree with the same. I hereby declare that the information furnished in the application and in the supplementary sheets from pages \_\_\_ to \_\_\_ is correct to the best of my / our knowledge and belief.

.....

(Signature, name and address of the Applicant’s executive duly authorized to sign on behalf of the Applicant)

For and on behalf of .....

(Name and address of the Applicant) (Seal of the Applicant)

**Form A  
General Information**

Note – If the applicant is applying under Joint Venture or under sub- consultancy arrangement, then details of all the entities to the arrangement should be provided. Attach separate sheets, if necessary.

<b>Sr No</b>	<b>Particulars</b>	<b>Applicant Information</b>
1	Name of the Applicant	
2	Please specify, the application is submitted- (a) Independently or (b) Joint Venture or (c) under sub-consultancy arrangement If submitted under (b) or (c), provide names of the all the firms / partners included thereunder. In case of JV, name the firm which will represent the JV.	
3	Details of Registration - Registering Authority, Date and Registration No. etc. Please mention the business / activity of the firm(s). (Attach an attested photocopy of Certificate of Registration)	
4	Legal Status of the Applicant / Type of the organization: (Whether Partnership Firm / Private Limited company/ Public Limited Company / Co-operative Body)	
5	Registered Address	
6	Telephone	
7	E-mail id	
8	In case the company is subsidiary, the involvement, if any, of the Parent Company in the Project	
9	Number of years of Consultancy Experience	
10	Number of consultancy projects carried out and successfully completed during the last 10 years (Details to be given in Form- "B" separately)	
11	Names of Bankers and their full address (Solvency certificate from the Bank shall be submitted separately by the Banker/s)	
12	A. State whether in-house expertise is available for all services/sub-systems.	

	B. If not, details of sub-consultants to be involved in the project under sub-consultancy arrangement (applicable if applied under sub-consultancy arrangement)	
13	Name, Address and other details of the Chartered Accountants of the Firm	
14	Has the applicant or any constituent partner in case of partnership firm, ever been debarred / black-listed for competing in any organization at any time? If so, give details	
15	Whether any Civil Suit/ Litigation arisen in the contracts executed/ being executed during the last 5 years. If yes, please furnish the name of the project, organization, nature of work, contract value, work order, date and brief details of litigation.	
16	Name, Address and other details of the legal advisors/solicitors, if any, of the applicant firm	
17	Has the applicant or any constituent partner in case of partnership firm, ever been convicted?	
18	Name and communication details of representative for resolving the Bank's queries, if any, with regards to the EOI	
19	Address of office through which the proposed work of the Reserve Bank of India will be handled and the name and designation of the Officer-in-Charge.	

.....  
 (Signature, name and address of the Applicant's executive duly authorized to sign on behalf of the Applicant)

For and on behalf of .....  
 (Name and address of the Applicant) (Seal of the Applicant)

**Form B**  
**Details of Eligible Projects Completed During the Last 10 Years**  
(Duly supported by Work Orders and Completion Certificates)

Sr	Name and Location of the Project	Name and Address of the client; also specify whether Govt/ PSU/ etc. with full address, full name of the official, owner from whose side the project was executed.	Agreement No. and Date of the start of the project	Details of the Project			Completion Period – Year and Month of completion	Any other relevant information including reasons, if any, for delay in completion of work	Whether the work was left incomplete / terminated from either side / litigation, arbitration, if any.  Give full details along with reasons if not completed.
				Nature of work	Value of work carried out	Completion stipulated – Month and Year			

.....  
(Signature, name and address of the Applicant's executive duly authorized to sign on behalf of the Applicant)

For and on behalf of .....  
(Name and address of the Applicant) (Seal of the Applicant)

**Expression of Interest for engagement of Design  
Consultant / Project Architect for Renovation and  
Expansion of RBI Monetary Museum, Mumbai**

**Form C  
Details of Ongoing Eligible Projects  
(Duly supported by Work Orders)**

Sr. No	Name and location of the project	Employer's name and address	Agreement No. & Date of Start of the Project	Value of the project	Duration of the project		Expected Completion in year
					6	7	
1	2	3	4	5	From	To	8

Note: - The applicants are required to enclose / attach a copy each of the Letter of Award of work in respect of each and every project being listed by them in this form.

.....  
(Signature, name and address of the Applicant's executive duly authorized to sign on behalf of the Applicant)

For and on behalf of .....  
(Name and address of the Applicant) (Seal of the Applicant)

**Expression of Interest for engagement of Design  
Consultant / Project Architect for Renovation and  
Expansion of RBI Monetary Museum, Mumbai**

**Form – D**

**List of Technical Personnel, Giving Details About their Technical staff with their Qualifications, Experience, etc.**

Sr	Name and designation	Age	Qualification	Experience	Nature of works handled	Name of the projects handled costing more than Rs. 50 lakh	Date from which employed in your organization	Any other remarks
1	2	3	4	5	6	7	8	9

.....  
(Signature, name and address of the Applicant's executive duly authorized to sign on behalf of the Applicant)

For and on behalf of .....  
(Name and address of the Applicant) (Seal of the Applicant)

**Expression of Interest for engagement of Design  
Consultant / Project Architect for Renovation and  
Expansion of RBI Monetary Museum, Mumbai**

**Form D - Key Personnel Required for the Project**

Sr. No.	Designation	Minimum number	Number of proposed personnel	Technical qualification	Total Years of Relevant Experience	Employed in the firm since (mm/yy)	Proposed designation	Details in Annexure
1	2	3	4	5	6	7	8	9
1	Project Architect/Jr Architect /Interior Designer							
2	Engineers Civil Electrical	1 each 1 each						
3	Others (Please specify)	1						

**Note:**

- (a) A summary of the qualification, CV and work experience of each key staff, to be attached.
- (b) In the case of Sr. No. 1, a Graduate Engineer with minimum 5 years' relevant experience
- (c) Minimum qualification for the above key personnel is Graduation degree in relevant field with 5 years relevant experience against Sr No 2. The above key personnel should be deployed for periodical visit during execution of work.

.....  
(Signature, name and address of the Applicant's executive duly authorized to sign on behalf of the Applicant)

For and on behalf of .....  
(Name and address of the Applicant) (Seal of the Applicant)

**Form E**  
**Financial Information of Applicant**

Sr No.	Particulars	FY 2018-19 (in ₹)	FY 2019-20 (in ₹)	FY 2020-21 (in ₹)	FY 2021-22 (in ₹)	FY 2022-23 (in ₹)
1	Total Assets					
2	Current Assets					
3	Total Liabilities					
4	Current Liabilities					
5	Profit Before Taxes					
6	Profit After Taxes					
7	Net Worth (1-3)					
8	Annual Turnover					

\*FY – Financial Year beginning of April to March Certification by an Auditor

\*Kindly enclose audited balance sheets in support of the above-mentioned data. Kindly highlight the relevant portion of the balance sheet. Also enclose copies of Income Tax Returns filed by the entity during the above-mentioned periods. It may be ensured that the documents reflect the financial position of the applicant or partner to a JV only and not a sister or parent company. Historic financial statements should be audited by a Chartered Accountant. Historic financial statements must correspond to the accounting periods already completed and audited. No statements for partial periods will be accepted.

.....

(Signature, name and address of the Auditor's executive duly authorized to sign on behalf of the Auditor)

For and on behalf of .....

(Name and address of the Auditor) (Seal of the Auditor)

.....

(Signature, name and address of the Applicant's executive duly authorized to sign on behalf of the Applicant)

For and on behalf of .....

(Name and address of the Applicant) (Seal of the Applicant)

**Form F**

**(Letterhead of the Client)**

{To be Issued by the General Manager / Project Manager/ Equivalent Authority of the Client (on their Letter Head) for whom the applicant had carried out Eligible Works of similar nature}

To  
The Regional Director  
Reserve Bank of India  
Mumbai Regional Office  
Fort, Mumbai – 400 001

Subject – Certificate regarding performance of Design consultant / Project Architect

<b>Sr No.</b>	<b>Particulars</b>	<b>Comments</b>
1	Name of the Design consultant / Project Architect	
2	Name of Project with brief particulars of work and location of work site	
3	Contract no. and date of contract	
4	Amount of contract	
5	Date of commencement of work	
6	Stipulated date of completion of work	
7	Actual date of completion of work	
8	Details of Reward compensation granted in case of early completion / Liquidated Damages, etc. levied for delay in completion of the project, if any, (please indicate amount)	
9	Gross amount of the work completed and paid (please attach a copy of the invoice and TDS Certificate)	
10	Performance report: (Please Rate the Service of the design consultant / Project Architect)	
	(i) Whether the design consultant / Project Architect employed qualified Engineer/Overseer Supervisors during execution of work?	
	(ii) Quality of work (Outstanding /Very Good/ Good / Satisfactory / Poor)	
	(iii) Technical proficiency (Outstanding /Very Good/ Good / Satisfactory / Poor)	

	(iv) General Behavior (Outstanding /Very Good/ Good / Satisfactory / Poor)	
11	Did the design consultant / Project Architect go for arbitration? If so, kindly provide details of total amount claimed and total amount awarded.	

**Form G**  
**Format of Banker's Certificate**

Sr No	Particulars	Comments		
		Year	Turnover	Net worth
1	Composition of the firm (whether Partnership / Private Limited / Proprietorship / Public Limited.)			
2	Name of the Proprietor/ Partners/ Directors of the firm			
3	Turnover and Net Worth of the firm for the last 5 financial years (as per the financial statements)	2018-19		
		2019-20		
		2020-21		
		2021-22		
		2022-23		
4	Credit facility/ Overdraft facility enjoyed by the firm			
5	Dealings			
6	The period from which the firm has been banking with your bank			
7	Bank's opinion whether the above firm is considered financially sound to be entrusted with the contract for works estimated to cost over ₹2 crore.			
8	Any other remarks			

(Signature)  
For the bank

Note:

- Bankers' certificates should be on letterhead of the bank, sealed in cover addressed to The Regional Director, Reserve Bank of India, Mumbai Regional Office, Fort, Mumbai – 400 001.
- In case of partnership firm, certificate should include names of all partners as recorded with the bank.

**Form H**  
**Non-Disclosure Agreement**

I, ..... (Name of the applicant), hereby agree to abide by the following conditions –

- a) The Applicant shall treat all documents, information, data and communication of and with the Bank as confidential.
- b) Successful Applicant shall not, without the Bank's prior written consent, disclose the contract or any specification, plan, sample or information or data or drawings /designs furnished by or on behalf of the Bank to any person other than the person(s) employed by the Agency in the performance of the work.
- c) Further, any such disclosure to any such person employed by the Applicant shall be made in utmost confidence and should extend only so far as may be necessary and relevant for the purpose of such performance and shall be subject to the terms and conditions of the non-disclosure clause.
- d) The Applicant shall not, without the Bank's prior written consent, make use of any document or information mentioned in these conditions of the EOI except for the sole purpose of performing this EOI.

.....  
(Signature, name and address of the Applicant's executive duly authorized to sign on behalf of the Applicant)

For and on behalf of .....  
(Name and address of the Applicant) (Seal of the Applicant)

**Form I  
Declarations**

The Applicant declares / undertakes that:

1. The signatory is competent and legally authorized to submit the tender and / or to enter into legally binding contract.
2. The Applicant is not in the list of blacklisted /debarred firms of any Government Agency anywhere in the world, for participating in the EOI, under that country's laws or official regulations.
3. The Applicant accepts all the terms and conditions of this EOI and abides by it without any counter conditions.
4. The information given in the documents is correct and the Applicant is aware that if any information provided is found to be false at a later stage, the Bank reserves the right to reject / disqualify the Applicant at any stage without assigning any reason.
5. No agents are engaged or proposed to be engaged for participation in this EOI.
6. The operation of the Applicant in Pakistan or China, if any, would be suitably firewalled from the contract / operations with Government of India. No employee who has previously worked or been posted in Pakistan or China in any capacity shall be engaged by the Applicant for this project and that no Pakistan national or person of Pakistan Origin shall be engaged by the Applicant for the project.

.....

(Signature, name and address of the Applicant's executive duly authorized to sign on behalf of the Applicant)

For and on behalf of .....

(Name and address of the Applicant) (Seal of the Applicant)

**Form J**  
**Letter of Undertaking**

Date -

The Regional Director,  
Reserve Bank of India,  
RBI Monetary Museum,  
Sir P.M. Road,  
Fort,  
Mumbai – 400001.

**Expression of Interest and Notice for Invitation of Design Competition proposals for selection and Engagement of Design Consultant / Project Architect for Comprehensive Project Architectural/ Design Consultancy Services for Upgradation/ Renovation and Expansion of RBI Monetary Museum, Amar Building, Fort, Mumbai-400001**

Dear Sir/Madam,

We acknowledge the receipt of your EOI for the captioned work.

We have examined and clearly understood the scope of professional services to be rendered by us in respect of COMPREHENSIVE PROJECT ARCHITECTURAL/ DESIGN CONSULTANCY SERVICES FOR UPGRADATION/ RENOVATION AND EXPANSION OF RBI MONETARY MUSEUM, AMAR BUILDING, FORT, MUMBAI-400001. We have also taken into account all the information furnished by the Bank in this regard while submitting our proposal for your consideration.

Accordingly, we offer to provide our comprehensive professional services as Design Consultant / Project Architect for the captioned work strictly in accordance with the Scope of work and detailed terms and conditions spelt out in this EOI.

While submitting this EOI, we certify that: -

1. We have adequate experience in providing professional services for Planning, Designing and Supervision of all activities and services of similar work for Government / Semi-Government / Public Sector Undertakings / Multinational Organizations / NGOs / Reputed Museums by the way of engaging contractor through tendering process for interior designing and execution of the proposed renovation work.
2. We are equipped with adequate technical expertise and Manpower to plan design and supervise various activities pertaining to Civil, Plumbing, Electrical,

Mechanical, HVAC, Acoustic Firefighting, Access Control System, Security, BMS and all other services pertaining to the project.

3. We shall be fully responsible to support the contractor to carryout necessary liasioning, if any, at all levels with the respective Govt Departments/ local authorities to procure various mandatory municipal and other local authorities permissions applicable for the project, if required.
4. We further undertake that it will be our sole responsibility to support and assist to the contractor for smooth execution of work.
5. We understand that except approved professional fee, the Bank shall not be responsible for making any extra payment to us towards any of the professional and Liaison services pertaining to this project.
6. We also undertake that in case, we are unable to deliver timely professional services in the project to deliver satisfactory pro-rata progress in the project, the Bank shall be at liberty to terminate our agreement and forfeit the PBG at any stage of the project by giving 30 days' notice and no compensation shall be claimed by us for the services rendered including compensation for the balance work.
7. Wherever, necessary, we undertake that we shall be engaging expert Architects/consultants to cater the requirement of specialized services for the project at our own cost within the professional fee approved by the Bank.
8. The undersigned is authorized to sign on behalf of the consultant and the necessary support document delegating this authority is enclosed to this letter. 9. We declare that we are not in contravention of conflict-of-interest obligation mentioned in this EOI.
9. We confirm that the Price EOI pertaining to our Professional Fee for the project submitted by us have been arrived at without agreement with any other Firm/Architect of this EOI for the purpose of restricting competition.
10. The rate for Professional Fee quoted in the price EOI s are as per the EOI document and subsequent clarifications/ modifications / revisions furnished by the Bank, without any exception. Moreover, our Fee approved shall remain firm and fixed till completion of entire project and we shall not raise any claim for any escalation/enhancement in the approved fee structure for the reasons whatsoever.
11. The Professional Fees quoted by us have not been disclosed and will not be disclosed to any other Design Consultants / Project Architects responding to this EOI.

12. We have not induced or attempted to induce any other Firms/Architects to submit or not to submit a EOI for restricting competition.
13. If our offer is accepted, we undertake to take up the proposed work immediately and will render our professional services as per the timeline specified in this document.
14. We agree that the Bank may split the scope of services in this proposed work to different agencies within its sole discretion. Under such an eventuality, we undertake to manage the work in full coordination with any of the agencies appointed/engaged by the Bank for the successful completion of the project. 16. We undertake that in competing for and (if the award is made to us) in executing the above contract, we will strictly observe the laws against fraud and corruption in force in India namely "Prevention of Corruption Act 1988".
15. We undertake that we will not offer, directly or through intermediaries, any bribe, gift, consideration, reward, favor, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducement to any official of the Bank, connected directly or indirectly with the EOI process, or to any person, organization or third party related to the contract in exchange for any advantage in the EOI, evaluation, contracting and implementation of the contract.
16. We undertake that we will not resort to canvassing with any official of the Bank, connected directly or indirectly with the EOI process to derive any undue advantage. We also understand that any violation in this regard, will result in disqualification of Design Consultant / Project Architect from further EOI process.
17. We certify that we have not made any changes in the contents of the EOI document read with its amendments/clarifications provided by the Bank submitted by us in our EOI document.
18. It is further certified that the contents of our EOI are factually correct. We also undertake that in the event of any information / data / particulars proving to be incorrect at any stage, the Bank will have the right to terminate our services at any stage of the project without notice.
19. We also understand that the Bank reserves their right to shortlist any number of applicants for participating in the Techno-commercial competition and to accept any or to reject all the EOI s without assigning reason therefor.
20. If our EOI is accepted, we undertake to enter into and execute at our cost, when called upon by the Bank to do so, a contract in the prescribed form and we shall be jointly and responsible for the due performance of the contract. However, until such

formal contract is prepared and executed, this EOI, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us. Moreover, we shall not withhold our professional services in the project for execution such formal agreement.

21. The name(s) of successful Design Consultant / Project Architect(s) to whom the contract is finally awarded after the completion of EOI process shall be displayed on the website of the Bank and/or communicated to the successful Design Consultant / Project Architect (s). We hereby undertake and agree to EOI by all the terms and conditions stipulated by the Bank in the EOI document.

**Our Bankers are:**

i)

ii)

**The names of partners of our firm are:**

i)

ii)

**Name of the partner of the firm Authorized to sign Or  
(Name of person having Power of Attorney to sign the Contract.  
(Certified true copy of the Power of Attorney should be attached)**

**Yours faithfully,**

**Signature of Firm/Architect**

**Signature and addresses of Witnesses**

i)

ii)

XXXXXXXXXXXXXXXXXXXXXXXXXXXX