

Ref. – UPAA- 4 / 1-104 /09-2015

Date – 29.09.2015

To,  
Chairman cum Managing Director  
Bank of India  
Star House,  
C-5, G-Block,  
Bandra Kurla Complex,  
Bandra (East),  
Mumbai-4000051.

**Sub: Incomplete scope of work for consultant Architects in the bank.**

Sir,

The Bank has the system of consultant Architects for the furnishing and other related works of the branches. These Architects are empanelled at various Zonal /Circle offices level. The guide lines have been issued by the bank for zonal / circle offices pertaining to the scope of work and their remunerations for interior works only. However civil and miscellaneous nature of works are not covered in the guide lines /GAD manual and becomes cause of unhealthy relation between Architects and bank in the absence of any directions. Following are the major points to be resolved –

1. **Strong room construction** : Construction of strong rooms takes place in new / alternate premises and sometimes in existing buildings. The Architect for the building construction/ renovation is finalized by the owner and generally is not the same Architect as of the bank. In such cases the strong room is supervised by the bank's Architect for which he has to invest minimum four site visits and responsibility of certification. No provision of fees has been made by the bank pertaining to the supervision and certification of construction of strong rooms as per bank norms. Hence it is requested to kindly fix an amount for this job either to be paid by the bank or land lord.
2. **Carpet area measurement** : Measurement of carpet area is required by the bank for lease purpose and the dispute between the land lord and bank is very common phenomena for rentable area. Generally bank does not make it clear to the land lord that what is carpet area. As a result the dispute of carpet area and rentable area requires more than one visit to the site to resolve the issue. Hence it is requested to kindly fix an amount for the issuance of carpet area certificate and measurement of premises.
3. **Suitability of new /alternate premises** : In such cases normally the existing building are taken on rent by the bank for its branches/offices. The architects are asked to prepare a trial interior design including proposed additions/ alterations in the building to see the suitability of the building for the branch. It involves major work and skill without any fees. In turn the architect is entrusted the work of interior of the branch, if the building is found suitable. Otherwise whole exercise remains unremunerated to the Architect. Hence it is requested to kindly make a lump sum fees provision for such practicals.
4. **Revision in standard quotation** : The bank asks the quotations from architects for their fees on a standard language format which includes all the taxes and travelling and other out of pocket expanses. This system seems unfair as most of the time architect has to pay many visits to the site during execution to counter the low skill or unfair practices of the contractor. Number of visits cannot be ascertained at the time of quoting the fees as the

contractor's intention is not known. Hence it is advised to revise the language of the quotation letter and service tax and travelling expanses etc. should be payable separately as per IBA guide lines i.e. scale IV level.

We request you to kindly consider the matter and lay down norms for the remunerations of above works to ensue hassle free services from architects with aloyalty.

Thanking You.

Yours Sincerely.

President  
U. P. Architects Association