



STATE BANK OF INDIA

MAHARASHTRA CIRCLE

PREMISES & ESTATE DEPARTMENT, LHO MAHARASHTRA
3RD FLOOR, SYNERGY BUILDING, G- BLOCK,
BANDRA KURLA COMPLEX, MUMBAI-400 051

EMPANELMENT OF ARCHITECTS / CONTRACTORS / VENDORS / AGENCIES APPLICATION FORM

| | |
|----------|--|
| NAME: | |
| ADDRESS: | |
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| | |
| | |
| | |
| DATE : | |

EMPANELMENT NOTICE

EMPANELMENT OF ARCHITECTS / CONTRACTORS / VENDORS / AGENCIES

State Bank of India, Local Head Office Maharashtra Circle, Mumbai intend to empanel architects / contractors / vendors / agencies under various trades and categories for its various construction & interior projects, Electrical and HVAC works, UPS Vendors, etc. for its branches/ offices under SBI's Maharashtra Circle located across Maharashtra state (except Mumbai city) and Goa State. The eligibility criteria, terms and conditions, application format and other detail/requirement are as under:

| SN | Description | |
|-----------|---|--|
| 1 | Name of Work | Empanelment of Architects / Contractors / Vendors / Agencies |
| 2 | Nature of Work | Empanelment |
| 3 | Date of issue of application | 12 th March 2025 |
| 4 | Last date & time for submission Application | 14 th April 2025 by 12.00 hrs |
| 5 | Address at which (Hard Copy) Document has to be submitted | The Assistant General Manager (P&E), LHO Maharashtra, State Bank of India, 3rd Floor, Synergy Building, Bandra Kurla Complex, Mumbai – 400 051. Ph- 022-26445630 |
| 6 | Place of opening of application | The Assistant General Manager (P&E), LHO Maharashtra, State Bank of India, 3rd Floor, Synergy Building, Bandra Kurla Complex, Mumbai – 400 051. Ph- 022-26445630 |

7. Application can be downloaded from the bank's website <bank.sbi> under 'SBI in News'=> 'Procurement News. It shall be responsibility of the Architect/Contractors/ Vendors/ Agencies to arrange and ensure that all pages of the application are properly Spiral bound separately, Application in loose pages may be disqualified.

8. The Contractors/ Vendors/ Agencies shall sign and stamp each page of the application document thereby ensuring the number and sequence of all pages.

9. No conditions other than mentioned in the application will be considered.

10. The Bank. reserve their rights to accept or reject any or all the applications, either in whole or in part without assigning any reason(s) for doing so and no claim / correspondence shall be entertained in this regard.

11. Any amendments/ corrigendum for empanelment of architect/contractors/vendors /agencies shall be published in Bank's website only. Therefore, applicants are requested to visit Bank's website regarding modifications/ corrigendum issued.

12. Applicant must have its office in Maharashtra/Goa. Proof of office address must be enclosed with application.

**Assistant General Manager (P&E),
State Bank of India, LHO Maharashtra**

PART A

FOR CONTRACTOR/VENDOR/AGENCIES

MINIMUM ELIGIBILITY CRITERIA

| S N | Trade | Cate gory | Specified Project Cost Limit (Amount in Rupees) | *Similar Work Executed/Completed During Last 7 Years | **Average Turnover of Last 3 Years (Minimum) & Solvency Required | Exper ience of Firm |
|--------|--|--------------|---|---|--|------------------------------|
| (i) | Civil Construction Project Including Major Repairs and Renovation | CA | Above Rs. 200 lakhs & Upto Rs.500 lakh | One work of Rs.400 lakh or Two works of Rs.250 lakh or Three works of Rs.200 lakh each | Rs.150 lakh | 7 years |
| | | CB | Above Rs. 100 lakhs & Upto Rs.200 lakh | One work of Rs.160 lakh or Two works of Rs.100 lakh or Three works of Rs.80 lakh each | Rs.60 lakh | |
| | | CC | Above Rs. 50 lakhs & Upto Rs.100 lakh | One work of Rs.80 lakh or Two works of Rs.50 lakh or Three works of Rs.40 lakh each | Rs.30 lakh | |
| | | CD | Above Rs. 25 lakhs & Upto Rs.50 lakh | One work of Rs.40 lakh or Two works of Rs.25 lakh or Three works of 20 lakh each | Rs.15 lakh | |
| | | CE | Up to Rs.25 lakh | One work of Rs.20 lakh or Two works of Rs.12.5 lakh or Three works of Rs.10 lakh each | Rs.7.5 lakh | |
| (ii) | Interior & Furnishing Project | IA | Above Rs. 200 lakhs & Upto Rs.500 lakh | One work of Rs.400 lakh or Two works of Rs.250 lakh or Three works of Rs.200 lakh each | Rs.150 lakh | 7 years |
| | | IB | Above Rs. 100 lakhs & Upto Rs.200 lakh | One work of Rs.160 lakh or Two works of Rs.100 lakh or Three works of Rs.80 lakh each | Rs.60 lakh | |
| | | IC | Above Rs. 50 lakhs & Upto Rs.100 lakh | One work of Rs.80 lakh or Two works of Rs.50 lakh or Three works of Rs.40 lakh each | Rs.30 lakh | |
| | | ID | Above Rs. 25 lakhs & Upto Rs.50 lakh | One work of Rs.40 lakh or Two works of Rs.25 lakh or Three works of 20 lakh each | Rs.15 lakh | |

| S N | Trade | Cate gory | Specified Project Cost Limit (Amount in Rupees) | *Similar Work Executed/Completed During Last 7 Years | **Average Turnover of Last 3 Years (Minimum) & Solvency Required | Exper ience of Firm |
|--------|---------------------------------------|--------------|---|---|--|------------------------------|
| | | IE | Up to Rs. 25 lakh | One work of Rs. 20 lakh or Two works of Rs.12.5 lakh or Three works of Rs.10 lakh each | Rs.7.5 lakh | |
| (iii) | Electrical Work | EA | Above Rs. 50 lakh &Upto Rs.100 lakh | One work of Rs.80 lakh or Two works of Rs.50 lakh or Three works of Rs.40 lakh each | Rs.30 lakh | 7 years |
| | | EB | Above Rs. 25 lakh &Upto Rs.50 lakh | One work of Rs.40 lakh or Two works of Rs.25 lakh or Three works of Rs.20 lakh each | Rs.15 lakh | |
| | | EC | Above Rs. 10 lakh &Upto Rs.25 lakh | One work of Rs.20 lakh or Two works of Rs.12.5 lakh or Three works of Rs.10 lakh each | Rs.7.5 lakh | |
| | | ED | Up to Rs.10lakh | One work of Rs.8 lakh or Two works of Rs.5 lakh or Three works of Rs.4 lakh each | Rs.3 lakh | |
| (iv) | HVAC Work | HA | Above Rs. 50 lakh &Upto Rs.100 lakh | One work of Rs.80 lakh or Two works of Rs.50 lakh or Three works of Rs.40 lakh each | Rs.30 lakh | 7 years |
| | | HB | Above Rs. 25 lakh &Upto Rs. 50 lakh | One work of Rs.40 lakh or Two works of Rs.25 lakh or Three works of Rs.20 lakh each | Rs.15 lakh | |
| | | HC | Above Rs. 10 lakh & Upto Rs. 25 lakh | One work of Rs.20 lakh or Two works of Rs.12.5 lakh or Three works of Rs.10 lakh each | Rs.7.5 lakh | |
| | | HD | Up to Rs. 10lakh | One work of Rs.8 lakh or Two works of Rs.5 lakh or Three works of Rs.4 lakh each | Rs.3 lakh | |
| (v) | Composite Work | CW-A | Above Rs. 200 lakhs & Upto Rs. 500 lakh | One work of Rs.400 lakh or Two works of Rs.250 lakh or Three works of Rs.200 lakh each | Rs.150 lakh | 7 years |
| | | CW-B | Upto Rs. 200 lakh | One work of Rs.160 lakh or Two works of Rs.100 lakh or Three works of Rs.80 lakh each | Rs.60 lakh | |
| (vi) | Maintenance & Repairs Work | | | | | |

| S N | Trade | Cate gory | Specified Project Cost Limit (Amount in Rupees) | *Similar Work Executed/Completed During Last 7 Years | **Average Turnover of Last 3 Years (Minimum) & Solvency Required | Exper ience of Firm |
|----------------|---|----------------------|--|---|---|--|
| a. | Civil including carpentry and furniture repairs. | CR-A | Above Rs. 5 lakh & Upto Rs. 10 lakh | One work of Rs.8 lakh or Two works of Rs.5 lakh or Three works of Rs.4 lakh each | Rs.3 lakh | 7 years |
| | | CR-B | Above Rs. 2 lakh & Upto Rs.5 lakh | One work of Rs.4 lakh or Two works of Rs.2.5 lakh or Three works of Rs.2 lakh each | Rs.1.5 lakh | |
| | | CR-C | Up to Rs.2 lakh | One work of Rs.1.6 lakh or Two works of Rs.1.0 lakh or Three works of Rs.0.8 lakh each | Rs.0.6 lakh | |
| b. | Electrical | ER-A | Above Rs. 2 lakh & Upto Rs.5 lakh | One work of Rs.4 lakh or Two works of Rs.2.5 lakh or Three works of Rs.2 lakh each | Rs.1.5 lakh | 7 years |
| | | ER-B | Up to Rs.2 lakh | One work of Rs.1.6 lakh or Two works of Rs.1.0 lakh or Three works of Rs.0.8 lakh each | Rs.0.6 lakh | |
| c. | HVAC | HRA | Above Rs. 2 lakh & Upto Rs.5 lakh | One work of Rs.4 lakh or Two works of Rs.2.5 lakh or Three works of Rs.2 lakh each | Rs.1.5 lakh | 7 years |
| | | HRB | Upto Rs.2 lakh | One work of Rs.1.6 lakh or Two works of Rs.1.0 lakh or Three works of Rs.0.8 lakh each | Rs.0.6 lakh | |
| vii | UPS Vendors (Installation and Maintenance) | UPS A | Above Rs.10 lakh and up to Rs.20 lakh | One work of Rs.16 lakh or Two works of Rs.10 lakh or Three works of Rs.8 lakh each | Rs.9 lakh | 7 years |
| | | UPS B | Above Rs.5 lakh and up to Rs.10 lakh | One work of Rs.8 lakh or Two works of Rs.5 lakh or Three works of Rs.4 lakh each | Rs.4.5 lakh | |
| | | UPS C | Up to Rs.5 lakh | One work of Rs.4 lakh or Two works of Rs.2.5 lakh or Three works of Rs.2 lakh each | Rs.1.5 lakh | |
| viii | UPS Battery Vendors (Installation | UPS B-A | Above Rs.2 lakh and up to Rs.5 lakh | One work of Rs.4 lakh or Two works of Rs.2.5 lakh or Three works of Rs.2 lakh each | Rs.1.5 lakh | 7 years |

| S N | Trade | Cate gory | Specified Project Cost Limit (Amount in Rupees) | *Similar Work Executed/Completed During Last 7 Years | **Average Turnover of Last 3 Years (Minimum) & Solvency Required | Exper ience of Firm |
|--------|-----------------------------|--------------|---|--|--|------------------------------|
| | and Maintenance) | UPS B-B | Up to Rs.2 lakh | One work of Rs.1.6 lakh or Two works of Rs. 1 lakh or Three works of Rs.0.8 lakh each | Rs.0.6 lakh | |

- A. Separate application should be submitted for separate trade.
- B. (*) Applicants should have experience in having successfully completed similar work (single order) during last 7 years of value as prescribe in table 'A' above for Government/ Semi-Government / PSUs / Banks/ Government Financial Institutions/ Reputed private Companies. The information must be supported with the copies of Work Order, Bill of Quantity, Satisfactory Completion Certificate, etc (Mandatory).
- C. The work shall be executed in the same name and style in which the enlistment is sought by the applicant.
- D. (**) Applicants should have minimum average annual turnover prescribed in above table during last 3 years ending on 31st March of last financial year (i.e 31st March 2024). This certificate shall be duly signed and issued by the certified Chartered Accountants on their letterhead.
- E. The applicants should submit Solvency of specified value issued by any Scheduled Bank. **The Solvency Certificate should not have been issued prior to 1st October, 2024.**

The application not fulfilling any of the above minimum eligibility criteria will be summarily rejected and no further processing will be carried out.

APPLICATION FORM

(For contractor/Vendor/Agencies Only NOT for Architect)

(Mandatory Form Must be filled in the format)

(Please strike-off which is not applicable)

TRADE :

CATEGORY:

| | | |
|---|---|--|
| 1 | Name of the contractor/Agency/ Firm: | |
| 2 | Address: <i>(mention the address of registered office at Maharashtra/Goa as well as head and branch office, if different from registered office)</i> (Proof of having office in Maharashtra/Goa must be enclosed) (Enclosure A) Phone No. (a) Landline with STD code (b) Mobile (c) Email-ID | |
| 3 | Year of establishment: (DD/MM/YYYY format) (Enclosure B) | |
| 4 | Status of the firm whether company/firm/ proprietary (Enclosure C) | |
| 5 | Name of Directors/Partners/ Proprietor (Enclosure D) | |
| 6 | Whether registered with the Registrar of Companies/ Registrar of firms. If so, mention number and date (Enclosure E) | |
| 7 | Bankers Detail Bankers Name | |

| | | |
|----|--|--|
| | Full Postal Address Telephone No Account No Type of Account | |
| 8 | Whether registered for sales tax purpose. If so, mention TIN number and date (Enclosure F) | |
| 9 | Whether an assesses of Income Tax. If so, mention PAN number. (Furnish copies of I.T. clearance certificate) (Enclosure G) | |
| 10 | GST Number (Enclosure H) | |
| 11 | Solvency Certificate Issuing Bank Amount Date of certificate: (Enclosure I) | |
| 12 | Mandatory registration from Govt authorities ESIC No: EPF No: Labour License: (Enclosure J) | |
| 13 | If, you are registered in the panel of other organizations/statutory bodies such as CPWD, PWD,MES, Banks etc., furnish their Names, category and date of registration (Enclosure K) | |
| 14 | Detailed description of high value of three works done during the last 7 years, as per the criteria given. (i.e. name of organization, value of work done and date of completion)- copies of work orders, detailed BoQ and completion certificates must be enclosed for each project. | |

| | | |
|----|---|--|
| 15 | Annual turnover for the last 3 years (Enclose certificate of Charter Accountant) (Enclosure L) | |
| 16 | Names and addresses of the persons who will be in a position to certify about the quality as well as performance of your organization for above mentioned projects | |
| 17 | Whether willing to work anywhere in the States of Maharashtra and Goa | |
| 18 | Enclose copy of valid Electrical Contractor's License (applicable only for the firms/contractors applying for empanelment as electrical contractor) (Enclosure M) | |
| 19 | Certificates from OEMs (Original Equipment Manufacturers) or authorized dealer agreements, (applicable only for the firms/contractors applying for empanelment as HVAC, UPS and UPS Battery Contractor) (Enclosure N) | |
| 19 | Declaration regarding near relatives working in the Bank (Enclosure O) | |

DECLARATION:

- 1) All the information furnished by me/us here above is correct to the best of my knowledge and belief. I am, therefore, liable to face appropriate actions as deemed fit by the Bank in the event of any of the information, particulars, copies of certificates and testimonials are not found correct and genuine.
- 2) I/We have no objection if enquiries are made about the work listed by me/ us in the accompanying sheets/ annexures.
- 3) I/We agree that the decision of Bank in selection of contractors will be final and binding to me/ us.
- 4) I/We hereby confirm that our firm/agency/company has not been disqualified / debarred / blacklisted by any Governments, Semi-governments, PSUs, Banks including any of the Offices/Branch of State Bank of India Pan India during last 7 year from the date of application.

PLACE:

DATE:

SIGNATURE OF CONTRACTOR
NAME AND DESIGNATION
SEAL OF ORGANISATION

GENERAL TERMS & CONDITIONS:

1. The applicant applying for more than one category shall need to ensure that:
 - a. They must fulfill the eligibility criteria for each category of the work individually and
 - b. Applicants mentioning more than one category in the same applications shall be disqualified without notice.
2. The Contractors/Agency/Firm empaneled by Bank in the past need to apply afresh, else their name will not be considered for empanelment.
3. **Validity of empanelment:** The empanelment shall be valid for a period of three years from the date of issue of order or as mentioned in the empanelment order. The empanelment shall be open to review by the empaneling authority and liable to suspension, cancellation, or any other such action at any time, if considered necessary by the empaneling authority, after issue of show causes notice.
4. *The object of empanelment of contractors is to have a ready list of suitable and competent contractors for works so as to minimize the requirement of verification of their credentials at the time of individual tenders. **At the same time, only those contractors are allowed to continue in the list that remain active in bank and perform satisfactorily.***
5. **The performance of all the empaneled contractors shall be reviewed by the Bank periodically and the Contractors with unsatisfactory performance and also those who do not respond to three consecutive enquiries without any valid reasons shall be removed from the panel without notice and no correspondence will be entertained in this regard.**
6. The contractors are expected to bid for works of appropriate magnitude during the empanelment period. Their application for re-validation / fresh empanelment shall be rejected if they fail to bid for any bank works during the empanelment period.
7. The applicant applying for electrical works must hold valid A-class electrical license from the Competent Government Authority issued in the name of Proprietor/Partner/Director of applied firm and should enclose photocopy thereof for verification. Agencies with valid Electrical License from other States applying for this empanelment should obtain valid Electrical License from the Electrical License Board of Maharashtra and/or Goa prior to participation of any tender.
8. The applicant applying for HVAC works must be either OEMs (Original Equipment Manufacturers) or submit authorized dealer agreements from OEMs.

9. The Bank is invariably inviting online tenders for its projects. Thus, the contractor will have to submit valid e-mail ID, cell no. and Digital Certificate to enable the firms for participation in the online procurement/e-tendering.
10. For assessing the Annual Turnover of the last 3 years, contractor must submit valid documents i.e certificate from registered CA along with copy of Income Tax Return, copies of IT assessment order, Profit & Loss Account and Audited Balance Sheet for the last 3 years.
11. All the pages of application shall be duly signed with stamp of firm by the contractors, else their application shall be summarily rejected.
12. The intending applicants are categorically advised to submit the empanelment documents strictly in the attached formats only. The information required should be neatly filled/typed in each and every columns and rows of the Formats. The applications received with "PARTLY FILLED FORMATS" not containing desired information in each and every columns/points/row of various annexures shall be treated as INCOMPLETE and such applications shall be summarily rejected without any reference to the applicant and at the applicant's risk and responsibility.
13. The applicants are categorically advised to refrain from mentioning the remark "AS PER ATTACHEMENT/ENCLOSURES" in their applications and annexures to avoid rejection of their applications.
14. The eligible and interested parties may download prescribed application form and other details from our website of vendors www.sbi.co.in <link> empanelment of vendors The application in the prescribed format with all supporting documents in sealed envelope and superscribed as '**APPLICATION FOR EMPANELMENT OF CONTRACTORS AT LHO MAHARASHTRA FOR TRADE & CATEGORY.....**' shall be submitted at the office of **The Asst. General Manager (premises & Estate), 3rd Floor, SBI Local Head Office, Synergy Building, Bandra Kurla Complex, Mumbai 400 051**. The applications so received from the contractors shall be examined and evaluated by a Committee.
15. The prequalification criteria mentioned above is minimum. Thus, the empanelment of contractors in each category shall be considered by the Bank purely on merits, performance of the contractor in timely execution of the project with quality, feedback / confidential reports of the firms/applicant received from other employers etc. Hence, merely fulfilling the prescribed minimum prequalification criteria shall not entitle the contractor for their empanelment with the Bank.

16. The Bank reserves its right to empanel contractor as per its needs in each category & trade. The empanelment of contractors shall be considered on merits within the sole discretion of the Bank and cannot be claimed as right by the applicant and no correspondence shall be entertained by the Bank in this regard.
17. Separate applications are required to be submitted with supporting documents for each category. Single application submitted for more than one category shall not be entertained.
18. Canvassing in any form including bringing influence from any person/agency/Officials/ authorities shall lead to disqualification for the empanelment exercise.
19. The Bank reserves the right to accept or reject any or all the applications without assigning any reason thereof and no correspondence will be entertained in this regard.
20. The empanelment of a contractor shall only entitle him to participate in the tenders, subject to the conditions of each notice inviting tender. It does not confer any right or claim on him to qualify him or to award work to him.
21. The bank shall have the right to independently verify the details furnished by the applicant, to get completed works inspected, and to obtain such reports as may be considered necessary like inspection/performance reports of completed works, details of registration or incorporation, Form 16A (Tax Deducted at Source by Client) and/or Form 26 AS (Annual Tax Statement), PAN, etc.
22. The contractors empaneled in a particular category are not allowed to participate in tenders of other categories.
23. While applying for empanelment, the applicant should mention the address of his registered office as well as head and branch office, if different from registered office. All documents including Bankers' Certificate should bear one of the above-mentioned addresses; otherwise, these documents shall not be accepted
24. These rules may be revised or repealed by new rules. The empanelment of a contractor shall be governed by the revised or new rules existing at the relevant time, if any, and not by the rules prevailing at the time of empanelment.
25. **Grounds for delisting of contractor:**
 - a. Fails to execute a contract or executes it unsatisfactorily. If the progress of any work is unsatisfactory then contractor can be debarred from tendering in SBI for future tenders; or
 - b. Violates any conditions of the contract; or
 - c. Fails to abide by the conditions of enlistment; or
 - d. Is found to have given false particulars at the time of enlistment; or

- e. Has indulged in any type of forgery or falsification of records; or
- f. Is declared or is in the process of being declared bankrupt, insolvent, wound up, dissolved or partitioned; or
- g. Violates the labour regulations and rules; or
- h. Is involved in complaints of serious nature received from any source, which have been proved; or
- i. Defaults in settlement of tax dues like income tax, GST, etc.; or
- j. Ceases to fulfill eligibility criteria based on which enlistment was done; or
- k. Is considered as not required to be in list of banks contractors for any other reason considered fit by the empaneling authority; or
- l. Does not start the work after the same is awarded to him; or
- m. Breach of code of integrity as per Rule 175 of GFR-2017; or
- n. Supply of sub-standard material, non-supply of material, abandonment of works, substandard quality of works; or
- o. Misbehavior, direct or indirect involvement in threatening, making false complaints, filing legal suites for frivolous reasons, or any behavioral act, omission or commission damaging the reputation of bank/officer.

ANNEXURE – A.1

DECLARATION REGARDING NEAR RELATIVES WORKING IN THE STATE BANK OF INDIA

I/We.....S/o/D/o.....
.....Residing at
.....

..... hereby certify that none of our relatives(s) as defined in the Tender document is/are employed in the State Bank of India as per details given in tender document. In case at any stage, it is found that the information given by me is false/incorrect, the State Bank of India shall have the absolute right to take any action as deemed fit, without any prior intimation to me.

(The near relatives are members of a Hindu undivided family/husband and wife/ the one related to the other in the manner as father, mother, son(s) and son's wife (daughter-in-law), daughter(s), husband (son-in-law), brother(s) and brother's wife, sister(s) & sister's husband (brother-in-law).

Place :

Date :

Signature of Applicant with Seal

Name in Capital Letters:

Address:

ANNEXURE – A.2

**DETAILS OF THREE RESPONSIBLE CLIENTS / PERSONS TO WHOM THE MAJOR
WORKS CARRIED OUT BY THE APPLICANT**

| S. No. | Name of the Official | Organization & Address | Contact Numbers | E-mail ID |
|--------|----------------------|------------------------|-----------------|-----------|
| | | | | |
| | | | | |
| | | | | |

(Add separate sheet if required)

Notes:

1. Information has to be filled up specifically in this format.
2. Indicate other points, if any, to show your technical competence to indicate any important point in your favour.

Name of Authorized Signatory

Sign & seal of the applicant

ANNEXURE – A.3

**DETAILS OF LITIGATION / ARBITRATION CASES RESULTING FROM THE
CONTRACTS EXECUTED IN THE LAST SEVEN YEARS OR CURRENTLY UNDER
EXECUTION**

| Year | Award for or against Applicant | Name of Client | Cause of Litigation and Matter of Dispute | Disputed Amount | Actual Awarded Amount |
|------|--------------------------------------|-------------------|--|--------------------|-----------------------------|
| | | | | | |
| | | | | | |
| | | | | | |

(Add separate sheet if required)

Notes:

1. Information has to be filled up specifically in this format.
2. Indicate other points, if any, to show your technical competence to indicate any important point in your favour.

Name of Authorized Signatory

Sign & seal of the applicant

ANNEXURE – A.4**LIST OF MAJOR WORKS EXECUTED AND COMPLETED IN CENTRAL GOVT./STATE GOVT./FINANCIAL INSTITUTIONS/PSUs/MNC DURING LAST 7 YEARS**

(Enclose supporting documents i.e. Work order and Satisfactory Completion Certificate
Obtained from the Clients)

| S. No. | Name of Work | Work executed for (Name of the Organization with Brief Address of Concerned Office &Contact No.) | Nature of Work | Location of the Work | Actual Value of the Work | Stipulated Date / Time for Completion | Actual Date / Time for Completion | If Work Left Incomplete or Terminated (Furnish reasons) |
|--------|--------------|--|----------------|----------------------|--------------------------|---------------------------------------|-----------------------------------|---|
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(Add separate sheet if required)

Note:

1. Information has to be filled up specifically in this format.
2. For certificates, the issuing authority shall not be less than an Executive in charge.

Name of Authorized Signatory

Sign & seal of the applicant

ANNEXURE – A.5**LIST OF MAJOR WORKS UNDER EXECUTION/ IN HAND**

(Enclose Copies of Work Orders Issued by Clients)

| S. No. | Name of Work | Work being executed for (Name of the Organisation with Brief Address of concerned office &Contact No.) | Nature of Work | Location of the Work | Actual Value of the Work | Date of Commencement | Likely Date of Completion | If Work Left Incomplete or Terminated (Furnish reasons) |
|--------|--------------|--|----------------|----------------------|--------------------------|----------------------|---------------------------|---|
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| | | | | | | | | |

(Add separate sheet if required)

Note:

1. Information has to be filled up specifically in this format.

Name of Authorized Signatory

Sign & seal of the applicant

ANNEXURE – A.6

DETAILS OF KEY PERSONNEL (PERMANENT EMPLOYEE), GIVING DETAILS ABOUT THEIR TECHNICAL QUALIFICATION & EXPERIENCE INCLUDING THEIR IN-HOUSE ESTABLISHMENT

(Add separate sheet if required)

| S. No. | Name | Qualification | Experience | Particulars of Work Done | Employed in Your Firm Since | EPF No. |
|--------|------|---------------|------------|--------------------------|-----------------------------|---------|
| | | | | | | |
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| | | | | | | |

Total Number of employees in the organization: _____

Notes:

1. Information has to be filled up specifically in this format.
2. Indicate other points, if any, to show your technical competence to indicate any important point in your favour.

Name of Authorized Signatory

Sign & seal of the applicant

SELF-DECLARATION - NO BLACKLISTING

(TO BE SUBMITTED AS PART OF APPLICATION)

In response to the Application of SBI dated 12.03.2025 for Empanelment of Architects/Contractors/Vendors/Agencies as an Owner/Partner/Director/Authorized Signatory of _____, I/We hereby declare that presently I / our company / firm _____, at the time of bidding: -

- a. Possess(es) the necessary professional, technical, financial and managerial resources and competence required by the Bidding Document;
- b. Have fulfilled my/ our obligation to pay such of the taxes payable to the Union and the State Government or any local authority as specified in the Bidding Document;
- c. Is having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any State/ Central government/ PSU/ UT.
- d. Does not have any previous transgressions with any entity in India or any other country during the last five years.
- e. Does not have any debarment by any other procuring entity
- f. Is not insolvent in receivership, bankrupt or being wound up, not have its affairs administered by a court or a judicial officer, not have its business activities suspended and is not the subject of legal proceedings for any of the foregoing reasons;
- g. Does not have, and our directors and officers have not been convicted of any criminal offence related to their professional conduct or the making of false statements or misrepresentations as to their qualifications to enter into a procurement agreement within a period of five years preceding the commencement of the procurement process, or not have been otherwise disqualified pursuant to debarment proceedings;
- h. Will comply with the code of integrity as specified in the bidding document.
- i. If this declaration is found to be incorrect then without prejudice to any other action that may be taken as per the provisions of the applicable laws, my/ our firm may be blacklisted by you and our Bid, to the extent accepted, may be cancelled.

Signature:

Seal of Company (if applicable)

CHECK LIST FOR PART A (FOR CONTRACTOR/VENDOR/AGENCIES ONLY)

| SR. NO. | PARTICULARS (Please tick whichever applicable) | SUBMITTED (Y or N) |
|--------------------|---|---------------------------|
| 1. | Application Form 1 (Proof of office address) | |
| 2. | Enclosure A | |
| 3. | Enclosure B | |
| 4. | Enclosure C | |
| 5. | Enclosure D | |
| 6. | Enclosure E | |
| 7. | Enclosure F | |
| 8. | Enclosure G | |
| 9. | Enclosure H | |
| 10. | Enclosure I | |
| 11. | Enclosure J | |
| 12. | Enclosure K | |
| 13. | Enclosure L | |
| 14. | Enclosure M | |
| 15. | Enclosure N | |
| 16. | Enclosure O | |
| 17. | Annexure A.1 | |
| 18. | Annexure A.2 | |
| 19. | Annexure A.3 | |
| 20. | Annexure A.4 | |
| 21. | Annexure A.5 | |
| 22. | Annexure A.6 | |
| 23. | Annexure A.7 | |

PART B

FOR CONSULTANT/ARCHITECT ONLY

MINIMUM ELIGIBILITY CRITERIA

| S N | Trade | Category | Specified Project Cost Limit (Amount in Rupees) | Similar Work Executed/Completed During Last 7 Years | Average Turnover of Last 3 Years (Minimum) & Solvency Required | Experience of Firm |
|------------|--|-----------------|--|---|---|---------------------------|
| (i) | Civil Construction Project Including Major Repairs and Renovation | AR-CA | Above Rs. 100 lakhs & Upto Rs.500 lakh | One work of Rs. 400 lakh or Two works of Rs. 250 lakh or Three works of Rs. 200 lakh each | Rs.150 lakh | * 7 years |
| | | AR-CB | Upto Rs. 100 lakh | One work of Rs. 80 lakh or Two works of Rs. 50 lakh or Three works of Rs. 40 lakh each | Rs. 30 lakh | |
| (ii) | Interior & Furnishing Project | AR-IA | Above Rs. 100 lakhs & Upto Rs. 500 lakh | One work of Rs. 400 lakh or Two works of Rs. 250 lakh or Three works of Rs. 200 lakh each | Rs.150 lakh | **7 years |
| | | AR-IB | Upto Rs. 100 lakh | One work of Rs. 80 lakh or Two works of Rs. 50 lakh or Three works of Rs. 40 lakh each | Rs. 30 lakh | |

* The experience should include all consultancy services for buildings such as architectural, structural, engineering and all internal and external services including electrical, AC, plumbing, water supply, soil and storm water drainage, lifts, firefighting / horticulture, EPABX / Networking, gymnasium, parking, rainwater harvesting, sewage treatment plant, recycling of waste water etc. and also as Project Management Consultancy (PMC).

** The experience should include all Planning, Designing and Supervision of Interior works of Commercial/ Corporate Office Building including Civil, Plumbing, Sanitary, Interior & Furnishing, Fire Fighting, Air conditioning, Electrical and Solar Installation work for Central Govt. Dept./State Govt. Dept./ Semi Govt. Dept. / PSU / Public sector Banks / Reputed Private Sector Organisations Listed on Stock Exchange/ NSE/ BSE during last 7 years as on 29.02.2024".

The Owner / Partner / Associates of the consultant shall have a valid registration and license as an Architect and Structural Engineer etc. from statutory authority's viz. Council of Architects etc and respective Municipal Authorities etc. as required for such type of high-rise buildings. The consultant should also have a full-fledged office or ready to establish an office and should have adequate number of qualified architects, engineers and other personnel on the payroll / establishment of the company and should also have tie up arrangements with reputed registered and licensed services consultant, RCC consultants firms etc.

APPLICATION FORM

(For Architects Only)

(Mandatory Form Must be filled in the format)

(Please strike-off which is not applicable)

TRADE :

CATEGORY:

| S N | Particulars | |
|------------|--|--|
| 1 | Name of the Firm | |
| 2 | Address (Proof of having office in Maharashtra/ Goa must be enclosed or undertaking as per SN 27) | |
| 3 | Details of contact person Name: Telephone Nos.: Email id.: Mobile No: | |
| 4 | Fax No | |
| 5 | Constitution of the Firm (Enclosure A) | |
| 6 | Year of Establishment (Enclosure B) | |
| 7 | Name of Partners / Associates (Enclosure C) | |
| 8 | Bio-data of Partners / Associates, Details may be given in the ANNEXED format Annexure B.1 (Enclosure E) | |
| 9 | Registration Number with Council of Consultant / Indian Institute of Architects (Copy of valid registration to be enclosed) (Enclosure F) | |
| 10 | Details of GST registration: (Copy of valid registration to be enclosed) (Enclosure G) | |
| 11 | Amount of GST paid year-wise during last 3 financial years ending on 31st March 2024 (Enclosure G) | |
| 12 | Name and value of major Building: Construction works completed during the last 7 years ending on 31 st | |

| | | |
|----|--|--|
| | December 2024. Details may be given in enclosed format (Annexure – B.2) (Enclosure H) | |
| 13 | Name & value of the major Building/ Construction work on hand. Details may be given in the enclosed format Annexure –B.3 (Enclosure I) | |
| 14 | Name & value of other major works/interior composite works (other than building works) on hand. Details may be given in enclosed format (Annexure – B.4) (Enclosure J) | |
| 15 | Details of features of green building provided in the buildings. (Enclosure K) | |
| 16 | Details of modern amenities provided in the building (Enclosure L) | |
| 17 | List of Technical Personnel employed (Enclosure M) | |
| 18 | List of other Personnel employed (Enclosure N) | |
| 19 | List of consultants engaged by the Firm (Address, telephone numbers and email ID etc. are to be furnished) (Enclosure O) | |
| 20 | List of office equipment's owned by the company (Enclosure P) | |
| 21 | Banker's Detail Bankers Name Full Postal Address Telephone No Account No Type of Account (Enclosure Q) | |
| 22 | Latest Income Tax Clearance Certificate to be enclosed (Enclosure R) | |
| 23 | List of registration or empanelment with other Organizations (Enclosure S) | |
| 24 | List of completion certificate etc. from the clients for completed / ongoing projects (Enclosure T) | |

| | | |
|----|---|--|
| 25 | Certified copies of the letter of intent for award of the work from reputed private / multinational organizations/ PSUs etc. (Enclosure U) | |
| 26 | Particulars of participation in competitions and awards if any received (Enclosure V) | |
| 27 | If the firm is not having its office in Maharashtra/Goa please indicate the time by which it is likely to open an office in Maharashtra/Goa with documentary evidence. (A confirmation from the firm may be obtained stating that within 3 months of award of the project an proper office set up will be opened in _____) | |

Note: Please enclose separate sheets for additional information, photographs, and documents.

DECLARATION:

- 1) All the information furnished by me/us here above is correct to the best of my knowledge and belief. I am, therefore, liable to face appropriate actions as deemed fit by the Bank in the event of any of the information, particulars, copies of certificates and testimonials are not found correct and genuine.
- 2) I/We have no objection if enquiries are made about the work listed by me/ us in the accompanying sheets/ annexures.
- 3) I/We agree that the decision of Bank in selection of contractors will be final and binding to me/ us.
- 4) I/We hereby confirm that our firm/agency/company has not been disqualified / debarred / blacklisted by any Governments, Semi-governments, PSUs, Banks including any of the Offices/Branch of State Bank of India Pan India during last 7 year from the date of application.

PLACE:

DATE:

SIGNATURE OF CONSULTANT

TERMS AND CONDITIONS OF EMPANELMENT

- A.** Empaneled Architects of SBI shall need to apply afresh for empanelment.
- B.** The applicant must submit sufficient documentary evidence/work completion certificates etc. meeting the above-mentioned criteria from the Govt./Semi-Govt./PSUs/Banks/Government Financial Institutions/Reputed Private Listed Companies during last 7 years ending on 31.12.2024.
- C.** **Applicants who have been issued warning letter or put on cooling period or placed in negative list by any organization at any time for any reason whatsoever, need not apply and shall not be considered for empanelment by the Bank.** A suitable self-declaration to be submitted on the Letter Head of the Firm duly signed by the vendor/ Authorized Signatory stating that they have had not been placed as indicated above. The application of disqualified/debarred/blacklisted/terminated agency/contractor/vendor on account of poor or unsatisfactory performance shall be summarily rejected.
- D.** Bank may choose to carry out physical inspection of works mentioned by the applicants in their application forms, in addition to calling for confidential reports from the respective employer/client/department to ascertain their capability and quality of works.
- E.** The performance of all the empaneled Architects shall be reviewed by the Bank periodically and the Architects with unsatisfactory performance and **also those who do not respond to three consecutive enquiries without any valid reasons shall be removed from the panel without notice and no correspondence will be entertained in this regard.**
- F.** The applicant should have sufficient number of technical and administrative employees for proper execution of the contract.
- G.** Any one of the partners/Proprietor/Owner of the architectural firm shall be a Member of Council of Architects (COA)/Indian Institute of Architects and copy of valid credentials shall be enclosed for consideration.
- H.** *Applicants shall read the enclosed draft agreement between the Bank and Architect, Fee structure and sign every page of the agreement as token of acceptance and submit along with application.*
- I.** The applicant is required to furnish their PAN No, GST Registration details of firm etc. along with supporting documents.

- J.** The panel of Architects/Consultant will be valid for three years and will be entitled to participate anywhere in the Maharashtra Circle.
- K.** Applicant will have to submit valid e-mail ID, cell no. and Digital Certificate to enable the firms for participation in the online procurement/e-tendering.
- L.** For assessing the Annual Turnover of the last 3 years, Architects must submit valid documents viz copy of Income Tax Return, Form 26 AS, copies of IT assessment order, Profit & Loss Account and Audited Balance Sheet for the last 3 years which shall distinctly identify fees earned towards rendering Architectural services.
- M.** The applicant shall agree to obtain the confidential report from the clients of the applicant Architects, to obtain credit opinion from the Bankers and to verify the work executed by the Architects. The applicant shall make necessary arrangements for the same.
- N.** All the pages of application shall be duly signed with stamp of firm by the Architects, else their application shall be summarily rejected.
- O.** The intending applicants are categorically advised to submit the empanelment documents strictly in the attached formats only. Any addition/ alteration to the application format shall lead to rejection of the application submitted by the Architects for the empanelment under this notice. The information required should be neatly filled/typed in each and every columns and rows of the Formats. The applications received with "partly filled formats" or not containing desired information in each and every columns/points/row of various annexures shall be treated as INCOMPLETE and such applications shall be summarily rejected without any intimation/ reference to the applicant and at the applicant's risk and responsibility.
- P.** **The applicants are categorically advised to refrain from mentioning the remark "AS PER ATTACHEMENT/ENCLOSURES" in their applications and annexures to avoid rejection of their applications.**
- Q.** All the details must be incorporated in the application form downloaded from the State Bank of India's website. Incomplete applications / not fully filled form will be rejected.
- R.** Bank reserves its right to empanel Architects as per its needs in each category & trade. The empanelment of Architects shall be considered on merits within the sole discretion of the Bank and cannot be claimed as right by the applicant and no correspondence shall be entertained in this regard.
- S.** The Architect shall specify the category under which they are submitting the application for empanelment.

T. Canvassing in any form including bringing influence from any person/agency/Officials/authorities shall lead to disqualification of the applicant.

U. Bank reserves the right to accept or reject any or all the applications without assigning any reason thereof and no correspondence will be entertained in this regard.

V. Services to be rendered by the Architects

1) Where the day to day site supervision of the project is also entrusted to them: The Architect shall render the following services in connection with and in regard to the said works:

- a) Prepare and submit sketch plans as per Bank's requirement incorporating measures suggested in IGBC Green building norms including preparation of alternatives and carrying out necessary revisions till the sketch plans are finally approved by the Bank in accordance with the local governing codes/standards, regulations etc. making approximate cost based on unit cost and submit along with a detailed project report on the scheme and a proper PERT/Bar chart incorporating all the activities such as preparation of working drawings, structural drawings, detailed drawings, tender documents, invitation of tenders and award of works, execution of works, obtention of services including occupation certificates etc. required for the completion of the project. The proposal should also include various stages of services to be rendered by the consultants in co-ordination with the Bank.
- b) Prepare building plans, other required detailed drawings on receipt of approval of the sketch plans by the Bank and submit as per the regulation of local authorities and obtain their approval/sanction for construction. Necessary follow up with the local authorities in getting the approval/ sanction of building plan, within prescribed time period.
- c) Prepare architectural detailed drawings, structural calculations and drawings, layout drawings for water supply and drainage, lift, air-conditioning, fire-fighting installations, electrical installations including UPS, generators, converters and security equipment's, detailed estimates of cost, rate analysis for all items, take off sheets and all such other particulars as may be necessary.
- d) Preparing application for pre-qualification of the contractors, scrutinize the applications received and submit recommendations to the Bank for pre-qualifying the contractors.

- e) Preparing detailed tender document for various trades, complete with articles of agreement, special conditions, conditions of contract, specifications, bill of quantities including detailed analysis of rates based on market rates.
- f) Preparing tender notices for issuance by the Bank and inviting tenders from pre-qualified contractors on behalf of the Bank and submitting assessment reports thereon, together with recommendations specifying abnormally high and low rated items. Preparing contract documents for all trades and getting them executed by the concerned contractors
- g) Preparing 4 copies of approved contract documents for all trades for the use of Bank, the contractor and site staff.
- h) Assuming full responsibility for supervision and proper execution of all works by general and specialist contractors who are engaged from time to time as defined in the conditions of agreement.
- i) Checking measurement of works at site, checking contractors' bills, issuing periodical certification of payment so as to enable the Bank to make payments to contractors.
- j) Submitting a detailed account of steel, cement and any other material that the Bank may specify and certifying the quantities utilized bill wise in the works.
- k) Assisting in getting necessary service connections such as water supply, electrical, drainage, sewerage from local authorities.
- l) Taking timely action for revalidation of sanction for construction from local authorities.
- m) Obtaining final building completion and / or occupation certificate and securing permission of municipality and such other authority.
- n) Appearing on behalf of the Bank before the Municipal Assessor or such other authorities in connection with the settlement of the rateable value/ property tax of the building and rendering advice in the matter to the Bank.
- o) Supply, on completion of the project, two copies of all drawings. In addition, one set of all floor plans, sectional, elevation and layout plans showing all external services including street lights shall be submitted on cloth tracing/polyester films. All drawings are also to be submitted in soft copy in AutoCAD format viz. Pen drive/ DVD etc. as also hard copies in two sets in minimum A3 size paper.
- p) Assisting the Bank in all arbitration proceedings, if any, between the contractors and the Bank and also defend the Bank in such proceedings.

- q) Preparing the combined plan of plot if the site condition warrants Surveying the extant land and verifying measurements if the cost of the land is less than amount sanctioned.
 - r) Assisting the Bank in preparing reports to Chief Technical Examiner (CTE)'s Organization.
 - s) Rendering any other services connected with works usually and normally rendered by the Architect but not referred to herein above.
- 2) Where site supervision of the project is not entrusted to them: The Architects shall render all services as mentioned in above paragraphs under A (1) except the services stated in the Para (h), (i), (j), (k).
- 3) Additional clauses
- (a) Visiting the site and Bank's office as and when necessary during the design / execution stage.
 - (b) Visiting the site by prior intimation to the Bank and to issue necessary clarifications/ modifications to the drawings and other clarifications as and when required / called for by the Bank.

W. Preparation of sketch plans

In consultation with the user departments, the requirements shall be finalized by the Premises & Estate Department and briefed to the architect, who has been appointed for the project. The Architects will thereafter prepare the sketch plans (with several options / alternatives) indicating the layout of the buildings on the plot, layout of various floors tentative with furniture arrangement and a perspective drawing of the building to indicate the general concept of the scheme. Necessary revisions in the sketch plans shall be carried out by the Architects based on suggestions, if any, till the same are generally acceptable to the Bank. The sketch plans together with 3D elevation views will have to be submitted along with preliminary estimated project cost (based on CPWD PAR and cost index method for building Projects and based on reasonable market rates for interior work project.). Architects report should also cover layout, area justification, specifications adopted, services provided, (guidelines given in paragraph 3.13) etc. If necessary, the architects may submit a Model (at extra cost). The time schedule needs to be adhered to by the architects. Minimum 3 alternate options have to be submitted to the Bank mentioning advantages and salient features of each sketch plan options.

X. Brief guidelines for scrutiny of sketch plans

a. Office / Branch building projects

- i.** Area requirements of different departments / divisions shall be in conformity with the Bank's standard specifications / spatial norms, category-wise staff and the specific needs of the departments/center.
- ii.** Locations of various departments / divisions in relation to each other and to the public / customers shall be operationally & functionally convenient and the movement of cash / vouchers should be smooth.
- iii.** Areas meant for CC strong room, locker room (if required) shall be laid out keeping in view the RBI / security requirements. The area / specifications of strong room shall be as per respective norms specified by RBI for AAA or B class currency chests.
- iv.** There shall limited entry / exit points to and from the security area. Particular care shall be taken in locating toilet / wash areas, entry points during restricted hours, public / customer area etc. The customer / public space shall be as per Bank's norms.
- v.** Entrances shall be so planned to cater to the convenience / needs of both the customers and staff during and after Banking hours. Proper care shall also be taken to keep the cash officer counters at reasonable distance from entrances / exits.
- vi.** Number and location of the staircases, lifts shall meet the stipulations of the local Fire Brigade.
- vii.** Toilets, corridors, passages etc. shall confirm to the requirements of National Building Code and local development control rules.
- viii.** Minimum areas as per requirements for record room and stationery shall be provided, as it is expected that older records are shifted to Document Archival Centre as per extant instructions / disposed as per Bank's Record Retention Policy.
- ix.** The strong room and the Banking hall areas shall be located preferably on the ground floor.
- x.** Staff amenities shall be provided within the area as per the Bank's norms.
- xi.** Local bye laws regarding building height, floor space index, ground coverage, open setback space, services, parking, seismic resistance w.r.t. updated zone, etc. shall be adhered to.

- xii.** Reasonable provision, say about 25-30%, shall be made for future expansion of the office areas in the context of estimated projection of staff strength and volume of work at the center and permissible built up areas etc. to the extent possible.

b. Residential building projects

- i.** The area and layout of the quarters for respective categories of staff shall confirm to the Bank's Standards for different scales in vogue at any given time.
- ii.** Sufficient open space shall be planned for children's playground and density shall be such as to avoid overcrowding and within the local regulations.
- iii.** Blocks of flats shall be grouped into clusters of rows ensuring that the existing topography is taken advantage of to the extent possible and that the layout looks interesting.
- iv.** Blocks of flats for each category of staff shall be grouped together. If the colony is a combined one for officers and award staff, the same should be planned in such a way that the privacy of one group is not affected by the other.
- v.** Orientation of the blocks shall suit the prevailing wind direction in the region and such other climatic factors that may be considered relevant and advantageous. The privacy and comfort of the occupants shall also be kept in view.
- vi.** Internal roads shall preferable be on the periphery leaving large open space at the center, and wheeled traffic shall be segregated to the extent possible from pedestrian pathways.
- vii.** Common amenities such as community hall, indoor play area, gym., library, doctor's room/dispensary, caretaker's office cum store, maintenance staff room etc. may be considered depending on the size of the colony/ location requirements.
- viii.** Adequate covered / open parking areas/storm water drains shall be provided.
- ix.** While planning, the maximum utilization of available space within the constraints of the local byelaws shall be the objectives and the development shall aim at creating a healthy environment with an optimum density of population in the colony. Simultaneously, maintaining an aesthetic appearance and interesting layout with adequate space for developing green areas shall be provided. Municipal / Fire Brigade / National Building Code provisions shall be kept in view in the overall planning exercise.

- x.** Certain essential design parameters shall also be kept in view while preparing the scheme e.g. design efficiency, perimeter to plinth area ratio, road surface area to plot area ratio, ventilation area to carpet area ratio, so as to keep planning economical.
- xi.** Specifications, scales of amenities and other details etc. in various types of flats to be provided.
- xii.** The design and specifications shall conform to the local available materials to the extent possible.
- xiii.** Grown up trees shall be retained to the extent possible.

Y. Submission of plans to local authority

- a. After the approval of the scheme plan by the Competent Authority of the Bank, the Architects shall submit the plans to the local authorities for obtaining their necessary sanctions / approvals. The Architects must follow up with the local authorities and ensure that undue delay in obtaining sanction of plans is avoided. The local office / branch shall also extend full assistance in this regard.
- b. If the soil investigation is to be carried out for deciding the safe bearing capacity of the soil, the Premises & Estate Department with the help of the architects shall finalize the soil investigation agency and the foundation / structure is designed based on the soil investigation report. This activity is to be carried out with the association of the architect and their structural consultant. The sanction for carrying out the soil investigation shall be accorded by the Competent Authority. The expenditure shall be transferred to the project cost when the sanction is accorded by the Competent Authority. The preliminary expenses like releasing an advertisement in the newspapers for pre-qualification of contractors, payment of fees to the local authority, payment of professional fees to the architects/consultants and their T.A. Bill shall also be sanctioned by the competent authority and the expenditure shall be transferred to the project cost when the sanction is accorded by the Competent Authority

Z. Preparation of detailed estimates and its approvals / financial sanctions

The Architects after receiving approval / sanction from local authorities for the plans shall prepare detailed drawings, analysis of rates for all the items, take off sheets, structural designs and drawings, estimates for all the components of the project and submit to the Premises Department for approval.

All such proposals for approval / financial sanction should be supported by the following details:-

- a. Plans for all the floor mill drawings to 1:100 scales.
- b. Cross sections, elevations, sectional elevations etc.
- c. Site plan with spot levels if the land is slopping.
- d. Detailed layout drawings for all the services like drainage, water supply, sanitary, electrical / A.C. etc.
- e. Take off sheets of quantities (in detailed estimates) for all components of the project i.e. civil, electrical, and sanitary and water supply, drainage, area development etc.
- f. Rate analysis for 90% of the items considering the component of labour and material as per National Building Organization data and adopting market rates of materials with 15% towards contractors' profit and overheads. The sales tax on works contract, octroi etc. shall also be taken.
- g. Abstract of estimate detailing clear specifications of items without any ambiguity for all the components of the project
- h. Copy of typical design calculations, with structural drawings.
- i. Soil report along with recommendations for type of foundation given by geo-technical consultants.
- j. Project cost statement.
- k. Details of consumption of cement and steel on square foot basis.

After receiving financial sanction from the Competent Authority the Architects shall be advised to prepare and submit tender documents.

The various steps for a construction / major projects after obtaining administrative approval is as under:-

| SI No | Activity | Tentative timelines |
|--------------|---|---|
| 1 | Appointment of Architects | 1 week |
| 2 | Submission of sketch plan & preliminary estimates | Within 4 (four) weeks from the date of receipt of instructions from the Bank. |
| 3 | Submission of Detailed drawings complete in all respect for the project for approval by the local authority | Within 2 (two) weeks from the date of receipt of Bank's approval of the sketch plans and preliminary estimates. |

| | | |
|---|--|--|
| 4 | Submission of Detailed structural & other drawings and estimates, complete in all respect for the project. | Within (4 four) weeks from the date of receipt of plan approved by the local authority. |
| 5 | Submission of Drawings and Draft tender documents complete in all respect | Within 2 (two) weeks from the date of receipt of Bank's approval of Detailed estimates. |
| 6 | Submission of Architect's report on the various tenders | Within 2 (two) weeks from the date of receipt of tenders from the Bank. |
| 7 | Execution of works | As per approved tender document |
| 8 | Submission of variation orders | Within a fortnight from the date of receipt of Bank 's approval of the variation. In the case of variation costing less than Rs.25,000/- or the amount authorized, as the case may be, within one week from the date of issue of instructions by the Architects to the contractors |
| 9 | Other drawings, etc, if any | Within a reasonable time making for the smooth running of the work. |

AA. Fees payable to the architects/ Consultants for Projects

1) For projects up to Rs. 5.0 crores with supervision:

| Sr. No | Type of the project | Fee payable (maximum) | | |
|--------|---|-----------------------|---|---|
| | | Upto Rs 25 lacs | Above Rs 25-100 lacs | Above Rs 100 lacs to 5.0 crores |
| (i) | Construction / Building projects office or residential inclusive of structural design, services like water supply, sanitary, electrical, lift. A.C., firefighting etc | 5% | 4.50% subject to a min. fee of Rs 1.25 lacs | 4% subject to a minimum of Rs 4.50 lacs |

| | | | | |
|------|---|------|------|------|
| (ii) | Repair works that are only involving examination of structural stability by employing structural consultants. | 3.5% | 3.5% | 3.5% |
|------|---|------|------|------|

2) For projects costing up to Rs. 5.0 crores without supervision:

| Sr. No | Type of the project | Fee payable (maximum) | | |
|--------|---|-----------------------|---|--|
| | | Upto Rs 25 lacs | Above Rs 25-100 lacs | Above Rs 100 lacs to 5.0 crores |
| (i) | Construction / Building projects office or residential inclusive of structural design, services like water supply, sanitary, electrical, lift. A.C., firefighting etc | 4% | 3.50% subject to a min. fee of Rs 1.00 lacs | 3% subject to a minimum of Rs 3.50 lacs |
| (ii) | Repair works that are only involving examination of structural stability by employing structural consultants. | 2.5% | 2.5% | 2% subjected to a minimum of Rs 62,500/- |

Note:

- The above fee structure is maximum.
- In case of repetitive jobs, one block will be paid at the full fees and the remaining blocks without stilts will be paid at 1.5% fees only.
- The fees payable to the Architects at the above percentages is on the actual cost of works done including cost of extra items executed with consent of the Bank and PVA payable to the contractors. However, items of direct supply by the Bank like electrical fixtures, A.C. units, steel, rocks, compactors, strong room / SDV / Book room doors / ventilators / exhaust fans, tang bars, carpets, plastic molded chairs, wall displays, artificial plants or any other works which Bank gets independently done and for which Architects does not prepare any tender documents, specifications, BOQ's, drawings etc. will be deducted from the project cost for purpose of payment of fees to the Architects. Normally, the

tender rates are inclusive of all taxes, Cess, duties excluding GST on works contract.

- d. No architect shall be engaged for repair, repainting works unless the repair work involves examination of structural stability employing structural consultants.
- e. No architect shall be engaged for a work which involves only demolition of structure. The work may be taken up and approved valuer may be engaged to fix the value of the salvage material. If demolition work is involved as part of building project the same could be handled by the main architect who is appointed for the project to have better co-ordination and to minimize the delay. The professional fees shall be paid as applicable for the main project or 3% (whichever is lower) of the accepted bid.

BB. The fees applicable for interior decoration, furnishing and renovation work

| S. No. | Cost of the works | Fee payable (maximum) |
|---------------|--|--|
| 1. | Jobs costing up to Rs 25 lacs | 5% of the actual cost of the work |
| 2. | Jobs costing above Rs 25 lacs but below Rs 100 lacs | 4.50% subject to the minimum of Rs 1.25 lacs |
| 3. | Jobs costing above Rs 100 lacs but below Rs 250 lacs | 3.50% subject to the minimum of Rs 4.50 lacs |
| 4. | Jobs costing above Rs 250 lacs but below Rs 500 lacs | 2.5% subject to the minimum of Rs 8.75 lacs |
| 5. | Jobs costing more than Rs 500 lacs:- A project specific appointment of the Architects to be made after carrying out empanelment of the architects by issuing a specifics press notification for the purpose. | |

Note: In case the Bank decides to engage a separate supervision agency such as project Management Consultants (PMCs), for bigger jobs for day to day supervision and to ensure quantity and quality of the work as per laid down specifications, which would reduce to some extent the work of project architects appointed for ID & F work, the fees specified above for such works will have to be reduced further by carrying out negotiation with the Architects before entrusting the work to them. The necessary

permissions / approvals from the local civic authorities as required for ID & F work will have to be obtained by the Architects within the revised fees fixed as above and no separate fees will be payable to them on this account.

FORMAT FOR BIODATA OF PARTNERS / ASSOCIATES

BIO-DATA OF THE PARTNERS/ ASSOCIATES

1. Name and email id:
2. Associates with the firm since:
3. Date of Birth/ Age:
4. Professional Qualifications:
5. Professional Experience:
6. Professional Affiliation
7. Membership in:
8. Details of Published papers in Magazine:
9. Details of cost effective methods/ designs adopted in the projects:
10. Exposure to new materials/ Techniques:
11. Details of Features of green buildings provided in the buildings:
12. Details of modern amenities provided in the buildings

Signature of the Consultant with seal

Date:

Place:

Annexure B.2

FORMAT FOR LIST OF WORK COMPLETED

List of major building construction works completed during the last 7 years i.e. from 1st January, 2017 to 31st December 2024

[illegible]

FORMAT FOR LIST OF WORKS IN HAND

LIST OF MAJOR BUILDING CONSTRUCTION WORKS ON HAND AS ON ___/___/20__

[illegible]

Annexure B.4**FORMAT FOR LIST OF WORKS (OTHER THAN BUILDING WORK) IN HAND**

List of other works (other than building works) on hand as on

| Sr. No. | Name of the client | Nature of work | Estimated Value | Present position | Scheduled completion date of | Remarks |
|---------|--------------------|----------------|-----------------|------------------|------------------------------|---------|
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**SELF-DECLARATION - NO BLACKLISTING
(TO BE SUBMITTED AS PART OF APPLICATION)**

In response to the Application of SBI dated 12.03.2025 for Empanelment of Architects/Contractors/Vendors/Agencies as an Owner/Partner/Director/Authorized Signatory of _____, I/We hereby declare that presently I / our company / firm _____, at the time of bidding: -

- a. Possess(es) the necessary professional, technical, financial and managerial resources and competence required by the Bidding Document;
- b. Have fulfilled my/ our obligation to pay such of the taxes payable to the Union and the State Government or any local authority as specified in the Bidding Document;
- c. Is having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any State/ Central government/ PSU/ UT.
- d. Does not have any previous transgressions with any entity in India or any other country during the last five years.
- e. Does not have any debarment by any other procuring entity
- f. Is not insolvent in receivership, bankrupt or being wound up, not have its affairs administered by a court or a judicial officer, not have its business activities suspended and is not the subject of legal proceedings for any of the foregoing reasons;
- g. Does not have, and our directors and officers have not been convicted of any criminal offence related to their professional conduct or the making of false statements or misrepresentations as to their qualifications to enter into a procurement agreement within a period of five years preceding the commencement of the procurement process, or not have been otherwise disqualified pursuant to debarment proceedings;
- h. Will comply with the code of integrity as specified in the bidding document.
- i. If this declaration is found to be incorrect then without prejudice to any other action that may be taken as per the provisions of the applicable laws, my/ our firm may be blacklisted by you and our Bid, to the extent accepted, may be cancelled.

Signature:

Seal of Company (if applicable)

CHECK LIST

| SR. NO. | PARTICULARS (Please tick whichever applicable) | SUBMITTED (Y or N) |
|--------------------|---|---------------------------|
| 1. | Application Form 1 (Proof of office address) | |
| 2. | Enclosure A | |
| 3. | Enclosure B | |
| 4. | Enclosure C | |
| 5. | Enclosure D | |
| 6. | Enclosure E | |
| 7. | Enclosure F | |
| 8. | Enclosure G | |
| 9. | Enclosure H | |
| 10. | Enclosure I | |
| 11. | Enclosure J | |
| 12. | Enclosure K | |
| 13. | Enclosure L | |
| 14. | Enclosure M | |
| 15. | Enclosure N | |
| 16. | Enclosure O | |
| 17. | Enclosure P | |
| 18. | Enclosure Q | |
| 19. | Enclosure R | |
| 20. | Enclosure S | |
| 21. | Enclosure T | |
| 22. | Enclosure U | |
| 23. | Enclosure V | |
| 24. | Annexure B.5 (Non Blacklisting Self Declaration) | |
| 25. | Draft Agreement | |

FORMAT FOR AGREEMENT BETWEEN THE BANK AND ARCHITECTS

STATE BANK OF INDIA
PREMISES & ESTATE DEPARTMENT

AND

M/s.

TOWARDS ARCHITECTURAL SERVICES FOR PROPOSED _____ OF S.B.I.

This agreement made theday of ----- between AGM/ DGM (), State Bank of India, ----- (hereinafter called the Bank or SBI) which expression shall include the successors and assigns) of the one part and M/s. company / partnership for registered under the Indian Companies Act/ Partnership Act having its registered office..... (hereinafter called 'the Architects' which expression shall include the present directors / partners and also the directors / partners from time to time as also their respective heirs, legal representatives, administrators and assigns) of the other part. Whereas the Bank intends to construct its (Office building etc.) and whereas the company / firm as Architects for the said building (hereinafter called the 'said works') and whereas the Architects have accepted the said appointment by their letter No..... dated..... Now, therefore, this agreement witness that the said M/s..... are hereby appointed as Architects for construction of the said buildings above referred to on the following terms and conditions:

1. Architect's Services:

The Architects shall render the following services in connection with and in regard to the said works :

- a) Taking the Bank's instructions, preparing sketch designs with alternative schemes (including carrying out necessary revisions till the sketch designs are finally approved by the Bank), making approximate project cost estimates i.e. block/preliminary estimate based on sqm area x rate per sqm and preparing reports on merits of the scheme, high lighting the points such as permissible FAR/FSI, likely type of foundation required, structural design provisions to be made, planning norms/ development rules of the local authorities from whom the plans have to be got cleared before commencement of work and how the same are met in the proposed layout permissible and recommended basement areas and purpose, adequacy of available water sources for drinking, flushing. A.C. adequacy of electric sources for lighting and Air-conditioning and other purposes, any alternative arrangements required to be made for water and electricity, type of drainage system, water storage and distribution arrangements, compound development, landscaping etc. and all incidentals and connected aspects thereto so as to enable the Bank to take a decision on the sketch designs and scheme as a whole:
- b) After approval of the plans by the Bank, submitting the required drawings to the (Municipal Corporation and) or local authority like etc. and obtaining its/their approvals:
- c) After approval of the plans by the Municipal Corporation and / or local authority or any other authority empowered to approve under law / rules & regulations in force, preparing detailed architectural working drawings, making design calculations and drawings for foundation and other structural work of the

building, making designs and drawings for normal sanitary, water supply and electrical services and also for any special installations like air-conditioning, sewage treatment plant, fire fighting, telephone, public address system, computer installations, interior decoration/ site preparation work etc.(as may be included / required by the Bank in the Architects services),meticulously working out technical specifications, bills of quantities and detailed cost estimates after briefing and discussing the amenities and finishes being proposed broadly with the Bank. While the Architects would be given full scope to make suggestions in the best interest of the said works, the Architects shall amend / change the same suitably if so desired by the Bank. The Architects shall be responsible for inclusion of each and every item of the works/specifications required for completion of the project and the correctness of the quantities so as to ensure that variations are not beyond 5%either side between the actual quantities and the estimated quantities in exceptional / rare cases. The Architects shall get all these detailed drawings and cost estimates approved by the Bank after making necessary changes/ amendment etc. is so, desired by the Bank.

- d) Drawing up detailed tender documents for the various trades, complete with the Articles of the agreement, special conditions of contracts, specifications, drawings, schedules of quantities, the SBI's standard PVA clauses, lists of various tests to be conducted by the contractors or got done through laboratories for materials, works at site etc., theoretical / standard cement consumption for various items of works, various insurance covers required, time and progress charts and any other material necessary for completing the tender documents and getting them approved by the Bank.
- e) Preparing select list of contractors i.e. short listing of contractors after scrutinizing the applications received in response to the press notice for pre-qualification of contractors and inspection of some of the works, done by them with the approval of the Bank, inviting the tenders for various trades, preparing comparative statements and submitting the assessment reports and recommendations thereon to the Bank, assist the Bank to conduct negotiations with the contractors wherever necessary and after the Bank's decision on the tenders, preparing contract documents and getting those executed by the concerned contractors including programme of work within the stipulated time frame.

It is clearly understood that the Bank shall at its absolute discretion may involve services of any site Engineer/Project Management Consultants in force (herein after referred to as the PMC) for day to day supervision and ensuring that the said works are being executed as per the plans and designs and specifications prepared by the Architects and provided for in the contract agreement with the selected / appointed contractors for various disciplines of the said works, monitoring of the project, checking the materials / works, getting various tests for materials and works done, correct measurements of the works, initial scrutiny of the contractors bills at site and making the recommendations to the architects. The Bank will be involving the said PMC agency in the project right from the beginning of the project i.e. from the stages of soil exploration, prequalification of the contractors as the Bank's agency to remain fully associated with the project and day to day work.

The Architects shall not for whatsoever reason, object to the said appointment of the site Engineer/PMC by the Bank for monitoring of the project at site and assisting the Bank in scrutiny of the recommendations, reports, plans, estimates etc. received from the Architects with a view to the decisions in the

matters at the Bank's end. It is expected that the Architects and the PMC / site Engineer, if any PMC is employed by the Bank, work jointly as a team in good spirit with a view to getting the said works completed in best possible manner and efficiently.

- f) Preparing landscape drawings & planting of saplings
- g) Preparing for the use of the Bank, the contractors, PMC/ and the Site Engineers (if any) appointed by the Bank, six copies of the contract documents of various trades including all drawings, specifications and other particular such further details and drawings as are necessary for the proper execution of the said works.
- h) Assuring full responsibility of correctness of structural and foundation design and design for all services and installations and soundness of the construction according to the said designs and specifications.
- i) Assuming full responsibility for the overall supervision and proper and timely execution of the said works by all the contractors and sub-contractors, specialists, consultants, technical adviser etc. that may be engaged from time to time as defined in the conditions of engagement referred to clause 2 below by following up the matter closely, with the appointed site Engineer/PMC, if any PMC is appointed by the Bank and even with the contractors. Appointment of the site Engineer/PMC by the Bank and their presence at site and involvement in the work shall not absolve the Architects in any manner from those responsibilities. The role of the site Engineer/PMC will be as an Agent of the Bank employed for austere the Bank for efficient execution of the project at Site. The Architects will have right to oversee, differ with the site Engineer/PMC's opinion in regard to the quality, measurement, rates of part/ substituted/ extra items etc. without affecting the Bank's interest. However, in the event of any dispute arising out due to difference between the opinion of the site Engineer/PMC and the Architects, the decision of the Bank's shall be final and binding on the architects (and site Engineer/PMC as well).
Normally, the work rejected by the Site Engineer / PMC or the rates and /or quantities reduced by them shall not be disputed by the Architects. However, if they differ with the decisions of Site Engineer / PMC in this regard, they have right to make recommendations/ suggestions to the Bank for the Bank's consideration and pending the Bank's decision/s on such points, the Architects shall issue the interim payment certificates as recommended by the Site Engineer / PMC. On getting the Bank's decision on such points the Architects can give effect to the same as may be necessary in the Bills to follow thereafter. The Architect will have, however, a right to reject the works accepted by the Site Engineer / PMC if in their opinion they are not satisfied with the quality or execution of the same as expected by them but by clarifying the specific reasons in writing to do so to the Bank under a copy of the advice to the Site Engineer / PMC.
- j) Test-checking or cross checking of measurements of works at site if and wherever felt necessary on receipt of the bills from the site duly scrutinized and verified from the said Site Engineer / PMC of the Bank (if appointed, otherwise detailed measurements to be checked by the Architects), checking the contractor's bills, issuing certificates for payment and passing and certifying accounts so as to enable the Bank to make payments to the contractors and making adjustments of all accounts between the contractors and Bank. The Architects shall assume full responsibility of the entire project, the correctness of the detailed measurements, calculations and summing-up of net total under appropriate tender items and correctness of the payment certified by them.

Time limit for verification and certification of bills by Architect shall be as under (failing which the Architect may be penalized)

- Running bill within 15 days
 - Final bill within one month
- k) Submitting report to the Bank after verification the account of cement and other important materials as Bank may specify and certifying the quantities utilized in the works.
- l) Obtaining final building completion certificate and securing permission of Municipal Corporation or other authority for occupation of the building and obtaining refund of deposits, if any, made by the Bank to the Municipal Corporation or other authority. The Architects shall be also fully responsible for obtaining all other NOCs like those of Fire, Aviation and an other departments/offices of Govt./ Semi Govt./ Public Bodies in connection with getting approvals to the plans, commencement of works, completion of works etc.
- m) Appearing on behalf of the Bank before the Municipal Assessor & Collector or other authority in connection with the final settlement of the initial ratable value of the building/s and tendering advice in the matter to the Bank.
- n) Any other service connected with the said works usually and normally rendered by Architects and not included in any of the items referred to above.

2. Conditions of Engagement:

- a) The Architects shall submit to the Bank the sketch plans, detailed plans, cost estimates, tender documents etc. within the period stipulated in the schedule hereto annexed.
- b) The Architects shall exercise all reasonable skill, care and diligence in the discharge of duties hereby covenant to be performed by them and shall exercise such general superintendence and inspection in regard to the said works as may be necessary to ensure that the work being executed by the contractors under day to day supervision of the site Engineer/PMC/ Resident's Architect Engineer is in accordance with the architectural working drawings and the finishes etc. as provided for by them. In the event of their finding out/ observing any deviations therefrom, they shall immediately bring it to the notice of the site Engineer/PMC / Resident's Architect Engineer/Contractors at the site and write to the contractors for the same. All such letters addressed to the contractors by the architects shall be routed, without exception through the PMC if any site Engineer/PMC is engaged, so that if there is any point of difference or there is any genuine technical / administrative / contractual difficulty in following the architects' directions, the site Engineer/PMC can first talk to the architects and or to the Bank before the architects' letter/s reach to the contractors. Simultaneously, copies of all such correspondence with the PMC/ Contractors shall be sent to the Bank by the architects periodically. Architects' overall responsibility will continue during the defect liability period to see that the PMC are persuaded to get the defects, if any, removed by the contractors and they shall give a "No Objection Certificate" at the end of the defect liability period of twelve months to the contractors if any Site Engineer/PMC is appointed otherwise Architects will take the responsibility themselves. Employees Bank they shall be authorized to write to the architects, if they find any discrepancy in the drawings, specification or the architects' instructions or any drawings, details, clarifications required for speedy implementation of the works are pending from the architects' offices. During the preliminary stage, the Architects shall visit the site, collect all the relevant data, take site particulars, ascertain local authority's building bye-laws,

prevailing prices for building materials and labour wages etc. and forward the same to the Bank also. The architects shall arrange, if required, for preparing a surveyed site plan and for necessary soil investigations like trial bores, or test pits, load bearing test or other soil tests as may be required and submit their report to the Bank. The cost of survey of site and carrying out soil investigations, various tests shall be borne by the Bank.

- c) The Architects shall co-ordinate all his activities during the detailed planning and tendering stage and in case any Site Engineer/ PMC and other consultants are separately appointed by the Bank, the architects shall prepare a comprehensive programme of work in consultation with the Site Engineer/ PMC and other consultants as also the contractors and arrange to have the work completed in an expeditious manner and in accordance with the programme drawn up. For this purpose, the Architects shall attend the weekly / fortnightly joint meetings of the Bank, the Architects, the ST / PMC, all the concerned consultant, contractors / sub-contractors and assist the Site Engineer/ PMC to prepare joint minutes of the discussion / instructions at such meetings with a view to co-ordinate the work of the various Site Engineer/PMC/ Resident Architect Engineer or contractors / sub-contractors and to avoid delays.
- d) It is clarified that day to day supervision, programming of the works and coordination of various activities, quality control, measuring and recording the actual quantity of work, their correctness, ensuring that the work is being executed as per tender specifications and drawings, pointing out of any discrepancy therein forthwith to the contractors after taking the Bank into confidence will be responsibility of the Architects and the Architects will oversee all these activities and follow up with the PMC or contractors, if any engaged by the Bank through their Resident Architect at site to ensure timely and quality work as provided in the agreement.
- e) The Architects shall not make any deviation, alteration, omission from the approved design / plans without the written consent of the Bank. The Architects shall not also undertake, execute or carry out any variations or extra items of works in excess of Rs.25,000/- (Rupees Twenty Five thousand only) or such amount as the Bank may expressly authorize by separate letter. All variations and extra items allowed within the discretion of the Architects as well as costing Rs.25,000/- and above or the amount authorized shall be referred to the Bank together with the reasons for making such deviations and by furnishing an analysis of the extra cost involved thereby. All orders given to the contractors by the Architects for any authorized deviations from the contract documents shall be in writing and variations orders incorporating the rates and quantities of extra work and omitted items of work in respect of all deviations shall be issued within a fortnight from the date of issue of instructions for deviations but after getting the Bank's approval within the same time. The Architects shall on no account permit the contractors to include cost of variations or extra items of work in the running bill or certify the payments for such variations or extra items till the rates therefore are accepted by the Bank. In case of any additions or variations above Rs.25,000/- are carried out without the prior approval of the Bank, the Bank shall not be liable to pay the contractors for such additions and variations and the Architects shall also not be entitled as a right to claim fees for such additional or deviated items of works.
- f) In case any Site Engineer/ PMC is engaged by the Bank during the progress of work, the Architects' representative at site shall remain in daily touch with the said Site Engineer/ PMC and ascertain from them whether any excesses over sanctioned cost is anticipated and / or has already occurred. The Architects

shall immediately report the same to the Bank with adequate justification for the same and obtain Bank's approval thereto. Also, as and when required, the Architects shall also prepare a revised cost estimate for Bank's approval with assistance from / in consultation with the said PMC.

- g) The Architects shall engage (within the fees mentioned in clause 5 below) a qualified graduate Resident Architect/Engineer with not less than 5 year's experience or a diploma holder with not less than 8 years' experience for coordination and overall supervision on the site on day to day basis during the construction of the works subject to clarifications given above on all projects costing Rs. 3.0 crores or more. The cost of Rs. 3.0 crores will be the aggregate cost of various works awarded by the Architects under one single sanction / project.
- h) The Architects shall, within the fees mentioned in clause 5 below, engage a qualified:- (i) Structural Consultants / Engineer (ii)Electrical Consultants / Engineers (iii) Sanitary and Plumbing / Public Health Consultants, Engineer and (iv) Consultants for special installations like air-conditioning, lifts, generators and firefighting installations, landscaping, interior works etc. to assist them in their works. The remuneration, fees of Resident Architect and his required assistants / consultants / Engineers appointed under clauses (i) and (j) shall be paid by the Architects who shall also be responsible for all the work, actions, omissions, etc. of any such Resident Architect and his assistants / Consultants / Engineers
- i) The Architects are supposed to ensure that the disputed / rejected works and the works not sanctioned by the Bank are not included, the quantities are not in excess of the tender quantities unless justified suitably to the satisfaction of the Bank, the rates quoted by them are not more than the reasonable in case of partly done / substituted / extra items and not more than tendered rates in case of completed tender items, various recoveries / deductions from the bills are properly effected, other recoveries made up to the last running bill in case of each contractor by the Bank to minimize further corrections at the Bank's end, various insurance covers are arranged by the contractors before giving certificate for payments of the bills by the Bank to the contractors. The Architects shall be responsible for the corrections of the individual measurement, calculations etc. The Architect should also satisfy themselves through their Resident Architect that there is no duplication of the measurements and recording of the work done is under proper tender items. In case any PMC is engaged by the Bank to avoid delays in verification on this account, the Resident Architect/ Engineer or his assistant at the site may remain associated with the Site Engineer/ PMC and the concerned contractors at the time of joint measurements to satisfy himself about what work is being measured and under that tender items.
- j) The Architects shall pay an amount limited to 10% of the total payable fees to the Bank for adequate damages for losses caused to the Bank or delay on their part in carrying out the terms of this contract and the architects shall take all necessary precautions and perform all their duties before and during the progress of the work to bring about completion of the work as may be entrusted to them including determining claims of the contractors due to fault or delay caused by them or their staff, on which question the decision of Bank, is final and binding on the Architects.
- k) If the work of construction of any one or more of the civil engineering works or other works therein be substantially interrupted by force majeure or by reasons of any orders in writing issued by Bank stopping or suspending the

work of construction on grounds other than bad / unsound work or installation and / or defective supervision or lack of it or by reason of any undue or unreasonable delay on the part of SBI in the matter of approving of the work done or in the matter of giving such sanction or instruction as may be necessary for the future progress of the work, the firm shall not be liable in any way for the consequent delay in the completion of such work.

- l) The Bank may require the Architect to go out or travel for discharge of any of their duties enumerated in this agreement without any extra fees. In case of outstation firms, in addition to the professional fees payable to the appointed Architect, the traveling allowances (as per actual expenditure incurred) and halting allowances (without insisting on production of the related bills) are also paid to the senior partners/associates of the firm of Architects and their Junior staff/associates, whenever they visit places other than their Head Quarters. In case the site of work is located in the same city halting and traveling expenses shall not be paid. The scale of halting allowance payable to the senior partners/associates of the firm of Architects and their Junior staff/associates is as under:

Traveling Expenses to the Architects and Consultants:

| Sr. No. | Visit undertaken by | Halting allowance | Traveling allowance |
|----------------|---|--|--|
| i) | Senior Partner / Senior Associates of the Architects when the visit is undertaken with the prior approval of the Bank | Similar to entitlement of AGM (SMGS-V) | Single return Air fare (Economy Class) / Train (AC 2 tier /First Class) fare per person (as per actual). |
| ii) | Junior staff of Architects / other associates/ Consultants | Similar to entitlement of Manager (MMGS III) | Single return Train (AC 2 Tier/ First Class) fare per person (as per actual). |

- m) Whenever the work is examined by the Chief Technical Examiner of the Central Vigilance Commission and if he brings to the notice of the Bank any defective or substandard work or any irregular / excessive payments the Architects shall take necessary action to get the defect rectified and / or recover the irregular payments. They may bring such matters in writing to the notice of the concerned contractors by putting the correspondence / their letters to take immediate action to get the matters set right and report back to the Architects for compliance. The Architects shall assist the Bank and shall send suitable reply to the Chief Technical examiner's queries in shortest possible time. In case of any disputes with the contractor (s) or disputes arising out of the said project execution as well in the matter of arbitration (either initiated by the contractors or the Bank) pertaining to this project, the Architects shall, assist the Bank from time by drafting suitable replies in consultation with the legal advisers and protect the interest of the Bank.
- n) The Architects shall, on the completion of the work, supply to the Bank free of cost two copies of 1:100 (one hundredth) scale drawings (one of which shall be in tracing cloth), two complete sets of structural drawings and two sets of drawings sufficiently showing the main lines of water and drainage pipes, electrical installation and other essential services and also and inventory of all

fittings and fixtures in the building. The Architects shall, if so required by the Bank, supply extra copies of all such drawings and the cost of such extra copies shall be reimbursed by the Bank to the Architects in addition to this the architect shall provide soft copies of drawings in pen drive or CD/DVD.

3. Termination of Agreement

- a) The agreement herein in may be terminated at any time by either party by giving a written notice of two months to the other party. Even after the termination of their employment, the Architects shall remain liable and shall be responsible for the certification / approval of any bills submitted by the contractors at any time in respect of the work executed before the termination of the Architects appointment and consequences thereof on account of any excess / wrong payment, if any, certified / recommended by the Architects for payments to the contractors, are liable for the payment of damages mentioned in paragraph 2 (j) hereinabove.
- b) If the Architects close their business or the company, partnership firm stands dissolved due to provisions, if any, in partnership agreement of the firm in the event of death of one or more partners die or become incapacitated from acting as such Architects, then the Agreement shall stand terminated, subject to the clause 3(a) hereinabove.
- c) (i) If the Architects fail to adhere to the time schedule stipulated in the schedule hereto annexure or the extended time which may be granted by the Bank in his sole discretion or
(ii) In case there is any change in the constitution of the company / firm of the architects for any reason whatsoever, the Bank shall be entitled to terminate this agreement without giving notice and entrust the work to some other Architects.
- d) In case of termination under sub-clause (a), (b) or (c) above, the Architects shall not be entitled to fees or compensation except the fees payable to them for the work actually done and as per the provisions in this agreement. In such cases the decision of the Bank as to what is the work actually done and what is the amount of the fees due to the Architects on the basis of actual work and as per the provision in this agreement shall be final and binding on the Architects.
- e) In case of the termination under sub-clauses (a), (b) or (c) above, the Bank may make use of all or any drawings, estimates or other documents prepared by the Architects, after a reasonable payment for the services of the Architects for preparation of the same in full as provided herein.

4. Transfer of Interests

- a) The Architects shall not assign, sublet or transfer their interest in this agreement, without the prior written consent it of the Bank.
- b) Whether the firm is partnership firm or a company, no change in the constitution of such partnership or no change in the constitution of Board of Directors of the company shall be made without the prior approval of SBI.

5. Scale of Charges

- a) The Bank shall pay to the Architects as remuneration for the services to be rendered by the Architects in relation to the said works, and in particular for the services herein before mentioned, a fee calculated at the rate of percent (.....percent) the cost of the work as indicated in sub-clause (c) of this clause plus service tax as applicable

- b) If the Bank appoints independent consultant/s for the work pertaining to special installations like air-conditioning, lifts, wet-risers etc., the Architects shall not be paid any fees on the total value of such installations. Similarly, no fee is payable on the cost of equipment for air-conditioning, lifts, computers etc., supply of which is directly arranged by the Bank.
- c) The Architects shall be paid fees referred to above in the manner laid down in clause 6 below, in respect of the preparation of plans, drawing up of estimates, specifications, pre-qualifications of contractors, calling of tenders etc. upto the stage the work is done by them on the value of works estimated by them initially or on the basis of approved tender for civil works. However, the Bank shall be entitled to adjustments subsequently on the basis of actual cost of executed works so that the total fee payable to the Architects does not exceed the aggregate of the percentages referred to in sub clause (a) above on the value of the actual executed works including variations due to increase or decrease in the scope of the work authorized by the Bank. The Bank shall have the liberty to omit, postpone or not to execute any work and the Architects shall not be entitled to any compensation or damages for such omission, postponement, or non-execution of the work, except the fees which have become payable to them for the services actually rendered by them.

Method of payment :- For Project costing below Rs.5.0 crore The Bank shall pay fees to the Architects in the stages as follows.

| Sr. No | Services to be recorded | Subject to clarifications under col fees payments | Upto stage total cumulative fees payments | Remarks/ Clarifications |
|--------|---|--|--|---|
| (a) | (i) After completion of sketch plans, preliminary estimates Architectural design and model, if any, and their approval by the Bank. | (i) 1/8th (12.5%) of the total agreed % of fees on total cost of related work. | 1/8th (12.5%) of the total agreed % of fees on total cost of related work. | It is clarified that estimated of the work at this stage shall also include cost of interior work only if the sketch plans include the detailed department-wise final layout plans for all floor for computerized office. As otherwise, the fees for the sketch plans for interior work will be paid later on when the sketch plans are approved by the Bank. |
| | (ii) If project is decided to be foreclosed by the Competent Authority, but sketch plans have been prepared and submitted to the Bank in all respects | (ii) fee payable will be 75% of (i) above | | |
| (b) | After completion of working drawings & detailed estimates to the satisfaction of the Bank including Architectural & structural drawing & all | 1/4th (25%) of the total% of fees on total cost of related work. | 3/8th (37.5%) of the total% of fees on total cost of related work. | If the civil work is executed in two stages i.e. foundation & plinth or pile foundation one stage and super structure as second stage, assessed cost for each work will be the basis for release of payment. The fees for detailed plans & estimates for |

| | | | | |
|------|--|--|---|---|
| | drawings pertaining to the various specialist services & their approval by the Municipal Corporation or other authorities & Pre-qualifications of contractors for main civil work (foundation as well as super structural) | | | interior work shall be paid later on when these are received & approved by the Bank. 50% of the fees payable for this stage may, however, be paid on completion and approval by the Municipal or other authority of all drawings pertaining of civil work & completion of prequalification work of civil contractors separately or together for foundation & super structure civil work (on the estimated cost excluding interior work). |
| (c) | After preparation of contract documents including tenders, issue of tender notices in respect of all trades, submission of recommendations to the Bank and execution of the contract documents for various trades | 1/8th (12.5%) of the total% of fees on total cost of related work | On 1/2 (50%) of the total fees on total cost of related work | Here also, as clarified in para (b) above, initially the estimated cost shall be the cost of foundation or/ and super-structure (excluding interior decoration work) when the general building work is in progress. The fees under this (c) stage will be paid later on when the detailed plans/ estimates/ tender documents etc. are prepared by the ACF and approved by the Bank and the tenders are invited by the ACF. Part payments of fees in both these cases can be released at discretion of the Bank on request of the ACF in proportion to the services completed in respect of particular trades. Such payment shall be on account. |
| (d1) | During the progress of construction and in proportion to the value of the said works as certified from time to time and paid by the Bank. | 1/4th (25%) of the total% of fees on total cost of related work. | 3/4th (75%) of the total fees on total cost of related work. | ----- |
| (d2) | On final completion of the project & closing of accounts including obtention of occupation certificate from NMMC / CIDCO / Fire authority / water connection authority / electrical connection authority / gas connection authority and / or any other authority / Board | 1/8th (12.5%) of the total% of fees on total cost of related work. | 7/8th (87.5%) of the total fees on total cost of related work | |

| | | | | |
|------|--|---|---|---|
| | connected with the occupation of building | | | |
| (d3) | After the ACF issue "No objection certificate" for the refund of contractors retention money on expiry of Defects liability period of the various contractors and/ or attending to the CTE's / CVO's observations, if any, from time to time till its final disposal and award of arbitration, if any, whichever is later. | 1/8th (12.5%) of the total % of fees on total cost of related work. | 100% of the total fees on total cost of related work. | The final payments under d1, d2 & d3 stages shall be made in accordance with and on the basis provided in the clauses 5 herein. |
| (e) | In case, this agreement is terminated in pursuance of clause 3 above, fees shall be paid to the architects for the actual services rendered as per stages referred to in this clause and subject to other provisions about recoveries etc. as provided for elsewhere in this agreement. | | | |

6. Visit to the Site

In addition to the stationed qualified Resident Architect /Engineer and one or two of his assistants who may consider necessary to support him, the Architects as stipulated by the Bank or their representatives shall visit the site at least once in a week and more frequently if so required and their consultants shall visit the site periodically and as frequently as works require and inspect and supervise the construction to ensure and satisfy themselves that the works are being executed as designed and planned by them and approved by the Bank and general quality of the work and finishes etc. are good.

7. Delays, Responsibility and Recoveries from fees

- a) If the construction work after appointment of the contractors get delayed and the appointed contractors disagree to bear liquidated damages levied for the same as per the provisions in the agreements between the Bank and the contractors on a ground that they did not receive detailed architectural / structural drawings and of any further clarifications from the architects, the architects shall be liable to make good the losses to the Bank to an extent of the amount of liquidated damages disagreed by the contractors. Similarly, if the works done as per the architects' earlier given architectural / structural drawings are required to be the altered / demolished because of mistakes at the architects / their consultants and the architects shall be liable to bear the

cost of the work required to be so altered / removed (including removal / alteration cost) unless the contractors agree to forgo the cost of said work. In the event the Architects fail to discharge their duties diligently and delays are caused due to their negligence or if they do not cooperate and the work is not completed within the time frame, they shall be liable to make good the damages suffered by the Bank without prejudice to the Bank. Bank's right to terminate the agreement and pay such fees, which is at discretion of the Bank, required to be paid at the time of termination.

- b) In case any Site Engineer/ PMC or any consultant is engaged by the Bank, the architects shall, closely follow up and keep the account of the progress made and arrange to solve the bottle necks, if any, and clarify the doubts / details, if any required by the Site Engineer/ PMC / contractors through their Resident Architect/ Engineer and his assistants at site. If necessary, they should write to the Site Engineer/ PMC under advice to the Bank about time lag in the works and suggest improvements / course of action for PMC's consideration. Similarly, if the Site Engineer/ PMC is engaged, they will be authorized to write to the architects about their requirements like drawings, details, clarifications, discrepancies etc. if any, at Architects end.
- c) It is agreed by the Bank and the Architects that the total recoveries / adjustments on account of delays / mistakes except in case of structural failure, at architects' end and any other account from the architects fees shall not exceed 15% of their total fees for the entire project including interior decoration work, foundation, compound development, landscaping etc. to protect their interest, the architects shall keep the matter on record and shall maintain file / register with the acknowledgements etc. for issue of drawings, clarifications / Bank in writing. However, in the event of any damage / loss caused to the Bank on account of structural failure due to defective structural design by the Architects and / or their structural consultants, the Architects shall be liable to make good fully such damages / loss to the Bank without any upper limit.

8. Arbitration

- a) Any dispute and items of disagreement arising between the Architects and the Site Engineer / PMC shall be referred to the Chief General Manager or in his absence, the General Manager of concerned network of SBI (the Bank) and his decision on those matters will be final and binding on the Architects and Site Engineer / PMC as well.
- b) If any dispute, difference, or question shall at any time arise between the Architects and the Employer as to the interpretation of this agreement or concerning anything herein contained or arising out of this agreement except that state in (I) above or as to the rights, liabilities and duties of the said parties hereunder, or as to the execution of the said works, except in respect of the matters for which it is provided herein, that the decision of the Employer is final and binding, the same shall be referred to the Arbitration for settlement of disputes and final decision of the arbitrator to be agreed upon and appointed by both the parties.
- c) For the purpose of appointing the (.....) based sole Arbitrator referred to above, the Appointing Authority i.e. the Chief General Manager of (.....was local Head Office) of the Bank or on his behalf the Asst. General Manager (Premises),(.....)Local Head Office will send within thirty days of receipt by him of the written notice aforesaid to the Architects a panel of three names of

technically competent persons not below the rank of Superintending Engineer or equivalent position in Public Sector Banks / CPSEs, CPWD, LIC, RBI etc.

- d) The Architects shall on receipt by them of the names of aforesaid, select any one of the persons named to be appointed as a sole Arbitrator and communicate his name to the Appointing Authority who shall thereupon without any delay appoint the said person as the sole Arbitrator. If the Architects fail to communicate such selective as provided above within the period Specified, the Appointing Authority shall make the selection and appoint the selected person as the sole Arbitrator.
- e) If the Appointing Authority fails to send to the Architects the panel of three names as aforesaid within the period specified, the Architects shall send to the Appointing Authority a panel of three names of technically competent persons not below the rank of Superintending Engineer or equivalent position in Public Sector Banks / CPSEs, CPWD, LIC, RBI etc. The Appointing Authority shall on receipt of the names of the aforesaid persons and appoint him as the sole Arbitrator within 30 days of receipt by him of the panel and inform the Architects accordingly. If the Appointing Authority fails to do so, the Architects shall be entitled to appoint one of the three persons from the panel as the sole Arbitrator and communicate his name to the Appointing Authority.
- f) If the Arbitrator so appointed is unable or unwilling to act or resigns his appointment or vacates his office due to any reason whatsoever another sole Arbitrator shall be appointed as aforesaid.
- g) The work under the contract shall, however, continue during the Arbitration proceedings. No payment due or payable to the Architects shall be with-held on account of such proceedings except the disputed payment of fees on account of other provisions in this agreement.
- h) The Arbitrator shall be deemed to have entered on the reference on the date he issues notice to both the parties fixing the date of the first hearing.
- i) The Arbitrator may from time to time, with the consent of the parties, enlarge the time for making and publishing the award.
- j) The Arbitrator shall give a separate award in respect of each dispute or difference referred to him. The Arbitrator shall decide each dispute in accordance with the terms of the contract and give a reasoned award. The venue of Arbitration shall be such place as may be fixed by the Arbitrator in his sole discretion.
- k) The fees, if any, of the Arbitrator shall, if required to be paid before the award is made and published, be paid half and half by each of the parties. The costs of the reference and of the award including the fees, if any of the Arbitrator, who may direct to and by whom and in what manner, such costs or any part hereof shall be paid, may fix or settle the amount of costs to be paid.

This agreement executed the day and year first written above.

In witness of this agreement, the parties hereto have subscribed their respective hands hereto and or a duplicate hereof on the day, month and the year herein above first mentioned.

Signed and delivered by within name

1.

2.

Signature of Managing Partner

Signed and delivered for and on behalf of The State Bank of India by

1.

2.

Signature of Bank's representative