



**PREMISES & ESTATE DEPARTMENT**

**LOCAL HEAD OFFICE, KOLKATA**

**BLOCK B, 9<sup>TH</sup> FLOOR , SAMRIDDHI BHAVAN  
1, STRAND ROAD, KOLKATA – 700 001, WEST BENGAL**

**NOTICE INVITING APPLICATION**

**FOR**

**APPOINTMENT OF PREVIOUSLY EMPANELLED ARCHITECT/CONSULTANT OF KOLKATA  
CIRCLE ON CONTRACT BASIS FOR RENDERING SERVICES FOR SCRUTINY OF  
APPLICATIONS TO BE RECEIVED**

**IN RESPONSE TO OUR PRESS ADVERTISEMENT DATED 05.05.2025**

**FOR**

**EMPANELMENT OF CONTRACTORS / VENDORS / AGENCIES**

**APPLICATION FORM**

Dear Sir,

**APPOINTMENT OF PREVIOUSLY EMPANELLED ARCHITECT/CONSULTANT OF KOLKATA CIRCLE ON CONTRACT BASIS FOR RENDERING SERVICES FOR SCRUTINY OF APPLICATIONS TO BE RECEIVED IN RESPONSE TO OUR PRESS ADVERTISEMENT DATED 05.05.2025**

Sealed tender under Two cover system are invited from bona fide resourceful and well experienced Architects/Consultants on behalf of the State Bank of India, Local Head Office, Kolkata – 700 001, for the above works. Details are as under,

S. No.	Description	
1.	Name of Work	<b>APPOINTMENT OF PREVIOUSLY EMPANELLED ARCHITECT/CONSULTANT OF KOLKATA CIRCLE ON CONTRACT BASIS FOR RENDERING SERVICES FOR SCRUTINY OF APPLICATIONS FOR EMPANELMENT OF CONTRACTORS/ VENDORS/ AGENCIES</b>
2.	Date of issue of application Documents Form Bank's Website	<b>31.05.2025 to 09.06.2025</b> www.sbi.co.in Under <Link>Procurement News.
3.	Last date & time for submission of Application.	<b>09.06.2025 up to 3.00 P.M.</b>
5.	Address at Which Application (Hard Copy) Has to be Submitted.	<b>State Bank of India</b> Local Head Office, Premises & Estate Department Samriddhi Bhavan, Block – “B”, 9 <sup>th</sup> floor, 1, Strand Road, Kolkata – 700 001 Telephone No. 033 – 22436728/9674710034 E-mail: - agmpre.lhokol@sbi.co.in
6.	Place of opening of application	<b>State Bank of India</b> Local Head Office, Premises & Estate Department Samriddhi Bhavan, Block – “B”, 9 <sup>th</sup> floor, 1, Strand Road, Kolkata – 700 001
7.	Mode of Submission	Applications are to be submitted in hard copy <b>in Two cover system</b> <b>(Cover 1 : Technical bid And</b> <b>Cover 2: commercial bid)</b>  <b>(Quoted rate should be in amount per application is to be written both in figures and words).</b> Corrections if any must be authenticated by putting signature and seal.
8.	Date & time for opening of tender	<b>09.06.2025 up to 3.30 P.M</b>
9.	Validity of tenders	Three calendar months ( <b>90 days</b> ) from the date of opening of tender
10.	Delay in submission of tender	Delay in submission arising due to postal or any other irregularities at any stage will not be considered. The Bank will not be responsible for any damage in transit in case of postal delivery etc.

11.	Signature on all pages	Each page of the NIT including the annexure should be signed by the Architect, failing which the tender will not be accepted.
12	Documents Required to be signed & Submitted	<ol style="list-style-type: none"> <li>1. Signed &amp; Stamped copy of page no. 1 to 3 of this Notice Inviting Application (in <b>Cover I</b>)</li> <li>2. Signed and Filled copy of Annexure I (in <b>Cover I</b>)</li> <li>3. Stamped , Signed , filled copy of Price bid form in <b>Cover II</b></li> <li>4. Supporting Documents of Experience : Copy related to Previous empanelment with SBI (in <b>Cover I</b>)</li> <li>5. Copy of Valid PAN no. ,GST no. &amp; Trade License (in <b>Cover I</b>)</li> </ol> <p>Bidder shall have valid PAN No, Goods &amp; Service Tax No (copy of GST must be enclosed). Supporting documents to be attached.</p>
13	Corrigendum	Corrigenda, if any, is to be followed as published in <a href="https://sbi.co.in">https://sbi.co.in</a> portal only
14	Availability of Tender Documents	Tender documents are to be downloaded from the Bank's website ( <a href="http://www.sbi.co.in">www.sbi.co.in</a> )
15	For any details, please contact	<b>The Assistant General Manager (P&amp;E)</b> State Bank of India Premises & Estate Department, Local Head Office, Kolkata, "Samriddhi Bhavan", Block B, 9 <sup>th</sup> Floor, 1, Strand Road, Kolkata – 700 001

Yours faithfully,

Sd/-

Assistant General Manager (P&E.)  
 SBI, P&E Deptt., LHO Kolkata

**Enclosures:**

1. **Annexure –I** containing the brief description, scope of work terms & conditions, mode of payment etc.
2. **Price Bid. – Annexure II**

**ANNEXURE -I****1. BRIEF DESCRIPTION OF THE PROJECTS**

SBI is going to recast the list of empaneled contractors of different trades and category. Accordingly , Press advertisement & notice has been published on 05.05.2025. All the application to be received are to be scrutinized for preparation of panels of different trades and category.

**2. SCOPE OF WORKS AND TERMS & CONDITIONS**

The architect shall render the following services in connection with and regarding the said works:

**a) The said work will be carried out at our office and in presence of Concerned Bank Officials.**

- b) Numbering of the applications to be received category wise and trade wise.
- c) Opening of the offers and get the applications signed by the Tender Opening Committee formed at our level.
- d) Enter the required Data and Prepare the Spread sheet as per the enclosed format in Excel form for each category and each trade separately. For the said purpose, the Hardware, Stationary etc. will be provided by the Bank.
- e) The representative of the firm, who will execute the work should be Technically qualified. Fresh Graduate Or Diploma in any Discipline will serve the purpose.
- f) Preparing pre-qualification document, scrutinize the applications for empanelment of the contractors, recommendations to the Bank for empanelment of the contractors (to be submitted in form of two hard Copies with a soft copy).
- g) Assisting the Bank in all Legal proceedings between the contractors and the Bank and also defend the Bank in such proceedings.
- h) Rendering any other services connected with the works usually and normally rendered by the architect but not referred to herein above.
- i) To obtain the confidential report from the clients/SBI Branch Managers of the Contractors, to obtain credit opinion/ Solvency of the Contractors from the Bankers and to verify the work executed by them.
- j) GST Registration Validity, GST Return done (Updated) to be verified from Govt. Portal.
- k) Income Tax Registration, Income Tax Return done (Updated) to be verified from Govt. Portal.

**3. Agreement with Bank:**

The architects shall enter into an agreement in a non-judicial stamp paper with the Bank as per Bank's standard format. In case it is established that due to the fault of the Architect , the Bank has to pay any extra amount due to overrun of the work or any other lapse on the part of the project architect, necessary recovery may be effected from the project architect's fees as per provisions of section 73 of Indian Contract Act 1872 under section 30 of Architect's Act 1977( Central Act No. 20 of 1972 ) and / or project architect may be debarred from employment for specific period and / or blacklisted depending on the gravity of the lapses of the project Architect.

**4. Method of fees payment:**

The Bank shall pay fees to the Architect in the stages as follows:

Sl. No.	Stages of payment of fees	Stages of fees payments
(a)	After completion of numbering and get the applications signed by the Tender Opening Committee of the Bank.	1/8 <sup>th</sup> of the total payable fees.
(b)	After completion of Tabulation of DATA as per the prescribed format for pre-qualifications of contractors.	3/8 <sup>th</sup> of the total payable fees.
(c)	After preparation of final contract's pre-qualification documents including obtaining the confidential report from the clients of the Contractors, to obtain credit opinion from the Bankers.	3/8 <sup>th</sup> of the total payable fees.
(d)	After expiry of cooling period of 12 months from the date of completion of the job.	1/8 <sup>th</sup> i.e. 100% of the total payable fees.

**6. Basis of payment:**

The consultancy fees shall be paid based on Total Fees Payable of the said work.

**7. Method of selection of architects:**

Based on the lowest fees quoted as per the price bid enclosed, project architects shall be considered for appointment. Bank reserves the right to reject any or all tenders received without assigning any reason thereof.

7. All the pages of the tender document are to be signed by the authorized signatory.

**Declaration**

**I/We have read and understood this application form along with Annexures and my/our firm full fill the Eligibility criteria as described in the notice. I/We have agreed with the terms and conditions mentioned in the Notice.**

**SIGNATURE OF THE ARCHITECT/CONSULTANT WITH SEAL**

**Place:**

**Date:**

Annexure - IIPRICE BID

**NAME OF WORK: APPOINTMENT OF PREVIOUSLY EMPANELLED ARCHITECT / CONSULTANT OF KOLKATA CIRCLE ON CONTRACT BASIS FOR RENDERING SERVICES FOR SCRUTINY OF APPLICATIONS FOR EMPANELMENT OF CONTRACTORS/ VENDORS/ AGENCIES**

Sl. No.	Description of Work	**Rate (to be quoted both in figures and in words)
1.	<b><u>Consultancy services for scrutiny of applications to be received in response to our press advertisement as per the scope of works detailed in Annexure I</u></b>	<p>Rs ..... Per Application.</p> <p>(GST will be paid extra as applicable)</p> <p>(In Words</p> <p>.....</p> <p>.....)</p> <p>Income Tax will be deducted at source as per applicable Govt. Notification time to time.</p>

\*\* Note:- The estimated number of applications to be received is approximately 700-800. However, this number is tentative, and the payment will be made on actual basis.

**SIGNATURE OF THE ARCHITECT / CONSULTANT WITH SEAL**

Place :

Date :