



**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.**

**NOTICE INVITING TENDERS**

**FOR**

**EMPANELMENT OF ARCHITECTS / CONSULTANTS**

**FOR**

**CIVIL, ELECTRICAL, AIR-CONDITIONING, FIRE FIGHTING AND INTERIOR &  
FURNISHING WORKS**

**AT**

**THE BANK'S VARIOUS BRANCHES & OFFICES AND RESIDENTIAL PREMISES**

**AT**

**DIFFERENT LOCATIONS IN THE STATES OF WEST BENGAL & SIKKIM, AND,  
THE UNION TERRITORY OF ANDAMAN & NICOBAR ISLANDS**

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**Tender ID: KOL-EMP-ARC-2025**

**Date: 06.08.2025**

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**Commencement Date & Time of Tender: 11.08.2025 from 10:00 AM**

**Last Date & Time for submission of Tender: 12.09.2025 till 5:00 PM**

**Tender Submitted By:**

**Name of Architect / Consultancy Firm: .....**

**Address: .....**

**GSTIN: ..... Date: .....**

**STATE BANK OF INDIA  
PREMISES & ESTATE DEPARTMENT  
LOCAL HEAD OFFICE  
KOLKATA**

**NOTICE**

**EMPANELMENT OF ARCHITECTS / CONSULTANTS FOR CIVIL, ELECTRICAL, AIR-CONDITIONING, FIRE FIGHTING AND INTERIOR & FURNISHING WORKS AT THE BANK'S VARIOUS BRANCHES & OFFICES AND RESIDENTIAL PREMISES AT DIFFERENT LOCATIONS IN THE STATES OF WEST BENGAL & SIKKIM, AND, UNION TERRITORY OF ANDAMAN & NICOBAR ISLANDS**

State Bank of India, Local Head Office, Kolkata invites applications for empanelment of Architects / Consultancy Firms for the works of Civil, Electrical, Air-conditioning, Fire Fighting and Interior & Furnishing at Bank's various branches & offices and residential premises in the states of West Bengal & Sikkim, and, the Union Territory of Andaman & Nicobar Islands. The Architects / Consultancy Firms interested in applying should be specialized in managing complete work in the relevant field by adopting cost effective methods using latest materials (*complying green building norms*).

They should have adequate exposure in designing the infrastructural facilities like Civil, Electrical, Air-Conditioning, Interior & Furnishing, Fire Fighting works etc. along with planning and designing of proper seating arrangements and assuming overall responsibility for the above works of the offices & branches. Those architects who are already on Bank's panel should also apply afresh for re-casting of panel.

Detailed application forms and further details for empanelment can be downloaded from Bank's website [www.bank.sbi](http://www.bank.sbi) or [www.sbi.co.in](http://www.sbi.co.in) under "PROCUREMENT NEWS" from **11.08.2025 to 12.09.2025** and should be submitted by **5 PM** on or before **12.09.2025** to the address mentioned at the end of notice.

2. The different types of works to be handled by the Architects / Consultancy Firms are Civil, Electrical, Air-Conditioning, Fire Fighting and Interior & Furnishing works under the following groups / categories:

- (i) Projects costing up to ₹1.0 Crore
- (ii) Projects costing above ₹1.0 Crore up to ₹5.0 Crores

3. Minimum Eligibility Criteria:

- 3.1 They should have adequate exposure in designing the infrastructural facility like Civil work, Electrical, Air-Conditioning, Fire Fighting etc. Only those Architects / Consultants will be considered for Interior & Furnishing work who have adequate

- experience in planning and designing, providing for proper seating arrangements and assuming overall responsibility for the interiors of the offices & branches.
- 3.2 The Architects should have Graduate / Post graduate diploma in architecture either from India or Abroad and/or have done substantial amount of work as architect in India for period of more than three years.
- 3.3 The Architects / Consultants firms should be members of Indian Institute of Architects (IIA) / Council of Architecture (COA) / Institution of Engineers (India) or any other recognized professional institute.
- 3.4 They must have PAN No. & should have filed IT returns for FY 2021-22, 2022-23 & 2023-24.
- 3.5 They must have GST number.
- 3.6 Average annual financial turnover during the last 3 years, ending 31<sup>st</sup> March of the last financial year, should be minimum 30% of estimated fees of the projects handled by the firm. Tentative turnover values for the two different groups for maximum project values are given below –

Sl. No.	Group	Eligibility Limit (Amount in Rupees)	Average Turnover of Last 3 Years (Minimum)
1	Group 1	Projects costing up to ₹1.0 Crore	₹1.35 lacs
2	Group 2	Projects costing above ₹1.0 Crore up to ₹5.0 Crores	₹6.00 lacs

- 3.7 The Architects / Consultants firms should have successfully executed similar nature of comparable magnitude/value in a Govt. organization, Govt. undertaking / enterprise companies, other Govt. financial institutions, Public Sector Banks or Units and reputed private organizations, i.e., Listed Corporate Bodies having CIN while working as Architects under the same name and should comply with any of the following during past seven years –
- Three similar completed projects costing not less than 40% of the respective limit of empanelment, Or,*
  - Two similar completed projects costing not less than 50% of the respective limit of empanelment, Or,*
  - One similar completed project costing not less than 80% of the respective limit of empanelment.*

**NOTE: At least one work should have been completed within last 3 years ending on 31.03.2025.**

- ☐ Definition of similar works: Related works done in Commercial Establishments / Hospitals / Nationalized Banks / Institutional Organizations / Large Private Sector Establishments (Listed Corporate Bodies having CIN) / PSUs / PSBs / Central & State Government Departments, etc.

- 3.8 The Architects / Consultants should have adequate number of technical staff working with him for preparation of drawings, estimates, supervision of work, checking of bills, etc.
- ☐ **Those Architects / Consultancy Firms having experience in the field for not less than 7 years need only to apply.**
- ☐ **Year of establishment and proof of registration with Indian Institute of Architects (IIA) / Council of Architecture (COA) must be submitted.**
- 3.9 If the application form is not properly filled in and does not contain all required information with enclosures as stated in the technical bid, the application will not be entertained.
- 3.10 The Architects / Consultants empaneled in Group 2 can participate in the projects costing up to ₹1.0 Crore along with the Architects / Consultants empaneled in Group 1. However, the Architects / Consultants empaneled in Group 1 cannot participate in the projects costing above ₹1.0 Crore up to ₹5.0 Crore.
- 3.11 The Firm / Agency / Organization should have or willing to have well established office in at least one city in the states of West Bengal & Sikkim, and, the Union Territory of Andaman & Nicobar Islands. Applicant should furnish their office address and necessary address proof.
- 3.12 The applicant shall agree and authorize SBI to obtain the confidential report from the clients of the applicant, to obtain an idea about the quality of work executed and to obtain credit opinion from applicant's bank.
- 3.13 The Architects / Consultants having near relatives in the State Bank of India may not be considered for empanelment.
- 3.14 The status of the company / firm (Proprietorship / Ltd. / Pvt. Ltd. / Partnership etc.) shall be the same while assessing experience.
- **It is desirable that all the applicants should be registered in Government e-Market (GeM) portal.**
- 3.15 Period of empanelment shall be for 3 years from the date of approval by the Competent Authority of the Bank. Performance of all the prospective empaneled Architects / Consultants will be reviewed periodically (at least once in year) for determining continuation or removal from the panel.
4. Applicants willing to apply for empanelment in both the groups / categories **are required to submit separate applications for each group / category.** However, they must comply with the respective criteria for the categories, otherwise their application may be rejected.
5. The Architects / Consultancy Firms applying for the empanelment **are to superscribe the group** for which they are applying on the cover of the application e.g. "ARCHITECTS FOR Group 1 : UPTO ₹1.0 CRORE".
6. Intending applicants are to submit application for one category as per the eligibility criteria with an option of their willingness to work in lower category, if applied for higher

category. However, in the opinion of the Bank, if the credential and supporting documents of any such Architects are not found to be matching with the laid down criteria for a specific category applied for, these Architects may be considered for lower category.

7. The architects already in Bank's panel need to apply afresh. Their empanelment will be reviewed with the eligibility criteria as above along with their performance in Bank so far. Their participation in Bank's tender / works in last 7 (seven) years will also be considered.

8. Applications which are not properly filled may not be considered for processing and are liable to be rejected.

9. Application received after stipulated last date (during working hours of the Bank) will not be considered.

10. The applicant should not have abandoned any work or rescinded any part of their contract or been disqualified by the client during the last 5 years.

11. The applicant should not have been blacklisted or debarred from participating in any tender for similar services by a Government Department, Organization whether public or private, in last five years and must not be under rigors of any such blacklisting or debarment at the time of submission of documents for empanelment.

12. Applications complete in all respect along with relevant documents & in enclosed format are to be put in sealed envelope, duly superscribing the following –

**“APPLICATION FOR EMPANELMENT OF ARCHITECTS/CONSULTANTS FOR CIVIL, ELECTRICAL, AIR-CONDITIONING, FIRE FIGHTING AND INTERIOR & FURNISHING WORK”** (whichever applicable along with the Category applied for)

and, dropped in the tender box by **5 PM** on or before **12.09.2025** at the following address:

The Assistant General Manager  
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,  
West Bengal.

**INSTRUCTIONS TO ALL THE APPLICANTS****EMANELMENT OF ARCHITECTS / CONSULTANTS FOR CIVIL, ELECTRICAL,  
AIR-CONDITIONING, FIRE FIGHTING AND INTERIOR & FURNISHING WORKS  
IN KOLKATA CIRCLE UNDER SBI LHO KOLKATA**

1. Intending applicants are required to submit their applications with full bio-data giving details about their organization, experience, technical personnel in their organization, competence and adequate evidence of their financial standing etc. in the enclosed form which will be kept confidential.
2. While deciding upon the empanelment of Firms / Organizations, emphasis will be given on the ability and competence of applicants to do good quality works within the specified time schedule and in close co-ordination with Bank as well as other agencies.
3. Decision of Bank in regard to selection of Firms / Organizations will be final. The Bank is not bound to assign any reason for acceptance / rejection of any application.
4. Each page of the application shall be signed. The application shall be signed by persons/ persons on behalf of the organization having necessary authorization / Power of Attorney to do so (*Certified copies to be enclosed*).
5. If the space in the proforma is insufficient for furnishing full details, such information may be supplemented on separate sheets of paper, stating therein the part of the proforma and serial number. Separate sheets shall be used for each part. **However, the format shall be as per proforma.**
6. Applications containing false, incomplete and/or inadequate information are liable to be rejected. Also, mere fulfillment of eligibility criteria does not guarantee selection.
7. Applicants / Architects selected in the SBI Kolkata Circle panel will be informed about the same after finalization of the panel. The decision of the Bank / SBI towards empanelment shall be final, binding and non-objectionable on the part of the applicants.
8. Canvassing in any form in connection with selection is strictly prohibited and the application of such persons / organizations who resort to canvassing will be liable to rejection.
9. Applicants / Architects, who are already empanelled with SBI and are on the present panel need to apply afresh and no separate intimation, will be given to them. Firm / Organizations empanelled in a category shall also be considered for works under categories below it.
10. SBI reserves its right to reject any or all the applications without assigning any reasons, whatsoever thereof. Incomplete / partly filled applications without relevant

enclosures may not be considered for evaluation. Disputes, if any, regarding the empanelment shall be within the jurisdiction of Court in Kolkata only.

11. It will not be binding on SBI to invite all the empaneled Architects to participate in bidding for various works. The Bank may prepare a select list of Architects out of the empanelled vendors to participate in the bidding process of any work.

12. Bank is not responsible for the late receipt or non receipt due to postal delay, strikes or any other reasons.

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Signature of the applicant with address and seal

**EMPANELMENT OF ARCHITECTS / CONSULTANCY FIRMS****(CIVIL, ELECTRICAL, AIR-CONDITIONING, FIRE FIGHTING, INTERIOR & FURNISHING WORKS IN KOLKATA CIRCLE UNDER SBI LHO KOLKATA)***(Please strike-off which is not applicable)***APPLICATION FORM**

1	a) Name of the Applicant (Architect / Consultancy Firm / Organization)	
	b) Name of work applied for with Category	
	c) Full Postal Address of Firm	
	d) Contact Details	(i) Phone No. (ii) Mobile No. (iii) Fax No. (iv) e-Mail ID
2	Year of establishment  <b>Please enclose documentary evidence (ANNEXURE A)</b>	
3	Constitution of Firm  <b>Please enclose certified copies of documents as evidence (ANNEXURE B)</b>	Sole proprietorship / Partnership / Private Ltd. / Public Ltd. / Any other <i>(Please specify)</i>
4	Name of the Proprietor / Partners / Directors of the organization / firm with qualification  <b>Please enclose certified copies of document as evidence (ANNEXURE C)</b>	
5	Name (s) of authorized signatory / Directors / Partners with designation and contact no.	
6	Mode of Authorization  <b>Please enclose certified copies of document as evidence (ANNEXURE D)</b>	Resolution / Partnership Deed / Registered Power of Attorney / Proprietor / Any Other <i>(Please specify)</i>
7	Details of registration with Registrar of Companies / Registrar of Firms / Other Authorities. Whether Sole proprietorship, partnership firm, company, etc. Name of registering authority, date and registration number  <b>Please enclose certified copies of document as evidence (ANNEXURE E)</b>	

8	<p>Whether registered / empanelled / enlisted with Govt. / Semi Govt. / Public Sector Banks / CPWD / Municipal Authorities or any other Public Organization</p> <p><i>Please mention class / category &amp; tenure of such registration / empanelment / enlistment, if applicable.</i></p> <p><b>Please enclose certified copies of document as evidence (ANNEXURE F)</b></p> <p>Name of Organization / Department Category Date of Registration</p>	YES / NO
9	No. of years of experience in the field and details of work in any other field	<i>Attach separate sheets if required.</i>
10	Yearly turnover of the organization during last 3 financial years (year-wise) and furnish audited balance sheet and Profit & Loss A/C for the last 3 financial years ending as on 31.03.2024 <b>(ANNEXURE G)</b>	FY2021-22 = FY2022-23 = FY2023-24 =  Average (INR):
11	Banker's Details	(i) Bank Name: (ii) Full Postal Address: (iii) Telephone No.: (iv) Account No.: (v) Type of Account:
12	PAN No.  <b>Please enclose certified copy of document as evidence (ANNEXURE H)</b>	
13	GST No.  <b>Please enclose documentary evidence (ANNEXURE I)</b>	
14	Whether registration done / license obtained from Govt. Authorities, e.g., Labour Deptt, EPF, ESIC, etc., are in place	
15	Whether last three years IT returns filed  <i>Please enclose certified copies of IT return of FYs 2021-22, 2022-23, 2023-24</i> <b>(ANNEXURE J)</b>	

16	Details of project works executed & completed during last 7 years <b>(ANNEXURE K)</b>	<i>Please fill up Annexure K together with copies of work completion certificates.</i>
17	Details of major works in hand <b>(ANNEXURE L)</b>	<i>Please fill up Annexure L &amp; attach copies of LOI / work order / agreement.</i>
18	Details of Key Personnel permanently employed <b>(ANNEXURE M)</b> (i) Technical Personnel (ii) Other Personnel	<i>Please fill up the enclosed Annexure M.</i>
19	Furnish the names of THREE (03) responsible persons along with their designation, address, telephone No., etc., for whose organization you have completed the above-mentioned jobs and who will be in a position to certify about the quality as well as performance of your organization	<i>Attach separate sheets if required.</i>
20	Whether any Civil Suit / Litigation arisen in works executed during the last 10 years  If yes, please furnish the name of the project, employer, nature of work, contract value, work order and brief details of litigation. Give name of the Court, place and status of pending litigation.	<i>Attach separate sheets if required.</i>
21	Information relating to whether any litigation is pending before any arbitrator for adjudication of any litigation or else any litigation was disposed off during the last TEN (10) years by an arbitrator  If so, the details of such litigation are required to be submitted.	<i>Attach separate sheets if required.</i>
22	Declaration regarding near relatives working in the Bank	<i>Attach separate sheets if required.</i>
23	<b>Category &amp; Value of Works</b> applying for	

I / We have read and understood the Press Notice (Newspaper Advertisements), Empanelment Notice and this Application Form along with Annexures and my / our firm fulfills the ELIGIBILITY CRITERIA as described in the Notice or otherwise is competent to apply for the empanelment in State Bank of India and is not debarred under any law for the time being in force from doing so.

I / We are authorized to sign and submit these documents for Empanelment.

I / We hereby confirm and certify that the information given above is / are correct and true and the enclosures annexed herewith are genuine to the best of my / our knowledge and belief.

I / We understand that if at any stage it is found / noticed by the Bank that any information thus provided by us is / are untrue / incorrect partly or fully and in case of receipt of adverse / unsatisfactory report from other clients / Bankers, the Bank may not consider our application and / or may de-list us and / or may take any appropriate action against us.

I / We also understand that partly / wrongly filled application and / or applications not on prescribed pro-forma and / or applications not accompanying relevant documents / enclosures / annexures are liable to be summarily rejected by the Bank.

I / We confirm that all the rules & regulations prevailing in the State, Labour Laws, Risk Insurance Obligations, State & Central Government Statutory Requirements are complied with by us.

I / We understand that this is merely an application & does not entitle us to be necessarily empanelled by the Bank. The Bank reserves the right to reject all and / or any application without assigning any reason whatsoever.

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(SIGNATURE / AUTHORIZED SIGNATORY)

SEAL OF THE FIRM:

NAME:

DESIGNATION IN THE FIRM:

PLACE:

DATE:

**Note: Please attach all the annexures with relevant supporting documents.**

**ANNEXURE – K****(FOR ARCHITECT – CIVIL / ELECTRICAL / AIR-CONDITIONING / FIRE FIGHTING / INTERIOR & FURNISHING WORKS)***(Please tick whichever applicable)***LIST OF MAJOR WORKS EXECUTED AND COMPLETED DURING LAST SEVEN (07) YEARS AS ON 31.03.2025:**

Sl. No.	Name of work / project with address	Name & Address of the Client	Contract Amount (in Rs.)	Nature of Work	Stipulated time of completion (in Months)	Actual time of completion (in Months)	Actual Project Cost (in Rs.)	Name & Address of Architect / Consultant	Remarks
1	2	3	4	5	6	7	8	9	10

☐ Please attach supporting documents. Add separate sheet if required.

Notes:

- Information has to be filled up specifically in this format.
- In Col. 3, specify whether the Client is Govt. undertaking along with names, addresses and contact No. of two persons (Executive Engineers or top officials of the organization).
- For Col. 4, Col. 5 & Col. 6, documents are to be supported with copy of work order and completion certificate, duly issued by the Project-in-Charge.
- For Col. 7, Client's certificate for satisfactory completion is to be enclosed.
- For Col. 8, if project cost got increased, reasons are to be provided along with the Client's certificate / declaration in this regard.

For certificates, the issuing authority shall not be less than of the Executive Engineer.

\_\_\_\_\_  
Name of Authorized signatory

Sign & Seal of the Applicant

**ANNEXURE – L****(FOR ARCHITECT – CIVIL / ELECTRICAL / AIR-CONDITIONING / FIRE FIGHTING / INTERIOR & FURNISHING WORKS)***(Please tick whichever applicable)***LIST OF MAJOR WORKS IN HAND AS ON 31.03.2025:**

Sl. No.	Name of work / project with address	Name & Address of the Client	Contract Amount (in Rs.)	Features of Green Building & modern amenities provided	Built-up Area (in Sq.ft.)	Stipulated time of completion (in Months)	Present status of the project	Name & Address of Architect / Consultant	Any other relevant information
1	2	3	4	5	6	7	8	9	10

☐ Please attach supporting documents. Add separate sheet if required.

Notes:

1. Information has to be filled up specifically in this format.
2. In Col. 3, specify whether the Client is Govt. undertaking along with names, addresses and contact No. of two persons (Executive Engineers or top officials of the organization).
3. For Col. 4, Col. 7 & Col. 8, documents are to be supported with copy of work order and project status certificate, duly issued by the Project-in-Charge.
4. For Col. 5 & Col. 6, Client's certificates for acceptance & implementation are to be enclosed.

For certificates, the issuing authority shall not be less than of the Executive Engineer.

\_\_\_\_\_  
Name of Authorized signatory

Sign & Seal of the Applicant

**ANNEXURE – M****(FOR ARCHITECT – CIVIL / ELECTRICAL / AIR-CONDITIONING / FIRE FIGHTING / INTERIOR & FURNISHING WORKS)***(Please tick whichever applicable)***DETAILS OF KEY PERSONNEL (PERMANENT EMPLOYEE), GIVING DETAILS ABOUT THEIR TECHNICAL QUALIFICATION & EXPERIENCE INCLUDING THEIR IN-HOUSE ESTABLISHMENT**

Sl. No.	Name of Prop., Partners, Directors, Employees having Technical Qualification	Designation	Age	Qualification	Experience	Nature of works handled	Name of the projects handled along with amounts	Date from which employed in your organization	Indicate details of experience for similar projects
1	2	3	4	5	6	7	8	9	10

☐ Please attach supporting documents. 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

**CHECK LIST****(FOR ARCHITECT – CIVIL / ELECTRICAL / AIR-CONDITIONING / FIRE FIGHTING / INTERIOR & FURNISHING WORKS)***(Please tick whichever applicable)*

Name of the Firm / Establishment :

Name of Work :

Category Applied for :

SL. No.	PARTICULARS	SUBMITTED (Y or N)
1	Application Form	
2	Annexure A	
3	Annexure B	
4	Annexure C	
5	Annexure D	
6	Annexure E	
7	Annexure F	
8	Annexure G	
9	Annexure H	
10	Annexure I	
11	Annexure J	
12	Annexure K	
13	Annexure L	
14	Annexure M	

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Name of Authorized signatory

Sign &amp; Seal of the Applicant

Date:

Place: