



P&E/2023-24/Architect Appointment/138 dated 29.03.2024

**TENDER DOCUMENT**

**STATE BANK OF INDIA  
LOCAL HEAD OFFICE  
GUWAHATI**

**INVITES TENDERS FOR  
APPOINTMENT OF ARCHITECT ON CONTRACT BASIS  
PRICE BID  
FOR**

Sl. No.	Description	
(a)	Tender ID	P&E/2023-24/Architect Appointment/138
(b)	Tender Name	APPOINTMENT OF ARCHITECT ON CONTRACT BASIS FOR TOPOGRAPHICAL SUVEY, DETAIL DRAWING AND BLOCK ESTIMATE ONLY OF CHANGLANG BRANCH
(c)	Ending Date of Tender (Technical Bid & Price Bid)	16.04.2024 up to 02:00 PM
(d)	Opening of Price Bid	16.04.2024 at 03:00 PM

The Architect/Consultancy who are in the list of approved empanelled finalised in May 2023 by SBI, Local Head Office, Guwahati (Guwahati Circle) for the respective category of work are eligible to participate in the tender.

**ASSISTANT GENERAL MANAGER  
Premises & Estate Department  
3rd Floor, SBI Guwahati LHO Building,  
P.O. Assam Sachivalaya,  
Dispur-781006**

The Architect/Consultant who are in the list of approved empanelled finalised in 2023 by SBI, Local Head Office, Guwahati (Guwahati Circle) for the respective category of work are eligible to participate in the tender. The architect must have some valid digital certificate for participation in the Price Bid Event.

**SIGNATURE AND SEAL OF CONSULTANT/ARCHITECT**



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**NOTICE INVITING TENDERS**

SBI LHO Guwahati invites e-Tendering system from the Contractors/Vendors who are in the list of approved empanelled contractors/vendors as mentioned in Tender document attached herewith.

1.	Name & location of Work	:	<b>APPOINTMENT OF ARCHITECT ON CONTRACT BASIS FOR TOPOGRAPHICAL SUVEY, DETAIL DRAWING AND BLOCK ESTIMATE ONLY OF CHANGLANG BRANCH</b>
2.	Availability of tender documents	:	Tender documents will be issued to the eligible Architect/Consultant by the service provider <b>M/s. Antares Systems Limited</b> and also can be downloaded from the Bank's website <a href="http://www.sbi.co.in">www.sbi.co.in</a> under section 'Procurement news'.
3.	Price Bid	:	<b>The Lowest Bidder will be finalized from the Price Bid submitted by the Architect/Consultant through on-line Price Bid</b> (The details of the tendering process are indicated in " <b>BUSINESS RULES FOR e-TENDERING</b> ". <b>The Details of the events is as under:-</b>  i) Submission of <b>On-Line Price Bid : 16.04.2024 till 02:00 PM</b>  <b>The bidder should have valid digital signature for participation in e-Tendering Process.</b>
4.	Opening of Price Bid	:	<b>16.04.2024</b> after completion of the time period of e-Tender.
5.	Validity of Tenders	:	For a period of 120 days from the date of opening of Price Bid.
6.	Deduction of Income Tax and GST	:	A) TDS on Income Tax/GST will be deducted at source as per Govt. Guidelines.  B) The Architect/Consultant should comply with the following;  i. GST Registration Number  ii. Invoice should specifically/separately disclose the amount of GST levied at applicable rate as per GST provision  iii. In case of Correction in the bills after scrutiny, Architect/Consultant should submit fresh invoice for payment  iv. Timely filling of GST return in accordance with GST provisions to enable the bank to claim the credit of GST paid to the contractor.
7.	Terms & mode of payment	:	<b>Will be paid on Lum/sum basis as per quoted rate and the final payment will be done after submission of survey plan, detail drawings and block estimate.</b>
8.	Contact details for any e-Tender	:	<b>Service provider</b> Service Provider: M/s. Antares Systems Limited,

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related queries	<p>Registered Office:#24, Sudha Complex, 3rd Stage, 4th Block, Bangalore – 560079, Karnataka. Ph.:080-49352000/40482000 Fax:080-49352034</p> <p>Help Desk: 9073677150/9073677151/9073677152/033 46046611 Contact Persons: (On working days 9AM to 6PM)</p> <p><u>1.Mr.KushalBose</u> <u>Mobile No.:+917686913157</u> <u>e-Mail:kushal.b@antaressystems.com</u></p> <p>You are requested to contract the agency for further guidance on e-tendering process</p>
<b>Notes:</b>	
a)	All Bidders are informed that, price bidding for the work will be through e-tendering method.. Orders will be placed on the basis of closing price by bidders in the "Price Bid.
b)	The Bidders are expected to examine all instructions, forms, terms and specifications in the tender documents. Failure to furnish all information required as per the Tender Documents or submission of bids not substantially responsive to the Tender Documents in every respect will be at the Bidders risk and shall result in rejection of the Tender.
c)	In case the date of submission of Online Price Bid is declared as a holiday, the respective date will be considered on the next working day at the same time. The bidder, who is the authorized representative and participating on behalf of company/ Dealer/vendor, should have a valid digital signature certificate (DSC) for this tender.
d)	SBI reserves the right to cancel or postpone or modify the tenders at any stage without assigning any reason.
e)	The Bidders are strongly advised to visit the site before submitting their Price Bid to make the work complete in all respects within the stipulated completion time.
f)	Corrigendum: (If any) is to be followed as published in Bank's portal >> SBI IN THE NEWS >> Procurement News.
	<p><b>(For and on behalf of State Bank of India)</b></p> <p><b>Assistant General Manager</b> <b>Premises &amp; Estate Department</b> <b>3<sup>rd</sup>Floor, A Block ,</b> <b>Local Head Office, Guwahati</b></p>

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**SCOPE OF WORK**

**1. BACKGROUND OF THE PROJECT:**

- a. Plot area : 711.25 sqm
- b. Built-up area of the proposed branch building (R.C.C structure) : 370 sqm (3981 sqft)
- c. Existing branch is in a very dilapidated condition and proposed for demolition for construct a new R.C.C structure to accommodate the branch.

**2. Others requirements:**

- a) Preliminary visit to the site for detail measurement.
- b) Topographical survey using total station
- c) Preparation of site plan showing the existing structure/temporary structure/boundary wall etc.
- d) Detail floor plan as per Bank Standard norms which will be provided by the appropriate authority.
- e) Detail section and Elevation of the proposed structure.
- f) Service plan of the proposed structure.
- g) Rainwater harvesting plan for smooth discharge of rainwater and storage of water.
- h) Other requirements (if any) will be provided as per Bank's standard norms.

**TIMELINES FOR COMPLETION OF MILESTONES:**

SI No.	Submission	Period
1	Submission of sketch plan & detail drawings (elevation, section plan etc.) along with topographical survey as per Bank's requirement	Within 4 (four) weeks from the date of receipt of instructions from the Bank.



**3. ARTICLE OF AGREEMENT AND ARCHITECT'S SERVICE**

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) Preparing landscape drawings

**4. Conditions of Engagement:**

a) The Architects shall submit to the Bank the sketch plans, detailed plans, block 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 .

**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 on lum sum basis i.e Rs. .... plus GST as applicable

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 AND SEAL OF CONSULTANT/ARCHITECT**



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PRICE BID

**Name of work:** APPOINTMENT OF ARCHITECT ON CONTRACT BASIS FOR TOPOGRAPHICAL SUVEY, DETAIL DRAWING AND BLOCK ESTIMATE ONLY OF CHANGLANG BRANCH

Item No.	Description of items	UNIT	QUOTED AMOUNT (exclusive of GST)
1.	Survey of existing plot and structure, Pre-design study, layout and service design, detailed architectural, Interiors, electrical, Air-conditioning and plumbing design, detail engineering designs of all external services, sewage, drainage, water supply etc., and preparation of Block estimates, <b><i>(the Quoted amount should be inclusive of Site visit)</i></b>	<b>Lump sum</b>	<b>Rs. ....</b>

**SIGNATURE OF THE CONSULTANT WITH SEAL**

**Place:**

**Date:**

**SIGNATURE AND SEAL OF CONSULTANT/ARCHITECT**