

Empanelment No	SBI/HYD/2024-25/002
Date:	01.05.2024



**Local Head Office, Premises & Estate Department,
Bank Street, Koti, Hyderabad-500 095. Ph: 040-23466340/19**

Invites applications for

**EMPANELMENT OF ARCHITECTURAL CONSULTANCY SERVICES FOR
INTERIOR DECORATION, FURNISHING AND RENOVATION WORK**

**The Assistant General Manager,
STATE BANK OF INDIA,
Premises and Estate Department,
Local Head Office, Bank Street, Koti,
HYDERABAD – 500 095.
040-23466340/19
[agmpre.lhohyd@sbi.co.in;](mailto:agmpre.lhohyd@sbi.co.in)
[agmcivil.lhohyd@sbi.co.in;](mailto:agmcivil.lhohyd@sbi.co.in)**

EMPANELMENT NOTICE

State Bank of India, Premises & Estate Department, Local Head Office, Bank Street, Koti, Hyderabad - 500 095 invites applications for empanelment of Architects for Architectural consultancy services for Interior Decoration, Furnishing and Renovation work in prescribed format for SBI, Hyderabad Circle.

Empanelment application form available for download from the websites:	1) https://www.sbi.co.in under “SBI in the News” link “Empanelment of vendors” 2) “ https://etender.sbi ”																								
Availability for download from the above website	From 01.05.2024 to 21.05.2024																								
Last date and time for submission of online applications in e-tender portal	21.05.2024 by 3.00 P.M.																								
Date and Time of opening of online applications:	21.05.2024 at 3.10 P.M.																								
For any queries or support in connection with the on-line Submission of applications, please contact our E-procurement solutions agency	e-Procurement technologies Limited, Ahmedabad: For e-Tender Support for Bidders <table border="1" style="margin-left: auto; margin-right: auto;"><thead><tr><th>Sr. No</th><th>Name</th><th>Mobile No.</th><th>Email ID</th></tr></thead><tbody><tr><td>1</td><td>Fahad Khan</td><td>6352631766</td><td>fahad@eptl.in</td></tr><tr><td>2</td><td>Utkarsh Pal</td><td>6352632098</td><td>utkarsh@eptl.in</td></tr><tr><td>3</td><td>Manish Pathak</td><td>9265562819</td><td>manish.p@eptl.in</td></tr><tr><td>4</td><td>Mubassera Mansuri</td><td>7859800621</td><td>mubassera@eptl.in</td></tr><tr><td>5</td><td>Hiral Purohit</td><td>6352631968</td><td>hiral.purohit@eptl.in</td></tr></tbody></table> <p><u>For Registration / DSC Verification / Profile Approval:</u> For Profile activation, Digital Signature Certificate verification, Please send mail to harsh.dalwadi@abcprocure.com or call 079 68136866, +91 6353217080.</p>	Sr. No	Name	Mobile No.	Email ID	1	Fahad Khan	6352631766	fahad@eptl.in	2	Utkarsh Pal	6352632098	utkarsh@eptl.in	3	Manish Pathak	9265562819	manish.p@eptl.in	4	Mubassera Mansuri	7859800621	mubassera@eptl.in	5	Hiral Purohit	6352631968	hiral.purohit@eptl.in
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SBI reserves the right to accept or reject any or all bids without assigning any reasons thereof, even after opening of the bids.																									
For Clarifications Please Contact: 040-23466340/19 agmpre.lhohyd@sbi.co.in; agmcivil.lhohyd@sbi.co.in;																									

The Asst. General Manager (P&E)
State Bank of India

ELIGIBILITY CRITERIA

Sl.No.	Category	Eligibility criteria
1.	Up to Rs.50 lakhs	<p>1. Average Annual financial turnover during the last 3 years, ending 31st March 2023 should not be less than Rs. 0.6 lakhs which shall be determined from Form ST-3.</p> <p>2. Should have successfully completed similar works during the last 7 years ending last day of month previous to the one in which application is submitted(ie., the completed works from 01.05.2017 to 30.04.2024 shall only be considered), as under:-</p> <p>.</p> <p>(a) Three works, each costing not less than Rs. 20 lakhs.</p> <p style="text-align: center;">[or]</p> <p>(b) Two works, each costing not less than Rs 25 lakhs.</p> <p style="text-align: center;">[or]</p> <p>(c) One work costing not less than Rs. 40 lakhs.</p>
2.	Up to Rs.100 lakhs	<p>1. Average Annual financial turnover during the last 3 years, ending 31st March 2023 should not be less than Rs. 1.2 lakhs which shall be determined from Form ST-3.</p> <p>2. Should have successfully completed similar works during the last 7 years ending last day of month previous to the one in which application is submitted(ie., the completed works from 01.05.2017 to 30.04.2024 shall only be considered), as under:-</p> <p>.</p> <p>(a) Three works, each costing not less than Rs. 40 lakhs.</p> <p style="text-align: center;">[or]</p> <p>(b) Two works, each costing not less than Rs 50 lakhs.</p> <p style="text-align: center;">[or]</p> <p>(c) One work costing not less than Rs. 80 lakhs.</p>

3.	Up to Rs. 200 lakhs	<p>1. Average annual financial turnover during the last 3 years preceding current financial year ended 31st March 2023 should not be less than Rs.2.4 lakhs.</p> <p>2. Should have successfully completed similar works during the last 7 years ending last day of month previous to the one in which application is submitted(ie., the completed works from 01.05.2017 to 30.04.2024 shall only be considered), as under:-</p> <p>(a) Three works, each costing not less than Rs. 80.00 lakhs [or]</p> <p>(b) Two works, each costing not less than Rs.100.00 lakhs [or]</p> <p>(c) One work costing not less than Rs.160.00 lakhs.</p>
4.	Up to Rs.500 lakhs	<p>1. Average Annual financial turnover during the last 3 years, ending 31st March 2023 should not be less than Rs. 6 lakhs which shall be determined from Form ST-3.</p> <p>2. Should have successfully completed similar works during the last 7 years ending last day of month previous to the one in which application is submitted(ie., the completed works from 01.05.2017 to 30.04.2024 shall only be considered), as under:-</p> <p>(a) Three works, each costing not less than Rs. 200 lakhs [or]</p> <p>(b) Two works, each costing not less than Rs 250 lakhs [or]</p> <p>(c) One work costing not less than Rs. 400 lakhs</p>

Definition of similar works:

All qualitative successful completion of Consultancy services for buildings such as preparing detailed architectural working drawings, making design calculations and drawings and other structural work of the building, making designs and drawings for normal sanitary, water supply internal and external development services including electrical, AC, EPABX / Networking, gymnasium, plumbing, water supply, soil and storm water drainage, lift, horticultural

ture, parking, rainwater harvesting, sewage treatment plant, water storage and distribution arrangements, landscaping of specified magnitude for Central Government Department / State –Govt. Dept/ Semi Govt. dept/ PSU / MNC’S /reputed client with in India which are acceptable to Bank.

Note:

- (i) The Architect should have experience in Layout planning, Designing, Interior works, detailed Architectural works with drawings, Tender preparation, Estimates, Execution, Quality checks, etc.
- (ii) The work orders and completion certificates for the same should be enclosed. Qualified Structural Engineer should be a part of the Team.
- (iii) The Consultancy services for only repair works, AMC will not be considered for evaluation.
- (iv) The Consultancy services under sub-lets will not be considered

Other Mandatory Conditions:

- i) Architects shall be a **Member of Council of Architects (COA)** / Indian Institute of Architects and shall have minimum 3 years of experience. The existing empanelled Architects need to apply again subject to their eligibility.
- ii) The firm should be well established for a minimum period of 7 years as on 30.04.2024.
- iii) All the existing empanelled consultants need to apply afresh.
- iv) Applicants shall have an office in Telangana State or ready to open office in the state of Telangana within 2 months from the date of intimation. Empanelment letter will be issue after submitting the valid proof of office establishment in Telangana.
- v) Applicants shall submit documentary proof of all credentials to support experience, turn-over, qualifications etc. and applications without required credentials shall summarily be rejected.
- vi) The applicants should have valid PAN, GST numbers & Digital Signature Certificate of Class-3.
- vii) The applicant/firm should not be blacklisted or included in negative list or terminated of their services in the past by any scheduled Bank / PSU /Corporate body / Govt. body. No

partner / proprietor of the applicant should have been a director / Partner / Proprietor in an entity that been blacklisted or included in negative list in the past by any scheduled bank/PSU/Corporate body/ Govt. body. An undertaking / Certificate to this effect should be submitted in the application. If the bank finds the undertaking / Certificate provided by the applicant to be false/forged at any time, including during the term of the empanelment (If empanelled), the applicant will be immediately disqualified / terminated by the bank. The undertaking for the same should be submitted as per the **Annexure –‘E’**

GENERAL TERMS & CONDITIONS:

1. The Bank is inviting online tenders for its projects. Thus, the consultant will have to submit valid e-mail ID, cell no. and Digital Certificate class-3 to enable the firms for participation in the online procurement/e-tendering.
2. For assessing the Annual Turnover of the last 3 years, consultant must submit valid documents viz certificate from registered CA, copy of Income Tax Return, copies of IT assessment order, Profit & Loss Account and Audited Balance Sheet for the last 3 years.
3. The intending applicants are categorically advised to submit the empanelment documents strictly in the attached formats only through online portal “<https://etender.sbi>” and scanned copies (in PDF format only) to be attached where ever it is specified. The information required should be filled/typed in each and every column 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 and where they have written “enclosed/yes/submitted/uploaded etc.,” instead of filling the numerical/required data 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.

4. The prequalification criteria mentioned above are only provisional. Thus, the empanelment of Architects in each category shall be considered by the Bank purely on merits, performance of the Architects 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 consultant for their empanelment with the Bank.
5. The Bank reserves its right to empanel Architects as per its needs in each category. The empanelment of consultants 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.
6. Canvassing in any form including bringing influence from any person/agency/Officials/authorities shall lead to disqualification for the empanelment exercise.
7. 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.
8. Empanelment does not mean allotment of works/tenders.
9. The 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.
10. The performance of all the empanelled consultants shall be reviewed by the Bank periodically and the consultants with unsatisfactory performance and also those who do not respond to tender enquiries of the SBI for a period of 6 months (under which the Architect is eligible to submit their tender) without informing any valid reasons will be re-moved from the panel without notice and no correspondence will be entertained in this regard. Such firms shall not

be eligible for next one empanelment process to be done by Bank. Thereafter, if they wish they can apply afresh for empanelment.

11. Site inspection of the previous works shall be done for the shortlisted applications and confidential information will be obtained from the previous clients for further process.

12. Selected applicants will be intimated of their empanelment. The panel will be in force for three years or new empanelment whichever is later, subjected to review at regular intervals.

13. Applicants found eligible for more than one category are requested to apply only for the higher category and will be eligible for the lower categories automatically.

14. The eligible and interested parties shall download prescribed application form and other details from our website:

<https://sbi.co.in/web/sbi-in-the-news/empanelment-of-vendors>

Submission of online application at following website: <https://etender.sbi>

Bank reserves right to reject any or all applications without assigning reasons there-of.

Assistant General Manager (P&E)

APPLICATION FORM

1	Name of the Firm	
2	Address	
3	Name, telephone no's Email-ID including mobile number of contact person	
4	Fax number	
5	Constitution of firm	
6	Year of establishment	
7	Name of partners /associates	
8	Bio-data of Partners/Associates details may be given in enclosed format. Annexure - 'A'	
9 (a)	Registration number with council of consultants/Indian Institute of Architects (Copy of valid registration to be enclosed.)	
9(b)	Details of GST registration. (copy of valid registration to be enclosed)	
9(c)	Amount of service tax paid year wise during last 3 financial year ending on 31 st March of the current year with income tax return Form ST-3 as document proof	
10	Name and value of Major Interior Decoration, Furnishing and Renovation work completed during the last 7 years ending on 31 st March of the year. Details may be given in the enclosed format. Annexure - 'B'	
11	Name and value of Major Interior Decoration, Furnishing and Renovation work on hand. Details may be given in the enclosed format. Annexure - 'C'	
12	Name & value of other major works (other than Interior Decoration, Furnishing and Renovation work) on hand. Details may be given in the enclosed format Annexure - 'D'	

13	Details of features of Green building provided in Building	
14	Details of Modern amenities provided in buildings	
15	List of technical personnel employed	
16	List of other personnel employed	
17	List of consultants engaged by the firm (Address, telephone numbers and email ID etc. are to be furnished)	
18	List of office equipment owned by the company	
19	Bankers Name	
20	Latest Income tax clearance to be enclosed	
21	<p>a) List of registration or empanelment with other organization.</p> <p>b) List of completion certificates etc. from clients for completed /ongoing projects.</p> <p>c) Certified copies of the letter of intent for award of work from reputed private/MNC/PSUs etc.</p>	
22	Particulars of participation in competition and award of if any received.	
23	If the firm is not having its office in Telangana, please indicate the time by which it is likely to open an office in - Telangana with documentary evidence.	

Signature of the consultant with seal & date

Place

BIO DATA OF THE PARTNERS / ASSOCIATES

1	Name and email	
2	Association with the firm since	
3	Date of Birth/ Age	
4	Professional Qualification	
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 building features provided in Buildings	
12	Details of modern amenities provided in Buildings	

Signature of the consultant with seal

Place:

Date:

ANNEXURE - 'B'

LIST OF MAJOR INTERIOR DECORATION, FURNISHING AND RENOVATION WORK COMPLETED DURING THE LAST 7 YEARS I.E. FROM 01.05.2017 to 30.04.2024

Sr. No.	Name of the client	Nature of work.	Feature of green building and amenities provided.	Location of the building/Municipal limits.	Estimated value.	Built up area in sq.ft.	Height of the building.	Date of start.	Period of completion.	Actual date of completion.	Final value of the project.	Reasons for the variation/delay if any.

Signature with seal

Name:

Place:

Date:

ANNEXURE- 'C'

**LIST OF INTERIOR DECORATION, FURNISHING AND RENOVATION WORK
ON HAND AS ON 30.04.2024**

Sr. No.	Name of the client	Nature of the project	Feature of green building and amenities provided.	Location of the building /Municipal limits.	Estimated value.	Built up area in sq.ft.	Height of the building	Present position	Schedule date of completion	Remarks

Signature with seal

Name:

Place:

Date:

ANNEXURE - 'D'

LIST OF OTHER WORKS (OTHER THAN INTERIOR DECORATION, FURNISHING AND RENOVATION WORK) ON HAND AS ON 30.04.2024

Sr. no.	Name of the client	Nature of work	Estimated value	Present position	Schedule date of completion	Remarks

Signature of the consultant with seal date:

Place:

Signature with seal

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 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 contactors, 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 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 covenanted 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 there from, 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.

- (c) 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.
- (d) 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.

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 years 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 fire fighting 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 or 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 Banks topping 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:

- (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 an 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) herein above.
- (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) herein above.
- (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

- (i) The Architects shall not assign, sublet or transfer their interest in this agreement, without the prior written consent of the Bank.
- (ii) 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) (i) 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 fees 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 equipments 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. up to 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 :-**

6. 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	Up to stage total cumulative fees payments	Remarks/ Clarifications
(1)	(2)	(3)	(4)	(5)
(a)	After completion of sketch plans, preliminary estimates Architectural design and model, if any, and their approval by the Bank.	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.
(b)	After completion of working drawings & detailed estimates to the satisfaction of the Bank including Architectural & structural drawing & all drawings pertaining to the various specialist services & their	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 interior work shall be paid later on when these are received & approved by the

	approval by the Municipal Corporation or other authorities & Pre-qualifications of contractors for main civil work (foundation as well as super structural)			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 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 connected with the occupation of building	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.	-----
(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.			
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7. Visit to the Site

In addition to the stationed qualified Resident Architect /Engineer and one or two of his assistants as the Architects 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. For this no charges shall be payable by the Bank.

8. 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 prejudiced 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.

9. **Arbitration**

(i) 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.

(II) 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 and final decision of the Bombay based arbitrator to be agreed upon and appointed by both the parties or in case of disagreement as to the appointment of a single arbitrator, to be appointment of two arbitrators shall, before taking upon themselves the burden of reference, appoint and umpire.

(III)(i) 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 persons who shall be presently unconnected with the organization, for which the works executed.

(ii) 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.

(iii) 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 ofbased person who shall all be unconnected with either party. The Appointing Authority shall on receipt of the names of the aforesaid persons and appoint his 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.

(iv) 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.

(v) 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.

(vi) 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.

(vii) The Arbitrator may from time to time, with the consent of the parties, enlarge the time for making and publishing the award.

(viii) 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.

(ix) 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.

SCHEDULE (REF. CLAUSE 1(a) & 2(f) OF THE AGREEMENT

Sl No.	Submission	Period
1.	Submission of sketch plan & preliminary estimates.	Within 4 (four) weeks from the date of receipt of instructions from the Bank.
2.	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.
3.	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.
4.	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.
5.	Submission of Architect's report on the various tenders.	Within 2 (two) weeks from the date of receipt of tenders from the Bank.
6.	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.
7.	Other drawings, etc, if any.	Within a reasonable time making for the smooth running of the work.

DECLARATION

1. All the information furnished by me/us here above is correct to the best of my knowledge and belief.
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 Architect will be final and binding to me/ us
4. I/We hereby confirm that our firm/agency/company has not been disqualified / debarred / black-listed 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.
5. I hereby confirm that all information, particulars, copies of certificates & testimonials in connection with my empanelment are correct and genuine. 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.









Place:







Signature of the applicant/firm with seal

Date:

APPLICATION FORM
TO BE FILLED IN ONLINE PORTAL (i.e., <https://etender.sbi>)

SI No		Fill the Data	Type of Document to be enclosed	Attachment
1.	Name of the Firm			
2.	Constitution of the Firm (Proprietorship/ Partnership/ Company)			
3.	Date, month & year of Establishment of the firm		Establishment/ companies registration/ partnership deed	📎
4.	GST Number		GST	📎
5.	PAN Number		PAN	📎
6.	Contact person name			
7.	Mobile Numbers & Telephone numbers			
8.	Email ID			
9.	Registered Office Address			
10.	Communication Address			
11.	Local Address in Telangana		Enclose valid proof	📎
12.	Bio-data of Partners/ Associates/ Directors. Bio-data to be given in the Uploaded format		Annexure-‘A’	📎
13.	List of Major Interior Decoration, Furnishing and Renovation work completed during the last 7 years		Annexure-‘B’	📎
14.	List of Major Interior Decoration, Furnishing and Renovation work on hand as on 30.04.2024		Annexure-‘C’	📎
15.	List of other works (Major Interior Decoration, Furnishing and Renovation work) on hand as on 30.04.2024		Annexure-‘D’	📎
16.	Registration number with council of consultants/Indian Institute of Consultants (Copy of valid registration to be enclosed.)		Copy of valid registration to be enclosed	📎
17.	Amount of service tax/GST paid year wise during last 3 financial year ending on 31 st March of the current year with income tax return Form ST-3 as document proof		Enclose ST-3 form	📎
18.	Turnover			
19.	FY 2022-23	₹	Certificate issued by CA/ Profit & Loss statement	📎

20.	FY 2021-22	₹	Certificate issued by CA/ Profit & Loss statement	
21.	FY 2020-21	₹	Certificate issued by CA/ Profit & Loss statement	
22.	<u>WORK-1:</u>			
	<u>(i). Work Order Details for Work-1</u>		Work order (work-1)	
	(a) Name of the Work			
	(b) Work Order No			
	(c) Work Order Amount			
	(d) Work Order Date			
	<u>(ii). Work Completion Details for Work-1</u>		Completion Certificate (work-1)	
	(a) Work Completion Value			
	(b) Work Completion Date			
	(c) Client Name			
	(d) Client Address			
	(e) Client Mobile Number and landline			
	(f) Client official email ID:			
23.	<u>WORK-2:</u>			
	<u>(i). Work Order Details for Work-2</u>		Work order (work-2)	
	(a) Name of the Work			
	(b) Work Order No			
	(c) Work Order Amount			
	(d) Work Order Date			
	<u>(ii). Work Completion Details for Work-2</u>		Completion Certificate (work-2)	
	(a) Work Completion Value			
	(b) Work Completion Date			
	(c) Client Name			
	(d) Client Address			
	(e) Client Mobile Number and landline			
	(f) Client official email ID:			
24.	<u>WORK-3</u>			
	<u>(i). Work Order Details for Work-3</u>		Work order (work-3)	
	(a) Name of the Work			
	(b) Work Order No			
	(c) Work Order Amount			
	(d) Work Order Date			
	<u>(ii). Work Completion Details for Work-3</u>		Completion Certificate (work-3)	
	(a) Work Completion Value			
	(b) Work Completion Date			
	(c) Client Name			
	(d) Client Address			
	(e) Client Mobile Number and landline			
	(f) Client official email ID:			

22.	<u>WORK-4</u>			
	<u>(i). Work Order Details for Work-4</u>			
	(a) Name of the Work		Work order (work-4)	
	(b) Work Order No			
	(c) Work Order Amount			
	(d) Work Order Date			
	<u>(ii). Work Completion Details for Work-4</u>			
	(a) Work Completion Value		Completion Certificate (work-4)	
	(b) Work Completion Date			
	(c) Client Name			
	(d) Client Address			
	(e) Client Mobile Number and landline			
	(f) Client official email ID:			
23.	<u>WORK-5</u>			
	<u>(i). Work Order Details for Work-5</u>			
	(a) Name of the Work		Work order (work-5)	
	(b) Work Order No			
	(c) Work Order Amount			
	(d) Work Order Date			
	<u>(ii). Work Completion Details for Work-5</u>			
	(a) Work Completion Value		Completion Certificate (work-5)	
	(b) Work Completion Date			
	(c) Client Name			
	(d) Client Address			
	(e) Client Mobile Number and landline			
	(f) Client official email ID:			
24.	Signed copy of Declaration		Annexure-“E”	
25.	Signed copy of Application		Signed copy of Empanelment Notice	

Signature with seal

Name:

Place:

Date: