

Empanelment No	DEL/EMP/ARCH/2025
Date:	09.05.2025



Local Head Office, Premises & Estate Department, 5<sup>th</sup> Floor, D-Block, 11, Parliament Street, New Delhi - 110001

APPLICATION DOCUMENTS

FOR

**EMPANELMENT OF ARCHITECTS / ARCHITECTURAL CONSULTANCY FIRMS/  
STRUCTURAL CONSULTANTS**

FOR

**VARIOUS INTERIOR FURNISHING WORKS, CIVIL, ELECTRICAL , HVAC WORKS,  
REPAIR WORKS AND OTHER CONSTRUCTION / DEVELOPMENT WORKS**

WITHIN GEOGRAPHICAL AREA

(i.e. Delhi State, Sonipat & Gurugram Districts, Western Uttar Pradesh & Uttarakhand)

**OF NEW DELHI CIRCLE OF STATE BANK OF INDIA**

**All the existing empanelled Architect / Consultants need to apply afresh.**

Last date and time for submission of online applications on e-tender portal  
**30.05.2025** by 3.00 P.M.

**The Assistant General Manager (P&E),  
State Bank of India,  
Premises and Estate Department,  
Local Head Office, 5<sup>th</sup> Floor, D-Block,  
11, Parliament Street, New Delhi – 110001  
011-2340-7350/7351/7360  
[agmpre.lhodel@sbi.co.in](mailto:agmpre.lhodel@sbi.co.in)**

**NOTICE INVITING APPLICATION FOR EMPANELMENT OF ARCHITECTS  
/STRUCTURAL CONSULTANT**

State Bank of India, Premises & Estate Department, Local Head Office, New Delhi intend to empanel ARCHITECTS / ARCHITECTURAL CONSULTANCY FIRMS/ STRUCTURAL CONSULTANTS for its various **Repair, Maintenance, Civil, Interior, Furnishing, Furniture Works** for its offices / Branches / establishments within geographical area (i.e. Delhi State, Sonipat & Gurugram Districts, Western Uttar Pradesh & Uttarakhand) of New Delhi Circle of State Bank of India and will be valid only for Jurisdiction New Delhi Circle of SBI.

**Applicant should submit single application for respective Trade mentioning the highest category in the Trade applied for. If the applicant is not eligible for the same, the applicant will be considered for lower categories as per his eligibility i.e. one application for each Trade.**

Duly completed applications in the prescribed format with required documents etc. should be submitted on or before due date i.e. 30.05.2025.

The eligibility criteria, terms and conditions, application format and other details/requirements are as under:

1)	Name of Work / Activity	<b>Empanelment of Architects / Architectural Consultancy Firms/ Structural Consultants for State Bank of India, Delhi Circle</b>		
2)	Application Documents are available at	1) <a href="https://bank.sbi">https://bank.sbi</a> under "SBI in the News" >>> Empanelment of vendors. 2) <a href="https://etender.sbi">https://etender.sbi</a>		
3)	Availability period of Application Documents	<b>From 09.05.2025 to 30.05.2025 (upto 03:00 P.M.)</b>		
4)	Last date and time for Online filling, submission of applications and relevant documents at <a href="https://etender.sbi">https://etender.sbi</a>	<b>30.05.2025 by 03:00 P.M.</b>		
5)	Date and Time of opening of online applications:	<b>30.05.2025 at 03:30 P.M.</b>		
6)	For any queries or support in connection with the online Submission of applications, please contact our E-procurement solutions agency	M/s. e-Procurement technologies Limited, Ahmedabad:		
		<b>For e-Tender Support for Bidders</b>		
		Nandan Valera	<a href="mailto:Nandan.v@eptl.in">Nandan.v@eptl.in</a>	09081000427
		Khushboo Mehta	<a href="mailto:khushboo.mehta@eptl.in">khushboo.mehta@eptl.in</a>	<b>09510813528</b>
		Sujit Nair	<a href="mailto:sujith@eptl.in">sujith@eptl.in</a>	07990334985
		<b>For Registration / DSC Verification / Profile Approval:</b>		
		Sonu Tank	<a href="mailto:Sonu@abcprocure.com">Sonu@abcprocure.com</a>	063532 17080

		Satabdi Dey	<a href="mailto:Satabdi@abcprocure.com">Satabdi@abcprocure.com</a>	090990 90830
7)	SBI reserves the right to accept or reject any or all applications without assigning any reasons thereof, even after opening / downloading of the applications.			
8)	For Clarifications Please Contact: <b><u>011-2340-7350/7351/7360</u></b> <a href="mailto:agmpre.lhodel@sbi.co.in">agmpre.lhodel@sbi.co.in</a>			

9. 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 wherever 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.

10. **The applicant should enter/ fill the detailed data in the given application form in online form. Do not mention enclosed/ yes/ no/ submitted, etc.** The applicant should sign and stamp each page of the application & annexure thereby and upload in the <https://etender.sbi>.

11. Do not send any hard copies to the office mentioned above.

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

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

**MINIMUM ELIGIBILITY CRITERIA FOR ARCHITECTS /  
STRUCTURAL CONSULTANTS**

Trade	Category	Minimum qualification	Eligibility Limit (Amount in Rupees)	*Similar Works Executed / Completed During Last 7 Years ending on 30.04.2025	**Average Turnover of Last 3 Years (Min)
Architect (Civil construction & maintenance, Interior projects, composite works, Electrical, Air-conditioning, Networking, CCTV, Fire alarm & fighting system, landscaping, plumbing, structural, etc.)	A1	Graduate / postgraduate in Architecture from India or abroad. Must be the member of the council of Architecture	Up to Rs.1crore	One work of Rs.80 lakh or Two works of Rs.50 lakh each or Three works of Rs.40 lakh each	Rs.5 lakh
	A2		Up to Rs.5 crore	One work of Rs.400 lakh or Two works of Rs.250 lakh each or Three works of Rs.200 lakh each	Rs.20 lakh
	A3		Up to Rs.5 crore	One work of Rs.400 lakh or Two works of Rs.250 lakh each or Three works of Rs.200 lakh each	Rs.20 lakh
Architect (Civil Construction & Major Civil works)	A3		Up to Rs.5 crore	One work of Rs.400 lakh or Two works of Rs.250 lakh each or Three works of Rs.200 lakh each	Rs.20 lakh
Structural Consultants (Civil Structural Repair, strengthening, retrofitting, jacketing etc. of Banks branches, offices & owned premises)	SC1	M.Tech (Structure) / B.Tech (Civil) having minimum 5 years' experience in structural designing and registered as structural consultant in local municipal authority.  Staad-Pro certificate from reputed / recognized institute is desirable.	Up to Rs.1 crore	One work of Rs.80 lakh or Two works of Rs.50 lakh each or Three works of Rs.40 lakh each	Rs.5 lakh

Separate application should be submitted/ uploaded for each category above.

**(\*) Definition of similar works:**

- i. "Similar Work" under category A1 & A2 above shall means Planning, Designing and Supervision of various works including Civil, Plumbing, Sanitary, Interior & Furnishing, Fire Fighting, Air conditioning, Electrical and Solar Installation work for Central Govt. Dept./State Govt. Dept./ Semi Govt. Dept. / PSU / Public sector Banks / Re-

- puted Private Sector Organisations Listed on Stock Exchange/ NSE/ BSE during last 7 years as on 30.04.2025”.
- ii. “Similar Work” under category A3 above shall means Planning, Designing, Construction and Supervision of New Building / rehabilitation of old buildings for Central Govt. Dept./State Govt. Dept./ Semi Govt. Dept. / PSU / Public sector Banks / Reputed Private Sector Organisations Listed on Stock Exchange/ NSE/ BSE during last 7 years as on 30.04.2025”.
  - iii. “Similar Work” under category SC1 above shall means Structural designing, testing, & certification for new / old buildings, Structural repair / retrofitting of old buildings for Central Govt. Dept./State Govt. Dept./ Semi Govt. Dept. / PSU / Public sector Banks / Reputed Private Sector Organisations Listed on Stock Exchange/ NSE/ BSE during last 7 years as on 30.04.2025”.

**Duly authorised completion certificates (clearly mentioning amount & nature of work, date of completion, date of start, performance etc.) from the clients shall only be considered.**

**Note:**

- a) The works executed under sub-contracts will not be considered.
- b) The maintenance works (AMC, Hiring) will not be considered for evaluation.
- c) The work order value should be exclusive of GST.

- iv. (\*\*) Applicants should have minimum average annual turnover prescribed in above table during last 3 years ending on 31st March of last financial year ie, 31.03.2025. The information must be supported with the copies of Income Tax Returns Filed and Certificate issued by registered Chartered Accountant prior to 31.03.2025.
- v. **Applicants / Architects shall have minimum 07 years’ experience as an Architect as on 30.04.2025.** The experience should include all consultancy services for buildings such as architectural, structural, engineering, Interior and Furnishing and all internal and external services such as electrical, AC, plumbing, water supply, soil and storm water drainage, lifts, firefighting / horticulture, EPABX / Networking, gymnasium, parking, rainwater harvesting, sewage treatment plant, recycling of waste water, solar installation etc.
- vi. The Applicants /Architects should have all necessary licenses, permissions, consents, no objection certificates, approvals as required under the law for carrying out its / their business including those envisaged under the scope of this tender.
- vii. The Applicants/ Architects firm should be a sole entity and not a consortium or joint venture.
- viii. Proprietor / All the Partners / Directors of the Applicants / Architects should have done Graduation / Post-Graduation in Architecture either from India or abroad and/ or have done substantial amount of work as Architect in India for a period of more than three years.
- ix. Proprietor / All the Partners / Directors of the Applicants / Architects must have a valid registration and license as an Architect from “Council of Architecture”.
- x. Proprietor / All the Partners / Directors of the Applicants / Architects shall be a member of “Indian Institute of Architects (India)”.

- xi. In case of structural consultant, Proprietor / All the Partners / Directors of the Applicants / Consultant shall be a member of "Indian Association of Structural Engineers" or "Indian Society of Structural Engineers".
- xii. The Applicants /Architects should have a full-fledged/ branch office in Delhi or NCR or at any of our AO locations i.e. Haldwani, Dehradun, Agra & Meerut. Proof of office address must be enclosed with application. They should have adequate number of qualified Architects, Engineers and other personnel on the payroll / establishment of the company and should also have tie up arrangements with reputed registered and licensed services, Architect firms, Electrical consultants, Air-conditioning consultant etc.
- xiii. The applicants should have valid **PAN, GST, ESI, EPF numbers & Digital Signature Certificate of Class-3.**
- xiv. The Applicants / Architects should not have been blacklisted by the Govt. of India Organizations / PSU / PSE / Govt. Depts./ Pubic Sector Banks/ reputed Private Sector Banks etc. for breach of any applicable laws or violation of regulations or breach of contractual agreement or rendering unsatisfactory professional services during the last 7 (seven) years. (Self-declaration to be submitted by the bidder/ architects along with their 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.
- xv. If any company/Firm Director/Partner having more than one company/ Joint Venture/ Sister Concern, bidder should apply for each trade in the name of any one of Single Company/ Joint Venture/Sister Concern Only. If we found more than one application from the same/ common Promotor, Partner, Proprietor, Director, Then the Bank reserve its right for summerly reject the other company applications.

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

**Note:**

- a) The Architect should have experience in Planning, Designing, Structural detailing of RCC structures for Building / Industries, tender preparation, Estimates, Execution, Quality checks etc.
- b) The work orders and completion certificates for the same should be enclosed. Qualified Structural Engineer should be a part of the Team.
- c) The Consultancy services for only repair works, AMC will not be considered for evaluation.
- d) The Consultancy services under sub-lets, Joint Venture will not be considered.
- e) The Consultancy services for Private Residential/ Industrial Buildings will not be considered.
- f) Applicants shall submit documentary proof of all credentials to support experience, turnover, qualifications etc. and applications without required credentials shall summarily be rejected.

## **EMPANELMENT OF ARCHITECTS /STRUCTURAL CONSULTANT**

### **IMPORTANT INSTRUCTIONS, TERMS & CONDITIONS**

1. It's a fresh empanelment exercise being taken up the Bank, therefore all the past /existing empaneled Architects/ consultants/ Contractors/Vendors/Agencies need to apply afresh as per application documents.
2. Bank may seek for performance / conduct report/s / information of the applicant from any of their past and/or present client and/or may also visit / inspect any of their work at any point of time and on the basis of such report/s or inspection report the Bank at its sole discretion may exclude their application from empanelment process and may empanel / de-panel / remove / suspend them from the panel.
3. Submission of application form, enclosure, attachments & other documents by the applicant on On-Line portal will imply that the applicant is conforming that the information, details, documents etc. thus submitted by them are complete, true, valid, neither altered nor tempered nor forged nor concealed partially/fully and the applicant has originals of these documents & information in his custody and will present the same before Bank for verification as & when required / asked by the Bank.
4. Applicants must ensure that they filled up the application documents by typing only (and not handwritten) truly, correctly & completely and have also uploaded / submitted all the necessary documents correctly (at relevant link)
5. If the Bank, at any point of time, finds that any information / details /document provided by the applicant is not correct / forged / tempered partially or fully or if has concealed any relevant information the Bank at its sole discretion may take any appropriate action including excluding/dropping/deleting the names of the applicant/firm from the empaneled list (if empaneled).
6. 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 wherever it is specified. The information required should be typed in each column and rows of the formats. The applications received with "partly filled formats" not containing desired information in each columns/ points/ row of and where they have not enclosed /submitted/uploaded requisite relevant documents shall be treated as "INCOMPLETE" and such applications may be summarily rejected by the Bank at its sole discretion without making any reference or further opportunity to the applicant.
7. The Bank at its sole discretion may relax the minimum eligibility criteria if Bank is of the view that number of applicant qualifying for a particular category are not sufficient for competitive bids.
8. The Bank reserves the right to restrict the number of applicant / contractors included in the panel / empaneled contractor as per need & requirement in each category. The criteria of restricting will be decided by the Bank if the need arises.
9. This empanelment is for 03 years. However, addition of new Architects / consultants /contractors / vendors in the panel and upgradation and/or removal of the empaneled Architects / consultants / contractors / vendors may be done by the Bank after reviewing their performance and suitability at an interval of 12 months or at any time as may be decided by the Bank.
10. Canvassing in any form including bringing influence from any person/agency/Officials/authorities shall lead to disqualification for the empanelment exercise.

11. The eligible and interested parties shall download prescribed application form and other details from Bank's website: "<https://Bank.sbi> >>> SBI in news >>> Procurement News Online application to be filled up & submitted at on line portal <https://etender.sbi> .

Hard copies of application or other documents shall be submitted by the applicant **only if asked by the Bank**. Hard copies submitted by the applicants of their own shall not be considered for any purpose.

12. Corrigendum/amendment/addendum (if any) would be hosted / uploaded on the e-tender website only. Hence, prospective applicants are advised to visit e-tender website regularly for the above purpose.
13. 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.

--- END OF THE SECTION---

## **Process Compliance Statement**

(The bidders are required to print this on their company's letter head and sign, stamp before emailing)

To,  
E-Procurement Technologies Ltd. (Auction Tiger)  
B-704 Wall Street – II,  
Opp. Orient Club,  
Nr. Gujarat College, Ahmedabad – 380 006.  
Gujarat State, India

### **EMPANELMENT OF ARCHITECTS /STRUCTURAL CONSULTANT**

Dear Sir,

This has reference to the Terms & Conditions for the E-Tendering mentioned in the Tender document

#### **This letter is to confirm that:**

- 1) The undersigned is authorized representative of the company.
- 2) We have studied the Commercial Terms and the Business rules governing the E-Tendering as mentioned in RFP of SBI as well as this document and confirm our agreement to them.
- 3) We also confirm that we have taken the training on the auction tool and have understood the functionality of the same thoroughly.
- 4) We confirm that SBI and ETL shall not be liable & responsible in any manner whatsoever for my/our failure to access & bid on the E-Tendering platform due to loss of internet connectivity, electricity failure, virus attack, problems with the PC, any other unforeseen circumstances etc. before or during the E-Tendering event.
- 5) **We also confirm that we have a valid digital signature certificate issued by a valid Certifying Authority.**
- 6) We also confirm that we will mail the price confirmation & break up of our quoted price as per Annexure III & Annexure IV within 24 hours of the completion of the E-tendering and the format as requested by SBI/ETL.
- 7) We, hereby confirm that we will honor the Bids placed by us during the E-Tendering process.

With regards,

Date:

Signature with company seal

Name:

Company / Organization:

Designation within Company / Organization:

Address of Company / Organization:

Scan it and send to this Document on [sujith@eptl.in](mailto:sujith@eptl.in)

## **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 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.
4. 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.
5. 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.
6. Empanelment does not mean allotment of works/tenders.
7. 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.
8. The performance of all the empaneled 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.
9. 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.
10. 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.
11. 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.
12. 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),  
State Bank of India, LHO Delhi**

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

SI No		Please fill the Data (Do not mention as enclosed/ Yes/ No/ Submitted, etc.)	Type of Document to be enclosed	Attachment
	<b>Category Applied For</b>			
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 Mumbai		Enclose valid proof	📎
12.	Name of Partners/ Associates/ Directors			
13.	Bio-data of Partners/Associates/Directors. Bio-data to be given in the Uploaded format		Annexure-‘A’	📎
14.	Registration Number with Council of Consultant / Indian Institute of Architects / Indian society of Structural engineers: Mention Registration number with validity		Enclose Valid Registration Certificate	📎
15.	List of major works completed during the last 7 years i.e. from 1 <sup>st</sup> April 2018 to 31 <sup>st</sup> March 2025		Annexure-‘B’	📎
16.	List of Major works on hand as on 31.03.2025		Annexure-‘C’	📎
17.	List of other works (other than building works) on hand as on 31.03.2025		Annexure-‘D’	📎
18.	Bankers Name & Details			
19.	Weather registered/ empaneled with Central Govt./State Govt./Financial Institutions/PSU’s/MNC, furnish their names category and date of registration.		Enclose letters of empanelment	📎
20.	Declaration regarding near relatives working in the Bank		Annexure ‘E’	📎
21.	Names and addresses of the persons who will be in position to certify about the quality as well as performance of		Annexure ‘F’	📎

	your organization.			
22.	Information relating to whether any litigation is pending before any Arbitrator for adjudication of any litigation or else any litigation was disposed during last 7 years by an arbitrator. If so, submit the details.		Annexure 'G'	U
23.	Self Declaration- "No Blacklisting"		Annexure-"H"	U
24.	Declaration		Annexure-"I"	U
25.	Details of Key Personnel		Annexure-"J"	U
26.	Pre-contract Integrity Pact		Annexure-"K"	U
27.	Amount of service tax/GST paid year wise during last 3 financial year ending on 31 <sup>st</sup> March of the current year with income tax return Form ST-3 as document proof		Enclose ST-3 form	U
28.	Turnover			
29.	FY 2024-25	₹	Certificate issued by CA/ Profit & Loss statement	U
30.	FY 2023-24	₹	Certificate issued by CA/ Profit & Loss statement	U
31.	FY 2022-23	₹	Certificate issued by CA/ Profit & Loss statement	U
32.	<b>WORK-1: (Mandatory)</b>			
	<u>(i). Work Order Details for Work-1</u>			
	(a) Name of the Work		Work order (work-1)	U
	(b) Work Order No			
	(c) Work Order Amount			
	(d) Work Order Date			
	<u>(ii). Work Completion Details for Work-1</u>			
	(a) Work Completion Value		Completion Certificate (work-1)	U
	(b) Work Completion Date			
	(c) Client Name			
	(d) Client Address			
	(e) Client Mobile Number and landline			
	(f) Client official email ID:			
33.	<b>WORK-2: (Optional)</b>			
	<u>(i). Work Order Details for Work-2</u>			
	(a) Name of the Work		Work order (work-2)	U
	(b) Work Order No			
	(c) Work Order Amount			
	(d) Work Order Date			
	<u>(ii). Work Completion Details for Work-2</u>			
	(a) Work Completion Value		Completion Certificate (work-2)	U
	(b) Work Completion Date			

	(c) Client Name			
	(d) Client Address			
	(e) Client Mobile Number and landline			
	(f) Client official email ID:			
34.	<b>WORK-3 (Optional)</b>			
	<u>(i). Work Order Details for Work-3</u>			
	(a) Name of the Work		Work order (work-3)	
	(b) Work Order No			
	(c) Work Order Amount			
	(d) Work Order Date			
	<u>(ii). Work Completion Details for Work-3</u>			
	(a) Work Completion Value		Completion Certificate (work-3)	
	(b) Work Completion Date			
	(c) Client Name			
	(d) Client Address			
	(e) Client Mobile Number and landline			
	(f) Client official email ID:			
35.	Signed copy of Declaration		Annexure-“H”	
36.	Details of Key Employees also mention total number of employees in the organization		Annexure-“I”	
37.	Signed copy of Application		Signed copy of Empanelment Notice	

Signature with seal

Name:

Place:

Date:

**EMPANELMENT OF ARCHITECTURAL CONSULTANCY FIRM (CONSULTANT)****BIO-DATA OF THE PARTNERS/ ASSOCIATES**

<b>SL NO</b>	<b>PARTICULARS</b>	<b>DETAILS</b>
1	Name and email id:	
2	Associates with the firm since:	
3	Date of Birth/ Age:	
4	Professional Qualifications	
5	Professional Experience :	
6	Professional Affiliation	
7	Membership in :	
8	Details of Published papers: in Magazine	
9	Details of cost-effective methods/: designs adopted in the projects	
10	Exposure to new materials/ : Techniques	
11	Details of Features of green : buildings provided in the buildings	
12	Details of modern amenities : provided in the buildings	

Signature of the Consultant with seal

**EMPANELMENT OF ARCHITECTURAL CONSULTANCY FIRM-**  
**LIST OF WORK COMPLETED**

EMPANELMENT OF ARCHITECTURAL CONSULTANCY FIRM (CONSULTANT) FOR-----  
**LIST OF MAJOR BUILDING CONSTRUCTION WORKS COMPLETED DURING THE  
 LAST 7 YEARS**

Sr. No.	Name of the client	Nature of work	Features of green building and modern amenities provided	Location of the building / municipal limits	Estimated Value	Built up Area in Sq.ft.	Height of the building	Present position	Scheduled date of completion	Remarks

Signature of the Consultant with seal  
 Date:  
 Place:

**EMPANELMENT OF ARCHITECTURAL CONSULTANCY FIRM- WORK IN HAND**

**LIST OF MAJOR BUILDING CONSTRUCTION WORKS IN HAND AS ON DATE**

Sr . No	Name of the Client	Na- ture of work	Fea- tures of green building and modern ameniti- ties provid- ed	Location of the building / munici- pal limits	Estima ted val- ue	Built up Area in Sq.ft.	Height of the building	Date of start	Pe- riod of com- ple- tion	Actual date of com- pletion	Final val- ue of the pro- ject	Rea- sons for the varia- tion / delay if any

Signature of the Consultant with seal

Date:

Place:

**EMPANELMENT OF ARCHITECTURAL CONSULTANCY FIRM- OTHER WORKS IN HAND**

**LIST OF OTHER WORKS (OTHER THAN BUILDING WORKS) IN HAND AS ON DATE**

Sr. No.	Name of the client	Nature of work	Estimated Value	Present position	Scheduled date of completion	Remarks

Signature of the Consultant with seal

Date:

Place:

**ANNEXURE – E**

**DECLARATION REGARDING NEAR RELATIVES WORKING IN THE STATE BANK OF INDIA**

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

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

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

Place :  
Date :

Signature of Applicant with Seal

Name in Capital Letters:

Address:

**ANNEXURE – F**

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

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

*(Add separate sheet if required)*

Notes:

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

Name of Authorized Signatory

Sign & seal of the applicant

**ANNEXURE – G**

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

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

*(Add separate sheet if required)*

Notes:

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

Name of Authorized Signatory

Sign & seal of the applicant

**SELF-DECLARATION - NO BLACKLISTING**

**(TO BE SUBMITTED AS PART OF APPLICATION)**

In response to the BID DOCUMENT of SBI dated ----- for Empanelment of Architects/ Architectural Consultancy Firm, as an Owner/Partner/Director/Authorized Signatory of \_\_\_\_\_, I/We hereby declare that presently I / our company / firm \_\_\_\_\_, at the time of bidding: -

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

Signature:

Seal of Company (if applicable)

**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 / blacklisted by any Governments, Semi-governments, PSUs, Banks including any of the Offices/Branch of State Bank of India Pan India during last 7 year from the date of application.
5. I / We 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:

**ANNEXURE –J**

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

*(Add separate sheet if required)*

S. No.	Name	Qualification	Experience	Particulars of Work Done	Employed in Your Firm Since	Any Other Information

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

**PRE-CONTRACT INTEGRITY PACT**

**(TO BE STAMPED AS AN AGREEMENT AND SUBMITTED ALONGWITH THE APPLICATION)**

**General**

This pre-Bid pre-contract Agreement (hereinafter called the Integrity Pact) is made on ..... day of the ..... month of 2025, between, on the one hand,

The State Bank of India (a body corporate incorporated under the State Bank of India Act, 1955) having its Corporate Center at State Bank Bhavan, Nariman Point, Mumbai and among others a Local Head Office at Mumbai Metro through its Assistant General Manager (P&E Department), Local Head Office, Mumbai (hereinafter called the "SBI", which expression shall mean and include, unless the context otherwise requires, its successors) of the First Part and M/s represented by Shri ..... MD & Chief Executive Officer (hereinafter called the "the Architect" or "the Bidder" which expression shall mean and include, unless the context otherwise requires, its / his successors and permitted assigns) of the Second Part.

WHEREAS the SBI proposes to appoint a Architectural Consultancy firm (ACF) for their various Civil/ Interior works and the Architect is willing to offer/has offered the services and WHEREAS the Architect is a private company/public company/Government undertaking/partnership/registered export agency, constituted in accordance with the relevant law in the matter and the SBI is an Office / Department of State Bank of India performing its functions on behalf of State Bank of India. NOW, THEREFORE,

To avoid all forms of corruption by following a system that is fair, transparent and free from any influence/prejudiced dealings prior to, during and subsequent to the currency of the contract to be entered into with a view to:

- Enabling the SBI to obtain the desired service at a competitive price in conformity with the defined specifications by avoiding the high cost and the distortionary impact of corruption on public procurement; and
- Enabling the Bidder/Architect to abstain from bribing or indulging in any corrupt practice in order to secure the contract by providing assurance to them that their competitors will also abstain from bribing and other corrupt practices and the SBI will commit to prevent corruption, in any form, by its officials by following transparent procedures.

The parties hereto hereby agree to enter into this Integrity Pact and agree as follows:

**1. Commitments of the SBI**

- 1.1. The SBI undertakes that no official of the SBI, connected directly or indirectly with the contract, will demand, take a promise for or accept, directly or through intermediaries, any bribe, consideration, gift, reward, favor or any material or immaterial benefit or

any other advantage from the Bidder, either for themselves or for any person, organization or third party related to the contract in exchange for an advantage in the bidding process, Bid evaluation, contracting or implementation process related to the contract.

- 1.2. The SBI will, during the pre-contract stage, treat all bidders/ applicants (ACF) alike, and will provide to all Bidders the same information and will not provide any such information to any particular Bidder which could afford an advantage to that particular Bidder in comparison to other Bidders.
- 1.3. All the officials of the SBI will report to the appropriate authority any attempted or completed breaches of the above commitments as well as any substantial suspicion of such a breach.
- 1.4. In case any such preceding misconduct on the part of such official(s) is reported by the Bidder to the SBI with full and verifiable facts and the same is prima facie found to be correct by the SBI, necessary disciplinary proceedings, or any other action as deemed fit, including criminal proceedings may be initiated by the SBI and such a person shall be debarred from further dealings related to the contract process. In such a case while an enquiry is being conducted by the SBI the proceedings under the contract would not be stalled.

## **2. Commitments of the Bidder.**

- 2.1. The Bidder commits itself to take all measures necessary to prevent corrupt practices, unfair means and illegal activities during any stage of its Bid or during any pre-contract or post-contract stage in order to secure the contract or in furtherance to secure it and in particular commit itself to the following:
- 2.2. The Bidder will not offer, directly or through intermediaries, any bribe, gift, consideration, reward, favor, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducement to any official of the SBI, connected directly or indirectly with the bidding process, or to any person, organization or third party related to the contract in exchange for any advantage in the bidding, evaluation, contracting and implementation of the contract.
- 2.3. The Bidder further undertakes that it has not given, offered or promised to give, directly or indirectly any bribe, gift, consideration, reward, favor, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducement to any official of the SBI or otherwise in procuring the Contract or forbearing to do or having done any act in relation to the obtaining or execution of the contract or any other contract with State Bank of India for showing or forbearing to show favor or disfavor to any person in relation to the contract or any other contract with State Bank of India.
- 2.4. Wherever applicable, the Bidder shall disclose the name and address of agents and representatives and shall also disclose their foreign principals or associates, if any.

- 2.5. The Bidder confirms and declares that they have not made any payments to any agents/brokers or any other intermediary, in connection with this Bid/contract.
- 2.6. The Bidder further confirms and declares to the SBI that the Bidder is the original SIs in respect of Equipment / product / service covered in the Bid documents and the Bidder has not engaged any individual or firm or company whether Indian or foreign to intercede, facilitate or in any way to recommend to the SBI or any of its functionaries, whether officially or unofficially to the award of the contract to the Bidder, nor has any amount been paid, promised or intended to be paid to any such individual, firm or company in respect of any such intercession, facilitation or recommendation.
- 2.7. The Bidder, at the earliest available opportunity, i.e. either while presenting the Bid or during pre-contract negotiations and in any case before opening the financial Bid and before signing the contract, shall disclose any payments he has made, is committed to or intends to make to officials of the SBI or their family members, agents, brokers or any other intermediaries in connection with the contract and the details of services agreed upon for such payments.
- 2.8. The Bidder will not collude with other parties interested in the contract to impair the transparency, fairness and progress of the bidding process, Bid evaluation, contracting and implementation of the contract.
- 2.9. The Bidder will not accept any advantage in exchange for any corrupt practice, unfair means and illegal activities.
- 2.10. The Bidder shall not use improperly, for purposes of competition or personal gain, or pass on to others, any information provided by the SBI as part of the business relationship, regarding plans, technical proposals and business details, including information contained in any electronic data carrier. The Bidder also undertakes to exercise due and adequate care lest any such information is divulged.
- 2.11. The Bidder commits to refrain from giving any complaint directly or through any other manner without supporting it with full and verifiable facts.
- 2.12. The Bidder shall not instigate or cause to instigate any third person to commit any of the actions mentioned above.
- 2.13. If the Bidder or any employee of the Bidder or any person acting on behalf of the Bidder, either directly or indirectly, is a relative of any of the officers of the SBI, or alternatively, if any relative of an officer of the SBI has financial interest/stake in the Bidder's firm, the same shall be disclosed by the Bidder at the time of filing of tender. The term 'relative' for this purpose would be as defined in Section 6 of the Companies Act 1956.
- 2.14. The Bidder shall not lend to or borrow any money from or enter into any monetary dealings or transactions, directly or indirectly, with any employee of the SBI.

### **3. Previous Transgression**

- 3.1. The Bidder declares that no previous transgression occurred in the last three years immediately before signing of this Integrity Pact, with any other company in any country in respect of any corrupt practices envisaged hereunder or with any Public Sector Enterprise / Public Sector Banks in India or any Government Department in India or RBI that could justify Bidder's exclusion from the tender process.
- 3.2. The Bidder agrees that if it makes incorrect statement on this subject, Bidder can be disqualified from the tender process or the contract, if already awarded, can be terminated for such reason.

### **4. Sanctions for Violations**

- 4.1. Any breach of the aforesaid provisions by the Bidder or any one employed by it or acting on its behalf (whether with or without the knowledge of the Bidder) shall entitle the SBI to take all or any one of the following actions, wherever required:
- i. To immediately call off the pre contract negotiations without assigning any reason and without giving any compensation to the APMCF. However, the proceedings with the other Bidder would continue, unless the SBI desires to drop the entire process.
  - ii. To immediately cancel the contract, if already signed, without giving any compensation to the Bidder.
  - iii. To recover all sums already paid by the SBI, and in case of an Indian Bidder with interest thereon at 2% higher than the prevailing Base Rate of State Bank of India, while in case of a Bidder from a country other than India with interest thereon at 2% higher than the LIBOR. If any outstanding payment is due to the Bidder from the SBI in connection with any other contract for any other stores, such outstanding could also be utilized to recover the aforesaid sum and interest.
  - iv. To encash the advance bank guarantee and performance bond/warranty bond, if furnished by the Bidder, in order to recover the payments, already made by the SBI, along with interest.
  - v. To cancel all or any other Contracts with the Bidder. The Bidder shall be liable to pay compensation for any loss or damage to the SBI resulting from such cancellation/rescission and the SBI shall be entitled to deduct the amount so payable from the money(s) due to the Bidder.
  - vi. To debar the Bidder from participating in future bidding processes of the SBI or any of its Subsidiaries for a minimum period of five years, which may be further extended at the discretion of the SBI. To recover all sums paid, in violation of this Pact, by Bidder to any middleman or agent or broker with a view to securing the contract. Forfeiture of Performance Bond in case of a decision by the SBI to forfeit the same without assigning any reason for imposing sanction for violation of this Pact.

vii. Intimate to the CVC, IBA, RBI, as the SBI deemed fit the details of such events for appropriate action by such authorities.

4.2. The SBI will be entitled to take all or any of the actions mentioned at para 6.1(i) to (x) of this Pact also on the Commission by the Bidder or any one employed by it or acting on its behalf (whether with or without the knowledge of the Bidder), of an offence as defined in Chapter IX of the Indian Penal code, 1860 or Prevention of Corruption Act, 1988 or any other statute enacted for prevention of corruption.

4.3 The decision of the SBI to the effect that a breach of the provisions of this Pact has been committed by the Bidder shall be final and conclusive on the Bidder. However, the Bidder can approach the Independent Monitor(s) appointed for the purposes of this Pact.

#### 5. **Fall Clause**

The Bidder undertakes that it has not supplied/is not supplying similar service/product/equipment/systems or subsystems at a price lower than that offered in the present Bid in respect of any other Ministry/Department of the Government of India or PSU or any other Bank and if it is found at any stage that similar Equipment/product/systems or sub systems was supplied by the Bidder to any other Ministry/ Department of the Government of India or a PSU or a Bank at a lower price, then that very price, with due allowance for elapsed time, will be applicable to the present case and the difference in the cost would be refunded by the Bidder to the SBI, if the contract has already been concluded.

#### 6. **Independent External Monitors**

6.1. The SBI has appointed Independent Monitors (hereinafter referred to as Monitors) for this Pact in consultation with the Central Vigilance Commission.

6.2. The task of the Monitors shall be to review independently and objectively, whether and to what extent the parties comply with the obligations under this Pact.

6.3. The Monitors shall not be subjected to instructions by the representatives of the parties and perform their functions neutrally and independently.

6.4. Both the parties accept that the Monitors have the right to access all the documents relating to the project/procurement, including minutes of meetings. Parties signing this Pact shall not approach the Courts while representing the matters to Independent External Monitors and he/she will await their decision in the matter.

6.5. As soon as the Monitor notices, or has reason to believe, a violation of this Pact, he will so inform the Authority designated by the SBI.

6.6. The Bidder accepts that the Monitor has the right to access without restriction to all Project documentation of the SBI including that provided by the Bidder. The Bidder will also grant the Monitor, upon his request and demonstration of a valid interest, unrestricted and unconditional access to his project documentation. The same is applicable to Sub -contractors.

The Monitor shall be under contractual obligation to treat the information and documents of the Bidder/Sub-contractor(s) with confidentiality.

6.7. The SBI will provide to the Monitor sufficient information about all meetings among the parties related to the Project provided such meetings could have an impact on the contractual relations between the parties. The parties will offer to the Monitor the option to participate in such meetings.

6.8. The Monitor will submit a written report to the designated Authority of SBI/Secretary in the Department/ within 8 to 10 weeks from the date of reference or intimation to him by the SBI / Bidderand, should the occasion arise, submit proposals for correcting problematic situations.

7. **Facilitation of Investigation**

In case of any allegation of violation of any provisions of this Pact or payment of commission, the SBI or its agencies shall be entitled to examine all the documents including the Books of Accounts of the Architects and the Architects shall provide necessary information and documents in English and shall extend all possible help for the purpose of such examination.

8. **Law and Place of Jurisdiction**

This Pact is subject to Indian Law. The place of performance and jurisdiction is the Courts at **Mumbai**.

9. **Other Legal Actions**

The actions stipulated in this Integrity Pact are without prejudice to any other legal action that may follow in accordance with the provisions of the extant law in force relating to any civil or criminal proceedings.

10. **Validity**

10.1. The validity of this Integrity Pact shall be from date of its signing and extend up to 5 years or the complete execution of the agreement to the satisfaction of both the SBI and the Architect, including warranty period, whichever is later. In case the Bidder is unsuccessful, this Integrity Pact shall expire after six months from the date of the signing of the contract, with the successful Bidder by the SBI.

10.2. Should one or several provisions of this Pact turn out to be invalid; the remainder of this Pact shall remain valid. In this case, the parties will strive to come to an agreement to their original intentions.

11. The parties hereby sign this Integrity Pact at \_\_\_\_\_ on \_\_\_\_\_

For SBI

FOR ACF

Name of the Officer

Chief Executive Officer

Designation

Office/Department/Branch