



P&E/2025-26/Architect Appointment/142 dated-24.03.2026

TENDER DOCUMENT

STATE BANK OF INDIA  
LOCAL HEAD OFFICE  
GUWAHATI

INVITES TENDERS FOR  
APPOINTMENT OF ARCHITECT ON CONTRACT BASIS  
TECHNICAL BID  
FOR

Sl. No.	Description	
(a)	Tender ID	P&E/2025-26/Architect Appointment/142
(b)	Tender Name	APPOINTMENT OF ARCHITECT ON CONTRACT BASIS FOR INTERIOR & FURNITURE WORK, ELECTRICAL WORK WITH LAN CABLING, AIR-CONDITIONING WORK, CCTV INSTALLATION AND FIRE & SMOKE DETECTOR, AUDIO-VISUAL SYSTEM AT THE ALTERNATIVE PREMISES OF HLC GUWAHATI, SMECC GUWAHATI AND ANNEX OFFICES
(c)	Ending Date of Tender (Technical Bid & Price Bid)	31.03.2026 up to 04:00 PM
(d)	Opening of Price Bid	31.03.2026 at 04:30 PM

The Architects/Consultants who are in the list of approved empanelled Architects/Consultants finalised in July 2023 by SBI, Local Head Office, Guwahati (North-eastern Circle) for the respective category of work i.e. for Interior projects (upto Rs. 5.00 Crore).

**Note:** i) Firm should possess valid digital signature for this e-tendering process.

ii) As the refurbishment work is urgent in nature and must be completed within the stipulated time. The firm should be ready to co-operate/supervise as per Bank's requirements, whenever needed.

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

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SIGNATURE AND SEAL OF CONSULTANT/ARCHITECT



**P&E/2025-26/Architect Appointment/142 dated-24.03.2026**  
**NOTICE INVITING TENDERS**

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

1.	Name & location of Work	:	<b>APPOINTMENT OF ARCHITECT ON CONTRACT BASIS FOR INTERIOR &amp; FURNITURE WORK, ELECTRICAL WORK WITH LAN CABLING, AIR-CONDITIONING WORK, CCTV INSTALLATION AND FIRE &amp; SMOKE DETECTOR, AUDIO-VISUAL SYSTEM AT THE ALTERNATIVE PREMISES OF HLC GUWAHATI, SMECC GUWAHATI AND ANNEX OFFICES</b>
2.	Availability of tender documents	:	Tender documents will be issued to the eligible Architect/Consultant by the service provider <b>M/s. Antares Systems Limited</b> and also can be downloaded from the Bank's website <a href="http://www.sbi.co.in">www.sbi.co.in</a> under section 'Procurement news'.
3.	Technical Bid		<p>The following Documents should be submitted in the Technical Bid in online mode i.e. the scanned <b>copies of the following documents</b> to M/s Antares System Ltd on or <b>before 31.03.2026 upto 04:00 PM :-</b></p> <p>(i) <b><u>The Process Compliance Form as at Annexure-I</u></b></p> <p>Duly filled, signed and stamped by the Bidder as token of acceptance of all the terms &amp; conditions stipulated in this tender.</p> <p>The Bidder, who failed to submit any of the above-mentioned documents, will be disqualified in Technical Bid and will not be allowed to participate in the Price Bid. Moreover, the conditional tenders are liable for rejection and will not be allowed to participate in e-Tendering Process.</p>
4.	Price Bid	:	<p><b>The Lowest Bidder will be finalized from the Price Bid submitted by the Architect/Consultant through on-line Price Bid</b> (The details of the tendering process are indicated in "<b>BUSINESS RULES FOR e-TENDERING</b>". <b>The Details of the events is as under:-</b></p> <p>i) Last date of submission of tender : 31.03.2026 <b>until 04:00 PM</b></p> <p><b>The bidder should have valid digital signature for participation in e-Tendering Process.</b></p>
5.	Opening of Price Bid	:	<b>31.03.2026 at 4:30 PM.</b>
6.	Validity of Tenders	:	For a period of 90 days from the date of opening of Price Bid.
7.	Deduction of Income Tax and GST	:	A) TDS on Income Tax/GST will be deducted at source as per

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			<p>Govt. Guidelines.</p> <p>B) The Architect/Consultant should comply with the following;</p> <p>i. GST Registration Number</p> <p>ii. Invoice should specifically/separately disclose the amount of GST levied at applicable rate as per GST provision</p> <p>iii. In case of Correction in the bills after scrutiny, Architect/Consultant should submit fresh invoice for payment</p> <p>iv. Timely filling of GST return in accordance with GST provisions to enable the bank to claim the credit of GST paid to the contractor.</p>
8.	Terms & mode of payment	:	<p><b><u>STAGE I : 50%</u></b></p> <p><b><u>After conducting tender for all works and obtaining financial sanction for the all works from the competent authority</u></b></p> <p><b><u>STAGE II REMAINING: 50%</u></b></p> <p><b>After completion of all the works by the contractor and verification of their final bill.</b></p>
9.	Contact details for any e-Tender related queries	:	<p><b>Service provider</b> Service Provider: M/s. Antares Systems Limited, Registered Office:#24, Sudha Complex, 3rd Stage, 4th Block, Bangalore – 560079, Karnataka. Ph.:080-49352000/40482000 Fax:080-49352034</p> <p>Help Desk: 9073677150/9073677151/9073677152/033 46046611 Contact Persons: (On working days 9AM to 6PM)</p> <p><u>1.Mr.KushalBose</u> <u>Mobile No.:+917686913157</u> <u>e-Mail:kushal.b@antaressystems.com</u></p> <p>You are requested to contract the agency for further guidance on e-tendering process</p>
	<b>Notes:</b>		
a)	All Bidders are informed that, price bidding for the work will be through e-tendering method. Orders will be placed on the basis of closing price by bidders in the "Price Bid.		

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b)	The Bidders are expected to examine all instructions, forms, terms and specifications in the tender documents. Failure to furnish all information required as per the Tender Documents or submission of bids not substantially responsive to the Tender Documents in every respect will be at the Bidders risk and shall result in rejection of the Tender.
c)	In case the date of opening of Online Price Bid is declared as a Bank holiday, the respective date will be considered on the next working day at the same time. The bidder, who is the authorized representative and participating on behalf of company/ Dealer/vendor, should have a valid digital signature certificate (DSC) for this tender.
d)	SBI reserves the right to cancel or postpone or modify the tenders at any stage without assigning any reason.
e)	The Bidders may visit (with prior information to Commercial Branch) the site before tender at their own cost.
f)	Corrigendum: (If any) will be published in Bank's portal >> SBI IN THE NEWS >> Procurement News only which is to be visited regularly. No newspaper advertisement will be made in this regard
	<b>(For and on behalf of State Bank of India)</b>  <b>Assistant General Manager Premises &amp; Estate Department 3<sup>rd</sup>Floor, A Block , Local Head Office, Guwahati</b>

## **2.SCOPE OF WORK**

- a. Scope of work: To render Consultancy Services for aforesaid works at the alternative premises of HLC, Guwahati, SMECC Guwahati and annex offices at 212, above SBI Dispur branch (2<sup>nd</sup> and 3<sup>rd</sup> floor) having total area of appox 26000 Sqft.
- b. Layout of the aforesaid area to be planned as per Bank's **UNIFORM INTERNAL LAYOUT, ELEVATION AND COLOUR SCHEME** requirement conforming to latest design for Civil (if necessary), **INTERIOR & FURNITURE WORK, ELECTRICAL WORK WITH LAN CABLING,AIR-CONDITIONING WORK,CCTV INSTALLATION AND FIRE & SMOKE DETECTOR,AUDIO-VISUAL SYSTEM** (if required).
- c. Preparation of at least two alternative layouts in **3D MODEL**.
- d. Preparation of estimates with detail specification considering all the latest materials which are readily available for all the aforesaid work.
- e. Preparation of tender documents and finalization of material for all the works which are readily available in consultation with Bank.

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- f. Help the Bank in finalizing vendors for various trades, issue of work order, issue instructions to contractors, checking measurements and supervision during execution etc.
- g. Bill verification and recommendation

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

The Architects shall render the following services in connection with and in regard to the said works :

- (a) Taking the Bank's instructions, preparing sketch designs with alternative schemes (including carrying out necessary revisions till the sketch designs are finally approved by the Bank), making approximate project cost estimates i.e. block/preliminary estimate based on sqm area x rate per sqm and preparing reports on merits of the scheme.
- (b) After approval of the plans from the appropriate authority, preparing detailed architectural working drawings, making design calculations and drawings for all the relevant works, 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.
- (c) Drawing up detailed tender documents for the various works, complete with the Articles of the agreement, special conditions of contracts, specifications, drawings, schedules of quantities, lists of various tests to be conducted by the contractors or got done through laboratories for materials, works at site etc., 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.
- (d) Preparing contract documents and getting those executed by the concerned contractors including program of work within the stipulated time frame.
- (e) Assuring full responsibility of correctness of design and design for all services and installations and soundness of the construction according to the said designs and specifications.
- (f) Assuming full responsibility for the overall supervision and proper and timely execution of the said works by all the contractors. that may be engaged from time to time as defined in the conditions of engagement.
- (g) Submitting report to the Bank after verification of materials as Bank may specify and certifying the quantities utilized in the works.
- (h) Verification of bill after completion of work by contractors and duly recommendation for payment

**4. 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.

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b) The Architects shall exercise all reasonable skill, care and diligence in the discharge of duties hereby covenant 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/ 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 therefrom, they shall immediately bring it to the notice of Bank and write to the contractors for the same. Simultaneously, copies of all such correspondence with the Contractors shall be sent to the Bank by the architects periodically. Architects' overall responsibility will continue during the defect liability period and they shall give a "No Objection Certificate" at the end of the defect liability period of twelve months ..... to the contractors 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. During the preliminary stage, the Architects shall visit the site, collect all the relevant data, take site particulars, 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

c) The Architects shall attend the weekly / fortnightly joint meetings of the Bank. The Architects will assist the Site Engineer to prepare joint minutes of the discussion / instructions at such meetings with a view to co-ordinate the work to avoid delays.

d) It is clarified that 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.

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.

g) The Architects shall, within the fees mentioned in clause 5 below, engage a qualified: - (i) 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 firefighting installations, landscaping, interior works, audio-visual etc. to assist them in their works.

h) The Architects shall pay an amount limited to 10% of the total payable fees to the Bank for 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



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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.

(i) 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.

### **5. 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) hereinabove.

(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) hereinabove.

(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.

### **6. Transfer of Interests**



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- 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.

**7. Scale of Charges**

(a) The Bank shall pay to the Architects as remuneration for the services to be rendered by the Architects in relation to the said works, and in particular for the services herein before mentioned, a fee calculated at the rate of .... percent (.....percent) the cost of the work as indicated in sub-clause (c) of this clause plus GST as applicable. **The rate is inclusive of travelling allowance. No reimbursement bill will be paid by Bank.**

(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 equipment 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 below, in respect of the preparation of plans, drawing up of estimates, specifications, 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 :-**

**STAGE I : 50%**

**After finalization of tender for INTERIOR & FURNITURE WORK, ELECTRICAL WORK WITH LAN CABLING, AIR-CONDITIONING WORK, CCTV INSTALLATION AND FIRE & SMOKE DETECTOR, AUDIO-VISUAL SYSTEM obtaining financial sanction for the all works from the competent authority**

**STAGE II REMAINING: 50%**

**After completion of all the works by the contractor and verification of their final bill.**

**8. Delays, Responsibility and Recoveries from fees:**

a) If the 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 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,

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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.

### **10. 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 for settlement of disputes and final decision of the arbitrator to be agreed upon and appointed by both the parties.
- (iii) 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 technically competent persons not below the rank of Superintending Engineer or equivalent position in Public Sector Banks / CPSEs, CPWD, LIC, RBI etc.
- (iv) 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.
- (v) 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 of technically competent persons not below the rank of Superintending Engineer or equivalent position in Public Sector Banks / CPSEs, CPWD, LIC, RBI etc. 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.

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- (vi) 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.
- (vii) 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.
- (viii) 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.
- (ix) The Arbitrator may from time to time, with the consent of the parties, enlarge the time for making and publishing the award.
- (x) 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.
- (xi) 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
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Signed and delivered for and on behalf of The State Bank of India by

- 1.
- 2.



**TIMELINES FOR COMPLETION OF MILESTONES:**

Sl No.	Submission	Period
1	Submission of Detailed drawings/Isometric view/ showing all the details etc. complete in all respect for the project for approval by the appropriate authority.	Within 3 (three) days from the date of receipt of Bank 's approval of the sketch plans and preliminary estimates.
2	Submission of Detailed estimates, complete in all respect for the project.	Within 3(three) days from the date of receipt of plan approved by the local authority.
3	Preparation of draft tender documents complete in all respect.	Within 2 (two) days from the date of receipt of Bank 's approval of Detailed estimates.
4	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.
5	Other drawings, etc. if any.	Within a reasonable time making for the smooth running of the work



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Form

Annexure- I

(The bidders are required to print this on their company's letter head and sign, stamp and send the scanned copy to Premises & Estate Department, LHO Guwahati through e-mail)

To

Date:

**M/s. Antares Systems Limited,  
Registered Office: #24, Sudha Complex,  
3rd Stage, 4th Block, Bangalore-560079,  
Karnataka.  
Ph: 9674758719  
e-Mail: kushal.b@antaressystems.com**

**Sub:** Agreement to the Process related Terms and Conditions for the e-Tender for **APPOINTMENT OF ARCHITECT ON CONTRACT BASIS FOR INTERIOR & FURNITURE WORK, ELECTRICAL WORK WITH LAN CABLING,AIR-CONDITIONING WORK,CCTV INSTALLATION AND FIRE & SMOKE DETECTOR,AUDIO-VISUAL FOR HLC GUWAHATI, SMECC GUWAHATI AND ANNEX OFFICES**

Dear Sir,

This has reference to the Terms &Conditions for "e-Tendering"

This letter is to confirm that:

1. The undersigned is authorized representative of the company.
2. We have studied the all the terms & conditions specified in the tender, Commercial Terms and the Business rules governing the e-Tendering Process as mentioned in your letter and confirm our agreement to them.
3. We also confirm that we have taken the training on the E-Tendering tool and have understood the functionality of the same thoroughly.
4. We confirm that SBI and ASL 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 certificate issued by a valid Certifying Authority.
6. We also confirm that we will send the e-mail the price confirmation of our quoted price as per Annexure II and the format as requested by SBI/ ASL.
7. We, hereby confirm that we will honour the Bids placed by us during the e-Tendering process.
8. **I/We have inspected the site of works and have made me/us fully acquainted with the local conditions in and around the sites of works. I/We hereby declare that I/We have gone through the conditions laid down in the Notice Inviting Tender, General Conditions of Contract, Special Conditions of Contract, Technical Specifications and understood the same and on the basis of the same I/We will quote our price in the E-Tendering.**

With regards

Signature with company seal

Date:

Name:

Company / Organization:

Designation within Company / Organization:

Address of Company / Organization:

Scan it and sent this document on [agmpne.lhoguw@sbi.co.in](mailto:agmpne.lhoguw@sbi.co.in)

**SIGNATURE AND SEAL OF CONSULTANT/ARCHITECT**