



STATE BANK OF INDIA

LOCAL HEAD OFFICE,
III/1, Pt. J. N. MARG
BHUBANESWAR

TENDER FOR APPOINTMENT OF ARCHITECT

**FOR
RENDERING CONSULTANCY SERVICES**

**FOR
INTERIOR, FURNISHING & ALLIED WORKS AT THE G+2 STOREY BUILDING
PREMISES OF ADMINISTRATIVE OFFICE, AMBAPUA, BERHAMPUR**

TENDER NO. BHU/P&E/2026-27/05 Dated 29/06/2026.

Name of the Tenderer.....

Address:

.....

To,
All the Architects Empaneled
For Category ACF-IA INTERIOR FURNISHING WORK
(ABOVE 1.0 CR AND UP TO 5.0 CR.)

Date: 29/06/2026

BHU/P&E/2026-27/05

Madam/Dear Sir,

Appointment of Architect for rendering consultancy services for Interior furnishing and allied works at the G+2 storey building premises of Administrative Office, Ambapua, Berhampur.

Sealed tender under one cover system is invited on behalf of the Chief General Manager, State Bank of India, Local Head Office, Bhubaneswar-751001, for the above mentioned work.

A) **Last date & time of submission:** 06/07/2026 up to 11.00 PM.

B) Tender addressed to: **The Asst. General Manager (P&E), State Bank of India, LOCAL HEAD OFFICE,III/1, Pt. J. N. MARG,BHUBANESWAR -751001**

C) **Date & time for opening of tender:** On 06/07/2026 at 11:30 P.M. at the office **The Asst. General Manager (P&E), State Bank of India, LOCAL HEAD OFFICE,III/1, Pt. J. N. MARG,BHUBANESWAR -751001**

D) **Two Cover:** Cover-I containing the entire tender document along with supportive documents. Cover-II containing price bid only. **(Quoted rate in percentage of project cost is to be written both in figures and words).** Corrections if any must be authenticated by putting signature and seal. Before quoting the rates, Architects may visit the site of work at their own cost.

E) **Validity of tenders:** Three calendar months (90 days) from the date of opening of tender.

F) **Eligibility:** Architect's empanelled under SBI Bhubaneswar Circle in Category ACF-IA INTERIOR FURNISHING WORK (ABOVE 1.0 Cr AND UP TO 5.0 Crs)

G) **Delay in submission of tender:** Delay in submission arising due to postal or any other irregularities at any stage will not be considered. The Bank will not be responsible for any damage in transit in case of postal delivery etc.

H) **Signature on all pages:** Each page of the NIT including the annexure should be signed by the Architect, failing which the tender will not be accepted.

I) Bank has the right to cancel any or all tender at any point of time without assigning any reasons, thereof.

Yours faithfully,

Asst. General Manager (P&E)
SBI Local head Office
Bhubaneswar
e-mail: agmpre.lhobhu@sbi.co.in

Enclosures: 1. Annexure -I & Annexure-II**Annexure -I****1. BRIEF DESCRIPTION OF THE PROJECT:**

State Bank of India is constructing a G+2 storey building on the plot owned by the Bank at Ambapua Berhampur to accommodate and shift its Administrative Office, RBO-Berhampur and Allied facilities to the newly constructed building. The approx.. built up area of the building is 24,000 sq.ft .

The following points are to be taken into consideration and adopted in the project –

- Bank's extant instruction on ambience policy.
- Adequate amenities with latest features.
- Maximum utilization of locally available environment friendly materials.

2. SCOPE OF WORKS AND TERMS & CONDITIONS:

The architect shall render the following services in connection with and regarding the said works:

- (a) Prepare and submit sketch plans as per Bank's requirement incorporating measures suggested in Bank's Green initiatives/ Green Banking Policy including preparation of alternatives and carrying out necessary revisions till the sketch plans are finally approved by the Bank. in accordance with the local governing codes/standards, regulations etc. making approximate cost based on unit cost and submit along with a detailed project report on the scheme and a proper PERT/Bar chart incorporating all the activities such as preparation of working drawings, detailed drawings, tender documents, execution of work, obtention of services required for the completion of the project. The proposal should also include various stages of services to be rendered by the consultants in coordination with the architects.
- (b) Prepare architectural detailed drawings, 3D views, air-conditioning, fire-fighting installations, electrical installations including UPS, generators and security equipment, detailed estimates of cost, rate analysis for all items, take off sheets and all such other particulars as may be necessary.
- (c) Preparing detailed tender document for various trades, complete with articles of agreement, special conditions, conditions of contract, specifications, bill of quantities including detailed analysis of rates based on market rates.
- (d) Architect has to prepare the composite open tender , comprising the scope of work mentioned in aforesaid clause (b) , as the Bank does not have panel for composite contractors and submitting assessment reports thereon, together with recommendations specifying abnormally high and low rated items. Preparing contract documents and getting them executed by the concerned contractor.

- (e) Preparing for the use of Bank, the contractor and site staff, 4 copies of approved contract documents for all trades.
- (f) Assuming full responsibility for supervision and proper execution of all works by general and specialist contractors who are engaged from time to time as defined in the conditions of agreement.
- (g) Checking measurement of works at site, checking contractors' bills, issuing periodical certification of payment to enable the Bank to make payments to the contractors.
- (h) Supply, on completion of the project, two copies of all drawings. In addition, one set of all floor plans, sectional, elevation and layout plans showing all external services including streetlights shall be submitted on cloth tracing/polyester films. All drawings are also to be submitted in soft copy viz. Pen drive/CD/DVD etc.
- (i) Assisting the Bank in all arbitration proceedings between the contractors and the Bank and also defend the Bank in such proceedings.
- (j) Assisting the Bank in preparing reports to Chief Technical Examiner (CTE)'s Organization.
- (k) Rendering any other services connected with works usually and normally rendered by the architect but not referred to herein above.
- (l) The scope of work includes supervision of work. The Consultant/ Architect appointed has to engage one qualified Engineer for day to day supervision of the project with min. 2 years of work experience, who shall directly update the status to Bank and coordinate among different vendors/contractors for smooth execution of the project. No separate payment shall be paid to the Architect for engagement of Engineer's services.

3. Method of payment: - The Bank shall pay fees to the Architects in the stages as follows.

Sr. No.	Services to be recorded	Subject to clarification ons under col fees payments	Up to stage total cumulative fees payments	Remarks/ Clarifications
(1)	(2)	(3)	(4)	(5)
(a)	After completion of sketch plans, 3D views, Preliminary estimates Architectural design and model, if any, and their approval by the Bank.	1/8 th (12.5%) of the total agreed % of fees on total cost of related work.	1/8 th (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 approval by the Municipal Corporation or other authorities & Pre-qualifications of contractors for main civil work (foundation as well as super structural)	1/4 th (25%) of the total% of fees on total cost of related work.	3/8 th (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 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.	1/8 th (12.5%) of the total% of fees on total cost of related work.	On 1/2 (50%) the total fees on cost 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.	1/4 th (25%) of the total% of fees on total cost of related work.	3/4 th (75%) the total fees on cost 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	1/8 th (12.5%) of the total% of fees on total cost of related work.	7/8 th (87.5%) of the total fees on total cost 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.	1/8 th (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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4. Agreement with Bank:

The architects shall enter into an agreement in a non-judicial stamp paper with the Bank as per Bank's standard format mentioned in Manual of Instructions on Premises Matters – February 2025. In case it is established that due to the fault of the Architect , the Bank has to pay any extra amount due to overrun of the project, over measurement , faulty description of tender item or any other lapse on the part of the project architect, necessary recovery may be effected from the project architect's fees as per provisions of section 73 of Indian Contract Act 1872 under section 30 of Architect's Act 1977(Central Act No. 20 of 1972) and / or project architect may be debarred from employment for specific period and / or blacklisted depending on the gravity of the lapses of the project Architect.

5. Basis of payment:

The consultancy fees shall be paid based on Estimated Cost & Accepted tendered cost for the respective stages of work and finally shall be adjusted and paid based on the actual project cost including cost of extra works executed with the consent of the Bank and PVA payable to the contractors, if any work value. However, items of direct supply by the Bank like electrical fixtures, A.C. units, lifts (Supplier's price), steel racks, compactors, strong room / SDV / Book room doors / ventilators / exhaust fans, tang bars, carpets, plastic moulded chairs, wall displays, artificial plants, solar lights or any other works which Bank gets independently done and for which Architects does not prepare any tender documents, specifications, BOQ's, drawings etc. will be deducted from the project cost for purpose of payment of fees to the Architects. Normally, the tender rates are inclusive of all taxes, except GST. However, if the tender rates are exclusive of Sales tax on works contract and this tax is paid on reimbursement basis by the Bank, such reimbursement amount is also considered as part of the project cost and allow the fees to the Architects thereon, subject, however, that the Architects process and do scrutiny of such reimbursement.

The Architects shall be reimbursed the traveling expenses, daily allowances etc. as under (maximum upper limits);

Senior partners and senior consultants:

Actual traveling charges (permitted to travel by air), lodging plus boarding charges as applicable to Bank's officers in Senior Management Scale- V. Special permission shall be obtained from the competent authority for travelling by taxi / hired vehicle.

Other Engineer / Architect's employees, - junior partners:

Traveling expenses – 1st class / 2nd tier A.C. sleeper train plus actual and daily allowance as applicable to Bank's officers in Middle Management Scale- III. Special permission shall be obtained from the competent authority for travelling by taxi / hired vehicle.

6. Time schedule:

(i)	Inspection of the site by the architects	Within 1 week from the date of award of work.
(ii)	Submission of Conceptual plan, detailed estimate, 3D Views etc.	Within 2 weeks of inspection of site
(iii)	Call for tenders for the civil & electrical works – scrutiny of tender by architects and submission for approval.	Within 3 weeks after approval of (ii) above including tender notice time.
(iv)	Issuance of Work Order to the L-1 Bidder After acceptance of tender by the Bank.	Within three days after acceptance of the lowest tender.

The total recoveries/adjustments on account of delays/mistakes at architects' end and any other account from the architects' fees shall not exceed 15% of the total fees for the entire project including interior decoration work, foundation, compound development, landscaping etc.

7. Method of selection of architects:

Based on the lowest fees quoted as per the price bid enclosed, project architects shall be considered for appointment. However, the upper limit of fees structure acceptable to the Bank is **maximum 3.5% with supervision**. Bank reserves the right to reject any or all tenders received without assigning any reason thereof. Conditional tenders will be rejected.

8. Declaration:

We conform to abide all the terms and conditions mentioned in the annexure-I as well as Manual of Instructions on premises matters – Feb 2025 of the Bank.

(To be printed in firm's original letter head & signed by the authorized representative)

Annexure - II

PRICE BID

Name of work: Appointment of Architect for rendering consultancy services for Interior furnishing and allied works at the G+2 storey building premises of Administrative Office, Ambapua, Berhampur

Sl. No.	Description of items	Approximate Project Cost	Rate (to be quoted both in figures and in words)
1.	Architect Consultancy services for interior, furnishing & allied works for G+2 storey building of Administrative Office & RBO- Berhampur at Ambapua, Berhampur.	4.22 crores excluding GST	% of the project cost. (In Words) of the project Cost

SIGNATURE OF THE ARCHITECT WITH SEAL

Place :

Date :