

NIT NO	NAL/26-27/02
DATE	15.07.2026



STATE BANK OF INDIA

TENDER FOR

**APPOINTMENT OF GREEN BUILDING CONSULTANT FOR IGBC FACILITATION,
PREPARATION OF SCHEME, MONITORING, AND SUBMISSION OF DOCUMENT TO
IGBC AND ASSISTING IN OBTAINING GREEN BUILDING RATING CERTIFICATION
FROM IGBC FOR OFFICE/BRANCHES OF RBO JOGLUMBA, RBO KHAMMAM, RBO
MAHBUBNAGAR, RBO NALGONDA, RBO SURYAPET AND BRANCHES UNDER ADMIN
OFFICE NALGONDA
(Vidya Nagar Colony, Nalgonda)**

The Chief Manager (HR & ADMIN),

State Bank of India, Administrative office Nalgonda,

Door No ; 6-1-124 ,Vidya Nagar colony, Nalgonda-508001

NOTICE INVITING TENDER (NIT)

State Bank of India, Hyderabad, invites tenders for the following work in TWO BID SYSTEM from the IGBC consultants only need to apply

1.	Name of Work	Appointment Of Green Building Consultant For IGBC Facilitation, Preparation Of Scheme, Monitoring, And Submission Of Document To IGBC And Assisting In Obtaining Green Building Rating Certification From IGBC For Office/Branches of RBO Joglumba, RBO Khammam, RBO Mahbubnagar, RBO Nalgonda, RBO Suryapet and Branches Under Admin Office Nalgonda
2.	Time allowed for 1 st submission of documents to IGBC	90 Days from issue of Letter of Acceptance (LOA)
3.	Availability of tender document	From 16.07.2026 To 06.08.2026
4.	Last date and time of receipt of tender	On or Before 06.08.2026 by 3.00 PM
5.	The address at which the tenders are to be submitted	Office of The Chief Manager (HR & ADMIN), State Bank of India, Administrative office Nalgonda, Door No:6-1-124, Vidya Nagar colony, Nalgonda-508001
6.	Date and time of opening of tender	06.08.2026 by 3.30PM
7.	Place of opening tenders	Office of The Chief Manager (HR), State Bank of India, Administrative office Nalgonda, Door No:6-1-124, Vidya Nagar colony, Nalgonda-508001
8.	Validity of offer	90 days
9.	Liquidated Damages	0.5% of the total contract amount per week beyond the date of completion, subject to maximum of 5% of the contract value
10.	Payment Terms	No advance payment. 100%payment will be released against getting the IGBC rating of each branch.
11.	For clarification and other details	08682-221085, cmhr.aonal@sbi.co.in
In case the date of opening of tenders is declared as a holiday, the tenders will be opened on the next working day at the same time.		
SBI has the right to accept/reject any/all tenders without assigning any reasons even after opening of price bid also.		

INSTRUCTIONS TO THE TENDERERS

1.0 Scope of Work

Tenders are invited by Premises & Estate Department, for the captioned work.

1.1 Site and Its Location

The proposed work is to be carried out at

Sl No	LOCATION	AREA	Proposed IGBC rating	Remarks
1	Deverakonda New Branch, Devarakonda	2625 SQFT	Green Interior	Drawings of site layout is available.
2	Dharoor Branch Jogulmba Gadwal	3350 SQFT	Green Interior	Drawings of site layout is available
3	Erravalli Branch Jogulamba Gadwal	2325 SQFT	Green Interior	Drawings of site layout is available
4	Chityal Branch Jogulamba Gadwal	2650 SQFT	Green Interior	Drawings of site layout is available
5	Ghanpur Branch Jogulamba Gadwal	2665 SQFT	Green Interior	Drawings of site layout is available
6	Huzurnagar Branch Suryapet	Construction area excluding parking 6295 SQFT	Green Building	Drawings of site layout is available

****These ratings are tentative and are subject to change on the feasibility assessment.**

The tender process will be in two bid system.

Envelope One:

- (1) Copy of work order, completion certificate and award of IGBC certificate
- (2) Signed copy of entire tender document except price bid

NOTE: TENDER WILL BE REJECTED IF THE TENDERER FAILS TO SUBMIT THE REQUIRED WORK ORDERS, COMPLETION CERTIFICATE AND IGBC CERTIFICATE FOR THE WORK AND WILL BE RETURNED WITH OUT OPENING THE PRICE BID.

Envelope Two:

This envelope will contain the price bid i.e. cost of the work. All the tenderers are requested to note that SBI will not accept any conditional tender and the tender will be rejected if any tenderer found quoted conditional tender and if the same are not withdrawn at the time of opening of tender / price bid. All conditions if any to be loaded with rate. The rate should be exclusive of GST payable and necessary insurance for the labour and machinery.

Envelope Three:

3rd envelope contains both the above envelope 1 & envelope2 in sealed conditions and super-scribed as Appointment Of Green Building Consultant For IGBC Facilitation, Preparation Of Scheme, Monitoring, And Submission Of Document To IGBC And Assisting In Obtaining Green Building Rating Certification From IGBC For Office/Branches of SBI In Hyderabad Circle.

2.0 Tender Documents

2.1 The work has to be carried out strictly according to the conditions stipulated in tender consisting the following documents and the most workmen like manner,

- > Instructions to tenderers
- > Priced Bid

2.2 The above documents shall be taken as complementary and mutually explanatory of one another, but in case of ambiguities or discrepancies, shall take precedence in the order given below:

- > Price Bid
- > Instructions to Tenderers

2.3 The tender documents are not transferable.

3.0 Site Visit

4.0 The tenderer must obtain himself on his own responsibility and his own expenses all information and data which may be required for the purpose of filling this tender document and enter into a contract for the obtaining IGBC rating. No TA/DA/ accommodation will be paid be paid for site visits even after awarding the work.

The Consultant or their Senior Executives or their representatives shall visit the site as frequently as the works require and periodically inspect the site. Also, Consultant shall visit the site as and when requested by Bank/ Architect/ PMC. For this, no separate charges shall be payable by the Bank.

4.1 Earnest Money: NIL

5.0 Initial Security Deposit: NIL

6.0 Signing of Contract Documents

The successful tenderer shall be bound to implement the contract by signing an agreement and conditions of contract attached herewith within 15 days from the receipt of intimation of acceptance of his tender by the SBI. However, the written acceptance of the tender by the Bank will constitute a binding agreement between the Bank and successful tenderer whether such formal agreement is subsequently entered into or not.

7.0 Completion Period

As specified in the NIT

8.0 Validity of Tender

Tenders shall remain valid and open for acceptance for a period of 3 (Three) months from the date of opening price bid. If the tenderer withdraws his/her offer during the validity period or makes modifications in his/her original offer which are not acceptance to the SBI without prejudice to any other right or remedy the SBI shall be at liberty to forfeit the EMD.

9.0 Liquidated Damages :As specified in the tender

10.0 Rates and Prices

10.1 In case of item rate tender

10.1.1 The tenderers shall quote their rates for individual items both in words and figures in

case of discrepancy between the rates quoted in words and figures the unit rate quoted in words will prevail. If no rate is quoted for a particular item, the contractor shall not be paid for that item when it is executed.

The amount of each item shall be calculated, and the requisite total is given. In case of discrepancy between the unit rate and the total amount calculated from multiplication of unit rate and the quantity the unit rate quoted will govern and the amount will be corrected.

10.1.2 The tenderers need not quote their rates for which no quantities have been given. In case the tenderers quote their rates for such items those rates will be ignored and will not be considered during execution.

10.1.3 The tenderers should not change the units as specified in the tender. If any unit is changed the tenders would be evaluated as per the original unit and the contractor would be paid accordingly.

The tenderer should not change or modify or delete the description of the item. If any discrepancy is observed he should immediately bring to the knowledge of the SBI.

10.1.4 Each page of the BOQ shall be signed by the authorized person and cutting or overwriting shall be duly attested by him.

10.1.5 Each page shall be totaled, and the grand total shall be given.

10.1.6 The rate quoted shall be firm and shall include all costs, allowances, taxes, etc except GST. GST will be reimbursed by the Bank.

11. OPENING AND EVALUATION OF BIDS

11.1 Bids will be opened at the office as mentioned in the NIT. Representatives of Bidder may be present during opening of Bids. However, Bids would be opened even in the absence of any or all the bidder's representatives.

9.2 In the two-bid system, the technical bids will be opened at the scheduled time mentioned in the NIT. In case, if the date of opening is declared as nonworking day or Holiday, the bids will be opened on the next working day. The price bid of the qualified vendors will be opened on the same day or on a subsequent date which will be intimated to the bidders.

9.3 VALIDITY OF BID

Bids shall remain valid and open for acceptance for a period stipulated in this document from the date of opening of price bid. If the Bidder withdraws his/her offer during the validity period or makes modifications in his/her original offer, which are not acceptable to the Bank, without prejudice to any other right or remedy,

10.0 PRELIMINARY EXAMINATION

10.1 Bank will examine the Bids to determine whether they are complete, on required formats & accompanied by supporting Documents and the Bids are conforming to all the terms and conditions of the Bidding Document without any deviations and are generally in order.

10.2 If a Bid is not conforming to the terms and conditions, it will be rejected. However, Bank will have right to demand submission of more information as required, if any of the document is partly submitted. If the bidder does not respond within the stipulated time, Bank will reject or disqualify the bid.

11.0 TECHNICAL EVALUATION

11.1 Only those Bidders and Bids who have been found to be in conformity of the eligibility terms and conditions during the preliminary evaluation would be taken up for further detailed evaluation. Those Bids who do not qualify the eligibility criteria and all terms during preliminary examination will not be taken up for further evaluation.

11.2 During evaluation of bids, the Bank may, at its discretion ask the bidders for clarification of its bid. The request for clarification shall be in writing and no change in prices or substance of the bid shall be sought, offered or permitted. No post bid clarification at the initiative of the bidder shall be entertained.

11.3 The tenders must be unconditional. Conditional tenders leading to unknown / indefinite liability may be summarily rejected.

12.0 EVALUATION OF PRICE BIDS AND FINALIZATION

12.1 Only those Bidders who qualify in Technical evaluation would be shortlisted and the price bid submitted by the bidder will be opened.

13.0 CONTACTING THE Bank:

13.1 No Bidder shall contact Bank on any matter relating to its Bid, from the time of opening of Price Bid to the time the Contract is awarded.

13.2 Any effort by a Bidder to influence Bank in its decisions on Bid evaluation, or contract award may result in rejection of the Bid.

14.0 AWARD OF WORKS

14.1 Bank will award the Contract to the successful Bidder whose Bid is the lowest evaluated Bid.

14.3 Bank's RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS

Bank/ SBI reserves the right to accept or reject any Bid in part or in full or to cancel the Bidding process and reject all Bids at any time prior to award of the contract, without incurring

any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the grounds for the Bank's action.

14.4 The acceptance of a tender rests with the Competent Authority, who does not bind himself to accept the lowest tender and reserves to himself the authority to reject any or all of the tenders received, without assigning any reasons. All tenders in which any of the prescribed conditions are not fulfilled, or are incomplete in any respect are liable to be rejected.

14.5 The notification of award will constitute the formation of the Contract. The selected Bidder should convey acceptance of the award of contract by returning duly signed and stamped duplicate copy of the PO within 15 days of receipt of the communication and to enter into an agreement with the Bank.

15. SIGNING OF CONTRACT DOCUMENTS

The successful Bidder shall be bound to execute the Agreement within 15 days from the receipt of intimation of acceptance of his Bid by Bank. However, the written acceptance of the Bid by the Bank will constitute a binding agreement between the Bank and successful Bidder pending execution of formal agreement. All expenses, stamp duty and other charges/ expenses in connection with the execution of the Agreement as a result of this tendering process shall be borne by the successful bidder.

16. PAYMENT TERMS

- i) No advance payment.
- ii) No part payment.
- iii) Bidder should furnish details of the bank a/c no, IFSC code along with their invoices.

16.1 The final bill shall be accompanied by a IGBC certificate. Payments of final bill shall be made after deduction of IT as specified,. The acceptance of the payment of the final bill by the contractor would indicate that he has no further claim in respect of the work executed.

16.2 **GST as applicable shall be paid extra** and the same shall be clearly shown in the invoices.

16.3 Statutory deduction towards income tax and other taxes as and when directions from statutory bodies are received will be made at the time of making payments. Currently, I.T. will be recovered @ 2 % plus surcharge or as applicable as per Government Rules. GST-TDS as per applicable rates will be deducted, wherever applicable.

16.4 GST:

- a. It is the responsibility of the bidder to ensure that the GST is valid and active. Payments will not be made to inactive or invalid GST invoices.
- b. Reimbursement of GST will be made only on submission of proper GST invoice as per applicable GST provision. Non-GST invoices will not be accepted. The contractor should comply with the following.
- c. Contractor should have GST Registration Number

- d. Invoice should specifically disclose the amount of GST levied at applicable rate as per GST provision
- e. In case of Correction in the bills after scrutiny, contractor should submit fresh bills for payment
- f. Contractor should timely file his GST return in accordance with GST provisions to enable the bank to claim the credit of GST paid to the contractor
- g. The GST Number of State Bank of India for Telangana State -36AAACS8577K1ZQ

16.5 The works will be paid for as “measured work” on the basis of actual work done and not as “lump sum” contract, unless otherwise specified.

17 TERMINATION OF CONTRACT BY BANK

If the contractor being a company go into liquidation whether voluntary or compulsory or being a firm shall be dissolved or being an individual shall be adjudicated insolvent or shall make an assignment or a composition for the benefit of the greater part, in number of amount of his creditors or shall enter into a Deed or arrangement with his creditors, or if the Official Assignee in insolvency, or the Receiver of the contractor in insolvency, shall repudiate the contract, or if a receiver of the contractor's firm appointed by the court shall be unable within fourteen days after notice to him requiring him to do so, to show to the reasonable satisfaction of the Bank that he is able to carry out and fulfill the contract, and if so required by the Bank to give reasonable security therefore, or if the contractor shall suffer execution to be issued, or shall suffer any payment under this contract to be attached by or on behalf of and of the creditors of the contractor, or shall assign, charge or encumber this contract or any payments due or which may become due to contractor, there under, or shall neglect or fail to observe and perform all or any of the acts matters of things by this contract, to be observed and performed by the contractor within three clear days after the notice shall have been given to the contractor in manner hereinafter mentioned requiring the contractor to observe or perform the same or shall use improper materials of workmanship in carrying on the works, or shall in the opinion of the Bank not exercise such due diligence and make such progress as would enable the work to be completed within due time agreed upon, and shall fail to proceed to the satisfaction of the Bank after three clear das notice requiring the contractor so to do shall have been given to the contractor as hereinafter mentioned or shall abandon the contract, then and in any of the said cases, the Bank may notwithstanding previous waiver determine the contract by a notice in writing to the effect as hereinafter mentioned, but without thereby effecting the powers of the Bank of the obligations and liabilities of the contractor the whole of which shall continue in force as fully as if the contract, had not been so determine and as if the works subsequently executed by or on behalf of the contractor (without thereby creating any trust in favor of the contractor) further the Bank or his agent, or servants, may enter upon and take possession of the work and all plants tools scaffolding sheds machinery, steam, and other power, utensils and materials lying upon premises or the adjoining lands or roads and sell the same as his own property or may employ the same by means of his own servants and workmen in carrying on and completing the works or by employing any other contractors or other persons or person to complete the works, and the contractor shall not in any way interrupt or do any act, matter or thing to prevent or hinder such other contractors or other persons or person employed from completing and finishing or using the materials and plants for the works when the works shall be completed, or as soon thereafter as conveniently may be the Bank shall give notice in writing to the contractor to remove his surplus materials and

plants and should the contractor to remove his surplus materials after receipt by him the Bank may sell the same by Public Auction and shall give credit to the contractor for the amount so realized. Any expenses or losses incurred by the contractor for the amount so realized. Any expenses or losses incurred by the Bank in getting the amount payable to the contractor by way of selling his tools and plants or due on account of work carried out by the contractor prior to engaging other contractors or against the Security Deposit.

18.0 DISPUTES/ARBITRATION:

18.1 All disputes or differences whatsoever arising between the parties out of or in connection with this contract or in discharge of any obligation arising out of the Contract (whether during the progress of work or after completion of such work and whether before or after the termination of this contract, abandonment or breach of this contract), shall be settled amicably.

18.2 If however, the parties are not able to solve them amicably, either party (Bank or Vendor), give written notice to other party clearly setting out there in specific dispute(s) and/or difference(s) and shall be referred to a sole arbitrator mutually agreed upon, and the award made in pursuance thereof shall be binding on the parties.

18.3 In the absence of consensus about the single arbitrator, the dispute may be referred to joint arbitrator; one to be nominated by each party and the said arbitrators shall nominate a presiding arbitrator, before commencing the arbitration proceedings. The arbitration shall be settled in accordance with the applicable Indian Laws. Any appeal will be subject to the exclusive jurisdiction of courts at Hyderabad.

18.4 The Vendor shall continue work under the Contract during the arbitration proceedings unless otherwise directed by the Bank or unless the matter is such that the work cannot possibly be continued until the decision of the arbitrator is obtained.

18.5 Arbitration proceeding shall be held at Mumbai, India, and the language of the arbitration proceedings and that of all documents and communications between the parties shall be in English.

19. Governing Language:

All communication with respect to the Bid, clarifications, replies, contract documents etc shall be in English.

20.0 Reference Standards for Services

The Consultant is required to provide services based on extant rules, IGBC Manuals, local bye – laws, applicable standards, CPWD specifications / schedules, and sound engineering practices all updated, and / or as instructed in writing

UNDERTAKING TO BE SUBMITTED BY THE
CONTRACTORS ALONG WITH THE TENDER

Date:

The Chief Manager (HR & ADMIN),
State Bank of India,
Administrative office Nalgonda,
Door No:6-1-124, Vidya Nagar colony,
Nalgonda-508001

Dear Sir,

Having examined the **Proposal Documents**, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to execute the "captioned work" in conformity with the said Proposal documents for the sum of Rupees.....
.....
or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Proposal.

We undertake, if our Proposal is accepted, to complete the work within timelines as specified in the NIT after handing over the site.

We agree to abide by the Proposal and the rates quoted therein for the contract awarded by the Bank.

Until a formal contract is prepared and executed, this proposal, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

WE UNDERSTAND THAT SBI RESERVES THE RIGHT TO ACCEPT OR REJECT ANY OR ALL BIDS WITHOUT ASSIGNING ANY REASON WHATSOEVER THEREOF.

DATED THIS ____ DAY OF _____ 202__

Signature of Contractor in the capacity of

Duly authorized to sign Proposal for and on behalf of

DRAFT FORM OF AGREEMENT

ARTICLES OF AGREEMENT made the 16 day of February 2016 between Bank address of (hereinafter called the "Employer") of the one part and contractor address (hereinafter called "The Contractor") of the other part, where as the Employer is desirous of getting the work of " " " " " "

executed and has caused drawings, conditions of contract, specifications and schedule of quantities etc., describing the works prepared by Architect address if any

AND WHEREAS the SAID DRAWINGS numbered as per list attached inclusive of and the conditions of contract, specifications and schedule of quantities etc., have been signed by or on behalf of the parties hereto.

AND WHEREAS THE CONTRACTOR has agreed to execute upon and subject to the conditions set forth in the Schedule hereto (hereinafter referred to as "Said Conditions") the works shown upon the said drawings and described in the same specifications and included in the said schedule of quantities for such sum as may be ascertained to be payable in terms of the Bills of Quantities, and which sum is estimated to be ₹ quoted amount in numbers and words (hereinafter referred to as "Said Contract Amount").

NOW IT IS HEREBY AGREED AS FOLLOWS:

1. In consideration of the said sum to be paid at the times and in the manner set forth in the said conditions, the contractor shall upon and subject to the said conditions, execute and complete the work shown in the said drawings and described in the said specifications.
2. The Employer shall pay the contractor the said sum or such sums as shall become payable hereunder at the times and in the manner specified in the said conditions.
3. The term "Architect" in the said conditions shall mean the said M/S COMPUTER SUPPORT SERVICES, or in the event of their ceasing to be the Architect for the purpose of this contract, such other person as shall be nominated for that purpose by the Employer, not being a person to whom the contractor shall object for reasons considered to be sufficient by the Arbitrator mentioned in the said conditions provided always that no persons subsequently appointed to be the Architect under this contract shall be entitled to disregard or over-rule any previous decision or approval or direction given or expressed by the Architect for the time being.
4. Tender documents containing work order Notice to the Contractor, Conditions of Contract, Appendix thereto, Special Conditions of Contract, Specifications and Schedule of Quantities with the rates entered therein, shall be read and studied as forming part of this agreement and the parties hereto shall respectively abide by and submit themselves to the conditions and stipulations and perform the agreement on their part respectively in such conditions contained.
5. The contract is neither a fixed lumpsum contract or a piece work contract, but is a contract to carry out work in respect of the entire works to be paid for according to actual measured quantities, including variations from BOQ at the rates contained in the Schedule of rates and Probable bill of quantities or as provided in the said conditions.

Signature of the applicant with seal

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6. The Employer through the Architect, reserves to himself the right of altering the drawings and natures of the work, of adding/substitution to or omitting any items of work or having portions of the same carried out through alternate agencies without prejudice to this contract.
7. Time shall be considered a the essence of this agreement and the contractor hereby agrees to commence the work soon after the site is handed over to him but within **15 days reckoned** from the date of issue of work order to execute the work, as provided for in the said conditions and complete the entire work in **90 days** subject to nevertheless to the provisions for extension of time.
8. This agreement and contract shall be deemed to have been made in Hyderabad and any questions or dispute rising out of or in any way connected with this Agreement and Contract shall be deemed to have arisen in Hyderabad and only the courts in Hyderabad shall have jurisdiction to determine the same. The limitation period will be 90 days from the date of dispute having arisen.

AS WITNESS our hand this _____ day of _____ 202_
Signed by the said in the presence of:

1) Witness Signature:

Contractor Signature:

Name:

Address:

2) Witness Signature:

Employer Signature

Name:

Address:

Detailed Scope of Services to be rendered by Green Building Consultant

Scope of work in brief: IGBC consultant has to prepare all the necessary documents, drawings, photographs, formats, calculations, simulations, Single line diagram, lighting calculations, AC calculations and coordination with IGBC officials to fulfill/ complete the IGBC rating for all the locations.

I. Overall Scope of Work of consultancy

- 1) Evaluate realistic rating (certified Silver/Gold/Platinum) that can be aimed for the project.
- 2) Evaluate the project for all the prerequisites as required under the IGBC program
- 3) Identify improvements required over and above what have already been considered
- 4) Estimate financial implications for Client to implement the improvements suggested and achieve the IGBC rating.
- 5) Estimate tangible benefits to Client over the life cycle of the Building.
- 6) Prepare time frame required for IGBC green campus implementation.
- 7) Suggestions on the usage of materials for the construction of the building.
- 8) Preparation of landscape plan highlighting the area of native/ adaptive species and identification of native/ adaptive species
- 9) Preparation of site plan showing the shade from the existing tree canopy in path ways and preparation of calculations showing the extent of shaded non- roof area.

- 10)Preparation of campus electrical wiring diagram and showing the lighting fixtures and energy meters in that plan, calculations of light power densities for exterior and interior areas and building facades.
- 11)Preparation of site plan showing the location of rain water harvesting systems, facilities for differently abled people and turf area. And calculations for showing the extent of turf area inland scape
- 12)Preparation of Energy performance Index calculations. Simulation of energy report showing the annual energy consumption as per ECBC requirements Vis-à-vis actual energy consumption
- 13)Preparation of each regularly occupied naturally ventilated space and provide calculations of openable area with respect to carpet area.
- 14)Submission of final documents and obtaining IGBC certificate to project implementation team.
- 15)The scope of work includes site visits to SBI sites at Hyderabad and IGBC as and when required with his(consultancy) cost only.

SPECIAL TERMS AND CONDITIONS

1. Facilitation to achieve IGBC Rating.

- a) Overall facilitation to obtain IGBC rating with reference to IGBC Manual listed therein.
- b) Facilitate the project Design team to select materials/ equipment to meet the IGBC mandatory.
- c) Prepare and provide all necessary templates for the design team, so as to meet IGBC requirement.
- d) Prepare the documentation as stipulated by IGBC. Filter, cross validate, verify consistency, add value and consolidate to make the document suitable for submission to IGBC.
- e) All the drawings approved by IGBC shall be the property of the client / owner. The same shall be submitted to the client / owner immediately after getting them approved.
- f) The Consultant shall be required to submit 04 (four) hard copies & soft copy of the drawings, estimates, design documents etc. (in case of alteration in existing set up, if any) along with scheme details for reference and record at all stages of work enumerated.

APPLICATION FORM

1.	Name of the contractor Firm/ company:	
2.	Type of Organisation (whether Sole Proprietorship, Partnership, private Limited or Co-op. body etc.)	
3.	Year of establishment of the Firm/company	
4.	Whether registered with the registrar of companies / registrar of firms (if so, mention number & date of registration, and submit supporting documents)	
5.	Year since the firm/ company is in the line of business/ activity of construction of multi storeyed residential buildings	
6.	Official/ registered address of the firm/ company	
7.	Correspondence address of the firm/company	
8.	Email-ID of the firm/company	
9.	Landline number (with STD code) of the office/ firm	
10.	Mobile number of the office/ firm/ company	
11.	Name, mobile number & email ID of contact person	
12.	Name/s of partners / proprietor/ directors/ key person of the firm (Details of address, contact number, qualification etc to be submitted)	
13.	Address of office in Hyderaabad/ Secunderabad if available.	
14.	Whether Firm is having ISO Certification? Mention details	
15.	Whether member of any professional body/association. If any Please give details & enclose certificate viz. IGBC	
16.	GST Registration number (Photocopy to be attached)	
17.	PAN No.	
18.	Professional Tax registration no.	

Signature of the applicant with seal

19.	Educational qualification of the proprietor/ partner/ director/key person	
20.	Details of Similar works of Commercial/ Office Project completed during the last 7 years, as per format given in annexure (Copies of work orders & completion certificates must be enclosed)	
21.	Value of Single Largest Project for Similar Work for Office/ Commercial project completed in the last 7 years	
22.	Details of Similar work under execution	
23.	Number of years of experience in the field of IGBC as a consultancy firm of commercial/ office buildings	
24.	Mention is black listed and / or blacklisting proceedings pending with any client. Details of the same, with reasons, to be furnished.	
25.	Details of disputes /litigations, if any, during the period of last 07 years	
26.	Whether any penalty imposed by law enforcing agencies such as labour department, sale tax, GST, etc.	
27.	Details of penalty / liquidated damage imposed by any client for defective /delayed/non-completion of work or violation of terms of the contract, during the last 7 years, ended on 30.06.2026. If yes, please provide details thereof, with reasons.	
28.	Whether firm had been barred from participating in the bidding process or kept in cooling period/under suspension by any client, during the last 7 years, ended on 30.06.2026. If yes, please provide details thereof, with reasons.	
29.	Please indicate details of any bankruptcy/winding up of proceedings at any point of time in past	

BIO-DATA OF THE DIRECTORS/PARTNERS/ KEY ASSOCIATES

1. Name :
2. Date of Birth :
3. Associates with the organization since:
4. Professional Qualification :
5. Professional Experience :
6. Professional Affiliation :
7. Membership in :
8. Details of Published papers : in Magazine / Journals (if any)
9. Details of cost-effective methods/
in the projects : innovative techniques adopted
10. Exposure to new materials/ : Technology

Signature of Applicant

Signature of the applicant with seal

**DETAILS OF ALL 'SIMILAR' WORKS COMPLETED (IGBC EXISTING CAMPUS RATING) DURING THE LAST SEVEN YEARS
ENDING BY 30TH JUNE 2026.**

1	2	3	4	5	6	8	9	10	1 1	1 2
S. No	Name of work/ project & locatio n	Owner or sponsoring organization s	Date of Agreemen t with the owner	Scope of work execute d	Area of the campus awarde d IGBC rating.	Date of commencemen t as per contract	Actual date of completio n	Litigation / Arbitratio n pending/ In progress with details (if any)	Name and address with contact No. of Officer of client to whom reference shall be made	Remarks

Signature of Applicant

Note:

Actual date of completion of the project should be within 7 years ending 30.06.2026 for taking into eligibility consideration. The projects mentioned in the above format shall be sorted in the order of cost of the project (Descending order)

Signature of the applicant with seal

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PRICE BID

Preparation all the necessary documents, drawings, photographs, formats, calculations, simulations and coordination with IGBC officials to fulfill/ complete the renewal and updating the rating of green rating by IGBC Consultant has to execute/ prepare If anything extra required to complete the process of updating the rating of IGBC certification within overall quoted amount.

S.No	Description	Total Quoted amount in Rs. (Excluding GST)
1	Deverakonda New Branch, Devarakonda	
2	Dharoor Branch Jogulamba Gadwal	
3	Erravalli Branch Jogulamba Gadwal	
4	Chityal Branch Jogulamba Gadwal	
5	Ghanpur Branch Jogulamba Gadwal	
6	Huzurnagar Branch Suryapet	
Grand Total		
Grand Total in words:		

Note: **applicable GST will be paid by the Bank.**

All Official fee for IGBC will be paid by the SBI only.

SBI will not pay any extra amount other than quoted amount plus taxes towards consultancy. Conditional quotations will be rejected.