



STATE BANK OF INDIA
LOCAL HEAD OFFICE
WEST GANDHI MAIDAN, PATNA

NOTICE FOR INVITING APPLICATION FOR EMPANELMENT OF
ARCHITECTS/CONSULTANTS UNDER ₹15 CR. CATEGORY AND REVIEW &
ENLARGEMENT OF EXISTING PANEL OF ARCHITECTS/CONSULTANTS
UNDER THE GEOGRAPHICAL AREA OF PATNA CIRCLE

State Bank of India a body corporate incorporated under the State Bank of India Act,1955 having its Corporate Centre at State Bank Bhawan, Madam Cama Road, Mumbai and one of its Local Head Office (LHO) at West Gandhi Maidan, Patna, intends to empanel Architects under ₹15 Cr. Category and review of existing panel of Architects under various categories i.e. for its various Civil construction & maintenance, composite works, firefighting, Electrical, Air-conditioning, Networking, CCTV, fire alarm system, plumbing, structural, etc. and Interior & Furnishing Work for its Offices/Branches within the jurisdiction of Patna circle. (consist of two states Bihar & Jharkhand).

1. Name of work	Empanelment of Architects/Consultants under ₹15 Cr. Category and review & enlargement of existing panel of Architects/Consultants for State Bank of India, Patna Circle.
2.Availability of Empanelment Application forms:	Application forms and other documents can be downloaded from the Bank's website https://bank.sbi or www.sbi.co.in SBI in the News>Show More >Empanelment of Vendors and SBI e-tender portal https://www.tenderwizard.com/SBIETENDER from 04.10.2026 to 02.11.2026 up to 16:00 Hrs.
3.Last Date & Time of submission of application on online e-tender portal :	Online uploading of signed and scanned copies of all documents with application forms through the SBI e-tender portal https://etender.sbi Upto 16:00 Hrs on 02.11.2026
4.Date and time of opening of online application:	02.11.2026 at 16:30 Hrs
5.Agency for arranging online bidding	tenderwizard https://www.tenderwizard.com/SBIETENDER

	Mr. Rakesh Kumar Tel. No.9771414548, Email ID – r.rakeshkumar@antaressystems.com
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The Architect currently empaneled by SBI, Patna Circle vide notification in 2024, need not apply afresh for empanelment, however they may apply for upgradation of category subject to submission of required document.

2. The purpose of this panel review is to determine the continuation, deletion, or addition of Architects/consultants within the existing panel.

3. Incomplete applications as well as the applications not submitted in the given format are liable to be rejected. Bank reserves the right to reject any or all the applications without assigning any reasons.

4. The applicant applying for more than one category must ensure that they fulfill the eligibility criteria for each category of the work. Separate application should be submitted for each category and trade.

Firm/Organizations shall apply only for one category under same nature of work as per the empanelment criteria and they will be automatically become part of lower category of works. For example if a vendor applied for category II of Architect works and after scrutiny the firm found eligible for the category II, the firm will be automatically empaneled under other lower work value category I.

5. The intending applicants are categorically advised to submit the empanelment documents strictly in the attached formats only through online portal “<https://www.tenderwizard.com/SBIETENDER>” and signed and scanned copies (in PDF format only) to be attached where ever it is specified. The information required should be filled/typed in each and every column and rows of the Formats. The applications received with “partly filled formats” not containing desired information in each and every columns/ points/row of various annexures and where they have written “enclosed/ yes/ submitted/ uploaded etc.,” instead of filling the numerical/required data shall be treated as INCOMPLETE and such applications shall be summarily rejected without any reference to the applicant and at the applicant’s risk and responsibility.

6. 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>.

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

8.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.

9. Applicant must have its/or their Associates office in the jurisdiction of Patna circle. (i.e., in the states Bihar & Jharkhand). Proof of office address must be enclosed with application.

9. Definition of similar works: All qualitative successful completion of Consultancy services of specified magnitude for **Central Government Department / State – Govt. Dept/ Semi Govt. dept/ PSU / MNC’S/ Financial Institutions with in India which are acceptable to Bank.**

(A) CIVIL, ELECTRICAL, AIR-CONDITIONING, FIRE FIGHTING: Civil construction & maintenance, Composite works including firefighting, Electrical, Air-conditioning, Networking, CCTV, fire alarm system, plumbing, structural, etc. buildings work such as preparing detailed architectural working drawings, making design calculations and drawings for foundation and other structural work of the building, making designs and drawings for normal sanitary, water supply internal and external development services including plumbing, water supply, soil and storm water drainage, lift well, horticulture, parking, rainwater harvesting, sewage treatment plant, water storage and distribution arrangements, firefighting, Electrical, Air-conditioning, Networking, CCTV, fire alarm system, structural, landscaping etc.

(B) INTERIOR RENOVATION AND FURNISHING WORK: Which include the works of entrance façade, Fixed furniture to walls, columns and floor which are not removable, Wall panelling, partitions, storage units, counters and built in workstations, Vertical/ horizontal blinds, false ceiling and false flooring, Electrical works including Air Conditioners connected with the interiors, Loose furniture like custom built chairs for workstations etc.

Note: i) The works executed under sub-contracts will not be considered.

ii) The maintenance works (AMC, Hiring) will not be considered for evaluation.

iii) Preparation of only project report will not be considered.

iii) The work order value should be exclusive of GST.

10. The applicants should have valid PAN, GST, ESI, EPF numbers & Digital Signature Certificate of Class-3.

11. **MSME Firms Exemptions:** The firms applying under MSME category must be registered under Central Govt., in relevant category and will be exempted from (i) Turn over (ii) Experience in works; however, the firm should be well established for a minimum period of 3 years and fulfill all other terms & conditions.

12. The applicant/firm should not be blacklisted or included in negative list or terminated of their services in the past by any scheduled Bank / PSU /Corporate body / Govt. body. No partner / proprietor of the applicant should have been a

director / Partner / Proprietor in an entity that been blacklisted or included in negative list in the past by any scheduled Bank/PSU/Corporate body/ Govt. body. **An undertaking / Certificate to this effect should be submitted in the application.** If the Bank finds the undertaking / Certificate provided by the applicant to be false/forged at any time, including during the term of the empanelment (If empaneled), the applicant will be immediately disqualified / terminated by the Bank.

13. 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.

14. The eligibility criteria, terms and conditions, application format and other detail/requirement are as under:

MINIMUM ELIGIBILITY CRITERIA:

Sl. No.	Trade/Work	Specified Project Cost Limit (Rs.)	*Similar Work Executed/ Completed During Last 7 Years	**Average Turnover of Last 3 Years (Minimum) & Solvency Required	Experience of Firm
A. CATEGORY- I (WORKS UP TO RS. 15.Cr.)					
(i)	<u>CIVIL, ELECTRICAL, AIR-CONDITIONING, FIRE FIGHTING</u>	Works up to Rs. 1500.0 Lacs	One work of Rs. 1200.0 lacs or Two works of Rs. 750.0 lacs or Three works of Rs. 600.0 lacs	The average annual turnover/ solvency for latest three years shall not be less than 30% of the Estimated fee for the project (Rs. 1500.00 Lacs)	7 Years
(ii)	<u>INTERIOR RENOVATION AND FURNISHING WORK</u>				
B. CATEGORY-II (WORKS UP TO RS. 5.00Cr.)					
(i)	<u>CIVIL, ELECTRICAL, AIR-CONDITIONING, FIRE FIGHTING</u>	Works up to Rs. 500.0 Lacs	One work of Rs. 400.0 lacs or Two works of Rs. 250.0 lacs or Three works of Rs. 200.0 lac	The average annual turnover/ solvency for latest three years shall not be less than 30% of the Estimated fee for the project (Rs. 500.00 Lacs).	7 Years
(ii)	<u>INTERIOR RENOVATION AND FURNISHING WORK</u>				
C. CATEGORY-III (WORKS UP TO RS. 1.00 Cr.)					
(i)	<u>CIVIL, ELECTRICAL, AIR-CONDITIONING, FIRE FIGHTING</u>	Works up to Rs. 100.0 Lacs	One work of Rs. 80.00 lacs or Two works of Rs. 50.00 lacs or Three works of Rs. 40.00 lac	The average annual turnover/ solvency for latest three years shall not be less than 30% of the Estimated fee for the project (Rs. 100.00 Lacs)	7 Years
(ii)	<u>INTERIOR RENOVATION AND FURNISHING WORK</u>	Works up to Rs. 100.0 Lacs			

- A. (*) Applicants should have experience in having successfully completed similar work (single order) of value prescribed in above table during last 7 years ending on 31st July 2026 for Government/Semi-Government/PSUs/Banks/Financial Institutions/MNCs. The information must be supported with the copies of **Work Order** as well as **Satisfactory Completion Certificate**.
- B. (**) Applicants should have minimum average annual turnover prescribed in above table during last 3 years ending on 31st March 2026.
- C. The applicants should submit Solvency of 30% of maximum value of applied category issued by any Scheduled Bank. The Solvency Certificate should not have been issued prior to September 2026.

Other Mandatory Conditions:

- i) Architects shall be a Member of Council of Architects (COA) / Indian Institute of Architects and shall have minimum 3 years of experience. Copy of valid membership certificate to be submitted.
- ii) The Architects / Consultants, who are already working with the Bank, provided their services are satisfactory.
- iii) Persons who have graduate/Post graduate diploma in architecture either from India or abroad and /or have done substantial amount of work as architect in India for a period more than three years.
- iv) As a minimum criterion for empanelment, Consultants/Architects should have successfully executed works of similar nature of comparable magnitude / value during the past seven years under the name of the firm.
- v) The status of the Company / firm (Proprietorship / Ltd./ Pvt. Ltd etc.) shall be the same while assessing experience.
- vi) The Architect should have adequate number of technical staff working with him for preparation of drawings, estimates, supervision of work, checking of bills etc.
- vii) The application not fulfilling any of the above minimum eligibility criteria will be summarily rejected and no further processing will be carried out.

(II) GENERAL CONDITIONS:

- i. The applicant applying for more than one category shall need to ensure they must fulfill the eligibility criteria for each category of the work. Separate application should be submitted for each category and trade.
- ii. Intending applicants are required to submit their applications with full bio-data giving details about their organization, experience, technical personnel in their organization, competence and adequate evidence of their financial standing etc. in the enclosed form which will be kept confidential.
- iii. Architect must submit sufficient documentary evidence/work completion certificates etc. meeting the above-mentioned criteria from the Govt./Semi-Govt./PSUs/Banks/Financial Institutions/MNCs during last 7 year.
- iv. If the space in the proforma is insufficient for furnishing full details, such information may be supplemented on separate sheets of paper, stating therein the part of the proforma and serial number. Separate sheets shall be used for each part. **However, the format shall be as per proforma.**
- v. The applicant should be bonafide resourceful and well experienced Architect/agency/firm registered with Banks /PWD/CPWD/ MES/RLY/ PSUs/MNCs for carrying out the captioned works for pre-qualification at different places.

- vi. The applicant should not have been disqualified / debarred / blacklisted from any Governments, Semi-governments, PSUs, Banks including any of the Offices/Branch of State Bank of India Pan India during last 7 years from the date of publication / application. A suitable declaration to be submitted on the Letter Head of the Firm duly signed by the Authorized Signatory only. The application of disqualified/debarred/blacklisted applicant shall be summarily rejected.
- vii. Applicants / Architects selected will be informed about the same after finalization of the panel.
- viii. The Architect should have experience in Planning, Designing, Structural detailing of RCC structures for / office building / Institutional Building / Residential buildings / , tender preparation, Estimates, Execution, Quality checks etc.
- ix. The work orders and completion certificates for the same should be enclosed. Qualified Structural Engineer should be a part of the Team.
- x. The Consultancy services for only repair works, AMC will not be considered for evaluation.
- xi. The Consultancy services under sub-lets, Joint Venture will not be considered.
- xii. In case of turn-key, combined consultancy provided, the value of civil works will be considered for evaluation. The Consultancy services for Private Residential Buildings will not be considered

The Consultancy services for Private Residential Buildings will not be considered.

- xiii. The SBI may choose to carryout physical inspection of works mentioned by the applicants in their application forms in addition to calling for confidential reports from the respective employer/department to ascertain their capability and quality of works.
- xiv. The performance of all the empanelled Architects shall be reviewed by the SBI at periodical interval of say 12 months /one year or so and the Architects with unsatisfactory performance and also those who do not to respond to three consecutive tender enquiries of the SBI without informing any valid reason will be removed from the panel without notice and no correspondence will be entertained in this regard. Such Architects shall not be eligible for fresh empanelment in the SBI till the completion of debarment period, thereafter, if they wish they can apply afresh for empanelment in prescribed format.
- xv. The Architects should be equipped with necessary infrastructure like building construction equipment, machinery and tools, labour strength etc.
- xvi. The Architect is required to furnish their PAN No, GSTIN Registration details of firm with GSTIN No. , member certificate of Council of Architects / Indian Institute of Architects etc. to the SBI.

- xvii. The Architect should furnish the registration details for the EPF, ESI and the Labour license details under the Labour Contract Act as applicable to the related trades. Further, the selected Architects shall be bound to make payment to their workmen through their Bank account and preferably to have their Bank account in State Bank of India branches.
- xviii. Preference will be given to those Architects who have history of timely completion of works/projects taken up by them during the last 7 years. The Architects prone to delay the projects without valid reasons may be disqualified by the SBI within its sole discretion.
- xix. The panel of Architects will be valid for the entire area within the geographical control of State Bank of India Patna Circle having. Architects will be entitled to participate anywhere within these area subject to receipt of NIT from the SBI.
- xx. The SBI has planned for online procurement/e-tendering in future and Architect will have to submit valid e-mail ID, cell no. and Digital Certificate to enable the firms for participation in the online procurement/e-tendering.
- xxi. For assessing the Annual Turnover of the last 3 years, Architect must submit valid documents viz copy of Income Tax Return, copies of IT assessment order, Profit & Loss Account and Audited Balance Sheet for the last 3 years.
- xxii. The firm/ Architect should be profit making during last three financial years ending 31.03.2026.
- xxiii. The applicant shall agree and authorize the SBI to obtain the confidential report from the clients of the applicant Architects, to obtain credit opinion from the Bankers and to verify the work executed by the Architects.
- xxiv. All the pages of application shall be digitally signed and uploaded on <https://www.tenderwizard.com/SBIETENDER> by the Architects, else their application shall be summarily rejected.
- xxv. The intending applicants are categorically advised to submit the empanelment documents strictly in the attached formats only through online portal “<https://www.tenderwizard.com/SBIETENDER>” and scanned copies (in PDF format only) to be attached where ever it is specified. The information required should be filled/typed in each and every column and rows of the Formats. The applications received with “partly filled formats” not containing desired information in each and every columns/ points/row of various annexures and where they have written “enclosed/ yes/ submitted/ uploaded etc.,” instead of filling the numerical/required data shall be treated as INCOMPLETE and such applications shall be summarily rejected without any reference to the applicant and at the applicant’s risk and responsibility
- xxvi. 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://www.tenderwizard.com/SBIETENDER>.

- xxvii. Applications received will be screened periodically by the SBI at interval of 12 months or as and when need arises with the sole discretion of the SBI and no correspondence will be entertained in this regard.
- xxviii. All the details must be incorporated in the application form downloaded from the State Bank of India's website. Incomplete information / not fully filled form will be rejected.
- xxix. The applicant shall agree and authorize the Bank to obtain the confidential report from the clients of the applicant, to obtain an idea about the quality of work executed and to obtain credit opinion from applicant's bank.
- xxx. The eligible and interested parties may download prescribed application form and other details from Bank website <https://bank.sbi> or www.sbi.co.in<link>SBI in the News>Show More >Empanelment of Vendors from 04.10.2026 to 02.11.2026. The signed and scanned application and other supporting documents should be uploaded online on the portal www.etender.sbi. However, hard copies of application or other documents is be submitted by the applicant as and when required by the Bank. The applications so received from the Architects shall be examined and evaluated by a Committee in the SBI at every 12 months interval.
- xxxi. The prequalification criteria mentioned above is minimum. Thus, the empanelment of Architects in each category shall be considered by the SBI purely on merits, performance of the Architect 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 Architect for their empanelment with the SBI.
- xxxii. The SBI reserves its right to empanel Architect as per its needs in each category & trade. The empanelment of Architects shall be considered on merits within the sole discretion of the SBI and cannot be claimed as right by the applicant and no correspondence shall be entertained by the SBI in this regard.
- xxxiii. Canvassing in any form including bringing influence from any person/agency/Officials/authorities shall lead to disqualification for the empanelment exercise.
 - a. The SBI 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. Disputes, if any, regarding the empanelment shall be within the jurisdiction of Court in Patna only.
- xxxiv. Applications received after due date will not be entertained during the current exercise. However, applicant shall not be entitled to raise any claim for the same and no correspondence shall be entertained in this regard.
- xxxv. Firms are advised to keep on visiting Bank website regularly for any corrigendum/ changes/ additions etc. as no further press notice will be published in this regard.

- xxxvi. This panel will be valid for three years from date of empanelment or till the formation of the new panel.

**ASSISTANT GENERAL MANAGER
STATE BANK OF INDIA
PREMISES & ESTATE DEPARTMENT
LOCAL HEAD OFFICE,
PATNA**

Contact 0612-2820819

E-mail: agmpe.lhopat@sbi.co.in

E-TENDERING INSTRUCTIONS TO BIDDERS

General

SBI hereby publish the TENDER on e-tendering Portal (Website) :<https://www.tenderwizard.com/SBIETENDER> in Electronic mode hereinafter referred as “e Tendering” and TENDER will be hereunder called as “e-Tender”. The e-tender published online through above portal (website) consisting of standard tender conditions, specifications, schedule of quantities, drawings (if any) for above referred work. Please note that copy of the above e-tender can be downloaded from above portal (website) and should be mandatorily submitted in Online Electronic Mode hereinafter referred as “Online Offer”. The submission of Online offer duly Encrypted & Digitally signed on above portal should be in prescribed Electronic Forms (Online) available on above portal for respective tender in Online Envelope(s) on or before As per the key Dates mentioned in the Tender Notice in this document and online portal for above tender .

Instructions

1. Tender Bidding Methodology:

Electronically Sealed Bid System

2. Broad outline of activities from Bidders prospective

- i. Procure a Digital Signing Certificate (DSC)
- ii. Register on the e-Procurement portal :<https://www.tenderwizard.com/SBIETENDER> (The contractors need to upload scan copy of their valid empanelment letter in the portal otherwise their registration would be cancelled)
- iii. Create Users and assign roles on the above portal
- iv. View Notice Inviting Tender (NIT) on the above portal
- v. Download Official Copy of Tender Documents from the above portal
- vi. Clarification to Tender Documents on the above portal
- vii. Bid-Submission on the above portal
- viii. Attend Public/Limited Online Tender Opening Event (TOE) on the above portal
 - Opening of Technical-Part
- ix. Post-TOE Clarification on the above portal (Optional)
 - Respond to SBI's Post-TOE queries
- x. Attend Public/Limited Online Tender Opening Event (TOE) on the above portal
 - Opening of Financial-Part (Only for Technical Responsive Bidders)

For participating in this tender online, the following instructions are to be read carefully. These instructions are supplemented with more detailed guidelines on the relevant screens of the above portal

3. Digital Certificates

For integrity of data and authenticity/ non-repudiation of electronic records, and to be compliant with IT Act 2000, it is necessary for each user to have a Digital Certificate (DC). also referred to as Digital Signature Certificate (DSC), of Class II or above, issued by a Certifying Authority (CA) licensed by Controller of Certifying Authorities (CCA) [refer <http://www.cca.gov.in>].

4. Registration

To use the Electronic Tender portal :<https://www.tenderwizard.com/SBIETENDER> vendors need to register on the portal. Registration of each organization is to be done by one of its senior persons vis-a-vis Authorized Signatory who will be the main person coordinating for the e-tendering activities. In the above portal terminology, this person will be referred to as the Super User (SU) of that organization. For further details, please visit the website/portal, and follow further instructions as given on the site.

Note: After successful submission of Registration details please contact to the Helpdesk of the portal to get your registration accepted/activated.

Help Desk:

Contact Person:

Mr. Rakesh Kumar Tel. No.9771414548,
Email ID – r.rakeshkumar@antaressystems.com

5. Bidding related Information for this Tender (Sealed Bid)

The entire bid-submission would be online on the portal. Broad outline of submissions are as follows:

- Submission of Bid Security/ Earnest Money Deposit (EMD) & Cost of Bid Document
- Submission of digitally signed copy of Tender Documents/ Addendum
- Power of Attorney, · Two Envelopes,- Technical-Part, Each of the above electronic envelopes consists of Main bid and Electronic form (both mandatory) and bid Annexure (Optional).

NOTE: Please note that above e-Tendering system is an automatically time locked system which will be locked immediately as soon as due date and time is over and will not accept any offer after that. So, the tenderers are strictly advised to do their process well before the due date and time to avoid any such instances.

6. Tender Opening Event (TOE)

The e-Procurement portal offers a unique facility for 'Public/Limited Online Tender Opening Event (TOE)'. Tender Opening Officers as well as authorized representatives of bidders can attend the Public/Limited Online Tender Opening Event (TOE) from the comfort of their offices. For this purpose, representatives of

bidders (i.e. Supplier organization) dully authorized are requested to carry a Laptop and Wireless Connectivity to Internet. Every legal requirement for a transparent and secure 'Public/Limited Online Tender Opening Event (TOE)' has been implemented on the portal. As soon as a Bid is decrypted with the corresponding 'Pass-Phrase' as submitted online by the bidder himself (during the TOE itself), salient points of the Bids are simultaneously made available for downloading by all participating bidders. The tedium of taking notes during a manual 'Tender Opening Event' is therefore replaced with this superior and convenient form of 'Public/Limited Online Tender Opening Event (TOE)'. The portal has a unique facility of 'Online Comparison Chart' which is dynamically updated as each online bid is opened. The format of the chart is based on inputs provided by the Buyer for each Tender. The information in the Comparison Chart is based on the data submitted by the Bidders. A detailed Technical and/ or Financial Comparison Chart enhance Transparency. Detailed instructions are given on relevant screens. The portal has a unique facility of a detailed report titled 'Minutes of Online Tender Opening Event (TOE)' covering all important activities of 'Online Tender Opening Event (TOE)'. This is available to all participating bidders for 'Viewing/ Downloading'. There are many more facilities and features on the portal. For a particular tender, the screens viewed by a Supplier will depend upon the options selected by the concerned Buyer.

7. Minimum Requirements at Bidders end

In order to operate on the electronic tender management system, the user's machine is required to be set up. The machine must have running XP service Pack 3 or higher version of Windows like Vista or Window 7. Also need to install Mozilla Fire fox web browser and latest Version of Java.

IMPORTANT NOTE: In case of internet related problem at a bidder's end, especially during 'critical events' such as – a short period before bid-submission deadline, during online public/limited tender opening event, during e-auction, it is the bidder's responsibility to have backup internet connections. In case there is a problem at the e-procurement/ e-auction service-provider's end (in the server, leased line, etc) due to which all the bidders face a problem during critical events, and this is brought to the notice of SBI by the bidders in time, then SBI will promptly re-schedule the affected event(s).

**ASSISTANT GENERAL MANAGER
STATE BANK OF INDIA
PREMISES & ESTATE DEPARTMENT
LOCAL HEAD OFFICE,
PATNA**

DRAFT DEED OF AGREEMENT

THIS AGREEMENT made thisday of
 Two thousandbetween State Bank of India a body corporate incorporated under the State Bank of India Act,1955 having its Corporate Centre at State Bank Bhawan, Madam Cama Road, Mumbai and having its Local Head Office at West Gandhi Maidan, Patna-800001, (herein after called 'the Bank or SBI' which expression shall include the successors and assigns) of the one part and M/S..... having its office at (hereinafter called 'the Architect' which expression shall include the partners and also the partners from time to time as also their respective heirs, legal representatives, administrators and assigns) of the other part.

Whereas the Bank intends to construct it'sat.....
 and whereas the firm as Architects for the said (Hereinafter called the 'said works') and whereas the Bank is desirous of appointing the said Architects as Architects for the said work by their letter No.dated (Hereinafter called the 'said works') and whereas the Architects have accepted the said appointment by their letter No.datedNow, therefore, this agreement witnessed that the said M/S.are hereby appointed as Architects for above referred to, on the following terms and conditions:

1. Architect's Services:

The Architects shall render the following services in connection with and in reference 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 estimate based on sq. meter area * rate per sq. meter and preparing reports on merits of the scheme, highlighting the points such as permissible FSL, likely type of foundation required, structural design provisions to be made, planning norms/development rules of the local authorities from whom the plans have to be got cleared before commencement of work and how the same are met in the proposed layout permissible and recommended basement areas and purpose, adequacy of available water sources for drinking, flushing, A.C. adequacy, electric sources for lighting and Air-conditioning and other purposes, any alternative arrangements required to be made for water and electricity, type of drainage system, water storage and distribution arrangements, compound development, land scaping etc. and all incidentals and connected aspects thereto so as to enable the Bank to take a decision on the sketch designs and scheme as a whole.
- b) After approval of the plans by the Bank, submitting the required drawings to the (Municipal Corporation and) or local authority like etc. and obtaining their

approvals.

- c) After approval of the plans by the Municipal Corporations and /or local authority or any other authority empowered to approve under law/rules & regulations in force, preparing details architectural working drawings, making design calculations and drawings for foundation and other structural work of the building, making designs and drawings for normal sanitary, water supply and electrical services and also for any special installations like air-conditioning, sewage treatment, firefighting, telephone, public address system, computer installations, interior decoration/site preparation work etc. (as may be included required by the Bank in the Architects services), meticulously working out technical specifications, bills of quantities and detailed cost estimates after briefing and discussing the amenities and finishes being proposed broadly with the Bank While the Architects would be given full scope to make suggestions in the best interest of the said works, the Architects shall amend/change the same suitably if so desired by the Bank. The Architects shall be responsible for inclusion of each, and every item of the works specifications required for completion of the project and the correctness of the quantities so as to ensure that variations are not beyond 5% on either side between on the actual quantities and the estimated quantities in exceptional /rate cases. The Architects shall get all these detailed drawings and cost estimates approved by the Bank after making necessary changes/amendments etc. if so, desired by the Bank.
- d) Drawing up detailed tender documents for the various trader, complete with the Articles of the agreement, special conditions, conditions of contracts, specifications, drawings, schedules of quantities, the SBI's standard PVA clauses, lists of various tests to be conducted by the contractors or got done through laboratories for materials, works site etc., theoretical/standard cement consumption for various items of works, various insurance covers required, time and progress charts and any other material necessary for completing the tender documents and getting them approved by the Bank.
- e) Preparing select list of contractors i.e. short listing of contractors after scrutinizing the applications received in response to the press notice for pre-qualification of contractors and inspection of some of the works done by them with the approval of the Bank, inviting the tenders for various trades, preparing comparative statements and submitting the assessment reports and recommendations thereon to the Bank, assist the Bank to conduct negotiations with the tenders where necessary and after the Bank's decision on the tenders, preparing contract documents and getting those executed by the concerned contractors.

It is clearly understood that the Bank shall employ services of Project/Management Consultants for day to day supervision and ensuring that the said works are being executed as per the plans and designs and specifications prepared by the Architects and provided for in the contract agreement with the selected /appointed contractors for various disciplines of the said works, monitoring of the project, checking the materials/works, getting various tests for materials and works done, correct measurements of the works, initial scrutiny of the contractors bills at site and making the recommendations to the architects. The Bank will be involving the said PMC

agency in the project right from the beginning of project i.e. from the stages of soil exploration, pre-qualification of the contractors as the Bank's agency to remain fully associated with the project and day to day work.

The Architects shall not for whatsoever reason, object to the said appointment of the Project Management Consultants by the Bank for monitoring of the project at site and assisting the Bank in scrutiny of the recommendations, reports, plans, estimates etc. received from the Architects with a view to the decisions in the matters at the Bank's end. It is expected that the Architects and the PMC work jointly as a team in good spirit with a view to getting the said works completed in best possible manner and efficiently.

- f) Preparing landscape drawings.
- g) Preparing for the use of the Bank, the contractors, PMC/and the Site Engineers (if any) appointed by the Bank, six copies of the contract documents of various trades including all drawings, specifications and other particulars such further details and drawings as are necessary for the proper execution of the said works.
- h) Assuming full responsibility of correctness of structural and foundation design and design for all services and installations and soundness of the construction according to the said designs and specifications. Assuming full responsibility for the overall supervision and proper and timely execution of the works by all the contractors and sub-contractors, specialists, consultants, technical adviser etc. that may be engaged from time to time as defined in the conditions of engagement referred to clause 2 below by following up the matter closely with the appointed PMC and even with the contractors. Appointment of the PMC by the Bank and their presence at Site and involvement in the work shall not absolve the Architects in any manner from those responsibilities. The role of the PMC will be as an Agent of the Bank employed for austere the Bank for efficient execution of the project at Site. The Architects will have right to oversee, defer with the PMC's opinion in regard to the quality, measurements, rates of part/substituted/extra items etc. without affecting the Bank's interest. However, in the event of any dispute arising out due to difference between the opinion of the PMC and the Architects, the decision of the Bank shall be final and binding on the architects (and PMC as well).

Normally, the work rejected by the PMC or the rates and/or quantities reduced by them shall not be disputed by the Architects. However, if they differ with the PMC in this regard, they have right to make recommendations/suggestions to the Bank for the Bank's consideration and pending the bank's decision/s on such points, the architects shall issue the interim payment certificates as recommended by the PMC. On getting the Bank's decision on such points the architects can give effect to the same as may be necessary in the bills to follow thereafter. The Architects will have, however, a right to reject the works accepted by the PMC if in their opinion they are not satisfied with the quality or execution of the same as expected by them but by clarifying the specific reasons in writing to do so to the Bank under a copy of the advice to the PMC.

Test checking or cross checking of measurements of works at site if and wherever felt necessary on receipt of the bills from the site duly scrutinized and verified from the said PMC of the Bank, checking the contractor's bills, issuing certificates for

payment and passing and certifying accounts so as to enable the Bank to make payments to the contractors and making adjustments of all accounts between the contractors and Bank. The Architects shall assume full responsibility of the entire project and correctness of the payment certified by them subject, however, to the correctness of the detailed measurements calculations and summing-up of net totals under appropriate tender items by the PMC.

- i) Obtaining from PMC and submitting after verification the account of cement and other important materials as the Bank may specify.
- j) Obtaining final building completion certificate and securing permission of Municipal Corporation or other authority for occupation of the building and obtaining refund of deposits, if any, made by the Bank to the Municipal Corporation or other authority. The Architects shall be also fully responsible for obtaining all other NOCs like those of Fire, Aviation and another departments/offices of Govt./Semi Govt./Public Bodies in connection with getting approvals to the plans, commencement of works, completion of works etc.
- k) Appearing on behalf of the Bank before the Municipal Assessor & Collector or other authority in connection with the final settlement of the initial ratable value of the building/s and tendering advice in the matter to the Bank.
- l) Any other service connected with the said works usually and normally rendered by Architects and not included in any of the items referred to above.

2. Conditions of Engagement:

- a) The Architects shall submit to the Bank the sketch plans, detailed plans, cost estimates, tender documents etc. within the period stipulated including project details in the schedule hereto annexed.

The Architects shall exercise all reasonable skill, care and diligence in the discharge of duties hereby covenanted to be performed by them and shall exercise such general superintendence and inspection in regard to the said works as may be necessary to ensure that the work being executed by the contractors under day-to-day supervision of the PMC is in accordance with the architectural working drawings and the finishes etc. as provided for by them. In the event of their finding out/observing any deviations there from, they shall immediately bring it to the notice of the /PMC/Contractors at the site and write to the contractors for the same. All such letters addressed to the contractors by the architects shall be routed, without exception through the PMC so that if there is any point of difference or there is any genuine technical/administrative/contractual difficulty in following the architects' directions, the PMC can first talk to the architects and or to the Bank before the architects' letter/s reach in the office of contractors. Simultaneously, copies of all such correspondence with the PMC/Contractors shall be sent to the Bank by the architect periodically. The PMC shall be responsible for getting implemented/executed the project work through the appointed contractors as per the detailed architectural and structural drawings prepared and submitted to them by the architects and as per the provisions made in the accepted tender/s. The PMC shall be authorized by the Bank to talk/instruct/write directly to the representatives of the selected contractors during the progress of day-to-day work as long as those pertain

to specifications, quality, measurements, drawings, progress of works etc. as provided in the respective contractors' contract agreement.

The PMC shall endorse the copies of all their correspondences with contractors to the architects and the Bank. The PMC will have right to stop bad/defective work or the work which is not as per the tender item/drawings. The PMC will have right to ask the contractors to remove/ demolish disapproved/rejected materials/works. Only where the contractors disagree to the same, they will refer the matter to the Architects for further necessary action. The Architects' overall responsibility will continue during the defect liability period to see that the PMC are persuaded to get the defects, if any, removed by the contractors and they shall give a 'No Objection Certificate' at the end of the defect liability period of twelve months from the date of virtual completion of the said work to the contractors after getting recommendations to that effect from the PMC. The PMC shall also be authorized to write to the architects, if they find any discrepancy in the drawings, specifications or in the architects' instructions or any drawings, details, clarifications required for speedy implementation of the works are pending from the architects' offices.

- b) During the preliminary stage, the Architects shall visit the site, collect all the relevant data, take site particulars, ascertain local authority's building bye-laws, prevailing prices for building materials and labour wages etc. and forward the same to the Bank also. The Architects shall arrange, if required, for preparing a surveyed site plan and for necessary soil investigations like trial bores, or test pits, load bearing test or other soil tests as may be required and submit their report to the Bank. The cost of survey of site and carrying out soil investigations, various tests shall be borne by the Bank.
- c) The Architects shall co-ordinate all his activities during the detailed planning and tendering stage with the PMC (and other consultants, if any) separately appointed by the Bank, and they shall prepare a comprehensive- programme of work in consultation with the PMC and other consultants as also the contractors and arrange to have the work completed in an expeditious manner and in accordance with the programme drawn up. For this purpose, the Architects shall attend the weekly/fortnightly joint meetings of the Bank, the Architects, the PMC, all the concerned consultant, contractors/sub-contractors, and assist the PMC to prepare jointly the minutes of discussion/instructions at such meetings with a view to co-ordinate the work of the various contractors/sub-contractors and avoids delays.

The following shall constitute the joint Project Committee (hereinafter referred to as JPC) for assessing and reviewing the progress of the work on the project and to issue instructions or directions from time to time for being observed and followed by the Architects /PMC and other Consultants/Contractor engaged in the execution of the project.

- i. Asstt. General Manager, Premises Deptt., SBI, who shall be the Chairman of the Committee.
- ii. Bank's Engineers (Civil and Electrical) in charge of the project, as may be nominated by the AGM (Premises & Estate) members.
- iii. Concerned partner of the Architects and their Resident Architect/Engineer members. Project Manager and or Resident Engineer-in-charge of project of the PMC Member and secretary respectively.

- iv) The Secretary of the Committee may, convene the meetings of the SBI, Architects, PMC and the concerned contractors/consultants at such regular intervals or frequently as may be instructed by the Chairman of the JPC and shall record and circulate to all concerned the decisions of the JPC for implementation/information as may be applicable. It is clarified that day to day supervision, programming of the works and coordination of various activities, quality control, measuring and recording the actual quantity of work, their correctness, ensuring that the work is being executed as per tender specifications and drawings, pointing out of any discrepancy therein forthwith the Architect to enable the later to give necessary clarifications/instructions to the PMC or (through the PMC) to the contractors after taking the Bank into confidence will be responsibility of the PMC and the architects will oversee all these activities and follow up with the PMC and various contractors through their Resident Architect at site to ensure timely and quality work as provided in the agreement.
- d) 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. 2,5000/- 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 shall be issued within a fortnight from the date of issue of instructions for deviations but after getting the Bank's approval. 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.
- e) During the progress of work, the Architects' representative at site shall remain in daily touch with the PMC and ascertain in from them whether any excesses over sanctioned cost is anticipated and/or has already occurred. The Architects shall immediately report the same to the Bank with adequate justification for the same and obtain Bank's approval thereto. Also, as and when required, the Architects shall also prepare a revised cost estimate for Bank's approval with assistance from/in consultation with the PMC.
- f) The Architects shall engage (within fees mentioned in clause 4 & 5 below) a qualified graduate Resident Architect/Civil Engineer with not less than 10 years' experience for co-ordination and overall supervision on the site on day-to-day basis during the construction of the works subject to clarifications given above, for projects costing Rs. **10 crore** or more of similar projects. In the event of construction period is extended for reasons not attributable to the Architects, the remuneration of the Resident Architect/Engineer shall be

reimbursed to the Architects by the Bank for the extended period over the stipulated period of completion of the project.

- g) The Architects shall, within the fees mentioned in clause 5 below, engage a qualified;

(i) Structural Consultants/ Engineer, (ii) Electrical Consultants / Engineers, (iii) Sanitary and Plumbing/ Public Health Consultants, Engineer and (iv) Consultants for special installations like air-conditioning, lifts, generators and firefighting installations, land scaping interior works etc. to assist them in their works. The remuneration, fees of Resident Architect and his required assistants/ Consultants/ Engineers appointed under clause (f) shall be paid by the Architects who shall also be responsible for all the work, actions, omissions, etc. of any such Resident Architect and his assistants/Consultants/Engineers.

- h) Scrutiny/recommendations/ certifications of the contractors' running bills by the architects / PMC and payments by the Bank. The ST / PMC shall certify the running bills of the contractors within 5 working days from the date of receipt of the same from the contractors. To avoid delays in payments of running bills of the contractors, the joint measurements of the executed works by the authorized engineers of the PMC and contractors are required to be recorded from time to time by them soon after execution as also arithmetic calculations etc. are also required to be done soon thereafter and except for summary of quantities under various items of the works, the measurement of work should stand updated so that the recommendations from the PMC on each such running bill can reach within 5 days to the architects. The Resident Architect should follow-up with PMC to ensure accordingly. The Architects are supposed to satisfy themselves about the recommendations by the PMC especially to ensure that the disputed/rejected works and the works not sanctioned by the Bank are not included, the quantities are not in excess of the tender quantities unless justified suitably to the satisfaction of the Bank, the rates allowed by the PMC are not in opinion of the architects more than the reasonable in case of partly done / substituted / extra items and not more than tendered rates in case of completed tender items, various recoveries/deductions from the bills are properly effected, deductions for up to-date actual payments effected by the Bank / tax deductions made / other recoveries made up to the last running bill in case of each contractor by the Bank are ascertained from the Bank and are given effect in the running bill in hand so as to minimize further corrections at the Bank's end, various insurance covers are arranged by the contractors before giving certificate for payments of the bills by the Bank to the contractors. The Architects shall not be responsible for the corrections of the individual measurement, calculations etc. which shall be the responsibility of PMC. But the architect should satisfy themselves through their Resident Architect that there is no duplication of the measurements and recording of the work done is under proper tender items. To avoid delays in verification on this account, the Resident Architect or his assistant at the site may remain associated with the PMC and the concerned contractors at the time of joint measurements to satisfy himself about what work is being measured and under that tender items.

- i) SBI shall include in all contracts which may be entered into with the contractors such clauses as would provide for the payment to SBI by the contractors of adequate damages for losses or delay on their part in carrying out the terms of the said contract and the architects shall take all necessary precautions and perform all their duties before and during the progress of the work to bring about completion of the work as may be entrusted to them including determining claims of the contractors due to fault or delay caused by the firm or their staff, on which question the decision of SBI, is final and binding, will have to be made good by the architects, subject to the total liability of the firm on this account being limited to an amount equal to 10% of the total payable fees.
- j) If the work of construction of any one or more of the civil engineering works or other works therein be substantially interrupted by force majeure or by reasons of any orders in writing issued by SBI stopping or suspending the work of construction on grounds other than bad/ unsound work or installation and / or defective supervision or lack of supervision or by reason of any undue or unreasonable delay on the part of SBI in the matter of approving of the work done or in the matter of giving such sanction or instruction as may be necessary for the future progress of the work, the firm shall not be liable in any way for the consequent delay in the completion of such work. SBI may require the firm to go out for discharge of any of their duties enumerated in this agreement without any extra fees. In such case, the firm shall, except in case of visit to site/laboratories / quarries / shops within the Patna City, be entitled to traveling and daily allowance permissible as under:

Travelling Expenses to the APMCF and Consultants:

Sr. No.	Visit undertaken by	Halting allowance	Traveling allowance
i).	Senior Partner / Senior Associates of the APMCF when the visit is undertaken with the prior approval of the Bank.	Similar to entitlement of AGM (SMGS-V)	Single return Air fare (Economy Class) / Train (AC 2 tier/ First Class) fare per person (as per actual)
ii).	Junior staff of APMCF /other associates/ Consultants	Similar to entitlement of Manager (MMGS-III)	Single return Train (AC 2 Tier / First Class) fare per person (as per actual).

- k) 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 through the PMC and advising the PMC to take immediate action to get the matter set right and report back to the Architects for compliance. The Architects shall assist the Bank with necessary assistance from the PMC to

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, with the necessary assistance from the PMC, assist the Bank from time to time by drafting suitable replies in consultation with the legal advisers and the PMC and protect the interest of the Bank.

- l) The Architects shall, on the completion of the work, supply to the Bank free of cost two copies of not less than 1:100 scale drawings (one of which shall be in AUTOCAD format on a compact disc or pen drive), two complete sets of structural drawings and two sets of drawings sufficiently showing the main lines of water and drainage pipes, electrical installation and other essential services and also an inventory of all fittings and fixtures in the building. The Architects shall, if so required by the Bank, supply extra copies of all such drawings and the cost of such extra copies shall be reimbursed by the Bank to the Architects.

3. Termination of Agreement

- a) The agreement herein 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.
- b) If the Architects shall 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 or become incapacitated from acting as such Architects, then the Agreement shall stand terminated.
- c) (i) If the Architects fail to adhere to the time schedule stipulated in the schedule hereto annexure or the extended time which may be granted by the Bank in his sole discretion. Or
(ii) In case there is any change in the constitution of the 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 provisions in this agreement shall be final and binding on the Architects.
- e) In case of the termination under sub-clause (a), (b) or (c) above, the Bank

may make use of all or any drawings, estimates or other documents prepared by the Architects.

1. Transfer of Interests:

(i) The Architects shall not assign, sublet or transfer their interest in this agreement, without the prior written consent of the Bank.

i) 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.

2. Scale of Charges:

- a) The Bank shall pay to the Architects as remuneration for the services rendered by the Architects in relation to the said works, and in particular for the services herein before mentioned, fees calculated at the rate of.....% (..... percent) the cost of the work as indicated in sub-clause (a) of this clause. No deduction shall be made from the Architect's bill/fees on account of any delay in the work due to reasons not attributable to the Architect.
- b) If the Bank appoints independent consultants 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 in clause 6 below, in respect of the preparation of plans, drawing up of estimates, specifications, pre-qualifications of contractors, calling of tenders etc. up to the stage the work is done by them on the value of works estimated by them initially or based on value of approved tender for works. However, the Bank shall be entitled to adjustments subsequently based on 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.

3. Methods of Payment:

Sr. No	Services to be recorded	Subject to clarifications under Fees payments	Up to stage total cumulative fees payments	Remarks/ Clarifications
1	2	3	4	5
(a)	i) After completion of sketch plans, Architectural design and model, if any, and their approval by the Bank. (ii) If project is decided to be foreclosed by the Competent Authority, but sketch plans have been prepared and submitted to the Bank in all respects.	th 1/16 (6.25%) of the total agreed % of fees on total cost of related work.	th 1/16 (6.25%) of the total agreed % of fees on total cost of related work.	It is clarified that estimated of the work at this stage shall 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)	th 1/8 (12.5%) of the total% of fees on total cost of related work.	th 3/16 (18.75%) 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

(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.	1/16 th (6.25%) of the total% of fees on total cost of related work.	1/4 th (25%) of the total fees on total cost of related work.	Here also, as clarified in para (b) above, initially the estimated cost shall be the cost of foundation or/ and super-structure (excluding interior decoration work) when the general building work is in progress. The fees under this (c) stage will be paid later on when the detailed plans/estimates/tender documents etc. are prepared by the ACF and approved by the Bank and the tenders are invited by the ACF. Part payments of fees in both these cases can be released at discretion of the Bank on request of the ACF in proportion to the services completed in respect of particular trades. Such payment shall be on account.
(d)	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.	1/2 th (50%) of the total% of fees on total cost of related work.	3/4 th (75%) of the total fees on total cost of related work.	
(e)	On final completion of the project & closing of accounts including obtention of occupation certificate from Local Govt. Authorities/ Fire authority / water connection authority / electrical connection	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 of related work.	

(f)	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.	th 1/8 (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.
(g)	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.			

(a) Up to maximum 90% of the payment will be made within 15 days of the payment of the contractors' bill. The payment will be made in stages in proportion with the value of the work executed.

(b) 5% of the payment will be released after settlement of final bills of all the contractors including PVA bills, extra work bill, any other claims etc.

(c) 5% of the payment will be released after expiry of the defect liability period of all the contractors or after attending to the CTE's observations, if any, till its final disposal and award of arbitration, if any whatever is later.

7. Visit to the Site:

In addition to the stationed qualified Resident Architect and one or two of his assistants as the Architects may consider necessary to support him, the Architects as stipulated by the Bank or their representatives shall visit the site at least once in a week and more frequently if so required and their consultants shall visit the site periodically and as frequently as works require and inspect and supervise the construction to ensure and themselves satisfy that the works are being executed as designed and planned by them and approved by the Bank and general quality of the work and finishes etc. are good. For this, no charges shall be payable by the Bank, but traveling charges shall be payable to them including daily allowances as mentioned in para 2 (I) above for visit outside Patna.

8. Delays, Responsibility & Recoveries from fees:

a) If the construction work after appointment of the contractors get delayed and the appointed contractors disagree to bear liquidated damages levied for the same as per the provisions in the agreements between the Bank

and the contractors on a ground that they did not receive detailed architectural / structural drawings and of any further clarifications from the architects, the architects shall be liable to make good the losses to the Bank to an extent of the amount of liquidated damages disagreed by the contractors. Similarly, if the works done as per the architects' earlier given architectural / structural drawings are required to be altered / demolished because of mistakes at the architects / their consultants' the architects shall be liable to bear the cost of the work required to be so altered / removed (including removal / alternation 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, due to which the work is not completed within the time frame, they shall be liable to make good suffered by the Bank without prejudiced to the 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) While the PMC will be in-charge of the site in regard to implementation of the project as designed, planned and put to tender in time bound schedule through the appointed contractors, the architects shall closely follow-up and keep the account of the progress made and arrange to solve the bottlenecks, if any, and clarify the doubts / details, if any required by the PMC/ contractors through their Resident Architect and his assistants at site. If necessary, they should write to the PMC under advice to the Bank about time lag in the works and suggest improvements / course of action for PMC's consideration. Similarly, the PMC will be authorized to write to the architects about their requirements from the architects like drawings, details, clarifications, discrepancies, etc. if any.
- c) It is agreed by the Bank and the Architects that the total recoveries /payments 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 / instructions given to the PMC / contractors / Bank in writing. However, in the event of any damage / loss caused to the Bank on account of structural failure due to defective structural design by the Architects and / or their structural consultants, the Architects shall be liable to make good fully such damages / loss to the Bank without any upper limit.

9. Arbitration:

- i. Any dispute and items of disagreement arising between the Architect and the Bank shall be referred to the Chief General Manager or in his absence; the General Manager of SBI and his decision on those matters will be final and binding on the Architects and PMC as well.
- ii. If any dispute, difference, or question shall at any time arise between the

Architect and the Bank as to the interpretation of this agreement or concerning anything herein contained or arising out of this agreement except that stated 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 Bank Bank is final and binding, the same shall be referred to the Arbitration and arbitrator is to be appointed by the Bank Bank.

- iii. 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.
- iv. 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.
- v. The Arbitrator may from time to time, with the consent of the parties, enlarge the time for making and publishing the award.
- vi. 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.
- vii. 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 thereof shall be paid may fix or settle the amount of costs to be paid.
- viii. The award of the Arbitrator shall be final and binding on both the parties.
- ix. Subject to aforesaid, the provisions of the Arbitrator Act 1940 or any statutory, modification or reenactment thereof and the rules made there under, and for the time being to force, shall apply to the arbitration proceedings under this clause.

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 and the year herein above first mentioned.

Signed and delivered by within named M/s-----by the hand of its Partners for and on behalf of the Architects in the presence of

- 1.
- 2.

Signed and delivered for and on behalf of the State Bank of India by

- 1.
- 2.

INSTRUCTIONS TO ALL THE APPLICANTS

1. Intending applicants are required to submit their applications with full bio-data giving details about their organization, experience, technical personnel in their organization, competence and adequate evidence of their financial standing etc. in the enclosed form which will be kept confidential.
2. Each page of the application shall be signed. The application shall be signed by persons/ persons on behalf of the organization having necessary authorization/ Power of Attorney to do so (Certified copies to be enclosed).
3. If the space in the proforma is insufficient for furnishing full details, such information may be supplemented on separate sheets of paper, stating therein the part of the proforma and serial number. Separate sheets shall be used for each part. **However, the format shall be as per proforma.**
4. Applicants / Architects selected will be informed about the same after finalization of the panel.

APPLICATION FORM**TO BE FILLED IN ONLINE PORTAL**(i.e., on <https://www.tenderwizard.com/SBIETENDER>)

Sl. No.	Particulars	Please fill the Data	Attachment
1	a) Name of the applicant/Firm/ Organization		
	b) Name of work applied for (with Category)		
	c) Full Postal Address of Firm		
	d) Contact Details (i) Phone No. (ii) Mobile No. (iii) Fax No. (iv) e-mail Id		
2	Year of establishment Please enclose documentary evidence		ATTACHMENT-1
3	Constitution of Firm Sole proprietorship/ Partnership /Private Ltd. / Public Ltd. / Any other (Please specify) (Enclose certified copies of documents as evidence).		ATTACHMENT-2
4	Name of the Proprietor/ Partners/ Directors of the organization/firm with qualification. Enclose Biodata of Proprietor/Partner/Associated of document as evidence.		ATTACHMENT-3
5	Name/s of authorized signatory/Directors/Partners with designation and contact no.		
6	Mode of Authorization Enclose certified copies of document as	Resolution / Partnership Deed	ATTACHMENT-4

Sl. No.	Particulars	Please fill the Data	Attachment
	evidence	/ Registered Power of Attorney / Proprietor / Any Other (Please specify)	
7	Details of registration with Registrar of Companies/ Registrar of Firms/Other Authorities. Whether Sole proprietorship, partnership firm, company, etc. Name of registering authority, date and registration number Enclose certified copies of document as evidence.		ATTACHMENT-5
8	Whether registered/empanelled with Govt./Semi Govt/Banks/CPWD/Municipal Authorities or any other Public Organization and if so, in which class and since when ? (Enclose certified copies of document as evidence). Name of Organisation/Department Category No. & Date of Registration Name of Organisation/Department Category No. & Date of Registration Name of Organisation/Department Category No. & Date of Registration		ATTACHMENT-6
9 a	No. of years of experience in the field and details of work in any other field		
b	Certified copies of the letter of intent for award of the work from reputed private / multinational organizations/ PSUs etc.		
c	Particulars of participation in competitions and awards if any received		
10	Yearly turnover of the organization during last 3 financial years (year wise) and furnish audited balance sheet and Profit & Loss A/c. (Audited) for the last 3 financial years.	2023-24 2024-25 2025-26 Average:	ATTACHMENT-7

Sl. No.	Particulars	Please fill the Data	Attachment
11	Banker's Details (i) Banker's Name (ii) Full Postal Address (iii) Telephone No. (iv) Account No. (v) Type of Account		
12	PAN No.		ATTACHMENT-8
13	GST No.		ATTACHMENT-9
14	Whether registration/ obtain of license from Govt. authorities e.g., labour deptt, EPF,ESIC, etc are in place.		ATTACHMENT-10
15	Whether last three years IT returns filed (Pl. enclose certified copies of the I T return of 2023-24, 2024-25, 2025-26)		ATTACHMENT-11
16	Details of major works executed & completed during last 7 years.	Please fill up the enclosed Annexure K together with copies of work completion certificates	ATTACHMENT-12
17	Details of major works on hand	Please fill up the enclosed Annexure L & attach copies of LOI /work order / agreement	ATTACHMENT-13
18	Details of Key Personnel Permanently employed. (i) Technical Personnel (ii) Other Personnel	Please fill up the enclosed Annexure M	ATTACHMENT-14
19	Furnish the names of 03 responsible persons along with their designation, address, Telephone No., etc., for whose organization, you have completed the above mentioned jobs and who will be in a position to certify about the quality as well as performance of your organization.		ATTACHMENT-15

Sl. No.	Particulars	Please fill the Data	Attachment
20	Whether any Civil Suit/litigation arisen in works executed during the last 10 years. If yes, please furnish the name of the project, employer, nature of work, contract value, work order and brief details of litigation. Give name of the Court, place and status of pending litigation.	Attach a separate sheet if required.	ATTACHMENT-16
21	Information relating to whether any litigation is pending before any Arbitrator for adjudication of any litigation or else any litigation was disposed off during the last ten years by an arbitrator. If so, the details of such litigation are required to be submitted.		
22	Declaration regarding near relatives working in the Bank.		ATTACHMENT-17
24	If the firm is not having its office in Patna circle, please indicate the time by which it is likely to open an office with documentary evidence. (A confirmation from the firm may be obtained stating that within 3 months of award of the project a proper office set up will be opened at place of work		ATTACHMENT-18

- b. I/We have read and understood the Press notice, Empanelment Notice & this Application form along with Annexures and my/our firm fulfills the ELIGIBILITY CRITERIA as described in the notice or otherwise is competent to apply for the empanelment in the State Bank of India and is not debarred under any law for the time being in force from doing so.
- c. I/We hereby confirm and certify that the information given above is/are correct and true and the enclosures annexed herewith are genuine to the best of my / our knowledge and belief.
- d. I/We are authorized to sign and submit these documents for Empanelment.
- e. I /We understand that if at any stage it is found / noticed by the Bank that any information thus provided by us is/are untrue / incorrect partly or fully and in case of receipt of adverse / unsatisfactory report from other clients / Bankers, the Bank may not consider our application and / or may de-list us and / or may take any appropriate action against us.
- f. I /We also understand that partly / wrongly filled application and / or applications not on prescribed pro-forma and / or applications not accompanying relevant documents / enclosures / annexures are liable to be summarily rejected by the Bank.

- g. I / We confirm that all the Rules prevailing in the state, the Labour Laws, Risk Insurance obligations, State & Central Government statutory requirements are complied by us.
- h. I / We understand that this is merely an application & does not entitle us to be necessarily empanelled by the Bank. The Bank reserves the right to reject all and / or any application without assigning any reason whatsoever.

(SIGNATURE OF AUTHORIZED SIGNATORY)
SEAL OF THE FIRM

PLACE:

NAME :

DATE:

Note : Please attach all the Annexures with relevant supporting documents.

ANNEXURE: A

**FORMAT FOR BIODATA OF PARTNERS / ASSOCIATES
BIO DATA OF THE PARTNERS/ASSOCIATES**

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

Date:

Place:

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

Name of Bank Staff related to applicant	Designation	Office/Branch & Place of Posting	Relation with the Applicant

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

Sr. No	Name of Officials	Organisation & Address	Contact No.	Email 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-D**DETAILS OF LITIGATION / ARBITRATION CASES RESULTING FROM THE ARCHITECTS EXECUTED IN THE LAST SEVEN YEARS OR CURRENTLY UNDER EXECUTION**

<u>Sr. No.</u>	<u>Award for or against Applicant</u>	<u>Name of Client</u>	<u>Cause of Litigation and matter of Dipute</u>	<u>Disputed Amount</u>	<u>Actual Awarded Amount</u>

(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 – E**LIST OF MAJOR WORKS EXECUTED AND COMPLETED DURING LAST 7 YEARS AS ON 31.07.2026**(FOR ARCHITECT – 1) **CIVIL/ELECTRICAL/AIR-CONDITIONING/FIRE FIGHTING, 2) INTERIOR RENOVATION & FURNISHING***(Please tick whichever applicable)*

Sr. No.	Name of work/project with address	Name & full postal address of the Client. Specify whether Govt. Undertaking <i>along with name, address and contact Nos. of - 2-persons (Executive Engineers or top officials of the organization).</i>	Contract amount (in Rs.) with copy of work order & completion certificate from project in-charge	Nature of Work	Stipulated time of completion (in months) Enclose clients certificate for satisfactory completion	Actual time of completion (in months)	Actual amount of the project cost, if increased, give reasons	Name & Address of Architect/C onsultant	Remarks
1	2	3	4	5	6	7	8	9	10

(Add separate sheet if required)

Notes: 1. Information has to be filled up specifically in this format.

2. For certificates, the issuing authority shall not be less than an Executive in charge.

Name of Authorized signatory

Sign & seal of the applicant

ANNEXURE – E**LIST OF MAJOR WORKS ON HAND AS ON 31.07.2026**(FOR ARCHITECT –1) **CIVIL/ELECTRICAL/AIR-CONDITIONING/FIRE FIGHTING/, 2) INTERIOR & FURNISHING***(Please tick whichever applicable)*

Sr. No.	Name of work/project with address	Name & full postal address of the owner. Specify whether Govt. under taking <i>along with name, address and contact Nos. of -2- persons (Engineers or top officials of the organization)</i>	Contract amount (Rs.) with copy of Work Order from project in-charge	Stipulated time of completion (Months)	Present status of the project	Name & Address of Architect/consultant	Any other relevant information
1	2	3	4	5	6	7	8

(Add separate sheet if required)

Notes:

1. Information has to be filled up specifically in this format.

Name of Authorized Signatory

Sign & seal of the applicant

ANNEXURE – G**DETAILS OF KEY PERSONNEL (PERMANENT EMPLOYEE), GIVING DETAILS ABOUT THEIR TECHNICAL QUALIFICATION & EXPERIENCE INCLUDING THEIR IN HOUSE ESTABLISHMENT**(FOR ARCHITECT – **CIVIL/ELECTRICAL/AIR-CONDITIONING/FIRE FIGHTING/INTERIOR & FURNISHING**)*(Please tick whichever applicable)*

Sr. No.	Name of Prop., Partners, Directors, Employees having Technical Qualification	Designation	Age	Qualification	Experience	Nature of works handled	Name of the projects handled along with amounts	Date from which employed in your organization	Indicate details of experience for similar projects
1	2	3	4	5	6	7	8	9	10

*(Add separate sheet if required)***Notes:**

- Information has to be filled up specifically in this format.
- 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 applicants

ANNEXURE – H

DECLARATION

1. All the information furnished by me/us here above is correct to the best of my knowledge and belief.
2. I/We also agree that I/We have no objection if inquiries are made about the works listed by me/us in the accompanying sheets or any other inquiry on the information furnished herewith in the accompanying sheets/Annexures.
3. I/We agree that the decision of Bank in selection of Architects 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/MNCs including any of the Offices/Branch of State Bank of India anywhere in India during last 7 year from the date of application.
5. I hereby confirm that all information, particulars, copies of certificates & testimonials in connection with my empanelment are correct and genuine. I am, therefore, liable to face appropriate actions as deemed fit by the Bank in the event of any of the information, particulars, copies of certificates and testimonials are not found correct and genuine.
6. I/We have read and understood the empanelment notice and terms and conditions appended to the application proforma and I/We understand if any false information is detected at a later stage, any future contact made between ourselves and State Bank of India, LHO Patna on the basis of the information given by me/us will be treated as invalid by the State Bank of India.

Place:
Date

Signature of the Architect with seal

ANNEXURE – I

The Assistant General Manager (Premises and Estate)
State Bank of India
8th Floor West Gandhi Maidan,
Patna -800001

Date:
Ref. No.

Sir,

Sub: Application for empanelment of Architect for
(write the nature of work & category)

I/We have read and understood the empanelment notice and terms and conditions appended to the application proforma and I/We understand if any false information is detected at a later stage, any future contact made between ourselves and State Bank of India, LHO Patna on the basis of the information given by me/us will be treated as invalid by the State Bank of India.

2. I/We agree that the decision of the State Bank of India in selection of the Architects will be final and binding on me/us.
3. All the information furnished is correct to the best of my/our knowledge and belief.
4. I/We also agree that I/We have no objection if inquiries are made about the works listed by me/us in the accompanying sheets or any other inquiry on the information furnished herewith in the accompanying sheets.

Signature of the Applicant:
Name:
Designation:

Address with Seal:

CHECK LIST

Name of the Firm/Establishment:

Name of Work and Category Applied for :

SR. NO.	PARTICULARS	SUBMITTED (Y or N)
1	Application Form (All pages filled in, signed and stamped)	
2	ATTACHMENT-1	
3	ATTACHMENT-2	
4	ATTACHMENT-3	
5	ATTACHMENT-4	
6	ATTACHMENT-5	
7	ATTACHMENT-6	
8	ATTACHMENT-7	
9	ATTACHMENT-8	
10	ATTACHMENT-9	
11	ATTACHMENT-10	
12	ATTACHMENT-11	
13	ATTACHMENT-12	
14	ATTACHMENT-13	
15	ATTACHMENT-14	
16	ATTACHMENT-15	
17	ATTACHMENT-16	
18	ATTACHMENT-17	
19	ATTACHMENT-18	

Name of Authorized Signatory

Date:

Place: