



G UW201910002 dated 04.10.2019

**SBI INFRA MANAGEMENT SOLUTIONS PVT. LTD.(SBIIMS),
(WHOLLY OWNED SUBSIDIARY OF SBI)
GUWAHATI CIRCLE OFFICE**

Sl. No.	Description	
(a)	Tender ID	G UW201910002
(b)	Tender Name	Appointment of Architects on Contract basis for Consultancy Services with supervision for carrying out Construction of Branch Building and Guest house at Cherrapunjee,Meghalaya
(c)	Opening Date of Tender	05.10.2019
	Ending Date of Tender	19.10.2019 at 02:00 PM
(d)	Tender Fee Amount	Rs.3,000.00 (Rupees Three thousand only)_to be paid only through State Bank Collect (SB Collect an efficient MIS report generating tool). The steps involved in making the payment is provided at Annexure-A.



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**SBI INFRA MANAGEMENT SOLUTIONS PVT. LTD. (SBIIMS),
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INVITES e-TENDER ON BEHALF OF SBI

FOR

**ENGAGEMENT OF PROJECT ARCHITECTS
FOR CONSULTANCY SERVICES FOR
CONSTRUCTION OF BRANCH BUILDING
AND GUEST HOUSE
AT CHERRAPUNJEE, MEGHALAYA**

NOTE: The architect who are in the list of approved empanelled architect under building construction finalized by SBI, Local Head Office, Guwahati (North Eastern Circle) are eligible to participate in the tender

**The Circle Head & Assistant Vice president(Civil),
SBI Infra Management Solutions Pvt. Ltd.
Guwahati Circle Office
3rd Floor, SBI Guwahati LHO Building,
Dispur-781006
Ph: 0361-2237509**



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On behalf of State Bank Of India (hereinafter referred to as SBI), SBI Infra Management Solution Pvt. Ltd. (hereinafter referred to as SBIIMS) (a wholly owned subsidiary of State Bank of India), Circle Office, Guwahati invites tenders in two cover System from the eligible Architect for the above mentioned project

TENDER details given below:

1.	Name & location of Work	:	CONSTRUCTION OF BRANCH BUILDING AND GUEST HOUSE AT CHERRAPUNJEE,MEGHALAYA
2.	Eligibility criteria	:	The architect who are in the list of approved empanelled architect under building construction finalized by SBI, Local Head Office, Guwahati (North Eastern Circle) are eligible to participate in the tender.
3.	Availability of tender documents	:	Tender documents to be downloaded from the Bank's website www.sbi.co.in under section procurement news from 05.10.2019 to 19.10.2019 .
4.	Tender document Cost	:	Rs 3,000.00 (Rupees Three thousand only) (Non-Refundable) to be paid only through State Bank Collect(SB Collect an efficient MIS report generating tool). The steps involved in making the payment is provided at Annexure-A. The receipt generated with the Reference No. will be submitted along with the Technical Bid.
6.	Technical Bid (Cover-I)	:	The Technical bid shall contain following Documents: i) Tender Processing Fee amounting to ₹3000.00 (Rupees Three thousand Only) (Non-Refundable) to be credited as mentioned above and submit the voucher copy as proof of deposit the amount. ii) The part-I of this tender duly signed on each page as a token of acceptance of all the terms and conditions of the tender. The Bidder, who failed to submit any of the above mentioned documents, will be disqualified in Technical Bid and Price bid of those architect will not be opened. Moreover, the conditional tenders are liable for rejection.
7	Price Bid (Cover-II)	:	The Price Bid Shall contains the part-II (BOQ) of this tender. No condition/ stipulation in Cover-II shall be accepted
8	Date, Time & Place for submission of Tender	:	The Technical Bid documents and Price Bid documents shall be put in two separate seal envelopes and super scribed as "Technical bid (Cover-I)" and "Price Bid (cover-II)" respectively. Both the envelopes shall be put in another seal envelope super scribed a "Engagement of project Architects for rendering consultancy services with supervision for carrying out Construction of branch building and Guest house at Cherrapunjee, Meghalaya" which shall reached the following address on or before 02:00 PM on 19.10.2019 :Circle Head, SBIIMS, Guwahati Circle, SBI Local Head Office Building, 3rd Floor, 'A' Block, P.O. Assam Sachivalaya, Dispur, Guwahati-781006, Assam.



9.	Opening of Technical Bid	:	02:00 PM on 19.10.2019
10	Opening of Price Bid	:	After opening of Technical Bid on 19.10.2019
11.	Validity of Tenders	:	For a period of 90 days from the date of opening of tender.
16	Deduction of Income Tax and GST	:	<p>A) Income Tax will be deducted at source as per Govt. Guidelines.</p> <p>B) Reimbursement of GST on work contract will be made only on submission of proper GST invoice as per applicable GST provision. The Architect should comply with the following;</p> <p>i. Architect should have GST Registration Number</p> <p>ii. Invoice should specifically/separately disclose the amount of GST levied at applicable rate as per GST provision</p> <p>iii. In case of Correction in the bills after scrutiny, the Architect should submit fresh invoice for payment</p> <p>iv. The Architect should timely file his GST return in accordance with GST provisions to enable the bank to claim the credit of GST paid.</p>
20.	Contact details for any clarification	:	<p>The Circle Head & The Assistant Vice President(Civil), SBI Infra Management Solutions Pvt. Ltd. Guwahati Circle Office, 3rd Floor, SBI, LHO Building, Guwahati, Dispur-781006, Ph: 0361-2237509</p>
	Notes:		
a)	In case the date of submission/opening of tender is declared as a holiday, the respective date will be considered on the next working day at the same time.		
b)	The SBIIMS reserves the right to cancel or postpone or modify the tenders at any stage without assigning any reason.		
	<p>(For and behalf of State Bank of India)</p> <p>Circle Head & Assistant Vice President (Civil) SBIIMS, Circle office, Guwahati.</p>		



Annexure-A

The steps involved in making the payment through SB Collect are as under:-

1. The Vendor needs to use SBI internet banking site <https://www.onlinesbi.com/>.
2. Select "**SB Collect**" from Top Menu, that will lead to the next page:
3. "**Proceed**" will lead to the next page:
4. Select "**All India**" in "State of Corporate / Institution" & Select "**Commercial Services**" in "Type of Corporate / Institution".
5. "**Go**" will lead to the next page:
6. Select "**SBI Infra Management Solutions**" in Commercial Services Name and "**Submit**"
7. Select "**Tender Application Fee**" in "Payment Category" and enter the "**Tender ID**" exactly as we preloaded with characters in Uppercase only in place of Circle Codes.
8. The next Page will be ready with few of the Preloaded Tender Details:
9. The Vendor will have to fill up the fields properly and upon making the payment a receipt will be generated with a Reference No.

NOTE : Any type of vendor, whether dealing with SBI or other bank can use this SB Collect facility.

Even a contractor not dealing with any bank can use this portal and generate challan and deposit by cash in any SBI branch. The bank charges for cash deposit will be also borne by the vendor himself.

1. PLOT DETAILS :

The land for the proposed construction is situated at Sohra, Cherrapunjee, Meghalaya measuring approximately 929.36 sqm(10,000 sqft) area. The boundary of the land is as follows:

1. North : G.A.D. land
2. East : PWD(Road) to Circuit House
3. South: Sumo Stand & G. A.D land
4. West : PWD (Road) to Shillong

2. REQUIREMENT:

The proposed building should consist of Branch Building including Guest House with adequate parking facilities. The proposed Building should be of two storey building(G+1).The minimum built up area for each floor should be of approx 372 sqft(4000 sqft) .The Branch building should be on the Ground floor along with permanent security shed and the Guest House should be on the first floor including all basic requirements.

2. SCOPE OF WORKS AND TERMS & CONDITIONS

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

- (a) Prepare and submit layout plans as per SBI/MS/Bank's requirements including preparation of alternatives and carrying out necessary revisions till the plans are finally approved by the SBI/MS/Bank and submit along with a detailed project report on the scheme and a proper PERT/Bar chart incorporating all the activities such as preparation of working drawings, Furniture drawings with detailing, interior drawings, detailed drawings, tender documents, execution of work. (Three hard Copies along with soft copy).
- (b) Prepare architectural detailed drawings, interior/exterior calculations and drawings, layout drawings for drainage, electrical installations and security equipments, detailed estimates of cost, rate analysis for all items, take off sheets and all such other particulars as may be necessary for preparation of bill quantities. (Three hard Copies along with soft copy).
- (c) Preparing detailed tender document for various trades, complete with articles of agreement, special conditions, conditions of contract, specifications, bill of quantities including detailed analysis of rates based on market rates. (Two Hard Copies along with soft copy).
- (d) Preparing tender notices for issuance by the SBI/MS/Bank and inviting tenders from prequalified contractors on behalf of the Bank and submitting assessment reports thereon, together with recommendations specifying abnormally high and low rated items. Preparing contract documents for all trades and getting them executed by the concerned contractors. (Two Hard Copies along with soft copy).
- (e) Preparing for the use of employer, the contractor and site staff, 4 HARD copies of approved contract documents for all trades and a SOFT copy.
- (f) Assuming full responsibility for supervision and proper execution of all works by general and specialist contractors who are engaged from time to time as defined in the conditions of agreement.
- (g) Architects shall have to appoint a Resident Site Engineer at Site within their fees for day-to-day supervision of works.
- (h) Checking measurement of works at site, checking contractor's bills, issuing periodical certificates of payment so as to enable the Bank to make payments to the contractors.
- (i) Assisting in getting necessary service connections such as water supply, electrical, drainage and sewerage from local authorities.

- (j) Taking timely action for revalidation of sanction for construction from local authorities.
- (k) Supply, on completion of the project, two HARD copies AND SOFT COPY of all as built drawings including interiors.
- (l) Assisting SBI/MS/Bank in all arbitration proceedings between the contractors and the bank and also defend the Bank in such proceedings.
- (m) Preparing the site plan of plot. Surveying the extant land and verifying measurements.
- (n) Assisting SBI/MS/Bank in preparing reports to CTE's Organization.
- (o) Rendering any other services connected with the works usually and normally rendered by the architect but not referred to herein above.
- (p) Visiting the site as and when necessary during the design/execution stage.
- (q) Visiting the site by prior intimation to SBI/MS/Bank and to issue necessary modifications to the drawings and other clarifications as and when required.

3. Agreement with Bank:

The architects shall enter into an agreement in a non-judicial stamp paper with the Bank as per Bank's standard format with 'The Assistant General Manager, Premises & Estate'.

4. Method of fees payment:

The Bank shall pay fees to the Architect in the stages as follows:

Sr. No.	Stages of works for payment of Architect's fees	Up to state total cumulative fees payments
(a)	After completion of sketch plans, architectural design and model, if any, and their approval by the Bank.	1/8 of the total agreed % of fees on total cost of related work.
(b)	After completion of working drawings & detailed estimates to the satisfaction of the Employer 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	3/8 of the total % of fees on total cost of related work.
(c)	After preparation of contract documents including tenders, issue of tender notices in respect of all trades, submission of recommendations to the employer and execution of the contract documents for various trades.	1/2% of the total fees on total cost of related work.
(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.	3/4 th of the total fees on total fees on total cost of related work.
(e)	On final completion of the project & closing of accounts.	7/8 th of the total fees on total cost of related work.

(f)	After the Architect issue "No objection certificate" for the refund of contractor's retention money on expiry of defects liability period.	100% of the total fees on total cost of related work.
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5. Basis of payment:

The consultancy fees shall be paid on the basis of Estimated Cost & Accepted tendered cost for the respective stages of work and finally shall be adjusted and paid based on the actual project cost including cost of extra works executed with the consent of the Bank and PVA payable to the contractors, if any.

The Architects shall be reimbursed the traveling expenses, daily allowances etc. as under (maximum upper limits) only for overall project by the Senior Architect/Senior Engineer. No TA/DA/accommodation /salary or any other expenses for the site engineer engaged by the Architect will be reimbursed by the Bank.

Senior partners and senior consultants:

Actual traveling charges (permitted to travel by air from the place of Architect's office), lodging plus boarding charges as applicable to Bank's officers in Senior Management Scales V for a maximum of 4 times in the whole project.

6. Time schedule:

1	Submission of sketch plan & preliminary estimates.	Within 4 (four) weeks from the date of receipt of instructions from the Bank.
2	Submission of Detailed drawings complete in all respect for the project for approval by the local authority.	Within 2 (two) weeks from the date of receipt of Bank 's approval of the sketch plans and preliminary estimates.
3	Submission of Detailed structural & other drawings and estimates, complete in all respect for the project.	Within (4 four) weeks from the date of receipt of plan approved by the local authority.
4	Submission of Drawings and Draft tender documents complete in all respect.	Within 2 (two) weeks from the date of receipt of Bank 's approval of Detailed estimates.
5	Submission of Architect's report on the various tenders.	Within 2 (two) weeks from the date of receipt of tenders from theBank.
6	Submission of variation orders.	Within a fortnight from the date of receipt of Bank 's approval of the variation. In the case of variation costing less than Rs.25,000/- or the amount authorized, as the case may be, within one week from the date of issue of instructions by the Architects to the contractors.
7	Other drawings, etc, if any.	Within a reasonable time making for the smooth running of the work.



If the work is not completed in time schedule due to any reason pertaining to the architect such as delay in submission of drawing, fail to discharge their duties diligently and delays are caused due to their negligence, they shall be liable to recovered compensation by the Bank without prejudiced to the Bank's and right to terminate the agreement.

7. Method of selection of architects:

Architects who shall quote the lowest fees shall be considered for appointment. However, the Banks reserve the right to accept or reject the lowest tender or cancelled the tender.