



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

Expression of Interest

from

Architectural Consultancy Firms/Architects

for

Providing Architectural Consultancy Services for Interior, Furnishing & Renovation Work  
of

SBI LOCAL HEAD OFFICE BUILDING(G+8), DISPUR, GUWAHATI-781006.



## **Letter of Invitation**

SBIIMS of behalf of State Bank of India invites Expression Of Interest from Architectural Consultancy firms/Individuals for Providing Architectural Consultancy Services for Interior, Furnishing & Renovation Work of SBI Local Head Office building, Dispur, Guwahati-781006 having total Area measuring about 8160 sq. Meter(Ground + 8 floors and each floor having two Blocks).

1. Interested Architectural Firms/Individuals fulfilling required qualifying criteria are hereby invited to submit technical and financial bids for providing Architectural Consultancy Services required for above mentioned project at **SBI Infra Management Solutions Pvt. Ltd, State Bank of India, Local Head Office Building, 3<sup>rd</sup> Floor, "A" Block, Dispur, Guwahati-781006.**
2. **Eligibility criteria:** The eligibility criteria are specified in FORMAT-II. The firms/Architects satisfying the prescribed eligibility criteria shall only become eligible to bid the assignment. Clear supporting evidences like photographs, certificates, documents etc. should be submitted with the bid.
3. The scope, roles and responsibilities of consultant are given in detail in FORMAT-III.
4. **Submission of bids:**
  - i. The Proposal shall be in two parts i.e. Technical Bid (Format-I to XI) in cover-A and Financial Bid (Format-XII) in cover-B shall be submitted in two separate wax sealed envelopes (with respective marking in bold letters). The Technical Bid should be submitted alongwith payment receipt for **Tender Processing Fee amounting to ₹3000.00 (Rupees three thousand only)** (Non-Refundable) to be paid only through State Bank Collect(SB Collect an efficient MIS report generating tool) against the **Tender ID GUW201912013**. The steps involved in making the payment is as under :-
    - a. The Vendor needs to use SBI internet banking site <https://www.onlinesbi.com/>.
    - b. Select "**SB Collect**" from Top Menu, that will lead to the next page:
    - c. "**Proceed**" will lead to the next page:
    - d. Select "**All India**" in "State of Corporate / Institution " & Select "**Commercial Services**" in "Type of Corporate / Institution".
    - e. "**Go**" will lead to the next page:



- f. Select "**SBI Infra Management Solutions**" in Commercial Services Name and "**Submit**"
- g. 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.
- h. The next Page will be ready with few of the Preloaded Tender Details:
- i. 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 firm, whether dealing with SBI or other Bank can use this SB Collect facility. Even a firm not dealing with any Bank, 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/contractor himself.

- ii. Both the sealed envelopes Cover-A and Cover-B should again be placed in a Cover-C and the same shall be sealed with wax and dropped in the tender box which will be kept available in the office of **SBI Infra Management Solutions Pvt. Ltd, State Bank of India, Local Head Office Building, 3<sup>rd</sup> Floor, "A" Block, Dispur, Guwahati-781006** upto 02:00 PM on **11.01.2010**.
- iii. The certified copies of the documents mentioned in above mentioned formats shall be furnished along with the technical bid.
- iv. The formats I to XI duly signed by the firm with stamp on each page, shall be furnished in Cover-A. Format XII duly signed and stamped by the firm shall be furnished in cover-B.

#### 5. **Evaluation:**

The cover-A containing Technical Bid will be opened by the authorized committee of SBIIMS. The Technical Bids of all the bidders fulfilling eligibility criteria shall be evaluated by the Committee as per Format-II. The evaluation will be done as per criteria given in Format-V (A). On the basis of this evaluation top 5 bidders will be selected to participate in design competition. However, SBIIMS reserves the rights to increase number of shortlisted bidders suitably. Intimation in this regard will be sent to the shortlisted bidders through e-mail or through letter on their e-mail/ addresses advised to bank in their technical bids.



## 6. Design competition:

- a) Bidders shortlisted for participating in design competition will have to present their scheme of proposals/drawings/plans/visuals/3D Views etc. to the committee on the date to be advised by SBIIMS separately.
- b) Each bidder will be given about 20 to 30 minutes time for making presentation. After presentation, the committee members will interact with the bidder to understand presentation.
- c) The exact timing of start of time slot shall be intimated to bidders separately.
- d) To participate in design competition, the bidders will have to attend the event on their own expenses. However, the Bank will make payment of **Rs. 50,000/- (Rupees Fifty Thousand Only)** as token of appreciation for their efforts to those participating in the design competition except the selected Architect.
- e) The design brief can be seen in instructions to bidders, which are available at Bank's website.
- f) **SBI/SBIIMS will not use in any way the drawings/designs of the Architects who are unsuccessful in the techno-commercial evaluation.**

## 7. Opening of financial bids

The cover-B containing Financial Bid submitted by bidders, who will participate in design competition, will be opened by the authorized committee of the Bank in presence of those bidders or their authorized representatives having brought proper letters of authorization to participate in the financial bid. The Financial bid shall be opened after the successful completion of design presentation process by shortlisted bidders. The financial bid of the shortlisted bidders not participating in the design presentation shall not be opened.

## 8. Award of Contract:

- a. The firm which gets highest points (points obtained in technical and commercial bid put together) will be decided as the prospective bidder for further decision on awarding of contract.
  - b. SBIIMS may reject any/all the bids received without assigning any reason whatsoever.
  - c. Validity period of bid: 180 days shall be the validity period of bid from the date of opening of Technical Bid.
9. On award of the contract, the Firm will be expected to take up/commence the assignment within 15 days of time from the date of issue of work order.



10. If SBIIMS finds that the performance of the Architect is not satisfactory at any stage of the project, SBIIMS will have the right to terminate the contract after giving a notice of 15 days and no claim for any compensation/Fee for the balance work shall be considered. However, their dues shall be settled as per provisions **contained in the standard agreement** for the purpose, in proportion to the services actually rendered.
11. SBIIMS will have right to change scheduled date of any event. Revised date will be displayed on our website or communicated separately.
12. Any corrigendum in this RFP shall be intimated through announcement at Bank's website or through email only. The prospective bidders are requested to peruse Procurement News section of our Bank's website [www.sbi.co.in](http://www.sbi.co.in) on time to time till the process of selection of Architectural Consultant gets over.
13. Officials of SBIIMS/ SBI may visit office of the bidder, sites of project completed by bidder and office of those clients to verify information submitted by bidder in technical bid. In case it is found that bidder has submitted misleading information in technical bid, the candidature of such bidder(s) will be dismissed. SBIIMS will have discretion to seek confidential report from previous clients of the bidder and in case of any negative report/feedback, the SBIIMS may take action as deemed fit.
14. The jurisdiction for any dispute shall be **Guwahati** only.

**Circle Head & Asstt. Vice President(Civil)  
SBI Infra Management Solutions Pvt. Ltd,  
State Bank of India, Local Head Office Building,  
3<sup>rd</sup> Floor, "A" Block, Dispur, Guwahati-781006.**



**FORMAT- I**  
**Covering letter for bid submission**

From	To
M/s .....	<b>The Circle Head &amp; Asstt. Vice President(Civil)</b>
.....	<b>SBI Infra Management Solutions Pvt. Ltd,</b>
.....	<b>State Bank of India,</b>
.....	<b>Local Head Office Building,</b>
.....	<b>3<sup>rd</sup> Floor, "A" Block, Dispur,</b>
	<b>Guwahati-781006.</b>

Dear Sir,

**Subject: Submission of Expression of Interest for rendering comprehensive Architectural Consultancy Services for the proposed Interior, Furnishing & Renovation Work of SBI Local Head Office building, Dispur, Guwahati-781006 having total Area measuring about 8160 Sq. Meter (Ground plus 8 floors).**

Having examined the details given in EOI notice and EOI document for the above project, we herewith enclose:

- i) Technical Bid completed in all respect
- ii) Financial Bid in a separate sealed cover

2. We are agreeable to all terms & conditions laid down in the notice and Technical Bid. The information, facts and figures furnished in this Expression of Interest (EOI) document is true and correct to the best of my/our knowledge and belief and no information, facts and figure are incorrect or concealed.

3. We acknowledge and confirm that in the event of any information, facts and figure is noticed to be false or incorrect, our offer shall be liable to be rejected.

4. We also confirm that:

- a) We have perused the sample of proposed agreement between SBI and Architects in the Bank and we will execute the same if contract is awarded to us.
- b) We have also thoroughly perused all information pertaining to design parameters prevailing in the area and ascertained necessary information from the Local Authorities including building by-laws applicable for the purpose. Accordingly, all important design /planning parameters prevailing and applicable in the area, have been considered by us in our planning and designing of the project and our design is in conformity to all local building norms and requirements.
- c) We further confirm that the planning and designs prepared by us is in conformity to all local authority norms applicable for the purpose of seeking required permission if any.
- d) We undertake and confirm that we shall ensure seeking all the necessary building/municipal permissions applicable for the project from the various Govt. Authorities/Local Authorities etc. as required, for commencing the project without any extra charges/fee except the professional fee approved by the Bank.

Yours faithfully,

Date:

Place:

(Signature of authorized signatory)



## FORMAT-II

(TO BE SUBMITTED WITH TECHNICAL BID COVER)

### SELECTION OF ARCHITECTURAL CONSULTANT FOR PROPOSED INTERIOR, FURNISHING & RENOVATION WORK OF SBI LOCAL HEAD OFFICE BUILDING, DISPUR, GUWAHATI-781006 HAVING AREA MEASURING ABOUT 8160 SQ. METER.

#### MINIMUM ELIGIBILITY CRITERIA

S. No.	CRITERIA	Minimum requirement	Please tick
1	The experience should include all consultancy services for buildings such as architectural, structural, engineering and all internal and external services such as electrical, AC, plumbing, water supply, soil and storm water drainage, lifts, firefighting / horticulture, EPABX / Networking, gymnasium, parking, rainwater harvesting, sewage treatment plant, recycling of waste water etc. and also of Project Management Consultancy (PMC).	Minimum 7 years' experience as a Consultant as on 30.11.2019.	Yes / NO If yes please furnish detail in FORMAT-VI
2	Experience of Architectural consultancy services in Interior, Renovation and Furnishing works of multi-storied building (commercial/ institutional only) for public sector organization / Public Sector Bank/ Government Department / Multinational Corporate Houses of repute etc. within last 5 years ending on 30.11.2019.	Must have satisfactorily handled at least one similar completed projects of Rs. 11.74 Crore (or above) or two similar completed projects of Rs. 7.34 Crore (or above) each or three similar completed projects of Rs. 5.87 Crore (or above) each during last 5 years ending on 30.11.2019.	Yes / NO If yes please furnish detail in FORMAT-IX (Copies of Certificate/Work order/Letter of engagement to be attached)
3	The Proprietor/Partner /Director of the consultant should have a valid registration and license as an Architect from Council of Architecture	Minimum one Promoter/Director/Partner should have valid registration with "Council of Architecture" (Copy of the certificate to be enclosed).	Yes / NO If yes please furnish detail in FORMAT- VI
4	Average Annual Turnover of professional fee for last three years ending 31.03.2019.	Shall not be less than Rs.13.20 lacs.	Yes / NO If yes please furnish detail in



			FORMAT-VI
5	FORMAT- I to XI	Duly signed on each page and placed in Technical Bid cover along with enclosures	Yes/No
6	FORMAT-XII	Duly signed in Price Bid (only one page) and placed in separate cover	Yes/No
7	Technical Bid (cover – A) + Price Bid (cover – B)	To be placed in one large cover (Cover – C)	Yes/No

**Signature, name and seal of consultant  
with date and place**





### FORMAT-III

(TO BE SUBMITTED WITH TECHNICAL BID COVER)

**SELECTION OF ARCHITECTURAL CONSULTANT FOR PROPOSED INTERIOR, FURNISHING & RENOVATION WORK OF SBI LOCAL HEAD OFFICE BUILDING, DISPUR, GUWAHATI-781006 HAVING AREA MEASURING ABOUT 8160 SQ. METER.**

**Scope of services to be offered**

**Role and Responsibilities of Architect**

1. SBIIMS proposes for Interior, Furnishing & Renovation Work **including Civil, Electrical & other allied works** of SBI Local Head Office building (computerized office having G+8 floors with two Blocks per floor), Dispur, Guwahati-781006 having total area measuring about 8160 Sq. Meter. This will be a 'State of Art' design having all modern amenities and will comply / have features of 'Green' and Energy Efficient Building **by dismantling/re-design the existing interior set-up.**

**2. SBIIMS intends to commence** the work and propose to complete the works in all respects viz. ready for occupation within a **maximum time span of 15 months** from the date of commencement.

**3. The proposed Architectural consultant** will take up all further necessary work on the project including procuring requisite permissions, NOCs, occupation / completion certificate required to be obtained from the local Authorities, Municipal Corporations, Town & Country Planning Department and any other State / Central Government / Statutory authorities etc. as applicable.

4. The SBIIMS now proposes to engage the services of a full-fledged consultant who will assume total responsibility for completion of the project in all respects.

5. The time is the essence of the contract and the duties of the consultant will be governed by the standard agreement (sample of proposed agreement can be inspected at this office during Office hours) to be executed with SBIIMS by the successful consultant.

6. The role and responsibilities of the Architectural Consultants will broadly include:

- a) Preparation of sketch designs with two/three alternative schemes including carrying out necessary revisions till the sketch designs are finally approved by the SBIIMS, **making detailed estimates**, 3D view etc.
- b) Preparation of detailed design of all internal and external services such as electrical, AC, plumbing, water supply, LAN cabling etc. All drawings will have to be prepared to the specified scale in three colour copies and editable soft copies in Auto CAD format.



- c) Preparation of 2/3 alternatives for 3D view / elevation / its 3D presentation by computer for its approval by SBIIMS.
- d) Preparation of detailed estimates, draft tenders and advising panel of contractors to SBIIMS.
- e) Preparation of subhead-wise item-wise/ detailed estimates based on current market rate analysis, which will include preparation of rate analysis for all major items, take off / quantity sheets.
- f) Assisting SBIIMS for prequalification and empanelment of trade-wise contractors by following elaborate procedure / norms laid down as per CVC guidelines.
- g) Preparation of draft tender subhead-wise including detailed Bills of Quantities (BOQ) based on approved estimates by SBIIMS and full set of tender documents including all terms, conditions, special conditions and standard clauses.
- h) Calling of competitive tenders each trade-wise at appropriate time from the pre-qualified contractors. Required sets of tender documents will have to be prepared by the consultant themselves at no extra cost to SBIIMS.
- i) Detailed scrutiny of the tender received including preparation of the comparative statement etc. and submission of recommendations for acceptance or otherwise, of the tender of successful bidder / vendor, placing of work order etc.
- j) Preparation and issuance of 3 sets of detailed working drawings to the contractor well in advance so that work is not held up at any point of time for want of the drawings / details. Additional 2 sets of such drawings will have to be issued to SBIIMS for its records.
- k) Complete role of Project Management Consultant (PMC) will also be played by consultant to ensure both qualitative and quantitative aspects of the project and would include day to day supervision of work through a team of various experienced Engineers led by a Project Manager to be posted at the site (within the professional fee mutually agreed only) and who will be overall responsible for smooth and timely completion of all works within the agreed time schedule without cost overruns barring exceptional circumstances beyond the control of the consultant.
- l) The PMC work will broadly include recording of measurements, verification of running account, final bills of contractors, finalization of accounts, extra / deviated items, rate analysis, maintaining various registers as per CVC / Bank's guidelines at site, preparation of bar chart, CPM networks and its updating for monitoring progress etc. The collection of samples of various materials being used at the site and arranging for its testing through approved laboratories / institutes will have to be done and proper record / registers need to be maintained at site.
- m) The effective communication between various agencies / vendors contractors will have to be ensured by the consultant. The problems / hindrances / bottlenecks need to be sorted out / removed by arranging site meetings of all concerned including employer (SBI/ SBIIMS) and record of such meetings, decisions taken etc. need to be maintained in a chronological manner kept in a separate register.
- n) During the defects liability period carrying out periodical inspection along with representatives of SBI/ SBIIMS and contractor, preparation of defects list and arrange for its rectification from contractor.



- o) Preparation of 'As Built' drawings including those for all services and 2 sets of such drawings laminate / mounted on cloth papers and also in the form of a CD (soft copy) will have to be prepared and submitted to SBIIMS.
- p) The consultant will be entitled to traveling and daily allowance permissible for visiting the site by the outside Architect (from the place of Architect Office except Guwahati based Architect) only for supervision/project related works as required by SBIIMS/SBI for maximum 6(six) times as under:
- i. Senior Directors / Partners and Senior Consultants:  
Actual traveling charge (permitted by Air/Two tire A/C Sleeper class for train journey), lodging plus boarding together not exceeding @ Rs. 2500.00, plus taxes per day per person after producing necessary bills/receipts in support of their claims.
  - ii. Other Engineers/ Architects/ Employees:  
Actual traveling charges (permitted by First Class train fare), lodging & boarding charges together not exceed @ Rs. 1500.00 plus taxes-per-day per person after producing necessary bills / receipts in support of their claims.
- However, no travelling charges/ daily allowance/accommodation expenses etc. will be paid for the Project Management Consultant team at site.
- q) The Architects shall be paid fees in the manner laid down in Annexure-A, 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 Employer 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 finalized on the value of the actual executed works including variations due to increase or decrease in the scope of the work authorized by the Employer. The Employer 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.
- r) The Bank's project comes under Technical Audit by the Chief Technical Examiner's (CTE) Organization of Central Vigilance Commission. The Architectural Consultants will assist the Bank in submission of reply to CTE's queries, if any, and compliance of their observations.
- s) The Bank's project also comes under Integrity Pact by Independent External Monitors(IEM). The Architectural Consultants will assist the Bank in submission of reply to IEM's queries/remarks, if any, and compliance of their observations.



- t) The list of duties mentioned above is only indicative and the consultant will have to assume full responsibility for timely completion of the project both qualitatively and quantitatively as per accepted contract conditions in the best possible workman like manner in all respects till its occupation within the agreed time schedule and cost by following laid down norms / procedure of SBI and guidelines of CVC in an open and transparent manner to the satisfaction of the Bank and towards achieving this goal whatever is required to be done will have to be arranged by the consulting firm with the approval of SBIIMS.

Signed as token of acceptance

Signature of consultant with seal

Date:

Place:



## FORMAT 'IV'

(TO BE SUBMITTED WITH TECHNICAL BID COVER)

### 1. PREQUALIFICATION (PQ) CRITERIA

(i) Minimum 7 years' experience as an Architect as on 30.11.2019. The experience should include all consultancy services for buildings such as architectural, structural, engineering, Interior and Furnishing, Renovation and all internal and external services such as electrical, AC, plumbing, water supply, Networking etc.

(ii) The consultant should have planned, designed & supervised viz. offered all types of consulting services as in (i) above in a single or more multi-storey building projects, from inception to completion for :

- a) At least one completed similar project of **Rs. 11.74 Crore (or above)** or two similar completed projects of **Rs. 7.34 Crore (or above)** each or three similar completed projects of **Rs. 5.87 Crore (or above)** each of comparable nature during last 5 years ending on 30.11.2019. These building projects should be commercial or institutional building project for public sector organization / Public Sector Bank / Government Department / Multinational Corporate Houses of repute etc. last 5 years ending on 30.11.2019.

“Similar Work “under this clause means Planning, designing and supervision of Interior & Furnishing including renovation of Corporate/Office Buildings of the Public-Sector Organisations, Banks, Govt. Offices, Multinational Corporate Houses of repute etc. undertaken during last 5 years ending on 30.11.2019”

(iii) At least one of Proprietor / Partners / Directors of the consultant should have a valid registration and license as an Architect from “Council of Architecture”.

(iv) The consultant should preferably have a full-fledged office or ready to establish an office **in Guwahati immediately on receipt of work order** and should have adequate number of qualified Architects, Engineers and other personnel on the payroll / establishment of the company and should also have tie up arrangements with reputed registered and licensed services consultant, firms, Electrical Consultants, Air-conditioning consultant etc.

(v) The Average Annual Turnover of the Architect by way of professional Fee in last three years ending on **31.03.2019 shall not be less Rs.13.20 Lakh.**

**Note:** Merely fulfilling the prescribed minimum eligibility criteria may not entitle the Architect for pre-qualification which is subject verification of other credentials viz. Project completed, Confidential reports regarding performance from other clients, Quality of work, use of Cost effective eco-friendly materials etc.



2. The application forms have to be submitted in a prescribed format in a two-cover system viz. technical and price bid in a sealed cover along with other details etc. as laid down in the enclosed formats. Both the above covers named as technical and price bid should be placed in a third sealed cover super scribed with the legend **“Application for selection of Architect for the proposed Interior, Furnishing & Renovation Work of SBI Local Head Office building, Dispur, Guwahati”** and can be dropped in tender box which will be kept available in the office of the **Circle Head & Asstt. Vice President(Civil), SBI Infra Management Solutions Pvt. Ltd, State Bank of India, Local Head Office Building, 3<sup>rd</sup> Floor, “A” Block, Dispur, Guwahati-781006 upto 02:00 PM on 11.01.2019.**

3. The bids in sealed cover may also be sent to the **Circle Head & Asstt. Vice President(Civil), SBI Infra Management Solutions Pvt. Ltd, State Bank of India, Local Head Office Building, 3<sup>rd</sup> Floor, “A” Block, Dispur, Guwahati-781006** by Registered Post/ Courier but these should reach at his office **on or before the scheduled date & time i.e upto 02:00 PM on 11.01.2019.** The bid received after this cut off time and date will NOT be accepted.

4. Please note that the applications received will be screened and short listed on the basis of the aforesaid Pre-qualification(PQ) criteria as laid down in part-A of format-V and only qualified firms will be further advised to submit their design and make a presentation of their detailed proposal / scheme before the Committee proposed by SBIIMS on the advised date and time at **SBI Local Head Office, 3<sup>rd</sup> Floor, “A” Block, Dispur, Guwahati-781006.**

5. For preparation and presentation of detailed proposal/Scheme, the shortlisted firms will be given honorarium of Rs. 50,000/- (Rupees Fifty Thousand Only). Maximum 5 bidders will be shortlisted for design competition on the criteria specified in part-A of the format V. In case of tie, the Bank will have right to increase number of shortlisted bidders suitably. The final selection of the consultant will be made on the basis of techno-commercial evaluation by assigning weightage in the ratio of 70% to the technical parameters and 30% to the price bid (professional fees quoted in the sealed cover).

6. Please note that there will be **maximum cap / limit of professional fees @ 3% and minimum cap/limit fees will be 1% of the project cost** plus GST as applicable for the payment of the professional fees payable to the consultant. The above fees will be payable for rendering complete services for the project as per various stages defined in the agreement including all expenses etc. subject to detailed terms and conditions defined in the SBIIMS/SBI’s standard agreement with the Architects.

Signed as token of acceptance

Signature of consultant with seal

Date:



Place:

**FORMAT-V**

(TO BE SUBMITTED WITH TECHNICAL BID COVER)

**SELECTION OF ARCHITECTURAL CONSULTANT FOR PROPOSED INTERIOR, FURNISHING & RENOVATION WORK OF SBI LOCAL HEAD OFFICE BUILDING, DISPUR, GUWAHATI-781006 HAVING AREA MEASURING ABOUT 8160 SQ. METER.**

**(A) BRIEF TECHNICAL PARAMETER FOR EVALUATION BEFORE DESIGN COMPETITION (TOTAL MARKS- 35)**

S NO.	Broad criteria/technical parameter/ Marks	Maximum Marks
1	Number of technical staff (Architects and Engineers) in main office: Up to 10 =1, More than 10 and up to 20 = 2, more than 20 and up to 50=4, More than 50= 5	5
2	Experience of the firm, up to 10 yrs =1, more than 10 yrs and up to 15 yrs=2, more than 15 yrs and up to 20 yrs=3, more than 20 yrs=4	4
3	Maximum value of completed single Project Cost of any <b>Interior &amp; Furnishing works</b> handled, up to <b>Rs 5.87 Crores</b> =3, up to <b>Rs.15 Crores</b> =5, beyond <b>Rs.15 Crores</b> =8 in the last 5 years as on 30.11.2019	8
4	<b>Certification level in green / energy saving building in LEED/ GRIHA rating system in any building (having project cost of Rs. 2.40 Cr or above) completed in the last 5 years as on 30.11.2019:</b> <b>Certified=1, Silver=3, Gold=4, Platinum=5</b>	5
5	Having Local Office at Guwahati. Full Fledged Office =5, Branch Office =3 No Office =0	5
7	Experience <b>in interior &amp; Furnishing works</b> with PSU/ Public Sector Bank for single completed project cost upto Rs.5.87 Crores =2, single completed Project cost upto Rs.15 Crores = 5, and single completed Project cost beyond <b>Rs.15 Crores=8</b> <u>Each project should be of Interior and Furnishing work.</u>	8
	<b>TOTAL</b>	<b>35</b>



**(B) BRIEF TECHNICAL PARAMETER FOR EVALUATION OF PRESENTATION  
MADE BY BIDDER IN DESIGN COMPETITION**

**SELECTION OF ARCHITECTURAL CONSULTANT FOR PROPOSED  
INTERIOR, FURNISHING & RENOVATION WORK OF SBI LOCAL HEAD OFFICE  
BUILDING, DISPUR, GUWAHATI-781006 HAVING AREA MEASURING ABOUT  
8160 SQ. METER.**

(TOTAL MARKS 35 NOS)

<b>S NO.</b>	<b>Broad criteria/technical parameter</b>	<b>Maximum Marks</b>
I	<b><u>Design concept</u></b> Architectural & Green building features, 3D view, preliminary layout plan, indicating furniture layout for all the floors(G+ 8), other amenities specifications and approximate estimated cost.	12
III	Road map and in-house capability for preparation of detailed architectural and services design / working drawings and subhead-wise / item-wise estimates / draft tenders etc.	4
IV	Experience with PSUs / Banks and handling CVC matters	3
V	Green / Energy Saving features	3
VI	Estimated Cost	3
VII	Adherence to norms prescribed by the MCGM and National Building Code	4
VIII	Clarity of presentation	2
IX	Design/ detail innovation	4
	<b>TOTAL</b>	<b>35</b>





The consultant who score maximum marks put together for technical bid and price bid shall be considered for selection ( **70 Marks for Technical Bid and 30 Marks for Price Bid**).

**Marks in the price bid will be evaluated as under:**

The lowest offer shall be treated as base and shall be given 30 marks.

***Example*** of calculation of marks for price bid will be as under:

Financial bid quotes of four consultants(A,B,C,D) are as follows

- (i) A : 1.00 % of the cost of the project
- (ii) B : 1.50 % of the cost of the project
- (iii) C : 2.00 % of the cost of the project
- (iv) D : 2.5 % of the cost of the project

The marks will be as under

- (i) A :  $1.00 \times 30 / 1.00 = 30$
- (ii) B :  $1.00 \times 30 / 1.5 = 20$
- (iii) C :  $1.00 \times 30 / 2.00 = 15$
- (iv) D :  $1.00 \times 30 / 2.5 = 12$

**Signature, name and seal of consultant  
with date and place**



**Please pay attention: -**

Henceforth you will have to fill information in various forms. While doing so please keep in mind following things:

- Information to be furnished should be crisp, to the point and precise.
- Please do not keep any field blank. In case nothing has to be filled in a particular field then please write 'Not Applicable' there.
- Supporting documentary evidences are needed for claims made in technical bid. Please keep copies of all these documents ready. Arrange them in order of appearance of their reference in technical bid. Write Annexure number in serial order on these documents in top right corner of document in bold letters. Annexed the set of these documents at the end of technical bid. Please mention correct Annexure number at relevant pages of technical bid. This will help us to evaluate the bid quickly.
- There is possibility that same document has to be mentioned as evidence at more than one place in the technical bid. In that case keep only one copy of that document and mention that particular Annexure number at every place where that particular document needs to be referred.
- The certificate from the client should clearly mention particulars of the project, scope of services offered by the consultant, actual project cost, date of completion of project, existence of green building features and opinion of client on quality of services rendered by the consultant.



**FORMAT VI**

(TO BE SUBMITTED WITH TECHNICAL BID COVER)

**SBI INFRA MANAGEMENT SOLUTIONS PVT. LTD.**  
**(A Wholly Owned Subsidiary of State Bank of India)**

**SELECTION OF ARCHITECTURAL CONSULTANT FOR PROPOSED INTERIOR,  
FURNISHING & RENOVATION WORK OF SBI LOCAL HEAD OFFICE BUILDING,  
DISPUR, GUWAHATI-781006 HAVING AREA MEASURING ABOUT 8160 SQ. METER.**

**FIRM - PROFILE**

1	Name of the Firm	
2	Address	
3	Telephone No. with STD code & Mobile Number	
4	Primary e-mail address	
5	Alternate e-mail address	
6	Constitution of the Firm (Proprietorship Firm/ Partnership Firm/ Private Limited Company/ Public Limited Company)	
7	Date of Establishment	
8	Name of document of evidence of establishment like certificate of incorporation and its number (if any) and date of issue	
9	Annexure number of document mentioned in col (9)	
10	Please mention any ACF (Architectural Consultancy Firm) work done before 30-09-2019	



11	Annexure number of document in evidence of information submitted in col (10)			
12	Name of proprietor / Partners / Directors			
13	Registration Number(s) with "Council of Architecture"			
14	Annexure number of copy of registration certificate mentioned in col (14)			
15	Goods & Service Tax registration number			
16	Annexure number of GST registration certificate			
17	Service Tax/ GST paid during last 3 years (amount in lacs)	Year ended on	Tax paid	
		31.03.2017		
		31.03.2018		
		31.03.2019		
18	Annexure number of certificate issued by chartered accountant for supporting information mentioned in col (17) or any other evidence in that regard			
19	Average Turnover of the firm during last 3 years (amount in lacs)	Year ended on	Turnover in Rs.	
		31.03.2017		
		31.03.2018		
		31.03.2019		
		Average Turnover		
20	Annexure number of certificate issued by chartered accountant for supporting information mentioned in col (20) and audited P&L statement in that regard			
21	Number of Architects/ Engineers who are promoters or permanent employee of the firm (These numbers should tally with details being given in Format VII and VIII)	Architects	Engineers	Total
22	Annexure number of list of office equipment owned by the firm			



23	If firm is not having office in Guwahati then indicate the time by which it is likely to open an office thereat	
24	<b>Details of Bank account of firm</b>	
	Account name (exactly as it appears on statement of account)	
	Account number	
	IFSC	
	Name of Bank	
	Branch name and branch code	
25	Name and designation of executive of the firm to whom Bank can contact for seeking information	
26	Mobile number of above contact person	
27	Annexure number of latest income tax clearance certificate	

Signature of the Consultant with seal

Date:

Place:



**FORMAT VII**

(TO BE SUBMITTED WITH TECHNICAL BID COVER)  
BIO-DATA OF THE PARTNERS / DIRECTORS

**SELECTION OF ARCHITECTURAL CONSULTANT FOR PROPOSED INTERIOR,  
FURNISHING & RENOVATION WORK OF SBI LOCAL HEAD OFFICE BUILDING,  
DISPUR, GUWAHATI-781006 HAVING AREA MEASURING ABOUT 8160 SQ. METER.**

**Use separate form for each partner/director.**

1	Name	
2	Designation/position	
3	Associated with the firm since	
4	Date of Birth	
5	Professional Qualification	
6	Professional Experience	
7	Professional Affiliation	
8	Details of Membership	
9	Detail of the papers published in Magazine (s) (If enclosed in separate sheet then indicate Annexure number)	
10	Annexure number of document evidencing association with the firm like partnership deed etc	

Signature of the Consultant with seal

Date:

Place:



**FORMAT-VIII**

(TO BE SUBMITTED WITH TECHNICAL BID COVER)  
BIO-DATA OF TECHNICAL STAFF (ARCHITECTS/ ENGINEER)

**SELECTION OF ARCHITECTURAL CONSULTANT FOR PROPOSED INTERIOR,  
FURNISHING & RENOVATION WORK OF SBI LOCAL HEAD OFFICE BUILDING,  
DISPUR, GUWAHATI-781006 HAVING AREA MEASURING ABOUT 8160 SQ. METER.**

**Use separate form for each executive**

1	Name	
2	Designation/position	
3	Associated with the firm since	
5	Professional Qualification	
6	Professional Experience	
7	Field of expertise	
8	Contact number	
9	e-mail Id	
10	Annexure number of document evidencing employment with the firm like EPF contribution etc	

Signature of the Consultant with seal

Date:

Place:

**FORMAT IX**

(TO BE SUBMITTED WITH TECHNICAL BID COVER)

**SELECTION OF ARCHITECTURAL CONSULTANT FOR PROPOSED INTERIOR, FURNISHING & RENOVATION WORK OF SBI LOCAL HEAD OFFICE BUILDING, DISPUR, GUWAHATI-781006 HAVING AREA MEASURING ABOUT 8160 SQ. METER.**

DETAIL OF MAJOR BUILDING INTERIOR, FURNISHING & RENOVATION WORK (OF Rs. 5.87 Cr AND ABOVE) COMPLETED DURING THE LAST 5 YEARS

(As on 30.11.2019)

- i) **Use separate sheet for each work**
- ii) **Mention only completed projects**
- iii) **Mention only those projects which you want bank to consider to judge your eligibility and awarding marks**

1	Name and address of the Client	
2	Client's status like Public Sector Organization / Public Sector Bank/ Government Department	
3	Name of Project	
4	Description and nature of work	
5	Location of the building with complete address	
6	Job assigned to consultant in the project like Design/ PMC etc	
7	Estimated value of project (Rs in Cr)	
8	Final value of Project (Rs in Cr)	
9	Scheduled date of start of project	
10	Scheduled date of completion of project	
11	Actual date of start of project	
12	Actual date of completion of project	
13	Reasons of cost/ time over run, if any	
14	Number of stories	
15	Height of building from ground (in meters)	
16	Number of basement (s)	
17	Annexure number of side elevation/sectional elevation	





	showing number of basement and height of building	
18	Has client certified that the building is having Green / Energy Saving features	Yes/ No
19	Annexure number of letter received from the client regarding award of work.	
20	Annexure number of letter received from the client regarding successful completion of work.	

- Note: (a) The work should have been executed by the firm under the name in which they are submitting the application.  
(b) The Bank will obtain the confidential report from the previous clients and the consultant shall not object the same.

Signature of the Consultant with seal

Date:

Place:



**FORMAT-X**

(TO BE SUBMITTED WITH TECHNICAL BID COVER)  
List of Pending Arbitration/Litigation/Suits with previous clients

**SELECTION OF ARCHITECTURAL CONSULTANT FOR PROPOSED INTERIOR, FURNISHING & RENOVATION WORK OF SBI LOCAL HEAD OFFICE BUILDING, DISPUR, GUWAHATI-781006 HAVING AREA MEASURING ABOUT 8160 SQ. METER.**

<u>S. NO.</u>	<u>NAME OF PROJECT WITH NAME OF CLIENT</u>	<u>PENDING SINCE</u>	<u>REASONS FOR PENDING</u>	<u>ANNEXURE NUMBER OF SUPPORTING DOCUMENT</u>

Signature of the Consultant with seal

Date:

Place:





**FORMAT XII**

**(TO BE SUBMITTED IN SEPARATE SEALED ENVELOPE-B)**

**PRICE BID**

**PROFORMA FOR SUBMISSION OF THE PRICE BID**

**SELECTION OF ARCHITECTURAL CONSULTANT FOR PROPOSED INTERIOR, FURNISHING & RENOVATION WORK OF SBI LOCAL HEAD OFFICE BUILDING, DISPUR, GUWAHATI-781006 HAVING AREA MEASURING ABOUT 8160 SQ. METER.**

We have understood the prequalification criteria, scope of the services to be offered, the terms and conditions for the appointment to be rendered by the Architectural Consultant specified by SBIIMS in their technical bid as well from their standard agreement(draft as at Annexure-B) for the captioned purpose and we will abide by the same in case our proposal is accepted.

Accordingly, we now quote a total professional fee at

**Fee in figures: ..... (Percentage to the project cost)**

**Fee in words: .....**

plus, GST as applicable.

We agree that the above payment of the fees will be released to us at pre-determined stages related to the progress of work based on the standard terms of SBIIMS in this regard.

**We, further agree that in case we fail to submit the sketch plan, detailed drawings and estimates within a reasonable time of maximum 60 days from the date of award of the contract, SBIIMS will be at liberty to discontinue our services as an Architect for the project within their sole discretion and no fee shall be claimed by us for the project.**

We agree that the income tax (i.e. TDS) as payable to statutory authorities may be deducted from the above quoted fees. I/We fully understand that SBIIMS/SBI is not bound to accept the lowest or any offer.

Signature, name and designation of the Authorized signatory

Date:

Place:



**Annexure – A**

**1. Methods of Payment of Architect's Fee :**

Sr. No.	Services to be recorded	Subject to clarifications under col Fees payments	Up to stage total cumulative fees payments	Remarks/ Clarifications
1	2	3	4	5
1(a)	After completion of sketch plans, Architectural design and model, if any, and their approval by the Bank.	1/16 <sup>th</sup> (6.25%) of the total agreed % of fees on total cost of related work.	1/16 <sup>th</sup> (6.25%) of the total agreed % of fees on total cost of related work.	The sketch plans include the detailed department-wise final layout plans for all floors and Blocks.
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 appropriate authority & Pre-qualifications of all related contractors.	1/8 <sup>th</sup> (12.5%) of the total % of fees on total cost of related work.	3/16 <sup>th</sup> (18.75%) 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 Bank and execution of the contract documents for various trades.	1/16 <sup>th</sup> (6.25%) of the total % of fees on total cost of related work.	1/4 <sup>th</sup> (25%) of the total fees on total cost of related work.	
(d1)	During the progress of work and in proportion to the value of the said works as certified from time to time and paid by the Bank.	1/2 <sup>th</sup> (50%) of the total % of fees on total cost of related work.	3/4 <sup>th</sup> (75%) of the total fees on total cost of	



(d2)	On final completion of the project & closing of accounts.	1/8 <sup>th</sup> (12.5%) of the total% of fees on total cost of related work.	7/8 <sup>th</sup> (87.5%) Of the total fees on total cost of related work.	
(d3)	After the ACF issue “No objection certificate” for the refund of contractors’ retention money on expiry of Defects liability period of the various contractors and/ or attending to the CTE’s / CVO’s observations, if any, from time to time till its final disposal and award of arbitration, if any, whichever is later.	1/8 <sup>th</sup> (12.5%) of the total % of fees on total cost of related work.	100% of the total fees on total cost of related work.	The final payments under d1, d2 & d3 stages shall be made in accordance with and on the basis provided in the clauses 5 herein.
(e)	In case, this agreement is terminated, 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.			

**2. Scale of Charges for Architects Fee :**

- a) The Employer 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 accepted %(percent) the cost of the work. 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) No fee is payable on the cost of equipment for air-conditioning, lifts, computers etc., supply of which is directly arranged by the Employer.
- c) The Architects shall be paid fees referred to above in the manner laid down in clause 1 above, 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 Employer 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 2.(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 Employer. The Employer 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.

