



State Bank of India
Local Head Office, Pt. J. N. Marg, Bhubaneswar – 751001.

Tender No.: P&E/08/2024-25/13

APPOINTMENT OF ARCHITECTURAL CONSULTANCY FIRM (CONSULTANT) THROUGH DESIGN COMPETITION FOR CONSTRUCTION OF (B+G+2) STOREY BUILDING FOR JAJPUR ROAD BRANCH WITH CURRENCY CHEST, RACC, ADMINISTRATIVE OFFICE & RBO ON VACANT PLOT AT JAJPUR ROAD, ODISHA

The State Bank of India invites applications from bonafide, resourceful Architect/consultant firm having minimum 7 years' experience in constructions of Office cum residential, Offices, Commercial Complexes, Hospitals, Bank Buildings, Institutional Buildings in sealed two envelopes system (Technical and Price bid) for the pre-qualification of Architectural/ Consultancy Firm for the proposed “**Appointment of Architect/Consultants firm through design Competition for construction of multistorey building at Jajpur Road for Jajpur Road branch with Currency Chest, Administrative Office, RBO & RACC at Jajpur Road, Odisha State**”. The building will be energy efficient/green, smart building, with modern amenities and excellent external façade.

The selection of Architect/Consultant firm will be done through design competition basis. Application form, pre-qualification criteria, scope of the services to be offered, terms and conditions of appointment, detailed formats etc. for submission of Technical bid and Price bid for the above said project may be downloaded from our **website<bank.sbi> under ‘SBI in the news’ => ‘Procurement News’**.

The completed applications containing Technical bid in the prescribed format in sealed covers along with supporting documents for aforesaid project should reach to the following:

The Asst. General Manager (P&E), 2nd Floor, Premises & Estate Department, Local Head Office, III/1, Pandit Jawaharlal Nehru Marg, Bhubaneswar-751001, on or **before 04.09.2024 up to 3.00 P.M.** The Bank will not be responsible for late receipt of application due to postal delay or any other reason/s. Incomplete applications are liable to be rejected summarily. State Bank of India reserves the right to accept or reject any or all applications without assigning any reason therefor.

Sd/-

**Assistant General Manager
(Premises & Estate)**

Date: 13.08.2024

Bhubaneswar

STATE BANK OF INDIA

PREMISES & ESTATE DEPARTMENT
2ND FLOOR, LOCAL HEAD OFFICE
PT. J. N. MARG, BHUBANESWAR – 751001
NOTICE FOR

**APPOINTMENT OF ARCHITECTURAL CONSULTANCY FIRM (CONSULTANT)
THROUGH DESIGN COMPETITION FOR CONSTRUCTION OF B+G+2 STOREY
BUILDING FOR JAJPUR ROAD BRANCH WITH CURRENCY CHEST, RACC,
ADMINISTRATIVE OFFICE & RBO ON VACANT PLOT AT JAJPUR ROAD, ODISHA**

1. GENERAL

State Bank of India, Local Head Office, Bhubaneswar, invites applications for appointment of architect/consultant firms for the project pertaining to construction of Bank's Building at Jajpur Road to accommodate Jajpur road Branch with currency Chest, RBO & RACC on commercial plot at Jajpur.

2. Details of the Project/Work

- i) Name of work: Construction of Bank's building for Jajpur Road Branch with currency Chest, Administrative Office, RBO & RACC on commercial plot at Jajpur Road.
- ii) Site Address: Open vacant plot enclosed from **brick masonry wall** from all sides. The plot is on National Highway 520 connecting **Panikoili & Keonjhar via Kalinga Nagar**.
- iii) Completion period: 24 months (Twenty Four months)
- iv) Brief description of the project : The project involves construction of a branch building includes various nature of works such as soil investigation and geo-technical survey, civil work, water supply, sanitary, compound wall, site development, firefighting, landscaping, electrical works, interior and furniture works, air conditioning works and allied works required for the project etc.

3. The building is to be constructed within a plot area of approximately **2056.55 Sq. mt. (22,128.46 Sqft)**. The shapes of the plots are enclosed as 'Annexure-V'.

4. The proposed building should be energy efficient, green, smart building with modern amenities and excellent external façade. Rain water harvesting, water treatment plant, use of grey water for flushing and gardening purposes for the project should be provided, complying model building bye-laws.

5. The proposed building should be having built-up area of maximum **35,383 sq. ft.** (Approx.) in (B+G+2) floors with a provision of lift and vertical expansion in future. The proposed building shall accommodate Jajpur Road Branch with Currency Chest, RACC, RBO, & Administrative Office. The approximate area statement is attached as Annexure-VII. The proposed master plan to be prepared should show the entire utilization of the plot as per the direction of the Bank.

6. The brief requirements of the Jajpur Road Branch with Currency Chest, RBO, RACC & AO is enclosed as 'Annexure-VIII'. Standard guidelines of ramp is furnished as Annexure-IX and specification of Currency Chest is detailed at Annexure-X.

2. PREQUALIFICATION OF ARCHITECTURAL CONSULTANCY FIRM (CONSULTANT) FOR CONSTRUCTION OF OF MULTISTOREY BUILDING AT JAJPUR ROAD BARNCH WITH CHEST, RACC, RBO & ADMINISTRATIVE OFFICE AT JAJPUR ROAD, JAJPUR DISTRICT, ODISHA

1. PREQUALIFICATION (PQ) CRITERIA

(i) Minimum 7 years' experience as a Consultant as on 31.03.2024. The experience should include all consultancy services for buildings such as architectural, structural, engineering and all internal and external services including 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 as Project Management Consultancy (PMC).

(ii) The consultant should have planned, designed & supervised viz. offered all types of consultancy services as in (i) above in single and/or more building projects, from inception to completion of the project. Preference will be given to those who have constructed similar buildings with a minimum built up area of about 3288.28 sq.mt. during last 7 years ending on 31.07.2024. Preference will be given to those who have planned and designed at least 2 buildings of required size for public sector organization / Bank /reputed national / multinational companies/State Govt./Central Govt. in last 7 years.

(iii) The partner / associates / permanent employees of the consultant should have a valid registration and license as an Architect and Structural Engineer etc. from statutory authorities' viz. Council of Architects etc. and respective Municipal Authorities etc. as required for such type of high rise buildings. The consultant should also have a full-fledged office or ready to establish an office at Odisha state 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, RCC consultants firms 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 Annexures. Both the above sealed covers one named as technical and the other price bid should be placed in a third cover duly sealed and super scribed with the legend **“PRE-QUALIFICATION OF ARCHITECTURAL CONSULTANT FIRM FOR CONSTRUCTION OF BANK’S BUILDING FOR STATE BANK OF INDIA JAJPUR ROAD BRANCH WITH CURRENCY CHEST, RBO, RACC & AO AT JAJPUR ROAD, ODISHA”**. The last date for submission of completed application form in the prescribed format at this office will be by **3:00 PM on 04.09.2024**.

3. Please note that the applications received will be screened and shortlisted on the basis of the aforesaid PQ criteria and 3 to 4 shortlisted firms will be further advised to make a detailed presentation of their proposal / scheme before the Committee of the SBI”. The final selection of the consultant will be made on the basis of techno-commercial evaluation by assigning weightages in the ratio of 70% to the presentation scheme (various technical parameters) made before SBI Committee and 30% to the price bid (professional fees quoted in the sealed cover).

4. Please note that there will be maximum cap / **limit of 3% of the estimated** cost or the actual project cost whichever is lower, plus GST as applicable for the payment of the professional fees payable to the consultant. The scope of the work may vary, and in case the Bank decides to construct initially only a part or lesser area fees payable will be estimated cost or actual project cost whichever is lower of the whole project.

5. The Bank reserves the right to reject any or all the applications without assigning any reason therefore and no correspondence would be entertained in this regard.

Signed as token of acceptance

Signature of consultant firm with seal

Date

Place

3. OTHER CRITERIA

Architect/consultant firms applying for pre-qualification must fulfill each of the following criteria individually as Architect/consultant firm. The applications of the Architect/consultant firms not fulfilling the said criteria shall not be considered for short listing /pre-qualification.

- a. The Architect/Consultant/firm should have a valid PAN/GSTIN of Income Tax Department.
- b) The Architect/Consultant/firm's average annual turnover (construction work only) during the last 5 (five) years ending 31st March, 2024 should be at least INR 13.87 lakh
- c) The Architect/Consultant firm shall have experience of having successfully completed building Projects similar to the Bank's proposed project during last 7 years ending 31st July-2024 with minimum values as any of the following:
 - i. Three similar completed Projects each costing not less than INR 616.40 lakh.
OR
 - ii. Two similar completed Projects each costing not less than INR 770.50 lakh.
OR
 - iii. One similar completed project costing not less than INR 1232.80 lakh.

Definition of similar Projects: Construction of multistoried building having basement for Offices, Commercial Complexes, Hospitals, Bank Buildings with or without Currency Chest, Institutional Buildings comprising of RCC framed structures with brick in-fill walls, superior architectural finishes, water supply & sanitary, firefighting Projects etc. for reputed clients. The status of the company/firm (proprietorship/Ltd./Pvt. Ltd. etc) shall be the same while assessing experience.

4. General

- i. The firm must be registered in appropriate class/category with CPWD / MES /PSU /Nationalized Banks/PWD/Railways/Other Govt. & Semi Govt. Organizations/Construction firms of National or International repute.
- ii. The Architect shall engage(within the fees mentioned) a qualified graduate resident Architect/Engineer with not less than 5 years' experience or a diploma holder with not less

than 8 years' experience for coordination and overall supervision on the site on day to day basis, during the construction of the works subject to clarifications given above on all project costing. The aggregate cost of various works awarded by the Architect under one single sanction/project.

5. PRE-QUALIFICATION DOCUMENTS

i) Availability: Copy of Press Advertisement, Pre-Qualification Notice, and Application Form along with all details can be downloaded from Bank's website <http://www.sbi.co.in> under section "Procurement News" from 13.08.2024 to 04.09.2024.

ii) Submission date: Latest by 04.00 PM on 04.09.2024

iii) Place of submission of Technical bid: The Assistant General Manager (P&E),

State Bank of India
Premises & Estate Department,
2nd Floor, Local Head Office,
Pt. J. N. Marg, Bhubaneswar -751 001

iv) Date of opening of technical bid : At 3:00 PM on 04.09.2024

v) Last date for clarifications of the Bidder's queries, if any: :Pre-bid meeting shall be conducted on 11:00 Hrs on 20.08.2024 at the aforesaid address. Interested bidders may visit clarify their doubts thereat.

vi) Date of opening of Price bid: Will be opened on later date of pre-qualified bidders after reviewing the presentation process by the Selection Committee.

vii) **For any details contact:**

SBI: Shri Prakash Chandra Sethi, Manager (Civil)
Cell: 9491041610 in office hour only on all working days up to 04.09.2024.

Bidders are requested to submit the Offer before prior time as stipulated in the NIT, without waiting for last minute. Any request for extension without any substantial reason, thereof shall not be entertained. Bidders submitting application (Technical Bid) without submitting price bid shall be rejected on later stage.

6. INSTRUCTION TO ARCHITECT/CONSULTANT/FIRMS

i) Duly completed application form along with enclosures /documentary proof as prescribed in the said application form signed on each page by the authorized signatory should be submitted in two separate sealed cover subscribed "**Technical Bid**" and "**Price Bid**" and the same are collectively kept in a sealed envelope and must reach the above mentioned address. Please subscribe /write on the top of the envelope: "**APPLICATION FOR PREQUALIFICATION OF ARCHITECTURAL CONSULTANCY FIRM (CONSULTANT) FOR CONSTRUCTION OF BANK'S BUILDING FOR STATE BANK OF**

INDIA JAJPUR ROAD BRANCH WITH CURRENCY CHEST, RACC, RBO & ADMINSTRATIVE OFFICE AT JAJPUR ROAD, ODISHA". The offers found eligible after prequalification process, selection Committee shall take a call to invite 2-4 bidders to give their presentation to the Committee, based on their past experience with the Bank. The "Price Bid" as submitted by the bidders shall be opened on a later date after the presentation process.

- ii) Any & all cost/expenditure incurred by the Architect/Consultant firms in relation to making the application shall be borne by the Architect/Consultant/firm. No payment by way of compensation or whatsoever shall be made by the Bank.
- iii) The Architect/Consultant firms should strictly furnish all the information only on the formats furnished/provided/made available. The applications not complying with this requirement are liable to be rejected outright without assigning any reason as the sole discretion of the Bank.
- iv) All corrections and overwriting should be attested & countersigned by the authorized signatory of the Architect/Consultant firm.
- v) In case Architect/Consultant firm intends to give additional information for which specified space is not sufficient, he may furnish such information by adding extra sheets by specifying/indicating the same in the appropriate column.
- vi) Applications received after the due date & time, incomplete/partly filled/unsigned applications, applications not accompanied with relevant annexed documents, enclosures, etc. are liable to be rejected outright without assigning any reason therefor at the sole discretion of the Bank.
- vii) Please ensure that the applications, annexed documents, enclosures etc. are signed by the Architect/Consultant firm's (Authorized Signatory) only and proof of mode of authorization (such as Power of Attorney, Partnership Deed indicating such authorization, resolution, authorization letter etc. as applicable) is enclosed as prescribed in the Application Form.
- viii) Delay in submission of any part arising due to postal or any other irregularities at any stage will not be considered. The Bank will not be responsible for any damage in transit in case of postal delivery.
- ix) For providing Fire Suppression system the Architect/Consultant has to have experience of providing such systems in multistoried building projects with hydrant system including electrically operated pumps approved by the State Fire Authority.
- x) One senior architect of the firm should be present during the presentation of the design before the Committee at the address mentioned below as per the date and time to be informed in due course. For Presentation expenditure regarding travelling and lodging charges for one senior architect would be reimbursed as under

Sr. No.	Visit undertaken by	Halting allowance	Travelling Allowance
1	Senior partner/Senior Associates of the architects when the visit is undertaken	Similar to entitlement of AGM (SMGS-V)	Single return Air fare (Economy class)/Train (AC 2 tier/First class)

	with the prior approval of the Bank.		fare per person (as per actual).
2	Junior staff of Architects/other associates/consultants	Similar of entitlement of manager (MMGS-III)	Single return Train (AC 2 Tier/First class) fare per person (as per actual).

- xi) The language in which the contract documents shall be drawn shall be in English.
- xii) Technical bid should contains application forms, formats duly filled with documentary proof, terms and conditions, design drawings etc. No price/rate should be mentioned anywhere in the technical bid. Technical bids contains rates/price should be rejected.
- xiii) All the documents should be self-attested and the Bank will verify with the original at the material time. All the pages of the application form duly filled in, press release, terms & conditions, annexures etc. should be signed by the authorized signatory with seal of the firm.
- xiv) Price bid should contain price/rate in percentage only.
- xv) Architect/Consultant have adequate knowledge of local bye-laws/ statutory requirements and are capable to liaise with local civic Authorities.
- xvi) They shall submit their plans, design in conformity with architectural/ development control and local building bye-laws, Green building initiatives, project report along with model (3D views) and preliminary/block estimate based on latest **“Plinth Area Rate of CPWD-2023”** within the stipulated date. A suitable honorarium (up to Rs.35,000) shall be considered to Architects/Consultants as incentive/appreciation for the efforts put in by them (as mentioned in the advertisement).

Assistant General Manager (P&E)
 State Bank of India
 Premises & Estate Department
 2nd Floor, Local Head Office,
 Bhubaneswar - 751 001.

APPLICATION FOR PREQUALIFICATION OF ARCHITECTURAL CONSULTANCY FIRM (CONSULTANT) FOR CONSTRUCTION OF BANK'S BUILDING FOR STATE BANK OF INDIA JAJPUR ROAD BRANCH WITH CURRENCY CHEST, RACC, RBO & ADMINSTRATIVE OFFICE AT JAJPUR ROAD, ODISHA
TECHNO-COMMERCIAL EVALUATION –
TECHNICAL PARAMETERS – 70%, PRICE BID –30%

Sr. No.	Broad criteria / Technical Parameters for selection	Max. marks	Marks obtained
1	<u>Design concept</u> Architectural & Green building features, elevation & perspectives, preliminary structural layout plan, podium level plan and typical floor plan indicating furniture layout, walk/mock through other amenities specifications and approximate estimated cost.	50	
2	<u>Statutory Approvals</u> Capability / experience in obtaining statutory approvals /liaising with local Government authorities and estimated time limit specified for the same.	15	
3(a)	<u>PMC Services</u> Road map and in house capability for preparation of detailed architectural structural and services design / working drawings and subhead-wise / item-wise estimates / draft tenders etc.	10	
3(b)	Capability / Experience in Project Management Services (PMC) in handling large multistoried projects, available in house infrastructure. Time estimate, Bar chart for completion of the project.	10	
4	Experience with PSUs / Banks and handling CVC matters	5	
5	Reputation of Architect / Company	5	
6	Clarity of presentation	5	
	Total	100	

**APPOINTMENT OF ARCHITECTURAL CONSULTANCY FIRM (CONSULTANT)
THROUGH DESIGN COMPETITION FOR PROPOSED CONSTRUCTION OF
MULTISTOREY BUILDING AT JAJPUR ROAD, RBO, RACC & ADMINSTRATIVE
OFFICE AT JAJPUR ROAD**
**TECHNICAL BID PRE-QUALIFICATION OF ARCHITECTURAL/CONSULTANCY FIRM-
FIRM PROFILE**

Sr. No.	Particulars	
1	Name of the Firm:	
2	Address :	
3	Name, Telephone Nos. including Mobile of contact person	
4	E-mail ID and address and Fax No.:	
5	Constitution of the Firm:	
6	Year of Establishment:	
7	Name of Partners / Associates:	
8	Bio-data of Partners / Associates, Details may be given in the enclosed format (Annexure – I)	
9a	Registration Number with Council of Consultant / Indian Institute of Architects. : (Copy of valid registration to be enclosed)	
9b	Details of GST registration: (Copy of valid registration to be enclosed)	
9c	Amount of GST paid year-wise: During last 3 financial years ending on 31.03.2024	
10	Name and value of major Building: Construction works completed during the Last 7 years ending on 31.03.2024. Details may be given in the Enclosed format (Annexure – II)	
11	Name & value of the major Building: Construction work on hand. Details may be Given in the enclosed format (Annexure -III)	
12	Name & value of other major works (Other than building) in hand. Details may be given in the enclosed format (Annexure – IV).	
13	Details of features of green building provided in the buildings	

14	Details of modern amenities provided in the building	
15	List of Technical Personnel employed:	
16	List of other Personnel employed:	
17	List of consultants engaged by the Firm: (Address, telephone numbers & email ID etc., are to be furnished.	
18	List of office equipment's owned by the company	
19	Banker's Name:	
20	Latest Income Tax Clearance Certificate to be enclosed	
21a	List of registration with other Organizations	
21b	List of completion certificate etc. from the clients for completed / ongoing projects	
21c	Certified copies of the letter of intent for award of the work from reputed private/multinational organizations/ PSUs etc.	
22	Particulars of participation in competitions and awards if any received	
23	If the firm is not having its office in ----- : Please indicate the time by which it is likely to open an office at Bhubaneswar with documentary evidence. (A confirmation from the firm may be obtained stating that within 3 months of award of the project an proper office set up will be opened in)	

Note: Please enclose separate sheets for additional information, photographs and documents.

Signature of the Consultant with seal

Date:

Place:

SCOPE OF SERVICES/ROLES & RESPONSIBILITIES OF THE ARCHITECT/CONSULTANT FIRM

SBI is proposing to construct the above mentioned building at Odisha. The scope of the work may vary, and the Bank may decide to construct initially only one or two building and depending upon the need, available vacant space/ ground coverage etc. may consider construction of additional towers at a later date. The building(s) will be a modern building having all required amenities and will comply / have features of 'Green 'and Energy efficient building. All necessary statutory approvals from Local Municipal Authorities such as approval of plans / set of drawings, commencement, plinth verification, occupation, completion certificate, NOC from fire brigade and other authorities, water, electrical and drainage connection, certificate from Govt., lift inspectorate, NOC from Environment Dept./traffic State / Central Govt. and other related Depts. in this regard. The proposal for approval of the commencement certificate etc. from the local Govt. Authorities and other Govt. authorities etc. as may be required, is to be obtained by the consultants. Soon after the building proposal is cleared **by the local Govt. authorities and other** Civic authorities, SBI intends to commence the work and propose to complete the building in all respects viz. ready for occupation within a maximum time span of 24 months from the date of commencement. All works including permissions, NOCs, occupation / completion certificate required to be obtained from **by the local Govt. authorities and other** State / Central Government / Statutory authorities will have to be obtained by the consultant. In case, the project involve any demolition of some existing occupied residential buildings in the Complex, consultant has to oversee the demolition activities with it's disposal etc. including obtention of statutory permission from the local authorities as required in the matter as per the local laws. Further the work of proposed building/tower need to be completed with minimum disturbance to the staff / occupants who are staying in the complex. The consultant will assume total responsibility for completion of the project in all respects till obtention of occupation and completion certificate from **by the local Govt. authorities** within the specified time frame of 24 months as stated above. The time is the essence of the contract. While the duties of the consultant will be governed by the standard agreement to be executed with SBI by the successful consultant, the role and responsibilities of the consultant will broadly include following:

- (a) Preparation of detailed /structural/ Architectural design of building including its foundation
- (b) Preparation of detailed design of all internal and external services based on requirement of Bank such as electrical, AC, plumbing, water supply, soil and storm water drainage, lifts, firefighting / horticulture, EPABX / Networking/AV system, gymnasium, parking, rainwater harvesting, sewage treatment plant, recycling of waste water etc.
- (c) Most of the features applicable for 'Green building' such as energy conservation, use of solar and other renewable sources of energy, recycling of waste water, rain water harvesting, use of natural light to the maximum extent etc. will have to be taken into account during planning, design, and execution stages so that if SBI desires, the Building can be rated as Green building at least of 'Gold standard'.
- (d) Preparation of all detailed architectural, engineering, structural drawings including those for all services as stated above.
- (e) Preparation of 2/3 alternatives for external façade / elevation / perspective view of building and its 3D presentation by computer for its approval by SBI and preparation of model for one of the selected alternatives for its display.

- (f) Preparation of estimates and assessing scrap / resale value of buildings to be demolished and calling of competitive tenders for dismantling of buildings including removal of debris supervision of the said work etc.
- (g) Calling of competitive tenders for detailed soil investigation work for deciding load bearing capacity and type of foundation etc. and also for deciding minimum depth of foundation from specialized and reputed contractors in consultation with SBI including preparation of detailed estimates, draft tenders and advising panel of contractors to SBI.
- (h) 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 of / quantity sheets. Working out overall built up area rate and its comparison for reasonableness with other buildings recently done as also with CPWD built up area rates etc. for submission to the SBI for approval of the cost.
- (i) Assisting SBI for pre-qualification and empanelment of trade-wise contractors by following elaborate procedure / norms laid-down by Bank/ CVC guidelines.
- (j) Preparation of draft tenders subhead-wise including detailed bills of quantity (BOQ) based on approved estimates by SBI and full set of tender documents including all terms, conditions, special conditions and standard clauses.
- (k) 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 SBI.
- (l) 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.
- (m) Preparation and issuance of detailed working drawings minimum 3 sets to the contractor along with work order so that work is not held up at any point of time for want of the drawings / details. 2 sets of such drawings will have to be issued to SBI for its records. All drawings shall be provided to bank in AutoCAD format also.
- (n) 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 lead by a Project Manager to be posted at the site 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. 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 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.
- (o) The consultant will have to apply and obtain all required approvals / NOC from **by the local Govt. authorities** and other Govt. / Statutory authorities from time to time such as plinth verification / occupation / completion / drainage / water supply and electrical connection/fire safety clearance, verification by lift and electrical authorities etc. well in time so that the progress of the work is not hampered.

- (p) 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 Bank (SBI) and record of such meetings, decisions taken etc. need to be maintained in a chronological manner kept in a separate register.
- (q) During the defects liability period carrying out periodical inspection along with representatives of SBI and contractor, preparation of the list of defects list and arrange for its rectification from contractor.
- (r) Preparation of 'As Built' drawings including those for all services and 2 sets of such drawings mounted on cloth papers and also in the form of a CD (soft copy in AutoCAD format) will have to be prepared and submitted to SBI.
- (s) Bank's projects come under Technical Audit by Chief Technical Examiner's Organization of Central Vigilance Commission. Submission of Reply to their queries, compliance of their observations etc. are statutory requirement of Bank's Architect.
- (t) The Architect should be well prepared to visit the site and Bank's Office as and when necessary during the design/execution of the works.
- (u) The Architect should visit the site with prior intimation to the Bank and to issue necessary clarifications/modifications to the drawings and other clarifications as and when required/called for by the Bank.

The list of duties mentioned above is only indicative and the consultant will have to assume full responsibility for completion of the project both qualitatively and quantitatively as per accepted contract conditions in the best possible workmanlike 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 SBI.

Signed as token of acceptance

Signature of consultant with seal Date:

Place:

Envelope-2 (FORMAT FOR SUBMISSION OF THE PRICE BID)

PREQUALIFICATION OF ARCHITECTURAL CONSULTANCY FIRM (CONSULTANT) FOR CONSTRUCTION OF BANK'S BUILDING FOR STATE BANK OF INDIA JAJPUR ROAD BRANCH WITH CURRENCY CHEST, RACC, RBO & ADMINSTRATIVE OFFICE AT JAJPUR ROAD, ODISHA

PRICE BID

Sr. No.	Description of work	Quote fees
1	Architectural Consultancy fees for construction of proposed multi-storey building to accommodate Jajpur Road Branch with Currency Chest, RACC, RBO & AO at Jajpur Road.	-----% of the estimated cost or actual project cost whichever is lower plus GST as applicable.

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 Consultancy Firm (Consultant) specified by SBI in their technical bid as well from their standard agreement for the captioned purpose and we will abide by the same in case our proposal is accepted.

Accordingly, we now quote a total lump sum professional fees at (_____ percent (in words) of the estimated cost or actual project cost whichever is lower plus GST as applicable. We also 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 SBI in this regard.

Name and designation of the Authorized signatory

Signature Stamp and seal Place:

BIO-DATA OF THE PARTNERS/ ASSOCIATES

1. Name :
E-mail id :
2. Associates with the firm since :
3. Date of Birth
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:

Note: Please enclose all the Annexes with relevant supporting documents duly self-attested.

Signature of the Consultant with seal Date:

Place:

ANNEXURE- II

**LIST OF MAJOR BUILDING CONSTRUCTION WORKS COMPLETED DURING THE
LAST SEVEN YEARS ENDING ON 31.03.2024**

Sr. No	Name of the Client	Nature of work	Features of green building and modern amenities provided	Location of the building / municipal limits	Estimated value	Built up Area in Sq.ft.	Height of the building	Date of start	Period of completion	Actual date of completion	Final value of the project	Reasons for the variation / delay if any
1	2	3	4	5	6	7	8	9	10	11	12	13

Note: Please enclose all the Annexes with relevant supporting documents duly self-attested.

Note:

- (a)The credentials issued by the Clients shall be enclosed including letter of award of the work
- (b)The work should have been executed by the firm under the name in which they are submitting the applications.

Signature of the Consultant with seal Date:

Place:

LIST OF MAJOR BUILDING CONSTRUCTION WORKS ON HAND AS ON -----.

Sr. No	Name of the client	Nature of work	Features of green building and modern amenities provided	Location of the building / municipal limits	Estimated Value	Built up Area in Sq.ft	Height of the building	Present position	Scheduled date of completion	Remarks
1	2	3	4	5	6	7	8	9	10	11

Note: Please enclose all the Annexes with relevant supporting documents duly self-attested.

Signature of the Consultant with seal Date:

Place:

ANNEXURE-IV

LIST OF OTHER WORKS (OTHER THAN BUILDING WORKS) ON HAND AS ON -----

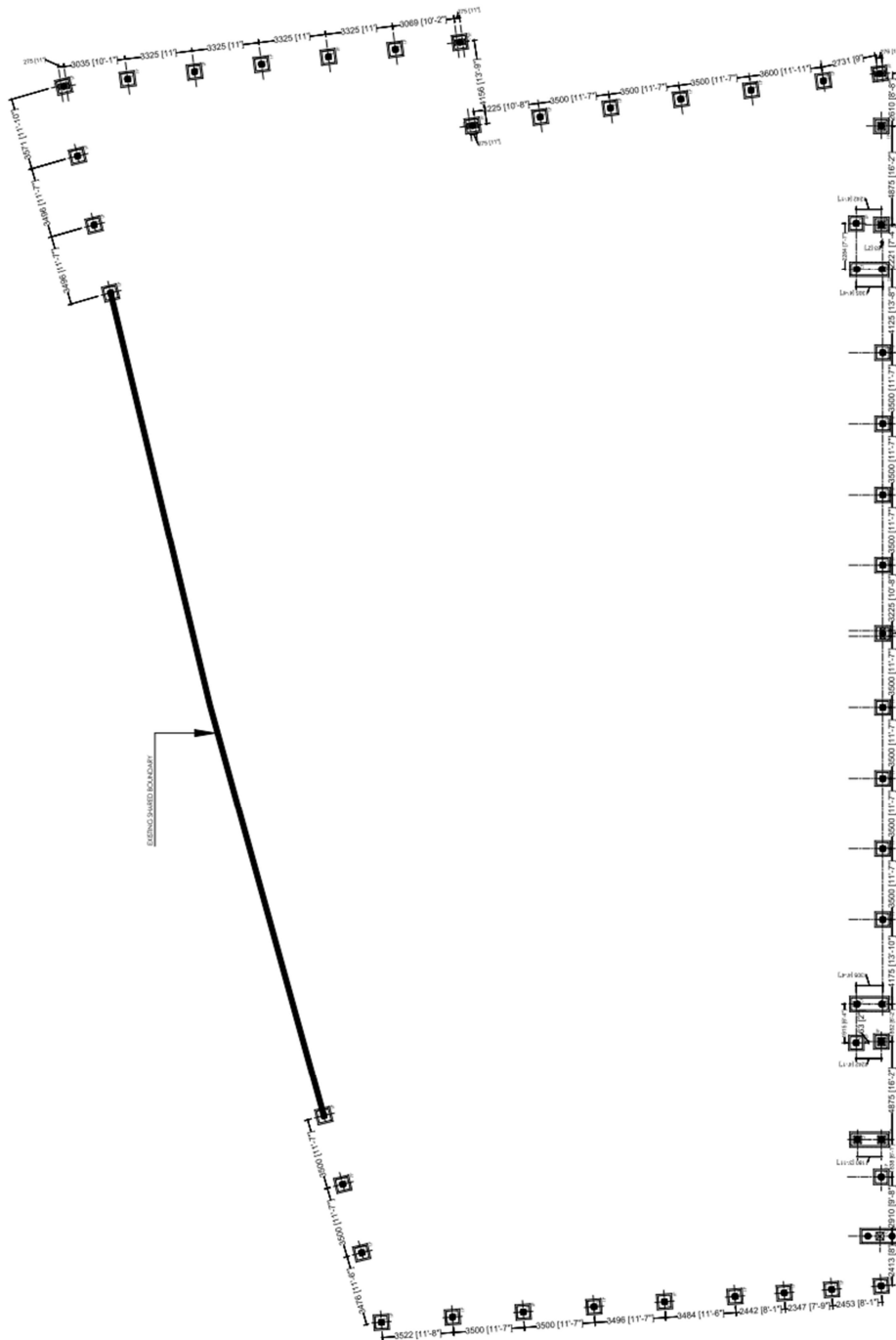
Sr. No.	Name of the client	Nature of work	Estimated Value	Present position	Scheduled date of completion	Remarks
1	2	3	4	5	6	7

Note: Please enclose all the Annexes with relevant supporting documents duly self-attested.

Signature of the Consultant with seal Date:

Place:

Sketch of the commercial plot at JAJPUR ROAD



All dimensions in mm

Not to scale

Area of plot is approximately **2056.55 Sq. mt. (22,128.46 Sqft)**

Note: 1) Participants are advised to visit the plot to cross verify the dimensions of the bounded plot at Jajpur Road before preparing their designs.

FORMAT FOR AGREEMENT BETWEEN THE BANK AND ARCHITECTS/FIRM

STATE BANK OF INDIA
PREMISES & ESTATE DEPARTMENT
AND
M/s.....

Towards Architectural services for proposed office building of SBI.

THIS AGREEMENT made this day of Two thousand between AGM(P&E), State Bank of India, a Corporation incorporated under the State Bank of India Act, 1955 and having its Local Head Office at III/1 Pandit Jawahar Lal Nehru Marg, Bhubaneswar – 7751 001 (herein after called 'the Bank or Bank of SBI' which expression shall include the successors and assigns) of the one part and M/S..... having its registered office at (hereinafter called 'the Architect' which expression shall include the present directors/partners and also the directors/partners from time to time as also their respective heirs, legal representatives, administrators and assigns) of the other part.

Whereas the Bank intends to(hereinafter called the 'said works') and whereas the Architects have accepted the said appointment by their letter no..... dated Now, therefore, this agreement witnessed that the said M/s.are hereby appointed as Architects for construction of the said building 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 FAR/FSI, 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 our 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 contractors wherever necessary and after the Bank's decision on the tenders, preparing contract documents and getting those executed by the concerned contractors including programme of work within the stipulated time frame.

It is clearly understood that the Bank shall at its absolute discretion may involve services of any site Engineer/Project Management Consultants in force (herein after referred to as the PMC) 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 & planting of saplings
- 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.
- i) 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 auster 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 site Engineer/ 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 Site Engineer/PMC.

- j) 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 Site Engineer/PMC of the Bank(if appointed detailed measurements to be checked by the Architects), 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 total under appropriate tender items and correctness of the payment certified by them. Time limit for verification and certification of bills by Architect shall be as under (failing which the Architect may be penalized)
- Running bill within 15 days
 - Final bill within one month.
- k) Submitting report to the Bank after verification the account of cement and other important materials as Bank may specify and certifying the quantities utilized in the works.
- l) 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.
- m) 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.
- n) 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.
- b) 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 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..... to the contractors if any site Engineer/PMC is appointed otherwise Architects will take the responsibility themselves. Employees Bank they shall be authorized to the architects, if they find any discrepancy in the drawings, specification or the architects' instructions or any drawings, details, clarifications required for speedy implementation of the works are pending from the architects' offices.

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 and in case any site Engineer/PMC and other consultants are separately appointed by the Bank, the architects shall prepare a comprehensive programme of work in consultation with the site Engineer/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 ST/PMC, all the concerned consultant, contractors/sub-contractors, and assist the site Engineer/PMC to prepare joint the minutes of discussion/instructions at such meetings with a view to co-ordinate the work of the various Site Engineer/PMC/Resident Architect of Contractors/sub-contractors and to avoid delays.
- d) 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 to the contractors after taking the Bank into confidence will be responsibility of the Architects will oversee all these activities and follow up with PMC/ or contractors, if any engaged by the Bank through their resident Architect at site to ensure timely and quality work as provided in the agreement.
- e) 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.25,000/- 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 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.

- f) In case any site Engineer/PMC is engaged by the Bank during the progress of work, the Architects' representative at site shall remain in daily touch with the site Engineer/PMC and ascertain 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 said PMC.
- g) The Architects shall engage (within fees mentioned in clause 5 below) a qualified graduate Resident Architect/Civil Engineer with not less than 5 years experience or a diploma holder with not less than 8 years' experience for co-ordination for co-ordination and overall supervision on the site on day to day basis during the construction of the work.
- h) 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, landscaping 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.
- i) The Architects are supposed 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 quoted by them are not 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, other recoveries made upto the last running bill in case of each contractor by the Bank 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 be responsible for the corrections of the individual measurement, calculations etc. The Architect should also 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. In case any PMC is engaged by the Bank to avoid delays in verification on this account, the Resident Architect/ Engineer or his assistant at the site may remain associated with the Site Engineer/ 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.

- j) The Architects shall pay an amount limited to 10% of the total payable fees to the Bank for adequate damages for losses caused to the Bank or delay on their part in carrying out the terms of this 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 them or their staff, on which question the decision of Bank, is final and binding on the Architects.
- k) 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 Bank stopping or suspending the work of construction on grounds other than bad / unsound work or installation and / or defective supervision or lack of it 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.
- l) The Bank may require the Architect to go out or travel for discharge of any of their duties enumerated in this agreement without any extra fees. In case of outstation firms, in addition to the professional fees payable to the appointed Architect, the traveling allowances (as per actual expenditure incurred) and halting allowances (without insisting on production of the related bills) are also paid to the senior partners/associates of the firm of Architects and their Junior staff/associates, whenever they visit places other than their headquarters. In case the site of work is located in the same city halting and traveling expenses shall not be paid. The scale of halting allowance payable to the senior partners/associates of the firm of Architects and their Junior staff/associates is as under:

Travelling expenses to the Architects and Consultants:

Sr. No.	Visit undertaken by	Halting allowance	Traveling allowance
(i)	Senior Partner / Senior Associates of the Architects 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 Architects / other associates/ Consultants	Similar to entitlement of Manager (MMGS-III)	Single return Train (AC 2 Tier/ First Class) fare per person (as per actual).

- m) 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 ST / PMC and advising the ST/

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.

- n) The Architects shall, on the completion of the work, supply to the Bank free of cost two copies of not less than 1:100(one hundred) scale drawings (one of which shall be tracing cloth), 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 in addition to this Architect shall provide soft copies of drawings in AutoCAD & pdf format in pen drive or CD/DVD.

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, are liable for payment of damage mentioned in paragraph 2(j) hereinabove.
- 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 die or become incapacitated from acting as such Architects, then the Agreement shall stand terminated, subject to the clause 3(a) hereinabove.
- 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, after a reasonable payment for the services of the Architect of the same in full as provided herein. The soft copies of all the work is to be transferred to the bank for further execution of the work.

4. 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.
- ii) 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.

5. 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's 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 on the basis of value of approved tender for works. However, the Bank shall be entitled to adjustments subsequently on the basis of 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.

6. **Method of Payment:**

Sr. No.	Services to be recorded	Subject to clarifications under col fees payments	Upto stage total cumulative fees payments	Remarks/ Clarifications
(1)	(2)	(3)	(4)	(5)
(a)	After completion of sketch plans, Architectural design and model, if any, and their approval by the Bank.	1/16 th (6.25%) of the total agreed % of fees on total cost of related work.	1/16 th (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)	1/8 th (12.5%) of the total % of fees on total cost of related work.	3/16 th (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 & super structure civil work (on the estimated cost excluding interior work).
(c)	After preparation of contract documents including tenders, issue of tender	1/16 th (6.25%) of the total % of fees on	On 1/4 th (25%) of the total fees on	Here also, as clarified in para (b) above, initially the estimated cost shall be the cost of foundation or/ and super-

	<p>notices in respect of all traces, submission of recommendations to the Bank and execution of the contract documents for various trades.</p>	<p>total cost of related work.</p>	<p>total cost of related work.</p>	<p>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.</p>
(d1)	<p>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.</p>	<p>1/2th (50%) of the total % of fees on total cost of related work.</p>	<p>3/4th (75%) of the total fees on total cost of related work.</p>	<p>-----</p>
(d2)	<p>On final completion of the project & closing of accounts including obtention of occupation certificate from NMMC / CIDCO / Fire authority / water connection authority / electrical connection authority / gas connection authority and / or any other authority / Board connected with the occupation of building.</p>	<p>1/8th (12.5%) of the total % of fees on total cost of related work.</p>	<p>7/8th (87.5%) of the total fees on total cost of related work.</p>	<p>-----</p>

(d3)	After the ACF issue “No objection certificate” for the refund of contractors retention money on expiry of Defects liability period of the various contractors and/ or attending to the CTE’s / CVO’s observations, if any, from time to time till its final disposal and award of arbitration, if any, whichever is later.	1/8 th (12.5%) of the total % of fees on total cost of related work.	100% of the total fees on total cost of related work.	The final payments under d1, d2 & d3 stages shall be made in accordance with and on the basis provided in the clauses 5 herein.
(e)	In case, this agreement is terminated in pursuance of clause 3 above, fees shall be paid to the architects for the actual services rendered as per stages referred to in this clause and subject to other provisions about recoveries etc, as provided for elsewhere in this agreement.			

In case of repetitive jobs, while one block will be paid at the full fees and the remaining blocks without stilts will be paid at 1.5% (Maximum) fees only.

f) In addition to the fees for professional services, Govt. of India GST shall be reimbursed to the Architect on submission of relevant documents adducing proof of payment of GST by the Architect to Govt. of India.

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.

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 the damages suffered by the Bank without prejudiced to the Bank. 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) In case any site Engineer/PMC or any consultant is engaged by the Bank, the architect shall closely follow up and keep the account of the progress made and arrange to solve the bottlenecks, if any. Any clarify the doubts/details, if any required by the site Engineer/PMC/Contractors through their resident Architect/Engineer and his assistants at site. If necessary, they should write to the site Engineer/PMC under advice to the Bank about time lag in the works and suggest improvements/course of action for PMC's consideration. Similarly, if the site Engineer/PMC is engaged, they will be authorized to write to the architects about their requirements like drawings, details, clarifications, discrepancies etc, if any, at Architects end.
- 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 Architects and the PMC 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's 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 is final and binding, the same shall be referred to the Arbitration for settlement of disputes and final decision of the arbitrator to be agreed upon and appointed by both the parties.
- iii. For the purpose of appointing the (.....) based sole Arbitrator referred to above, the Appointing Authority i.e. the Chief General Manager of (.....was local Head Office) of the Bank or on his behalf the Asst. General Manager (Premises),(.....)Local Head Office will send within thirty days of receipt by him of the written notice aforesaid to the Architects a panel of three names of technically competent persons not below the rank of Superintending Engineer or equivalent position in Public Sector Banks/CPSEs/CPWD,LIC,RBI etc.
- iv. The Architects shall on receipt by them of the names of aforesaid, select any one of the persons named to be appointed as a sole Arbitrator and communicate his name to the Appointing Authority who shall thereupon without any delay appoint the said person as the sole Arbitrator. If the Architects fail to communicate such selective as provided above within the period Specified, the Appointing Authority shall make the selection and appoint the selected person as the sole Arbitrator.
- v. If the Appointing Authority fails to send to the Architects the panel of three names as aforesaid within the period specified, the Architects shall send to the Appointing Authority a panel of three names of technically competent persons not below the rank of Superintending Engineer or equivalent position in Public Sector Banks/CPSEs/CPWD,LIC,RBI etc. The Appointing Authority shall on receipt of the names of the aforesaid persons and appoint his as the sole Arbitrator within 30 days of receipt by him of the panel and inform the Architects accordingly. If the Appointing Authority fails to do so, the Architects shall be entitled to appoint one of the three persons from the panel as the sole Arbitrator and communicate his name to the Appointing Authority.
- vi. If the Arbitrator so appointed is unable or unwilling to act or resigns his appointment or vacates his office due to any reason whatsoever another sole Arbitrator shall be appointed as aforesaid
- vii. 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.
- viii. 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.
- ix. The Arbitrator may from time to time, with the consent of the parties, enlarge the time for making and publishing the award.
- x. 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.

- xi. 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.

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.

TIMELINES FOR COMPLETION OF MILESTONES

Sl. No.	Submission	Period
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 the Bank.
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.

AREA STATEMENT FOR BANK'S BUILDING ACCOMODATING JAJPUR ROAD BRANCH WITH CURRENCY CHEST, RBO-JAJPUR ROAD & RACC.

BASEMENT FLOOR: TWO & FOUR WHEELER PARKING				
Car parking				
SI No	Description	Quantity in No.	Area in Sft. per No.	Total Area in Sft.
1	Covered Parking	1	6100	6100
2	Main Staircase & Lift Lobby	1	250	250
3	Fire Exit Staircase	1	220	220
			Sub Total	6570
			Add 25% for corridors, staircase, passages etc.	1314
			Sub Total Carpet Area	7884

SAY 7900

Or 734 Sqm

GROUND FLOOR: BUILT-UP FLOOR AREA DIVISION (CURRENCY CHEST & PARKING)

SI No	Description	Quantity in No.	Area in Sft. per No.	Total Area in Sft.
JAJPUR Road Branch with Currency Chest & e-Lobby				
1	Currency Chest	1	1500	1500
2	Patrolling Corridor	1	550	550
3	e-Lobby	1	250	250
4	Guard Room	1	150	150
5	Toilets	1	50	50
6	Reception (Grahak Mitra & Cross Selling)	1	100	100
7	Wash Rooms	1	200	200
8	CM Chamber incl toilet	1	140	140
9	HNI Lounge	1	150	150
10	DBM	1	100	100
11	Officers (Scale I - III)	7	50	350
12	SWO & Clerical	10	35	350
13	Customer Space (70:30)	2 1/3	700	1633
14	Record Room for Branch	1	350	350
15	Stationary Room for Branch	1	80	80
16	Locker Room	1	250	250
17	Printer Server etc	1	50	50
18	UPS room for branch	1	80	80
19	Electrical room	1	100	100
20	CAC Outfit	1	200	200

21	Main Staircase & Lift Lobby	1	250	250
22	Fire Exit Staircase	1	220	220
			Sub Total	7103
			Add 25% for corridors, staircase, passages, built up area etc.	1776
			Total Area Required	8879

SAY 8800 Sqft
Or 817.84 Sqmt

FIRST FLOOR: BUILT-UP FLOOR AREA DIVISION (RBO & RACC)				
Adminstrative Office & RACC				
SI No	Description	Quantity in No.	Area in Sft. per No.	Total Area in Sft.
For RACC Outfit				
1	RACC (CM)	1	140	140
2	Manager	3	100	300
3	Officers Cubicles	4	90	360
4	Associates	2	35	70
5	Waiting area for Customers	1	300	300
6	Document Room of RACC	1	500	500
7	Stationery Room for RACC	1	100	100
8	UPS room for RBO & RACC	1	120	120

For RBO & Common Canteen etc

1	Reception & Lobby	1	350	350
2	Wash Rooms for each floor	1	200	200
3	RM Chamber with attached washroom	1	180	180
4	Discussion/VC Room	1	200	200
5	Chief Manager	4	100	400
6	Officers Cubicles	4	90	360
7	Work Stations for Officers	16	50	800
8	Work Stations for Clerical	10	35	350
9	Record Room	1	250	250
10	Stationary Room for RBO	1	100	100
11	Association Office(Officer, Staff, pensioner & SC/ST)	4	200	800
12	Doctor	1	150	150
13	Pharmacy	1	120	120
14	Examination cabin(Doctor)	1	100	100
15	Recreation Room	1	300	300
16	Main Staircase & Lift Lobby	1	250	250
17	Fire Exit Staircase	1	220	220
			Sub Total	7020
			Add 25% for corridors, staircase, passages, built up area etc.	1755
			Sub Total Area Required	8775

Tota area required 8775

Say
or

8800 Sqft
817.84 Sqmt

SECOND FLOOR: BUILT-UP FLOOR AREA DIVISION (AO)				
Adminstrative Office				
SI No	Description	Quantity in No.	Area in Sft. per No.	Total Area in Sft.
For AO & Common Canteen etc				
1	Reception & Lobby	1	350	350
2	Wash Rooms for each floor	1	200	200
3	DGM Chamber with attached washroom	1	300	300
4	VC room	1	150	150
5	Assistant General Manager	4	120	480
6	Chief Manager Cubicles	5	110	550
7	Officers Cubicles	3	90	270
8	Work Stations for Officers	14	50	700
9	Work Stations for Clerical	10	35	350
10	Conference Room	1	800	800
11	Record Room	1	250	250
12	Stationary Room for AO	1	100	100
13	Canteen	1	1500	1500
14	Kitchen & Store room	1	300	300
15	UPS room for AO	1	120	120
16	Main Staircase & Lift Lobby	1	250	250
17	Fire Exit Staircase	1	220	220
			Sub Total	6890
	Add 25% for corridors, staircase, passages, built up area etc.			1723
	Sub Total Area Required			8613

Tota area required

8613

Say

8800 Sqft

or

817.84 Sqmt

HEAD ROOM FLOOR AREA DIVISION				
SI No	Description	Quantity in No.	Area in Sft. per No.	Total Area in Sft.
1	Main Staircase & Lift Lobby	1	250	250
2	Fire Exit Staircase	1	220	220
			Sub Total	470
	Add 25% for corridors, staircase, passages, built up area etc.			118
	Total Area Required			588

SAY

600

Or

55.76 Sqmt

	Basement parking			734.00 Sqmt
	For branch			817.84 Sqmt

	For RBO & RACC outfit			817.84	Sqmt
	For AO outfit			817.84	Sqmt
	e-Corner			25.00	Sqmt
	GATE KEEPER			20.00	Sqmt
	Head Room			55.76	Sqmt
Total built up area of the building				3288.28	Sqmt

NOTE: 1. THIS IS ILLUSTRATIVE, MAXIMUM EFFORT SHOULD BE GIVEN TO KEEP THE BRANCH WITH CURRENCY CHEST IN GROUND FLOOR. THE DESIGN OF THE BUILDING ARCHITECT MAY VARY AS PER THEIR INNOVATION SUBJECT TO FULFILLING THE SPACE REQUIREMENT OF THE BANK.

ANNEXURE-VIII

Requirements of the Banks' branch building at JAJPUR ROAD plot.

Sl. No.	Location	Propose provisions for JAJPUR ROAD branch building
01.	Plot	Preferably multi-storey (B+G+2) floor building
02.	Basement Floor	Basement floor will be exclusively for parking vehicles as per by-laws of the Local Development Authority
03.	Ground Floor	<p><u>(I) The Jajpur Branch preferably on approximate area of 9300 Sft having the following:</u></p> <p>1) AAA Currency Chest strictly adhering to guideline of RBI circular No. DCM(CC)No.2482/03.39.01/2018-19 dated 08.04.2023 & DCM(CC)No.G-13/4553/03/03.39.01/2014-15 dated 23.04.2015 (Annexure-X).</p> <p>2) Ramp to be provided as per the specification of Govt. of India (Annexure-IX).</p> <p>3) Other setup such as Cash Room; Locker room, Guard room, Staff strength including Branch Manager & 8 no officers and front line Single Window Counter – 8nos.</p> <p>4) Manager's Cabin With Attached Toilet; Server Room; Ups Room; Record & Stationary Rooms; discussion room</p> <p>5) covered/open parking to be provided</p> <p>6) Toilet For Physically Challenged People</p> <p>7) Staircase & Ramp for Customer & Staff</p>
04.	First floor	<p>ii) <u>The RBO to be set up on area about 4700 Sft.</u></p> <p>Office Space; Regional Manager's Cabins with attached washroom; Server Rooms; mini VC room, Ups Rooms; Record & Stationary Rooms for RBO; Toilet Blocks Containing for Ladies and Gents Separately; Utility Room Etc.</p> <p>Staff strength including Regional Manager-1, 4/5 no of Chief managers, 12, 16 work stations for other staffs,</p>
05.	First floor	<p>iii) <u>The RACC outfit to be set up on area about 2800 Sft</u></p> <p>compactors for storage of files, stationery room, wash rooms, Staff strength including Chief Manager-1, Processing & maintenance Officer-2 nos., Officers-2 nos, 2 work stations for other staffs.</p>
06.	Second floor	<p>iv) <u>Administrative Office to be set up on around 9000 Sqft</u></p> <p>Provision of one cabin for DGM with attached wash room, Conference room, mini VC room, Ups Rooms; Record & Stationary Rooms for RBO; Toilet Blocks Containing for Ladies and Gents Separately; Utility Room Etc.</p> <p>Staff strength including DGM-1, AGM-4, Chief Manager-6 nos., 20 work stations for Officers & 8 work stations for other staffs</p>

07.	As per design concept of the architect	<u>Common facilities requirements</u> Customer Toilet Blocks Containing One W.C. and One Urinal For Ladies and Gents Separately, Toilet for Physically disabled Common Canteen & Kitchen for all staffs of the building Electrical room Staircase For Customer & Staff; Separate Fire Escape; Utility Room Etc. Open plot area will be used for open parking for customers; waste water recycling system; rain water harvesting, Sewage Treatment Plant, Solar plant etc.
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STANDARD GUIDELINES FOR CONSTRUCTION OF RAMPS IN BANK'S BRANCHES / OFFICES

A ramp is a sloping pathway leading from one level to another. Ramps of an appropriate design shall be provided at all changes in level other than those served by an accessible lift or accessible lifting mechanism accommodating the specific requirements of persons with disabilities.

As per non-discrimination clause of the Disabilities Act-1995, we have to comply with requirements of providing ramps in buildings housing its branches / offices.

1. General requirements of ramps

Ramps shall meet the following requirements in general:-

- a) Wherever the rise of a ramp exceeds 300mm, an additional flight of steps shall also be provided for ambulant persons. An isolated single step is not acceptable and hence a ramp is preferred to a single step.
- b) Where there is a large change in elevation that requires multiple ramps and landing combination, other solution such as lifts should be considered.
- c) Ramps should not ideally connect straight to doors as wheelchair users need a leveled platform at the end of the ramp to maneuver and negotiate opening the door.
- d) A curved ramp is not a preferred design solution. Similarly, a cross fall may put a wheelchair user at risk and may adversely affect steering, particularly on manually propelled chair.
- e) Shiny, polished surface materials that cause glare shall not be used for ramps.
- f) Single row of tactile warning blocks (TGSI) shall be placed (as per figure) at the beginning and end of each ramp. Tactile ground surface indicators or tactile guiding and warning tiles/blocks aid blind and vision impaired pedestrians negotiate the built environment. Tactile ground surface indicators (warning type) shall be installed 300 mm before the beginning and 300 mm after the end of each flight of steps to aid people with visual impairments. This shall be placed 300 mm before the beginning and end of each ramp run to indicate the level change to visually impaired persons. Tactile warning strips shall also be provided at landings. For landings leading to a floor or those enclosed by wall, railing or balustrade, tactile warning strips of 300 mm in width shall be provided; for those leading to an open space or the entrance/exit of a building, the tactile warning strips shall be 600 mm in width.

2. Gradient

The gradient shall be constant between landings. The minimum specifications for ramp gradients addressing different level differences are given in table 1.

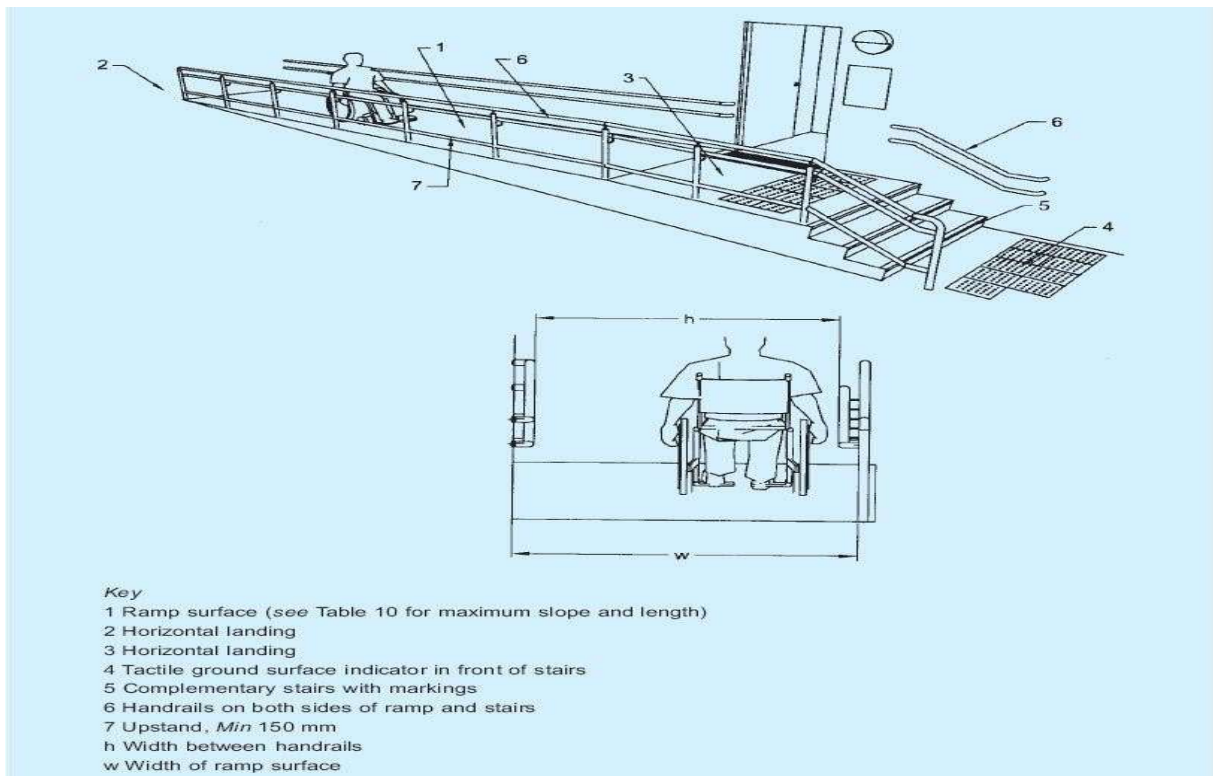
3. Width

The minimum clear width of a ramp (exclusive of handrails) shall be 1 200 mm and shall increase correspondingly as the level difference addressed by the ramp increases as below:-

Table: 1- Requirement for Ramp					
Sl No	Level Difference	Max. gradient of ramp	Ramp width in mm	Handrail on both sides	Other requirements
1	150mm-300mm	1:12	1200	Yes	-
2	301mm-750mm	1:12	1500	Yes	Landings at every 5 m of ramp run
3	751mm-3000mm	1:15	1800	Yes	Landings at every 9 m of ramp run
4	More than 3000mm	1:20	1800	Yes	Landings at every 9 m of ramp run

4. Surface

Ramps and landing surfaces shall be non-glary, smooth, level, even and slip resistant even when wet. Outdoor ramps and their surface shall be designed to prevent water from accumulating on the walking surfaces. The surface finish shall be hard and suitable for the volume of traffic that the ramp is likely to experience. An example of ramp with slope 1:20 and horizontal landings at beginning and end is illustrated in fig. 1 below.



EXAMPLES OF RAMP WITH SLOPE 1:20 AND HORIZONTAL LANDINGS AT BEGINNING AND END

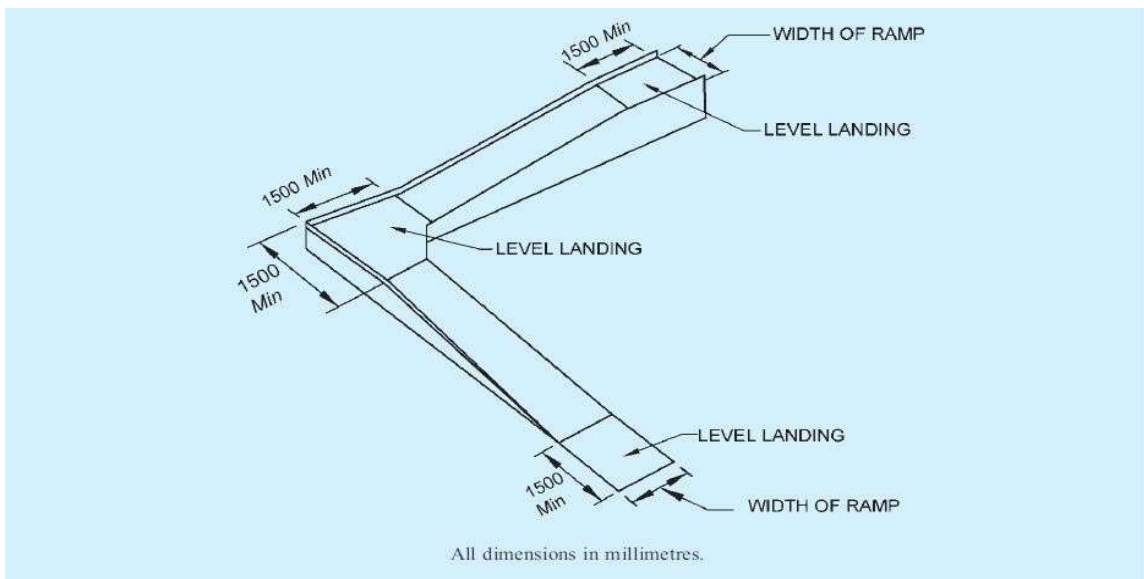
5. Internal ramps

Internal ramps should, if possible, be avoided. Where required, internal ramps shall be designed in accordance with the following additional criteria:-

- a) No series of ramps should rise more than 2000mm in total. If this is the case, an alternative should be provided, for example a lift.
- b) An internal ramp should have the lowest practical gradient. In order to avoid trips and falls during a fire evacuation, a gradient of 1:15 should be the maximum permissible gradient within a building.
- c) The minimum illumination at the top and bottom of the ramp should be 200 lux and 150 lux in between bottom and top.

6. Landings

An end landing shall be provided at the bottom and the top of a sloped path, a stepped path, or a ramp and also where the run changes direction. The area of the end landing may be a part of the continuing path (See fig 2 below). The length of an end landing and an intermediate landing shall be not less than 1 500 mm. Where the ramp run changes direction, the minimum landing dimensions shall be 1 500 mm × 1 500 mm. The area of a landing shall be clear of any obstruction including the path of swing of a door or a gate.



DEVELOPMENT CONTROL RULES AND GENERAL BUILDING REQUIREMENTS

Landings shall also be provided at regular intervals of not more than 9 000 mm of every horizontal run. It shall conform to other provisions of this annex if served by a doorway. If the end landing follows or precedes a turn for a pathway or an entrance, the minimum dimension of the landing shall be minimum 1 500 mm × 1 500 mm.

The width of ramp and consequently the dimension of landing in the direction perpendicular to the direction of ramp shall also be governed by the provisions of Table 1.

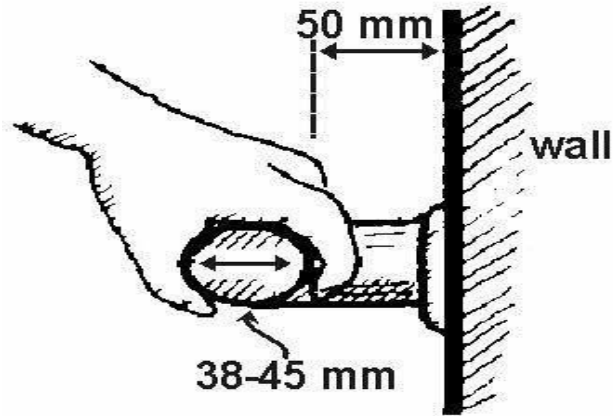
7. Handrails for Ramps

A ramp run with a vertical rise greater than 150 mm shall have handrails that are on both the sides and comply with the following conditions:-

- a) They shall be provided on both the sides;
- b) They shall be continuous, even at the landings;
- c) They shall extend at least 300 mm beyond the first and last nosing. A handrail shall not project into a transverse circulation path unless it is continuous and intended to form part of the guidance along that path. The end of the horizontal extension should be turned towards the wall on the closed side of the ramp or stairs, or be turned down and terminate at the floor or ground level.
- d) They shall have a minimum clear space of 50 mm from the walls; and
- e) The height to the top of a handrail shall be between 850 mm and 950 mm above the surface of a ramp, the pitch line of a stair, and the surface of a landing. A second handrail, with a lower profile than the first one, shall be provided. The height to the top of the second handrail should be between 650 mm and 750 mm above the surface of a ramp, the pitch line of a stair, and the surface of a landing. There shall be sufficient distance between the two handrails (say, 200 mm).
- f) In case the handrail is enclosed in a recess, the recess shall extend at least 450 mm above the top of the rail.
- g) Handrails/ grab bars are extremely important features and must be designed to be easy to grasp and to provide a firm and comfortable grip so that the hand can slide along the rail without obstruction.
- h) Many Persons with Disabilities and elderly rely upon handrails/ grab bars to maintain balance or prevent serious falls.
- i) Handrails may be provided with Braille/ tactile markings at the beginning and the end to give information to people with visual impairment.

Handrail should:-

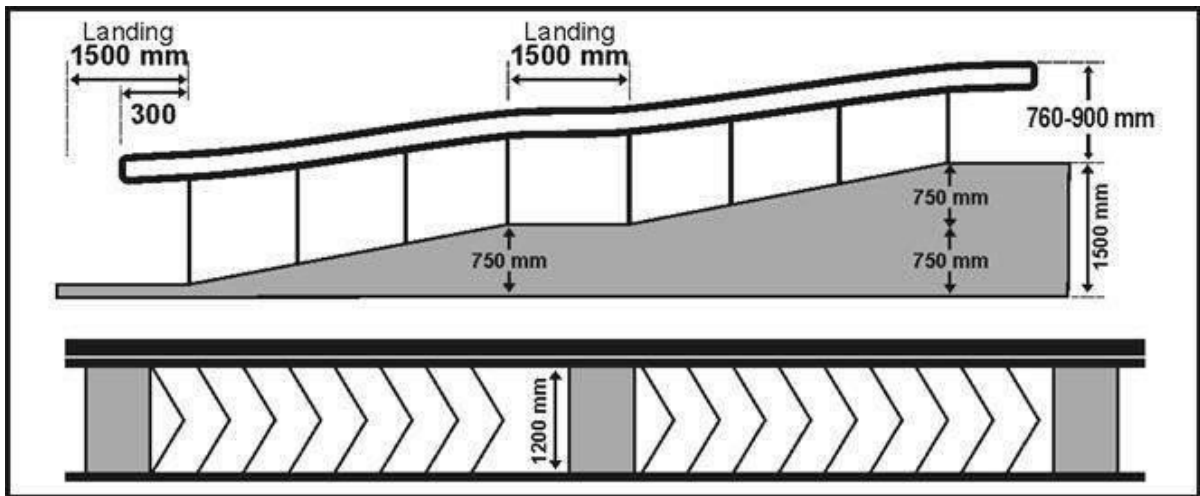
- be slip-resistant with round ends;
- have a circular section of 38-45 mm in diameter;
- have a minimum clear space of 50 mm from the walls;
- be free of any sharp or abrasive elements; and
- have continuous gripping surfaces, without interruptions or obstructions that can break a hand hold.



Grab bar details



Handrail with Braille Information Panel



Handrail for ramps

Grab bars/ rails should be manufactured from a material which contrasts with the wall finish (or use dark tiles behind light coloured rails), be not too warm/cold to the touch and provide good grip. It is essential that all grab rails are adequately fixed, since considerable pressure will be placed on the rail during maneuvering. In rural areas, indigenous materials such as bamboo/ wood/ other can be used for making grab bars in toilets. Grab bars should:-

- be slip-resistant with round ends;
- preferably have knurled surfaces;
- have a circular section of 38-45 mm in diameter;
- be free of any sharp or abrasive elements;

- have a minimum clear space of 50 mm from the wall;
- be installed at a height of 760 mm to 900 mm;
- be able to bear a weight of 250 kg.

8. Edge Protection / Guarding Along Ramps

Ramps and landings not adjacent to a wall should have an edge protection in form of a 75 mm kerb. Providing protection at the side of the path protects people who use wheelchairs and ambulant people from injuring themselves as the result.

9. Clear floor space

- A clear and level floor space of at least 900 mm x 1200 mm should be provided at controls and operating mechanisms designated for use by Persons with Disabilities.
- Where a forward approach is used, a clear knee space of at least 900 mm wide, 480 mm deep and 650 mm high should be provided, which may overlap the clear floor space by a maximum of 480 mm.

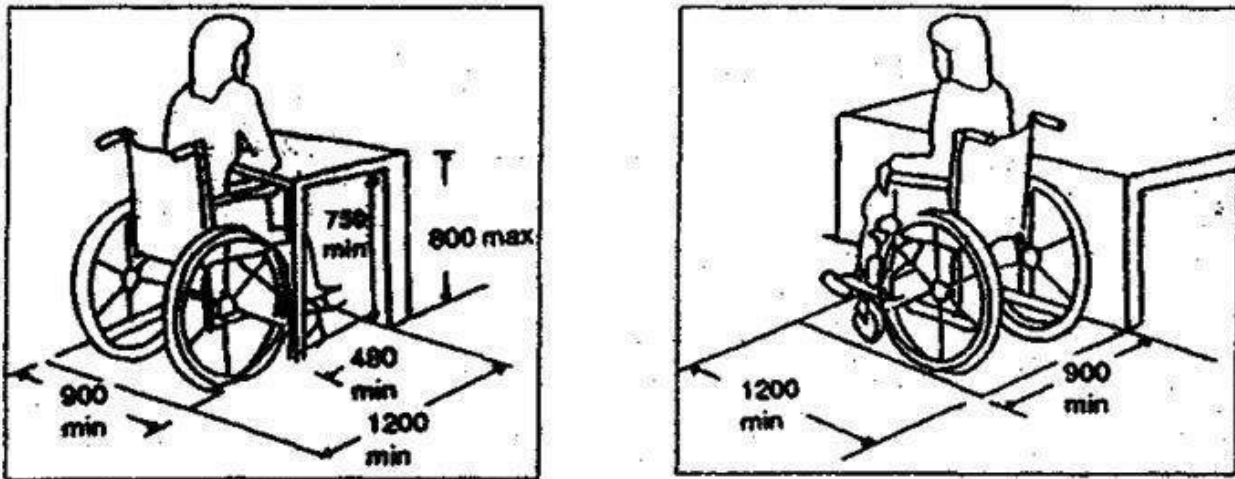


Fig. Space clearance for control operations

10. Buildings where ramps are not feasible

It may not be feasible to construct ramps as per the above specifications at certain branches / offices, reasons for which are given below:-

- i) Branch entrance as well as road are at same level ii) Not enough space to construct ramp due to the following:-
 - a. Entrance very close to branch
 - b. Narrow Entrance
 - c. Height of entrance is very high
- iii) Branches in commercial complex / institutes / Defence establishments (where construction of ramp is a challenge).
- iv) Disputes with landlords
- v) Branches on 1st floor without lift facility.

In these circumstances the Controllers and Branch Managers shall consider the following actions:-

- i) To explore possibility of obtaining another premises for Bank's branch on ground floor well before the expiry of current lease period.
- ii) To explore the possibility of merger with nearby branch as per extant guidelines of the Bank.
- iii) To communicate with existing customers who are senior citizens / DIVYANGJAN customers and advise them about the availability and benefits of 'Doorstep banking' or to switch on to nearby branch of SBI which is on ground floor and easily accessible to them
- iv) To discuss with landlords including commercial complex / institutes / Defence establishments regarding importance of ramps in a building and requesting for arrangement of ramps.
- v) Feasibility of installing lifting mechanisms instead of ramps where space constraints are there.

RBI CIRCULARS OF CURRENCY CHEST



भारतीय रिज़र्व बैंक

RESERVE BANK OF INDIA

www.rbi.org.in

RBI/2014-15/571

DCM(CC)No.G -13/4553/03.39.01/2014-15

April 23, 2015

The Chairman & Managing Director /
Chief Executive Officer / Managing Director
All Scheduled Commercial Banks

Madam/ Dear Sir,

Simplified procedure for opening of Currency Chests

Please refer to our circular DCM(CC)No.2991/03.39.01/2011-12 dated January 02, 2012 on "Construction of Currency Chests Strong Rooms / Vaults". The extant instructions for setting up of new currency chests were reviewed and it has been decided to do away with multiple layers of approvals. These simplified guidelines as under may be followed meticulously.

A. Locations that are at/ close to the International Border/ Insurgency affected areas

1. In case the place of the proposed location of a currency chest is within 80 kms from the international border and it is not a State Capital or a cantonment area, banks may approach Regional Offices (ROs) of the RBI for obtaining security clearance. Under no circumstance, construction can be commenced before receipt of the required clearance.
2. The banks may also note to obtain all necessary approvals from other agencies before beginning construction.
3. Strict adherence to the Technical Specifications of construction in terms of the circular DCM(CC)G-18/03.39.001/2008-09 dated November 14, 2008, must be ensured by banks.
4. Final Approval from the respective RO of RBI may be sought after construction is completed. No deviation will be permitted or considered and any construction falling short of specifications will not be approved.

यह विभाग आई एस ओ 9001:2008 प्रमाणित है।

मुद्रा प्रबंध विभाग, केन्द्रीय कार्यालय, चौथी मंजिल, अमर बिल्डिंग, सर पी. एम. मार्ग, पोस्ट बॉक्स नं. 1379, मुंबई -400 001 (भारत)

फोन :- +91 22 2266 1644; फ़ैक्स :- +91 22 2266 2442; ई-मेल :- helodcm@rbi.org.in

The Department is ISO 9001:2008 certified.

Department of Currency Management, Central Office, 4th Floor, Sir P.M. Road, P.B. No.1379, Mumbai-400 001 (India)

Phone :- +91 22 2260 3000, 2260 4000 Fax:- +91 22 2266 2442 E mail : helodcm@rbi.org.in

हिन्दी आसान है, इसका प्रयोग बढ़ाइए



B. All other locations

1. Banks may construct new CCs at any place after informing the RO concerned of the RBI, under whose jurisdiction it is to be established.
2. The banks may also note to obtain all necessary approvals from other agencies before beginning construction.
3. Strict adherence to the Technical Specifications of construction in terms of circular DCM(CC)G-18/03.39.001/2008-09 dated November 14, 2008, must be ensured by banks.
4. Final Approval from the respective RO of RBI may be sought after construction is completed. No deviation will be permitted or considered and any construction falling short of specifications will not be approved.

Approvals for opening of CCs by PSBs & Private Sector Banks will continue to be given by our ROs as hitherto. All other banks (RRBs, Cooperative banks and foreign banks) may continue to seek approvals for opening of CCs from DCM, CO, Mumbai. The approvals will normally be accorded within 30 days provided the construction conforms to the specifications.

Yours faithfully,

Sd/-

(Uma Shankar)
Chief General Manager



भारतीय रिज़र्व बैंक
RESERVE BANK OF INDIA
www.rbi.org.in

RBI/2018-19/166
DCM (CC) No.2482/03.39.01/2018-19

April 08, 2019

Chairman/Managing Director/
Chief Executive Director
All banks

Madam/Sir,

Minimum Standards for a Currency Chest

As stated in para 15 of the [monetary policy statement dated October 04, 2016](#), the Bank had constituted a Committee on Currency Movement (CCM) [Chair: Shri D.K. Mohanty, Executive Director]. The Committee, inter-alia, recommended that the Reserve Bank should encourage banks to open large Currency Chests (CCs) with modern facilities and Chest Balance Limit (CBL) of at least ₹ 10 billion. Accordingly, it has been decided to have the following minimum standards for setting up new CCs:

- i. Area of the strong room/ vault of at least 1500 sq. ft. For those situated in hilly / inaccessible places (as defined by central / state government/ any appropriate authority), the strong room/ vault area of at least 600 sq. ft.
- ii. Processing capacity of 6,60,000 pieces of banknotes per day. For those situated in the hilly/ inaccessible places, capacity of 2,10,000 pieces of banknotes per day.
- iii. Amenability to adoption of automation and adaptability to implement IT solutions.
- iv. CBL of ₹ 10 billion, subject to ground realities and reasonable restrictions, at the discretion of the Reserve Bank.
- v. Adherence to other extant technical specifications issued vide DCM (CC) No G-18/03.39.01/2008-09 dated November 14, 2008 relating to construction, etc.

पुनः प्रेषित विभाग, 4^थ मंज, अमर भवन, पी.एम. रोड, फोर्ट, मुंबई 400001

Department of Currency Management, 4th Floor, Amar Building, P.M. Road, Fort, Mumbai 400001
फोन/Phone: (022) 2280 3000 / 4000 फैक्स/Fax: (022) 2288 2442 ईमेल/E-mail: helpdom@rbi.org.in

रिज़र्व बैंक का कोई भी अधिकारी आपको कॉल नहीं करेगा।

बेवकूफ़: रिज़र्व बैंक द्वारा ई-मेल, आरएम, एसएमएस या फोन-कॉल के जरिये किसी भी भी व्यक्तिगत जानकारी को बैंक के कर्मियों का नहीं, सामान्य कर्म नहीं भेजा जाता है। यह एक सावधानी लेने का उदाहरण भी नहीं करता है। ऐसे उदाहरणों को रिज़र्व बैंक के अधिकारी के द्वारा नष्ट कर दिया।
Caution: RBI never sends mails, SMSs or makes calls asking for personal information like bank account details, passwords, etc. It never keeps or offers funds to anyone. Please do not respond in any manner to such offers.

-2-

2. Banks desirous of setting up CCs shall ensure that the above mentioned minimum standards are conformed to.

3. All other instructions regarding opening of CCs shall remain unchanged.

Yours faithfully,

(Sanjay Kumar)
General Manager

Technical Specification for construction of Currency Chests (CCs) Strong Rooms (vaults) by Bank

Class of Vaults		AAA			B
Geographical location of CC at Basement and ground floors of the buildings		Metro Cities, State Capital and District HQ	Other centres (except Metro Cities, State Capital and district HQ)	Places near International borders i.e. within 80 kms and other insurgency effected areas as considered by Ministry of Home Affairs (MHA), GOI / concerned State Government	Inaccessible / hilly places as considered by State Governments / any appropriate authority
Application	Wealth Level	High	High	Medium	Medium
	Risk Level	High	High	Very High	High
Main door with time-lock [see IS 11188 (Part I) for construction details to be fixed on the front side		Class AAA			Class B
Emergency Door [see IS 11188 (Part 1) for construction details] if to be provided and fixed on the back side as per the layout prepared by the Banks Architect / Structural Consultant		Class AAA			Class B
Internal clear usable size without obstructions.		Area Minimum 1500 sq ft, Height 3000 mm		Area: Minimum 600 sqft, Height 3000 mm	
Construction shall be done as per the design of the Structural Consultant subject to minimum requirements given here for achieving burglary resistance against attack by common hand-held / picking / impact/ portable electric / hydraulic / concrete cutting / drilling tools, pressure applying devices, power saws, etc.; fire resistance against gas cutting torch, fluxing rods etc.; fire hose stream reheat endurance against exposure to major fire and fire-fighting water stream/jet etc.					
Wall Thickness		450 mm, Minimum		600 mm, Minimum	225 mm, Minimum

Class of Vaults		AAA		B	
Geographical location of CC at Basement and ground floors of the buildings		Metro Other Cities, State Capital and District HQ	centres (expect Metro Cities, State Capital and district HQ)	Places near International borders i.e. within 80 kms and other insurgency effected areas as considered by Ministry of Home Affairs (MHA), GOI / concerned State Government	Inaccessible / hilly places as considered by State Governments / any appropriate authority
Floor and roof		450 mm, Minimum		600 mm, Minimum	150 mm, Minimum
Concrete Mix (see IS 456)		M50, Minimum		M60, Minimum	M50, Minimum
Bar dia		20 mm	18 mm	20 mm	12 mm
Class of Vaults		AAA		B	
Geographical location of CC at Basement and ground floors of the buildings		Metro Cities, State Capital and Metro State HQ Capital	Other centres (expect District Cities, and district HQ)	Places near International borders i.e. within 80 kms and other insurgency effected areas as considered by Ministry of Home Affairs (MHA), GOI / concerned State Government	Inaccessible / hilly places as considered by State Governments / any appropriate authority
Steel grid in walls, floor and roof	Mesh	Mesh made by placing and tying rebars at 200 mm x 200 mm c/c both ways, once such mesh placed staggered on both the faces of each wall, floor and roof, in such a manner so as to make less than 100 mm x 100 mm c/c through openings.			Tye rebars at 150 mm x 150 mm c/c both ways; 75 mm x 75 mm c/c openings. Rest remains same as AAA.
		2 Rows in Walls	3 Rows in Walls		Not mandatory
		2 Layers in Floor	3 Layers in Floor		

Class of Vaults	AAA		B	
Geographical location of CC at Basement and ground floors of the buildings	Metro Other Cities, State International Capital and District HQ	(except Cities, Capital and district HQ)	Metro and other insurgency effected areas as considered by Ministry of Home Affairs (MHA), GOI / concerned State Government	Inaccessible / hilly places as considered by State Governments / any appropriate authority
Twisted tang bars laid with staggered joints and 25mm overlap, Minimum.	2 Layers in Roof	3 Layers in Roof		
Surveillance passage / Patrol corridor	1150 mm, Minimum for Front and Back, 750mm Minimum for sides			
Heating ventilation and Air Conditioning (HVAC) arrangements	Shall be provided through plenum chamber attachment to manhole / emergency door			
Security Ventilator (see ISD 14387 / Exhaust fan)	Height from Floor Level 2100 mm, Minimum Opening Size 450 mm x 450 mm, Max			
Other Security and surveillance systems to be provided and installed inside the vault				
Close circuit Television (CCTV) coverage for vault including patrol corridor and other chest areas	Shall be necessarily provided and always maintained in working order through service contracts and uninterrupted power supply			
Emergency lighting	Shall be necessarily provided and always maintained in working order through service contracts and uninterrupted power supply.			
Smoke Detection and fire alarm system	Necessary Fire-extinguishers for fighting A, B and C class fire shall be provided and always maintained in working order through service contracts and interrupted power supply			
Fire-Fighting systems	Necessary fire extinguishers for fighting A, B and C class fire shall be provided and always maintained in working order through service contracts.			
Burglar and Security alarm system	Sensors for movement / vibration / moisture / heat / smoke / magnetic etc. detecting based system, capable of automatically raising an alarm using hooters / sirens etc. in the currency chest premises as well as at a remote location whenever the currency chest is attacked, shall be provided and shall be periodically tested and always maintained good working order through service contracts and uninterrupted power supply.			

Class of Vaults	AAA			B
Geographical location of CC at Basement and ground floors of the buildings	Metro Cities, State Capital and District HQ	Other centres (except Metro Cities, State Capital and district HQ)	Places near International borders i.e. within 80 kms and other insurgency effected areas as considered by Ministry of Home Affairs (MHA), GOI / concerned State Government	Inaccessible / hilly places as considered by State Governments / any appropriate authority
Other security and surveillance systems to be provided and installed outside the Vault area in currency chest Premises				
Fire-fighting systems	Fire Extinguishers and Sprinkler or Dry / Wet riser systems shall be provided and always maintained in good working order through service contracts.			
CCTV coverage for peripheral area surrounding the chest premises.	Shall be necessarily provided and always maintained in good working order through service contracts and uninterrupted power supply.			
Biometric Access Control Systems	Systems for verification of the authority to have access inside vaults shall be necessarily provided and always maintained in working order through service contracts and uninterrupted power supply.			
Burglar and Security Alarm systems	Burglar and Security Alarm systems capable of automatically raising an audio-visual emergency when activated shall be provided and shall be periodically tested and always maintained in good working order through service contacts and uninterrupted power supply.			
Other measures to be taken for ensuring security and safety of treasure stored in vaults				
Whether armed security guards are required to be posted at the chest premises in addition to the police guards provided by State Police?				Yes
Whether Police – guard rooms shall be provided with all necessary facilities for the guards to take rest near the strong room?				Yes
Whether cell-phones to be given to the security – guards guarding the vaults?				Yes
Whether Auto-dialler, Hotline connection to nearest Police Station is required to be provided at chest premises?				Yes
Insuring the vaults against terrorist / insurgent / vandal / mob attack etc.	Insurance is not required if treasure is guarded by state Armed Police guards. In case it is guarded by ex-servicemen security agencies sponsored by Directorate General Resettlement, Banks may take insurance cover at their option / cost.			



भारतीय रिज़र्व बैंक
RESERVE BANK OF INDIA

www.rbi.org.in

DCM(CC) No. 1883 /03.39.01/2019-20

June 08, 2020

CONFIDENTIAL

Chairman / Managing Director /
Chief Executive Officer
All Scheduled Banks

Madam / Sir,

Opening, Shifting and Closing of a Currency Chest

Please refer to the circulars on '*Minimum Standards for a Currency Chest*' and '*Technical Specifications for construction of Currency Chest Strong Rooms*' issued vide DCM (CC) No. 2482/03.39.01/2018-19 dated April 08, 2019 and DCM (CC) No. 1152/03.39.01/2019-20 dated December 04, 2019 respectively. The above circulars were issued to encourage the banks to open large Currency Chests (CCs) with modern facilities and Chest Balance Limit (CBL) of at least ₹ 1000 crores as smaller CCs with poor processing infrastructure, besides being a strain on the bank's resources, inhibits adoption of modern technology and hampers customer service.

2. Further, your attention is also invited towards the circular DCM (CC) No. G-13/4553/03.39.01/2014-15 dated April 23, 2015 on '*Simplified Procedure for opening of Currency Chests*'. With a view to further improve the efficiency in the currency management, the instructions related to opening / shifting / closing of CCs and increase / decrease in the Cash Holding Limit (CHL) of the CCs have been consolidated and reviewed. The revised procedure for opening / shifting / closing and suspension of the operations of CC to be followed by the banks shall be as under:

- A. **Opening of Currency Chest:** The revised procedure related to opening of CCs shall be as under:
- The banks may make a request for establishment of CC as per the guidelines indicated in the circulars *ibid* in the prescribed format (Annex), to the Issue Office (IO) of RBI under whose jurisdiction the CC is proposed to be

मुद्रा प्रबंध विभाग, 4वां मंज, अमर भवन, पीएम रोड, फोर्ट, मुंबई 400001

Department of Currency Management, 4th Floor, Amar Building, P.M. Road, Fort, Mumbai 400001

दोन/Phone: (022) 2260 3000 / 4000 फैक्स/Fax: (022) 2266 2442 ईमेल/E-mail: helpdcm@rbi.org.in

established, giving the place, category of the proposed CC and an indicative time frame / roadmap for construction.

- b) The IO of RBI, on receipt of the application shall issue '*In-Principle Approval*' to the eligible banks, giving a timeline for completing the construction of the CC, operating either as a Hub or a Spoke CC.
- c) The bank concerned, upon receipt of the '*In-Principle Approval*', may finalise the exact location of the proposed CC, get the required approval / clearance from municipal and other authorities, etc. and complete the construction of CC conforming to the specifications prescribed in the circulars mentioned in Para A (a) above within the time frame stipulated by the IO of RBI in the '*In-Principle Approval*'.
- d) In case the place of the proposed location of a CC is in insurgency-affected area (including LWE districts, as notified by the Govt. of India from time to time) and / or within 80 Kms of the international border and / or Union Territories of Jammu & Kashmir and Ladakh and North Eastern States, banks may approach the Issue Office (IO) of RBI for obtaining security clearance. Under no circumstances, construction can be commenced before receipt of the required clearance. The banks may also note to obtain all necessary approvals from other agencies before beginning construction.
- e) Security clearance shall not be required, in case the place of the proposed location of a CC, within 80 Kms of the international border, is a State Capital or a Military Cantonment area.
- f) The bank may keep the IO of RBI informed about the approved layout (as per the technical specifications prescribed), and milestones achieved / completed in the roadmap submitted by the bank to Reserve Bank for construction.
- g) No deviation will be considered for any construction not conforming to the technical specifications mentioned in the circular on '*Minimum Standards for a CC*' and '*Technical Specification for Construction of CC Strong Room / vaults*' *ibid*. In case of any minor deviation / modification / alteration in the layout due to unavoidable circumstances, prior approval of the IO of RBI should be obtained by the bank concerned.
- h) After completion of the construction of CC, the bank may approach the IO of RBI declaring that the specifications / instructions stipulated by the RBI have been completely adhered to / complied with. The IO of RBI will arrange to get

the CC inspected by its officials and issue 'Final Approval' within 30 days of the request received from the bank, provided the construction of CC fully conforms to the Technical Specifications and the Minimum Standards for a CC stipulated by RBI vide the circulars *ibid* and the instructions / approvals accorded by IO of RBI.

- i) Provision of adequate number and capacity of appropriate equipments (viz. Note Counting Machines, Note Banding Machines, Note Sorting Machines, Ultra Violet Lamps, CCTV Surveillance System, Security Alarm System, Fire Alarm System, fire-fighting equipments, Hotline/auto-dialers, etc.) shall be made by the bank maintaining the CC.
 - j) Currency Chest balances should at all times be held in the Joint custody of bank's officers, and all CC operations are to be carried out as per the instructions of Reserve Bank in the presence / supervision of both the custodians.
 - k) The CC has to be guarded round the clock by the State Armed Police (SAP), and in case of non-availability of SAP, as an interim security arrangement, by ex-servicemen through Directorate General Resettlement (DGR) sponsored security agencies or security agencies registered under Private Security Agencies (Regulations) Act, 2005 (PASARA). The exemption for interim security arrangement shall not apply to the CCs situated in the sensitive areas.
 - l) If the banks are using/ or proposing to use the services of DGR sponsored security agencies or security agencies registered under PASARA then they should ensure that the arms used by the guards of security agencies are licensed by the licensing authorities constituted under the Arms Act. They may also take insurance cover at their option / cost.
 - m) The layout of the vault will have to clearly earmark a separate area for storage of coins inside the vault duly segregated by a mesh structure / barricades without obstructing clear view and CCTV coverage.
 - n) The CC would be required to receive the coin remittances sent by the IO of RBI periodically, and arrange for distribution of the coins to the general public as per the guidelines issued by RBI from time to time.
- B. **Shifting of a Currency Chest:** Shifting of CC would involve closure of the existing CC and opening of CC at an alternate location. The bank would apply to

the IO of RBI for '*In principle Approval*' for shifting of CCs after satisfying the following conditions:

- a) The new premises is within the same municipal limit as that of the original location.
 - b) The location of the new premises is in conformity with the Branch Licencing / Authorisation Policy of Department of Regulation of the Reserve Bank of India, except for the standalone CCs not attached to a branch.
 - c) Proposed shifting will not cause any inconvenience to Govt. Departments, members of public, other banks (including linked White Label ATM Operators) in obtaining exchange and other currency-related services.
 - d) Security clearance as prescribed for opening of Currency Chest, wherever applicable, has been obtained for shifting of the Currency Chest.
 - e) The new premises shall conform to the instructions on '*Minimum Standards for a CC*' and '*Technical Specifications for Construction of CC Strong Rooms*' vide DCM (CC) No. 2482/03.39.01/2018-19 dated April 08, 2019 and DCM (CC) No. 1152/ 03.39.01/ 2019-20 dated December 04, 2019 respectively.
 - f) The shifting of the CC shall be expedited if the building is declared unsafe by the competent authorities concerned or Reserve Bank Inspecting Officer / Engineer.
- C. **Closure of Currency Chests:** The banks may, having regard to their own assessment of the need to maintain CCs, or to comply with the overall roadmap drawn by the respective Issue Office (IO) of RBI for management of the currency needs of the region, may approach the IO of RBI seeking approval for closure of the CC. As per the instruction of RBI in this regard, the formalities regarding closure of CC shall be completed within the prescribed time frame. In case the timeframe for CC closure is not adhered to, the balance amount in the CC shall not be reckoned as part of Currency Chest balance. The bank concerned should ensure that the proposed closure does not cause any inconvenience to Govt. Departments, members of public, other banks (including linked White Label ATM Operators) in obtaining exchange and other services.
- D. **Suspending operation of Currency Chests-** The operations of CCs shall be temporarily suspended with the approval of Controlling Office of the CC in the

event of *force majeure*. In such instances Business Continuity Plan, including but not limited to re-linking the bank branches and Spoke CCs (in case the CC is a Hub CC) shall be invoked, safety of the treasure may be ensured and RBI shall be immediately intimated. Any subsequent instructions from RBI shall be adhered to by the bank, failing which necessary penal action shall be initiated. Approval of the RBI is to be sought in case the operations shall continue to remain suspended beyond 5 working days.

- E. **Cash Holding Limit for all banks other than Public Sector bank (PSB):** The Chest Balance Limit (CBL) of the CC/s of PSBs would be determined by the Issue Office (IO) of RBI, as hitherto. The Cash Holding Limit (CHL) of all the banks other than the Public Sector Banks shall be fixed by the Department of Currency Management (DCM), Central Office of RBI, Mumbai. Such banks, whose CHL has been fixed by DCM, would thereupon decide the CBLs of the CC/s within the overall CHL with a flexibility to re-allocate the CBLs amongst the CCs, once in a quarter. The CHL once re-allocated should be intimated to the Issue Offices concerned and the Central Office of RBI. The CyM module will be updated by the IO of RBI for change in the CBL.

3. The instructions are issued in supersession of all instructions issued earlier on the subject and shall be implemented with effect from July 01, 2020.

Yours faithfully,



(Manas Ranjan Mohanty)
Chief General Manager

Encls: As above

UNIFORM FAÇADE OF THE BUILDING

UNIFORM FACADE



OPTION 1(a)



OPTION 1(b)

Option 1(a): SBI has a unique logo, carved out of a Circle, and the formation of the Circle is within a Square.

Option 1(b): As per this option the feature wall would be finished with ACP or Granites as per the local conditions with equidistant horizontal grooves in between. This space can be used for branding & advertisements

Note: where ever the logo is used, there new logo of SBI as mentioned below has to be adopted.



CHECK LIST

Name of the Architect/Consultant/firm

Address

Contact Details

(i) Phone No.

(ii) Mobile No.

(iii) Fax No.

(iv) E- mail address.

Name of Work:- Application form.

- | | | |
|----|--|-------------------------|
| 2) | Annex –I (Duly filled in and signed) | Submitted/Not Submitted |
| 3) | Annex –II (Duly filled in and signed) | Submitted/Not Submitted |
| 4) | Annex– III (Duly filled in and signed) | Submitted/Not Submitted |
| 5) | Annex – IV (Duly filled in and signed) | Submitted/Not Submitted |

Enclosures:

Sl. No.	Particulars	Submitted	Checked	Verified	For SBI's use only
1	Copy of Registration of Company/ Memorandum of Articles/ Association of Articles/ Partnership Deed				
2	Bank Credit sanction letter, if any				
3	Income Tax Registration and latest Assessment order				
4	Sales /Projects Contract Tax Registration and latest Assessment Order				
5	GST Registration no.				

6	Copies of Mandatory Registration Certificate with EPF/ESI.				
7	Balance Sheet and Profit & Loss Account for the last 5 years				
8	Copies of Empanelment and registration details with other Dep't/Organization				
9	Work Completion Certificates.				
10	Photographs of completed Projects				
11	Signature in Application and Annexes I, II, III & IV				

Tick ✓ in the column under the head 'submitted'.