

STATE BANK OF INDIA

PREMISES & ESTATE DEPT., 2nd FLOOR,

Local Head Office, SBI Tower, Plot No.-53-A

GIFT CITY, GANDINAGAR – 382355

Phone No. 079-29090149, e-mail: agmpe.lhoahm@sbi.co.in

Selection of Architectural and Project Management Consultancy Firm (APMCF)

Important instructions for prospective bidders

INDEX

1	Schedule of events
2	Points to remember while applying
3	Design competition and brief
4	FAQs

DISCLAIMER

The purpose of this document is to provide information to prospective bidders. This is NOT a part of invitation for Expression of Interest for Architectural and Project Management Consultancy firm (APMCF) for rendering comprehensive Architectural and Project Management Consultancy Services etc. In two envelope system (technical and price bid) for the proposed construction of multi-storied building for SBILD (STATE BANK INSTITUTE OF LEARNING AND DEVELOPMENTS) having about 42,432 sq ft Built Up Area at Bhayli, Vadodara. (Gujarat).

Bidders should NOT enclose any part of this document with technical bid. Nothing in this document brings any obligations, contractual or otherwise, on State Bank of India.

1. Schedule of events

Event	Tentative Date
Announcement of RFP in Bank's website	30 th Sept, 2024
Last Date for sending queries for pre-bid meeting	14 th Oct., 2024
Pre-bid meeting	15 th Oct., 2024, 3:30 PM
Last Date of submission of tender documents	21 st Oct., 2024 ; 5:00 PM
Opening of tender documents	29 th Oct., 2024 ; 3:30 PM
Declaration of names of bidders shortlisted for design competition	On or before 13 th Nov., 2024
Design Competition	27 th Nov., 2024
Opening of financial bids	27 th Nov., 2024; 3:30 PM
Declaration of name of successful bidder	4 th Dec., 2024

The bank has right to change date scheduled for any event. The revised date will be put up at Bank's website.

2. Points to remember while applying

- i. Corrigendum, if any, to this RFP will be released only at Bank's website. Therefore we recommend you to regularly watch 'procurement news' section of www.sbi.co.in to get updates till competition of RFP process.
- ii. Format-II of EOI is a comprehensive check list of your eligibility. Before ticking 'Yes' on any column of that format, kindly critically examine the status. If you are sure that you fulfill that particular criterion and have documentary evidence to support it then and only then tick 'yes'. It is necessary to ensure that answer to every column of Format-II is in 'yes'. On ensuring the same, you should submit your tender bid.
- iii. Each page of technical Bid should be signed by authorized signatory of the firm along with affixing of seal of the firm. Only proprietor or one of the partners/directors can be authorized signatories.
- iv. All enclosures must be signed by authorized signatory. All enclosures must be serially numbered and index (on Format XI) be prepared and enclosed with the technical bid.
- v. Cost of application fees must be paid by DD/Bankers Cheque.
- vi. The financial bid must be kept in a separate sealed envelope.
- vii. You have to mention particulars of building project completed by you during last 7 years period ended on **31st August 2024** in Format-IX. For each of these projects you must enclose a certificate from the owner of the building. The certificate from the owner of the building should clearly mention particulars of the project, scope of services offered by the consultant, actual project cost, date of completion of project, existence of green building features, number of basements and floors, height of building from ground and opinion of client on quality of services rendered by the consultant.
- viii. While mentioning projects in Format-IX please restrict to mention only those projects which have bearing on selection process either as eligibility criteria for awarding of marks. Please don't mention any project having project cost less than **Rs. 10 cr** because these

projects will not be considered. Similarly don't mention any incomplete project or any project which was completed before **1st September 2017**.

- ix. IN Format-VI you have to mention primary e-mail address and an alternate e-mail address. All communications to you from the bank will be sent on this primary e-mail address and CC to secondary e-mail address. Please ensure that these e-mail addresses remain functional during RFP process and mail send to these e-mail boxes should not get bounced. Similarly you have to mention name and telephone number of a contact person in your firm. Please mention name of a responsible person from your firm for this purpose who knows the background of task of bidding and can resolve queries raised by the Bank in time bound manner.

4. Design competition and design brief

The Bank will shortlist 5 bidders to participate in the design competition on the basis of parameters given in Part A of Format-V of RFP. The design competition will be held **on 27th November,2024**.

The design brief for preparation of design for this competition is being given in Annexure. Please note that this brief is for limited purpose of holding design competition. The brief which will be given to the selected consultant may slightly be different from this brief.

The details of the requirement are as under:

Proposed Built up area

42,432 Sqft

S.No.	Location	Utilization
1	Ground floor	Visitor's lobby, Dispensary, auditorium, administrative office, AGM cabin, faculty rooms, parking for 5four wheelers and 20-25 two wheelers in ground floor
2	1 st floor	Gymnasium, VIP Guest rooms, VIP Dining, mini conference room, multi-utility hall
3	2 nd floor	2 classrooms, liabrary, dummy branch, indoor games
4	3 rd floor	Hostel room (20) with twin accommodation
5	4 th floor	Hostel rooms (5) with twin accommodation and dining hall, kitchen and utilities
6	Basement floor	Car parking for 10 Nos. and utilities/services

Frequently Asked Questions

Though Bank is organizing a pre-bid meeting to provide clarifications to bidders on issues to be raised by them, following are some queries generally raised by prospective bidders in bank's RFP. We are also furnishing Bank's standard response on those queries.

S.No.	Question generally being raised by bidders	Bank's response
1	SBI is requested to provide the breakup of time for design and execution phase.	Design time will be given to the APMCF as per standard guidelines of the Bank and execution time of the project will be decided in consultation with the appointed APMCF at the time of tendering.
2	Validity of agreement is 30 months and time of the completion of the project is 24 months. Please clarify.	The APMCF are appointed for the project with no validity clause in agreement in general. The agreement will be valid till the defect liability period and the APMCF shall render the assistance ever after defect liability period in case of the examination of the works by the Chief technical Examiner(CTE) or any other person.
3	SBI is requested to provide the estimated cost of the project so as to provide % quote of total professional fees.	The approximate cost for all works like civil, plumbing, electrical, AC, fire, lift, cabling/networking, interior/furniture, green building works, parking, Building Management System, etc has to be worked out by the APMCF as per prevailing market rates.
4	SBI is requested to provide charges which do not include the fees of the APMCF.	Testing charges of materials, testing of soil, surveying of plot, proof checking of drawing, fees to the Authority/other civic authority for approval purpose, etc are not included in the fees of APMCF. Also, any miscellaneous expenses incurred for repeated visits to various stakeholders, calls, conferences, and meetings for clarifications etc. for getting the plan passed or getting commencement Certificate, Occupancy Certificate, Completion Certificate, routine supervision etc will be borne by the APMCF within the fees.
5	SBI is requested to provide Defect liability period.	One year
6	As Built drawings should be in the scope of contractor.	It is responsibility of the APMCF to prepare required number of sets of as built drawing on completion of the project with the support of the contractor(s) if required.
7	SBI is requested not to link PMC or APMCF fees with payment of the contractor's payment.	The Payment of fees to the APMCF is strictly linked to the payment to the contractors.
8	SBI is requested to consider escalation in fees in case of delay of project due to the reasons beyond the control of the APMCF.	Fees percentage will be fixed for the entire duration of the project and no escalation will be paid in any condition.
9	SBI is requested to provide full form of PVA and standard PVA Clause.	PVA stands for price variation adjustment and it will be applicable to the contractor(s) and not to the APMCF> Standard PVA clause of the Bank for incorporation in the tender document shall be made available to the APMCF later on at the time of finalizing the tender(s) for works.
10	SBI is requested to make mutual consent between SBI and APMCF before making any change in project	NO. It will be Bank's sole decision.
11	SBI is requested to allow change in constitution of the firm without the consent of SBI and requested to	The clause cannot be deleted.

	delete the clause	
12	SBI is requested not to appoint independent consultant in case of need and requested to relook clause	The clause mentioned in the agreement will remain in force without any change.
13	SBI is requested to clarify mode of the submission of bid.	The bid can be dropped in the tender box or can be sent by courier or registered post. IN any case bid should reach by 5.00 PM on 21.10.2024.
14	SBI is requested to clarify whether the Interior work like partitions, loose furniture, storage units etc are in the scope of APMCF.	Yes. The interior works of the building are included in the scope. However for this work estimate, specifications, tender document etc will be prepared by APMCF in due course. Separate tenders will be invited for this work.
15	SBI is requested to consider on going projects also for eligibility criteria.	NO. Only completed projects as on 31.08.2024 will be considered for eligibility criteria.
16	SBI is requested to clarify the fees payable of which amount viz on estimate or on tender amount or on actual amount.	The fees will be calculated on percentage basis on the basis of actual work viz. Payment made to the contractor(s). However the estimate approved by the bank will be the base for payment of the fees of stages before award of the contract till work is awarded. And similarly the contract value will be the base till the final bills of the contractors are settled.
17	SBI is requested to set minimum/maximum number of trades (jobs) for which tender will be invited.	The decision of the bank regarding number of trades (jobs) for which tender shall be invited will be decided later on and Bank's decision shall be final and binding to the APMCF.
18	SBI is requested to clarify that whether the PMC will record the measurements.	No. PMC will take the joint measurement with the contractors of work executed and maintain the measurement books. However if Bank desires, the PMC will record the measurements alone and maintain the measurements books at no extra fees.
19	Permission for making deviation in RFP	The terms and conditions mentioned in RFP are final, binding and any change in RFP not permitted in any condition. Bidders are expected not put any condition in the RFP or made any condition in the RFP or made any deviation in terms and conditions of RFP. Application found deviating RFP will be outrightly rejected.