

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

**NOTICE**

**EMPANELMENT OF ARCHITECTS/CONSULTANTS FOR CIVIL, ELECTRICAL, AIR-CONDITIONING, FIRE FIGHTING AND INTERIOR & FURNISHING WORK AT DIFFERENT LOCATIONS IN THE STATE OF BIHAR & JHARKHAND**

State Bank of India, Local Head Office, Patna invites application(s) for empanelment of architects/consultants for the works of Civil/Electrical/Air-conditioning, Fire Fighting and Interior & Furnishing at Bank's branches/offices and residential premises in the states of Bihar and Jharkhand. The architects interested in applying should be specialized in managing complete work in the relevant field by adopting cost effective methods using latest materials (complying green building norms).

They should have adequate exposure in designing the infrastructural facilities like Civil, Electrical, Air-Conditioning, Interior & Furnishing, Fire Fighting works etc. and if applied for Interior and Furnishing work, should have exposure of planning and designing proper seating arrangements and assuming overall responsibility for the interior of the offices/branches. Those architects who are already on Bank's panel should also apply afresh for re-casting of panel.

Detailed application forms and further details for empanelment can be downloaded from Bank's website [www.bank.sbi](http://www.bank.sbi) or [www.sbi.co.in](http://www.sbi.co.in) under "PROCUREMENT NEWS" from 30.12.2024 to 29.01.2025 and should be submitted by 5pm on or before 29.01.2025, at the address mentioned at the end of notice.

2. The different types of works to be handled by the Architects/Consultants are Civil/Electrical/Air-conditioning, Fire Fighting and Interior & Furnishing works under the following groups/category:

(i) Upto ₹ 1 crore

(ii) Upto ₹ 5 crore

**3. Minimum Eligibility Criteria:-**

- I. They should have adequate exposure in designing the infrastructural facility like Civil work, Electrical, Air-Conditioning, Fire Fighting etc. Only those Architects/Consultants will be considered for Interior & Furnishing work who have adequate experience in planning and designing, providing for proper

seating arrangements and assuming overall responsibility for the interiors of the offices/branches.

- II. The Architects should have Graduate/Post graduate diploma in architecture either from India or Abroad and/or have done substantial amount of work as architect in India for period of more than three years.
- III. The Architects/Consultants firms should be members of Indian Institute of Architects/Indian Council of Architecture/Institution of Engineers (India) or any other recognized professional institute.
- IV. They must have PAN No & should have filed IT returns for AY 2021-22, 2022-23 & 2023-24.
- V. They must have GST number.
- VI. Average annual financial turnover during the last 3 years, ending 31<sup>st</sup> March of the previous financial year, should as follows :

| S No. | Trade   | Eligibility Limit (Amount in Rupees) | Average Turnover of Last 3 Years (Minimum) |
|-------|---|--------------------------------------|--|
| 1     | Civil / Electrical / Air Conditioning / Fire Fighting | Upto Rs. 1 Crore                     | 1.35 lacs                                  |
| 2     | Civil / Electrical / Air Conditioning / Fire Fighting | Upto Rs. 5 Crore                     | 6.00 lacs                                  |
| 3     | Interior & Furnishing Work                            | Upto Rs. 1 Crore                     | 1.35 lacs                                  |
| 4     | Interior & Furnishing Work                            | Upto Rs. 5 Crore                     | 6.00 lacs                                  |

- VII. The Architects/Consultants firms should have successfully executed similar nature of comparable magnitude/value in a Govt. organization, semi govt. organization, govt undertaking, other govt. financial institution or reputed private organization while working as Architects under the same name and should comply with any of the following during past seven years :-
  - a. Three similar completed projects costing not less than 40% of the respective limit of empanelment, Or
  - b. Two similar completed projects costing not less than 50% of the respective limit of empanelment, Or
  - c. One similar completed projects costing not less than 80% of the respective limit of empanelment.

**NOTE: At least one work should have completed within last 3 years ending on 30.06.2024.**

Definition of similar works – Related works done in/ Commercial establishment/ Hospital/ Nationalized Bank/ Institutional Organization/ Large Private sector establishment/ PSUs/ Central/ State Government Department etc.

- VIII. The Architects/Consultants should have adequate number of technical staff working with him for preparation of drawings, estimates, supervising of work, checking of bills, etc.
- IX. Those Architects/Firms having experience in this field for not less than 7 years need only apply.
- X. Year of establishment and proof of registration with Indian of Architects/Indian Council of Architects must be submitted.
- XI. Name, details and value of major works carried out by them during the last 7 years.
- XII. Higher category empaneled Architects/Consultants can participate in the lower category tenders. However, lower category Architects/Consultants cannot participate in the higher category tenders.
- XIII. The Firm/ Agency/Organization should have or willing to have well established office in at least (01) One city of Bihar or in Jharkhand State.
- XIV. The applicant shall agree and authorize SBI to obtain the confidential report from the clients of the applicant, to obtain an idea about the quality of work executed and to obtain credit opinion from applicant's bank.
- XV. Architects/Consultants having near relatives in the State Bank of India may not be considered for empanelment.
- XVI. The status of the company/firm (Proprietorship/Ltd/Pvt. Ltd/Partnership etc.) shall be the same while assessing experience.
- XVII. **All the applicants should be registered in Government e-Market (GeM) portal.**
- XVIII. Period of empanelment shall be for 3 years from the date of approval by the competent authority. Performance of empaneled Architects/Consultants will be reviewed periodically (at least once in year) for determining continuation or removal from the panel.

4. Applicants willing to apply for more than one trade, **should submit separate applications for each trade** such as architects/consultants for the works of Civil/Electrical/Air-conditioning, Fire Fighting and Interior & Furnishing, otherwise their application may be rejected.

5. The agencies/firms/contractors applying for this empanelment **should superscribe the Trade and Category of work** for which they are applying on the cover for the application e.g. ARCHITECTS FOR CIVIL WORK CATEGORY "UPTO ₹1 CRORE".

6. Intending applicants/firms are requested to submit application for one category as per the eligibility criteria with an option of their willingness to work in lower category, if applied for higher category. However, in the opinion of the Bank, if the credential and supporting documents of any such Architects

are not found to be matching with the laid down criteria for a specific category applied for, these Architects may be considered for lower category.

7. The architects already in Bank's panel need to apply afresh. Their empanelment will be reviewed with the eligibility criteria as above along with their performance in Bank so far. Their participation in Bank's tender/works in last 7(seven) years will also be considered.

8. Applications which are not properly filled may not be considered for processing and are liable to be rejected.

9. Application received after stipulated last date (during working hours of the Bank) will not be considered.

10. The applicant should not have abandoned any work or rescinded any part of their contract or been disqualified by the client during the last 5 years.

11. The applicant should not have been blacklisted or debarred from participating in any tender for similar services by a Government Department, Organization whether public or private, in last five years and must not be under rigors of any such blacklisting or debarment at the time of submission of documents for empanelment.

Applications complete in all respect along with relevant documents & in enclosed format duly super scribing

**"APPLICATION FOR EMPANELMENT OF ARCHITECTS/CONSULTANTS FOR CIVIL, ELECTRICAL, AIR-CONDITIONING, FIRE FIGHTING AND INTERIOR & FURNISHING WORK whichever applicable along with the Category applied for** in sealed envelope can drop in tender box by 5pm on or before 29.01.2025 at the following address.

The Assistant General Manager (P&E),  
State Bank of India,  
Premises & Estate Dept.  
Local Head Office,  
8<sup>th</sup> floor, West Gandhi Maidan,  
Patna- 800001,  
Bihar

**INSTRUCTIONS TO ALL THE APPLICANTS**  
**ARCHITECTS/CONSULTANTS FOR CIVIL, ELECTRICAL, AIR-CONDITIONING,  
FIRE FIGHTING AND INTERIOR & FURNISHING WORK FOR EMPANELMENT**

1. Intending applicants are required to submit their applications with full bio-data giving details about their organization, experience, technical personnel in their organization, competence and adequate evidence of their financial standing etc. in the enclosed form which will be kept confidential.
2. While deciding upon the empanelment of Firms/Organizations, emphasis will be given on the ability and competence of applicants to do good quality works within the specified time schedule and in close co-ordination with Bank as well as other agencies.
3. Decision of Bank in regard to selection of Firms/Organizations will be final. The Bank is not bound to assign any reason for acceptance/ rejection of any applications.
4. Each page of the application shall be signed. The application shall be signed by persons/ persons on behalf of the organization having necessary authorization/ Power of Attorney to do so (Certified copies to be enclosed).
5. If the space in the proforma is insufficient for furnishing full details, such information may be supplemented on separate sheets of paper, stating therein the part of the proforma and serial number. Separate sheets shall be used for each part. **However, the format shall be as per proforma.**
6. Applications containing false, incomplete and/or inadequate information are liable to be rejected. Also mere fulfillment of eligibility criteria does not guarantee selection.
7. Applicants / Architects selected in the SBI Patna Circle panel will be informed about the same after finalization of the panel.
8. Canvassing in any form in connection with selection is strictly prohibited and the application of such persons/organizations who resort to canvassing will be liable to rejection.
9. Applicants/ Architects, who are already empanelled with SBI and are on the present panel need to apply afresh and no separate intimation, will be given to them. Firm/Organizations empanelled in a category shall also be considered for works under categories below it.

10. SBI reserves its right to reject any/all the applications without assigning any reasons, whatsoever thereof. Incomplete/partly filled applications without relevant enclosures may not be considered for evaluation. Disputes, if any, regarding the empanelment shall be within the jurisdiction of Court in Patna only.

11. It will not be binding on SBI to invite all the empaneled Architects to participate in bidding for various works. The Bank may prepare a select list of Architects out of the empanelled vendors to participate in the bidding process of a/any work.

12. Bank is not responsible for the late receipt/ non receipt due to postal delay, strikes or any other reasons.

**EMPANELMENT OF**  
**ARCHITECTS/CONSULTANTS**  
**(CIVIL/ELECTRICAL/AIR-CONDITIONING/FIRE FIGHTING/INTERIOR &**  
**FURNISHING)**

**(Please strike-off which is not applicable)**

**APPLICATION FORM**

|   |   |   |
|---|---|---|
| 1 | a) Name of the applicant/Firm/<br>Organization  |   |
|   | b) Name of work applied for (with<br>Category)  |   |
|   | c) Full Postal Address of Firm  |   |
|   | d) Contact Details (i) Phone No.<br>(ii) Mobile No.<br>(iii) Fax No.<br>(iv) e-mail Id  |   |
| 2 | Year of establishment<br><b>Please enclose documentary<br/>evidence ( ANNEXURE- A)</b>  |   |
| 3 | Constitution of Firm<br><b>(Enclose certified copies of<br/>documents as<br/>evidence).(ANNEXURE- B)</b>  | Sole proprietorship/ Partnership<br>/Private Ltd. / Public Ltd. / Any<br>other (Please specify) |
| 4 | Name of the Proprietor/ Partners/<br>Directors of the organization/firm with<br>qualification.<br><b>Enclose certified copies of<br/>document as evidence. ( ANNEXURE<br/>-C)</b> |   |
| 5 | Name/s of authorized<br>signatory/Directors/Partners with<br>designation and contact no.  |   |

|    |  |  |
|----|--|--|
| 6  | <p>Mode of Authorization<br/> <b>Enclose certified copies of document as evidence ( ANNEXURE - D)</b></p>  | <p>Resolution / Partnership Deed / Registered Power of Attorney / Proprietor / Any Other ( Please specify)</p> |
| 7  | <p>Details of registration with Registrar of Companies/ Registrar of Firms/Other Authorities. Whether Sole proprietorship, partnership firm, company, etc. Name of registering authority, date and registration number<br/> <b>Enclose certified copies of document as evidence. ( ANNEXURE - E)</b></p>   |  |
| 8  | <p>Whether registered/empanelled with Govt./Semi Govt/Banks/CPWD/Municipal Authorities or any other Public Organization and if so, in which class and since when ? (Enclose certified copies of document as evidence). <b>( ANNEXURE - F)</b></p> <p>Name of Organisation/Department<br/> Category<br/> No. &amp; Date of Registration</p> <p>Name of Organisation/Department<br/> Category<br/> No. &amp; Date of Registration</p> <p>Name of Organisation/Department<br/> Category<br/> No. &amp; Date of Registration</p> | <p>YES / NO</p>  |
| 9  | <p>No. of years of experience in the field and details of work in any other field.</p>   |  |
| 10 | <p>Yearly turnover of the organization during last 3 financial years (year wise) and furnish audited balance sheet and Profit &amp; Loss A/c. (Audited) for the last 3 financial years. <b>(ANNEXURE -G)</b></p>   | <p>2021-22<br/> 2022-23<br/> 2023-24</p> <p>Average :</p>  |



|    |   |   |
|----|---|---|
| 11 | <p>Banker's Details</p> <p>(i) Banker's Name</p> <p>(ii) Full Postal Address</p> <p>(iii) Telephone No.</p> <p>(iv) Account No.</p> <p>(v) Type of Account</p>  |   |
| 12 | PAN No. <b>Enclose certified copy of document as evidence ( ANNEXURE -H)</b>  |   |
| 13 | <p>GST No.</p> <p><b>Please enclose documentary evidence ( ANNEXURE -I)</b></p>   |   |
| 14 | Whether registration/ obtain of license from Govt. authorities e.g., labour deptt, EPF,ESIC, etc are in place.  |   |
| 15 | Whether last three years IT returns filed (Pl. enclose certified copies of the I T return of 2021-22, 2022-23, 2023-24) <b>( ANNEXURE -J)</b>   |   |
| 16 | Details of major works executed & completed during last 7 years. <b>( ANNEXURE -K)</b>  | Please fill up the enclosed Annexure K together with copies of work completion certificates |
| 17 | Details of major works on hand <b>(ANNEXURE -L)</b>   | Please fill up the enclosed Annexure L & attach copies of LOI /work order / agreement       |
| 18 | <p>Details of Key Personnel Permanently employed. <b>(ANNEXURE -M)</b></p> <p>(i) Technical Personnel</p> <p>(ii) Other Personnel</p>   | Please fill up the enclosed Annexure M  |
| 19 | Furnish the names of 03 responsible persons along with their designation, address, Telephone No., etc., for whose organization, you have completed the above mentioned jobs and who will be in a position to certify about the quality as well as performance of your organization. |   |

|    |   |                                      |
|----|---|--------------------------------------|
| 20 | Whether any Civil Suit/litigation arisen in works executed during the last 10 years. If yes, please furnish the name of the project, employer, nature of work, contract value, work order and brief details of litigation.<br>Give name of the Court, place and status of pending litigation. | Attach a separate sheet if required. |
| 21 | Information relating to whether any litigation is pending before any Arbitrator for adjudication of any litigation or else any litigation was disposed off during the last ten years by an arbitrator. If so, the details of such litigation are required to be submitted.                    |                                      |
| 22 | Declaration regarding near relatives working in the Bank.   |                                      |
| 23 | <b>Category and value of work</b> in which Architects (Civil/Electrical/Air-conditioning, Fire Fighting and Interior & Furnishing).   |                                      |

I/We have read and understood the Press notice, Empanelment Notice & this Application form along with Annexures and my/our firm fulfills the ELIGIBILITY CRITERIA as described in the notice or otherwise is competent to apply for the empanelment in the State Bank of India and is not debarred under any law for the time being in force from doing so.

I/We hereby confirm and certify that the information given above is/are correct and true and the enclosures annexed herewith are genuine to the best of my / our knowledge and belief.

I/We are authorized to sign and submit these documents for Empanelment.

I /We understand that if at any stage it is found / noticed by the Bank that any information thus provided by us is/are untrue / incorrect partly or fully and in case of receipt of adverse / unsatisfactory report from other clients / Bankers, the Bank may not consider our application and / or may de-list us and / or may take any appropriate action against us.

I /We also understand that partly / wrongly filled application and / or applications not on prescribed pro-forma and / or applications not accompanying relevant documents / enclosures / annexures are liable to be summarily rejected by the Bank.

I/ We confirm that all the Rules prevailing in the state, the Labour Laws, Risk Insurance obligations, State & Central Government statutory requirements are complied by us.

I / We understand that this is merely an application & does not entitle us to be necessarily empanelled by the Bank. The Bank reserves the right to reject all and / or any application without assigning any reason whatsoever.

(SIGNATURE OF AUTHORIZED SIGNATORY)  
SEAL OF THE FIRM

PLACE :

NAME :

DATE:

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

**ANNEXURE – K**  
 (FOR ARCHITECT – **CIVIL/ELECTRICAL/AIR-CONDITIONING/FIRE  
 FIGHTING/INTERIOR & FURNISHING**)

*(Please tick whichever applicable)*

**LIST OF MAJOR WORKS EXECUTED AND COMPLETED DURING LAST 7 YEARS AS  
 ON 30.06.2024:**

*(Attach supporting documents)*

*(Add separate sheet if required)*

| Sr.<br>No | Name<br>of<br>work/p<br>roject<br>with<br>addres<br>s | Name & full<br>postal address<br>of the Client.<br>Specify<br>whether Govt.<br>Undertaking<br><i>along with<br/>name, address<br/>and contact<br/>Nos. of -2-<br/>persons<br/>(Executive<br/>Engineers or<br/>top officials of<br/>the<br/>organization).</i> | Contract<br>amount (in<br>Rs.) with<br>copy of<br>work order<br>&<br>completion<br>certificate<br>from<br>project in-<br>charge | Nat<br>ure<br>of<br>Wor<br>k | Stipulat<br>ed time<br>of<br>completi<br>on (in<br>months)<br>Enclose<br>clients<br>certifica<br>te for<br>satisfact<br>ory<br>completi<br>on | Actu<br>al<br>time<br>of<br>completi<br>on<br>(in<br>mont<br>hs) | Actual<br>amount of<br>the project<br>cost, if<br>increased,<br>give<br>reasons | Name &<br>Address<br>of<br>Architect<br>/Consult<br>ant | Rem<br>arks |
|-----------|---|---|---|------------------------------|---|--|---|---|-------------|
| 1         | 2   | 3   | 4   | 5                            | 6   | 7  | 8   | 9   | 10          |
|           |   |   |   |                              |   |  |   |   |             |

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

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

Name of Authorized signatory

Sign & seal of the applicant

**ANNEXURE – L**  
**(FOR ARCHITECT – CIVIL/ELECTRICAL/AIR-CONDITIONING/FIRE**  
**FIGHTING/INTERIOR & FURNISHING)**

*(Please tick whichever applicable)*

**LIST OF MAJOR WORKS ON HAND AS ON 30.06.2024:**

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

*(Add separate sheet if required)*

Notes:

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

Name of Authorized Signatory  
 Sign & seal of the applicant

**ANNEXURE – M**

(FOR ARCHITECT – **CIVIL/ELECTRICAL/AIR-CONDITIONING/FIRE FIGHTING/INTERIOR & FURNISHING**)

(Please tick whichever applicable)

**DETAILS OF KEY PERSONNEL (PERMANENT EMPLOYEE), GIVING  
DETAILS ABOUT THEIR TECHNICAL QUALIFICATION & EXPERIENCE  
INCLUDING THEIR IN HOUSE ESTABLISHMENT**

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

(Add separate sheet if required)

Notes:

1. Information has to be filled up specifically in this format.
2. Indicate other points, if any, to show your technical competence to indicate any important point in your favour.

Name of Authorized Signatory  
Sign & seal of the applicant

**CHECK LIST**  
**(FOR ARCHITECT – CIVIL/ELECTRICAL/AIR-CONDITIONING/FIRE FIGHTING/INTERIOR & FURNISHING**

*(Please tick whichever applicable)*

Name of the Firm/Establishment:

Name of Work :

Category Applied for :

| <b>SR. NO.</b> | <b>PARTICULARS</b> | <b>SUBMITTED (Y or N)</b> |
|----------------|--------------------|---------------------------|
| 1              | Application Form   |                           |
| 2              | Annexure A         |                           |
| 3              | Annexure B         |                           |
| 4              | Annexure C         |                           |
| 5              | Annexure D         |                           |
| 6              | Annexure E         |                           |
| 7              | Annexure F         |                           |
| 8              | Annexure G         |                           |
| 9              | Annexure H         |                           |
| 10             | Annexure I         |                           |
| 11             | Annexure J         |                           |
| 12             | Annexure K         |                           |
| 13             | Annexure L         |                           |
| 14             | Annexure M         |                           |

Name of Authorized Signatory

Date:

Place: