



भारतीय स्टेट बैंक

STATE BANK OF INDIA

Premises & Estate Department

Local Head Office

Hoshangabad Road, Bhopal - 462 011

Phone -0755-2575812/14

**CONSTRUCTION OF INSTITUTE AND HOSTEL BUILDING FOR STATE BANK LEARNING CENTRE, COMMUNITY HALL AND SPORTS HALL ETC. AT CITY CENTRE, GWALIOR (M.P.)**

**SELECTION OF ARCHITECT THROUGH PREQUALIFICATION AND DESIGN COMPETITION**

State Bank of India, L.H.O.Bhopal intends to prequalify Architects for "Construction of Institute and Hostel buildings for State Bank Learning Centre together with Community hall and Sports hall at City Centre, Gwalior (M.P.).The architects willing to apply for the said prequalification, should have adequate exposure in planning, designing, execution etc. of civil, interior, electrical and air-conditioning works including necessary co-ordination and obtaining requisite mandatory approvals from various local, municipal and other Govt. authorities from commencement till completion of project and assuming overall responsibilities for successful completion of the project. The eligibility criteria, terms and conditions of prequalification, application form and other details are as under:-

**ELIGIBILITY CRITERIA AND TERMS & CONDITIONS:**

1. The architects should have minimum 7 years' experience in the field.
2. They should have registration with the Council of Architecture/Indian Institute of Architects.
3. They should have rendered architectural services for similar Projects of comparable magnitude / value in the last three years under the same name.
4. They should have adequate organizational structure with team of qualified architects, engineers, specialists and other technical officers and staff along with associates, if any, to execute work of such nature and magnitude.
5. They should have undertaken similar nature of work in Gwalior region or nearby and therefore should be fully conversant with the local building bye-law, city development control norms, rules of Town and Country Planning Department, Municipal Corporation, Gwalior Development Authority and other Local Authorities at Gwalior.
- 6.They should have successfully completed similar projects of Govt./ Semi-Govt./Public Sector Undertakings/Banks / Financial Institutions /Reputed national/Multinational Cos. etc. in the last 5 years ending 31<sup>st</sup> Jan.2017 as under:-
  - (i) Three similar completed construction project of value not less than Rs.8.00 Crore.
  - OR
  - (ii)Two similar completed construction project of value not less than Rs.10.00 Crore.

OR

(iii) One similar completed construction project of value not less than Rs.16.00 Crore.

7. The average annual turn-over of the fee for latest three years shall not be less than Rs.15.00 lakh.

8. They should be willing to appoint a resident site engineer at project site during execution of works for work supervision on regular basis during the tenure of contract.

9. The Architects are expected to have their Bank account preferably in our Bank and also make payment to their workmen through their Bank Account/State Bank eZ Pay card.

10. They should have office at Gwalior or willing to open their office at Gwalior within 2(two) months at their cost, if consultancy job of the project is entrusted to them.

11. Interested Architects/Firms who satisfy above prequalification criteria may download prescribed application form and other details from our Bank's website [www.sbi.co.in>link>procurement &others>procurement](http://www.sbi.co.in/link/procurement&others/procurement) news. The application in the prescribed format with all supporting documents in a sealed envelope and super scribed as 'APPLICATION FOR PREQUALIFICATION OF ARCHITECTS FOR CONSTRUCTION OF SBLC AND OTHER BUILDINGS AT CITY CENTRE, GWALIOR' shall be submitted within 21(twenty one days) from the date of appearance of this notice at following address:-

The Asstt. General Manager (P&E),  
Premises & Estate Department (3<sup>RD</sup> Floor),  
State Bank of India, Local Head Office,  
Hoshangabad Road, Bhopal-462011.

12. The Architects shortlisted after pre-qualification process will be advised for participating in the "Design Competition". They will be advised basic design parameters, scope of services and other terms and conditions regarding the above mentioned proposed construction project at Gwalior. The Architects who participate in the design competition with complete proposal will be given honorarium of Rs.15,000/-each.

13. The Bank reserves the right to accept or reject any or all the applications without assigning any reason therefor and no correspondence will be entertained in this regard.

Assistant General Manager  
(Premises & Estate)

**STATE BANK OF INDIA**

**LOCAL HEAD OFFICE**

**PREMISES AND ESTATE DEPARTMENT, BHOPAL**

**PREQUALIFICATION OF ARCHITECTS – PROFILE**

1. Name of the Firm :
2. Address :
3. Telephone Nos. including Mobile No. :
4. E-mail ID 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-II) :
9. Registration number with Council of Architecture / :  
Indian Institute of Architects (Copy of valid  
registration to be enclosed) :
10. Details of service tax registration (Copy of valid  
registration to be enclosed) :
11. Amount of service tax paid year-wise during last 3  
Financial years ending on last 31<sup>st</sup> March 2016 :
12. Name and value of major Construction/Interiors works  
completed during the last 7 years ending on last 31<sup>st</sup> march 2016 .  
Details may be given in the enclosed format  
Annexure-III (Copies of letter of engagements to be enclosed) :
13. Name and value of the major Building Construction  
Work/ Interior works on hand. Details may be given in the enclosed

- format Annexure-IV ( Copies of letter of engagements to be enclosed) :
14. Name & value of other major works (other than building work) on hand. Details may be Given in the enclosed format (Annexure- V) :
  15. Details of features of green building provided in the buildings. :
  16. Details of modern amenities provide in the Building. :
  17. List of Technical Personnel employed :  
(Separate sheet may be attached)
  18. List of other Personnel employed :  
(Separate sheet may be attached)
  19. List of consultants engaged by the firm :  
(Address, telephone numbers and Email ID etc. are to be furnished. Separate sheet may be attached) :
  20. List of office equipment owned by the company :  
(Separate sheet may be attached)
  21. Banker's Name :
  22. Latest Income Tax Clearance Certificate to be enclosed. :
  23. List of registration /empanelment with other Organizations (Letters of clients may be enclosed) :
  24. List of completion certificate etc. from the Clients for completed/ ongoing projects :

25. Certified copies of the letter of intent for award of the  
work from reputed private/ multinational organizations/  
PSUS etc. :
26. Particulars of participation in competitions and award  
If any received (Separate sheet may be attached) :

**Note:** Please enclose copies of supporting documents, separate sheets, photograph etc and also all pages to have signature with stamp of firm.

**SIGNATURE & SEAL OF THE ARCHITECT**

**Date:** ----- **Place:** -----

**STATE BANK OF INDIA**  
**LOCAL HEAD OFFICE**  
**PREMISES AND ESTATE DEPARTMENT, BHOPAL**  
**PREQUALIFICATION OF ARCHITECTS – PROFILE**  
**BIO-DATA OF THE PARTNERS / ASSOCIATES**

1. Name and email ID :
2. Associated with the firm since :
3. Date of Birth/Age :
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 :

**SIGNATURE & SEAL OF THE ARCHITECT**

**Date: ----- Place: -----**

**STATE BANK OF INDIA**  
**LOCAL HEAD OFFICE**  
**PREMISES AND ESTATE DEPARTMENT, BHOPAL**

**PREQUALIFICATION OF ARCHITECTS – PROFILE**

**LIST OF MAJOR BUILDING CONSTRUCTION WORKS/INTERIOR WORKS COMPLETED DURING THE LAST 7 YEARS**

**As on LAST 31<sup>st</sup> March 2016**

S. No.	Name of the client	Nature of work	Features of green building and modern	Location of the building municipal	Estimated value	Built up area in sqft	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

a. The supporting documents such as work order and completion/performance certificate issued by the client should be enclosed.

b. The work should have been executed by the firm under the name in which they are submitting the applications.

**SIGNATURE & SEAL OF THE ARCHITECT**

**Date: ----- Place: -----**

## STATE BANK OF INDIA

## LOCAL HEAD OFFICE

## PREMISES AND ESTATE DEPARTMENT, BHOPAL

**PREQUALIFICATION OF ARCHITECTS – PROFILE****LIST OF MAJOR BUILDING CONSTRUCTION WORKS/INTERIOR WORKS ON HAND AS ON  
LAST 31<sup>st</sup> March 2016.**

sr. no	Name of the client	Nature of work	Features of green building and modern amenities provided	Location of the building/ municipal limits	Estima ted value	Built up area in sqft.	Height of the buildin g	Present position	Schedul ed date of completi on	Remarks

Note: a. The supporting documents such as work order issued by the client should be enclosed.

b. The work should have been executed by the firm under the name in which they are submitting the applications.

**SIGNATURE & SEAL OF THE ARCHITECT**

**Date: ----- Place: -----**



**ANNEXURE - V**

**STATE BANK OF INDIA**

**LOCAL HEAD OFFICE**

**PREMISES AND ESTATE DEPARTMENT, BHOPAL**

**PREQUALIFICATION OF ARCHITECTS – PROFILE**

**LIST OF OTHER MAJOR WORKS (OTHER THAN BUILDING WORKS) ON HAND AS ON LAST  
31<sup>ST</sup> MARCH 2016.**

S. No.	Name of the Client	Nature of work	Estimated Value	Present Position	Scheduled date of completion	Remarks
1	2	3	4	5	6	7

**SIGNATURE & SEAL OF THE ARCHITECT**

**Date: ----- Place: -----**

**STATE BANK OF INDIA**

**LOCAL HEAD OFFICE**

**PREMISES AND ESTATE DEPARTMENT, BHOPAL**

**EMPANELMENT OF ARCHITECTS – PROFILE**

**EMPANELMENT OF ARCHITECTURAL CONSULTANCY FIRM (CONSULTANT)**

**SCOPE OF SERVICES/ROLES AND RESPONSIBILITIES OF ARCHITECT (CONSULTANT)**

The scope of the work may vary, and the Bank may decide to construct the buildings depending upon the need, available vacant space/ ground coverage etc. The proposed construction will be modern buildings having all required amenities and will comply / have features of 'Green ' and Energy efficient buildings. All necessary statutory approvals from Local Municipal Authorities such as approval of Master plan/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 T&CP/GDA/Municipal Corporation/MPEB/ Environment Dept./ Traffic State / Central Govt. and other related Depts in this regard, the proposal for approval of the commencement certificate etc. from T&CP/GDA/Municipal Corporation and other Govt. authorities etc. as may be required, is to be obtained by the consultants.

All works including permissions, NOCs, occupation / completion certificate required to be obtained from T&CP/GDA/Municipal Corporation/MPEB and other State / Central Government / Statutory authorities will have to be obtained by the consultant. The Architects are expected to be fully conversant with land-use planning/local building bye-laws.

In case of dismantling/ demolition of any existing buildings in the Complex, consultant has to oversee the demolition activities with its 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 construction need to be completed with minimum disturbance to the staff/occupants who are staying in the complex and neighbours.

The Architect will assume total responsibility for completion of the project in all respects till obtention of occupation and completion certificate from T&CP/GDA/Municipal Corporation within the specified time frame of 24 months as stated above. The time is the essence of the contract. While the duties of the Architect 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 Master plan of the area/detailed /structural/ Architectural design of buildings including its foundation.

(b) Preparation of detailed design of all internal and external services such as electrical, AC, plumbing, water supply, soil and storm water drainage, lifts, fire fighting / horticulture, EPABX / Networking, 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.

(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 prequalification 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 prequalified contractors. Required sets of tender documents will have to be

prepared by the Architects themselves at no extra cost to SBI. The Architects are also expected to be fully conversant with e-tendering as per CVC guidelines.

(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.

(n) Complete role of Project Management Consultant (PMC) will also be played by the Architect to ensure both qualitative and quantitative aspects of the project and would include day to day supervision of work through the Site Engineer 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 Architect will have to apply and obtain all required approvals / NOC from T&CP/IDA/Municipal Corporation and other Govt. / Statutory authorities from time to time such as plinth verification / occupation / completion / drainage / water supply and electrical connection, 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) 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.

The list of duties mentioned above is only indicative and the Architect 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 Architectural firm with the approval of SBI.

Signed as token of acceptance

**SIGNATURE & SEAL OF THE ARCHITECT**

**Date: ----- Place: -----**

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