

State Bank of India

Local Head Office:

3RD Floor, P& E Department, SBI LHO Building, Bhadra,
Ahmedabad-380001

SBI invites application for empanelment of Architects (Civil / Interior) and Electrical Consultants. The eligibility criteria and application form will be available on Bank's website www.sbi.co.in <SBI in the news >under "PROCUREMENT NEWS" section from 10.09.2021 to 29.09.2021 up to 5:00 pm.

Duly filled application along with supporting documents should reach us on or before 29.09.2021 at 5:00 pm at above mentioned address.

The Earlier empanelled Architects & Consultants of **SBI** and **SBI Infra, Ahmedabad Circle** both have to apply a fresh against this advertisement and no separate intimation will be given to them.

Please note that empanelment of Architects (Civil/Interior) and Electrical Consultant is an ongoing process and applications received after due date will be considered for empanelment during review of panel after every financial year. The application form will always be available on the Bank's web-site www.sbi.co.in <SBI in the news><Show more> "Empanelment of vendors".

SBI reserves its right to accept or reject any or all applications without assigning any reasons whatsoever.

Date: 09.09.2021

Assistant General Manager (P&E)

State Bank of India

Local Head Office:

3RD Floor, P& E Department, SBI LHO Building, Bhadra,
Ahmedabad-380001

SBI, Local Head Office, Ahmedabad publishes the eligibility criteria for empanelment of Architects (civil/ interior) / Electrical Consultant. The Architects and Electrical Consultants with necessary experience in the respective areas will be considered for the empanelment.

SR. NO.	CLASSIFICATION OF WORK	CATEGORY
1	Architects for Civil Works	(a) up to Rs. 20 Lakh (A) (b) up to Rs. 50 Lakh (B) (c) up to Rs. 100 Lakh(C) (d) up to Rs. 300 Lakh(D) (e) up to Rs. 500 Lakh (E)
2	Architects for Interior Works	(a) up to Rs. 20 Lakh (A) (b) up to Rs. 50 Lakh (B) (c) up to Rs. 100 Lakh(C) (d) up to Rs.300 Lakh (D) (e) up to Rs.500 Lakh (E)
3	Consultant for Electrical works	(a) up to Rs. 5 Lakh (A) (b) up to Rs.10 Lakh (B) (c) up to Rs. 25 Lakh (C) (d) up to Rs. 50 Lakh (D) (e) up to Rs.100 Lakh (E)

Detailed application forms and further details for empanelment can be downloaded from Bank's website www.sbi.co.in <SBI in the news> "Procurement News".

**NOTICE FOR EMPANELMENT OF ARCHITECTS (CIVIL/ INTERIOR) /
ELECTRICAL CONSULTANTS**

GENERAL CONDITIONS

SBI, Ahmedabad invites applications (As per enclosed Annexures) for empanelment of Architects (Civil/ Interior) / Electrical Consultant for related works in Bank's branches / offices / Residences all over Gujarat including union territory of Daman & Diu, Dadra & Nagar Haveli.

Eligibility criteria: (Please enclose valid documentary proof for eligibility criteria)

- (1) Experience of having successfully got completed/executed through contractors/vendors similar works (single order) during last 5 years as on 31.03.2021 should be as per following:

(Applicable to Architects (Civil/Interior) and Electrical Consultant)

Sr. No.	Description of quantum of works	CATEGORIES							
		Up to 5 Lakh	Up to Rs.10 Lakh	Up to Rs. 20 Lakh	Up to Rs. 25Lakh	Up to 50 Lakh	Up to 100 Lakh	Up to 300 Lakh	Up to 500 Lakh
1.	Three similar work costing not less than	2 Lakh	4Lakh	8 Lakh	10 Lakh	20 Lakh	40 Lakh	120 Lakh	200 Lakh
2.	Two similar work costing not less than	2.5 Lakh	5Lakh	10 Lakh	12.5 Lakh	25 Lakh	50 Lakh	150 Lakh	250 Lakh
3.	One similar work costing not less than	4 Lakh	8Lakh	16 Lakh	20 Lakh	40 Lakh	80 Lakh	240 Lakh	400 Lakh

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

- (2) Higher category empanelled Architects / Elect. Consultant can participate in the lower category tender. However, lower category Architect / Consultant can not participate in the higher category tenders.
- (3) Firm/ Organization shall apply for each work/ trade separately.
- (4) Must have a valid PAN, GST as applicable.
- (5) The Firm/ Agency / Organization should have well established office in the State of Gujarat with sufficient numbers of Technical persons to handle the work. (Please enclose documentary proof). If not, then office should be opened within 2 months time from the date of finalization of the panel.
- (6) The applicant shall agree and authorize the 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.
- (7) In case of Architects (Civil/ Interior) at least one of the Directors/ Partners/ Proprietor should be graduate/Diploma in Architecture with minimum five (05) years experience.

- (8) In case of Electrical Consultants additional condition for empanelment is at least one of the Director/ Partner/ Proprietor should have Degree in Electrical Engineering with minimum five (05) years experience in electrical installations and consultancy work.
- (9) Average annual turnover of fees for Architects for Civil and Interior works for various categories should be as under:

Category	Average Annual Turnover (Rs.)
Up to Rs.20.0 Lakh	24,000.00
Up to Rs. 50.0 Lakh	60,000.00
Up to Rs.100.0 Lakh	1,20,000.00
Up to Rs.300.0 Lakh	3,60,000.00
Up to Rs.500.0 Lakh	6,00,000.00

(b) Average Annual Turnover in case of Electrical Consultant for various categories should be as under:

Category	Average Annual Turnover (Rs.)
Up to Rs.5.0 Lakh	6,000.00
Up to Rs. 10.0 Lakh	12,000.00
Up to Rs.25.0 Lakh	30,000.00
Up to Rs.50.0 Lakh	60,000.00
Up to Rs.100.0 Lakh	1,20,000.00

- (10) In addition to instructions and general conditions applicable to all applicants, the Architect applicants should fulfill the following special and additional conditions:
- a) Applicant must be members of the Council of Architecture.

(11) Application received without valid documentary proof shall be rejected.

Applications complete in all respect along with relevant documents & in **SBI's format** duly superscribing "**APPLICATION FOR EMPANELMENT OF 'ARCHITECTS (CIVIL/ INTERIOR)', OR 'ELECTRICAL CONSULTANT'**" whichever applicable along with the **Category applied for** in sealed envelope should reach at the following address on or before closing date during office hours.

The Assistant General Manager (P&E),
State Bank of India,
Local Head Office,
3rd floor,
Bhadra, Ahmedabad-1, (Gujarat).

The SBI reserves its right to accept or reject any or all the applications without assigning any reasons whatsoever there for.

INSTRUCTIONS TO ALL THE APPLICANTS
ARCHITECTS (CIVIL/ INTERIOR), ELECTRICAL CONSULTANT 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, great 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 the SBI in regard to selection of Firms/Organizations will be final. The SBI 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 performa is insufficient for furnishing full details, such information may be supplemented on separate sheets of paper, stating therein the part of the performa and serial number. Separate sheets shall be used for each part. **However, the format shall be as per performa.**
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. While filling up the application, clarification, if any, may be obtained from the office of the AGM (P&E), State Bank of India, 3rd Floor, Local Head Office, Bhadra, Ahmedabad-1.
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. SBI reserves its right to reject any/all the applications without assigning any reasons, whatsoever therefore. 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 Ahmedabad.

10. It will not be binding on the SBI to invite all the empanelled Architects/ Electrical Consultants to participate in various works. The SBI may prepare a select list out of the empanelled Architects/ Consultants to participate in a/any work.
11. The Earlier Contractors and Architects of **SBI** and **SBI Infra, Ahmedabad Circle** both have to apply a fresh against this advertisement and no separate intimation will be given to them.

Signature of the Applicant with address & seal

APPLICATION FORM

**APPLICATION FOR EMPANELMENT OF ARCHITECTS (CIVIL/ INTERIOR) / ELECTRICAL
CONSULTANT**

(Please strike-off which is not applicable)

1	a) Name of the applicant/Firm/ Organization	
	b) Category applied for	
	c) Full Postal Address of Firm	
	d) Contact Details (i) Phone No. (ii) Mobile No. (iii) Fax No. (iv) e-mail Id (v) Web-site	
	e) Application fee details Online application fees receipt no. (Please enclose online application fees payment receipt) Date	Not applicable
2	Year of establishment Please enclose documentary evidence (ANNEXURE A)	
3	Constitution of Firm (Enclose certified copies of documents as evidence). (ANNEXURE B)	Sole proprietorship/ Partnership /Private Ltd. / Public Ltd. / Any other (Please specify)
4	Name of the Proprietor/Partners/Directors of the organization/firm with qualification. Enclose certified copies of document as evidence. (ANNEXURE C)	
5	a) Name/s of authorized signatory with designation	

	b) Bio-data of Partners/Directors (Enclose separate sheet as ANNEXURE D)	
6	Mode of Authorization Enclose certified copies of document as evidence (ANNEXURE E)	Resolution / Partnership Deed / Registered Power of Attorney / Proprietor / Any Other (Please specify)
7	Details of registration with Council of Architects/ Indian Institute of Architects- Whether partnership firm, company, etc. Name of registering authority, date and registration number Enclose certified copies of document as evidence. (ANNEXURE F) (Applicable for Architects only)	
8	Whether registered 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). (ANNEXURE G) Name of Organization Category No. & Date of Registration Name of Organization Category No. & Date of Registration Name of Organization Category No. & Date of Registration	YES / NO
9	No. of years of experience in the field and details of work in any other field. (ANNEXURE H)	
10	Yearly turnover of the organization during last 3 years (year wise) and furnish audited balance sheet and Profit & Loss A/c. (Audited) for the last 3 financial years certified by the auditor. (ANNEXURE I)	2017-18 2018-19 2019-20 Average :

11	<p>Banker's Details</p> <p>(i) <i>Banker's Name</i></p> <p>(ii) <i>Full Postal Address</i></p> <p>(iii) <i>Telephone No.</i></p> <p>(iv) <i>Account No.</i></p> <p>(v) <i>Type of Account</i></p>	
12	PAN No.	
13	GST No.	
14	Whether last three years IT returns filed (Pl. enclose certified copies of the I T return of 2017-18, 2018-19, 2019-20) (ANNEXURE J)	
15	Details of major works executed & completed during last 5 years. (ANNEXURE K)	Please fill up enclosed Annexure M & enclose copies of work completion certificates
16	Details of major works on hand (ANNEXURE L)	Please fill up enclosed Annexure N & enclose copies of LOI /work order / agreement
17	Details of Key Personnel Permanently employed. (ANNEXURE M)	Please also fill enclosed Annexure O
	<p>(i) Technical Personnel</p> <p>(ii) Other Personnel</p>	
18	List of Office Equipments owned by the firm (Enclose separate sheet, if required)	
19	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. Give name of the Court, place and status of pending litigation.	Attach a separate sheet if required.
20	Category and Value of work in which Architects (Civil/ Interior) / Consultants (Electrical).	
21	Award/Recognition, if any (ANNEXURE-N)	

I/We have read and understood the Press notice, Empanelment Notice & this Application form along with Annexure and my/our firm fulfills the ELIGIBILITY CRITERIA as described in the notice.

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

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 SBI that any information thus provided by us is untrue / incorrect partly or fully and in case of receipt of adverse / unsatisfactory report from other clients / Bankers, the SBI 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 / annexure are liable to be summarily rejected by the SBIIMS.

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 entitles us to be necessarily empanelled by the SBIIMS and SBI reserves the right to reject all and / or any application without assigning any reason whatsoever.

(SIGNATURE OF AUTHORIZED SIGNATORY)

SEAL OF THE FIRM:

NAME :

DATE:

Note : Please enclose all the Annexures with relevant supporting documents.

ANNEXURE – K**(FOR ARCHITECTS – (CIVIL/ INTERIOR) / ELECTRICAL CONSULTANTS)***(Please tick whichever applicable)***LIST OF MAJOR WORKS EXECUTED AND COMPLETED DURING LAST 5 YEARS AS ON
31.03.2021:****(Enclose supporting documents)**

Sr · No	Name of Client	Nature of Work	Estimat ed Value	Featur es of green buildin g and moder n ameniti es	Built- up Area of work (in Sq. ft.)	Date of Start & compl etion	Actual Period of Compl etion	Final value on Completi on of Project	Reaso ns for variatio n/ delay if any	Rem arks (if any)
1	2	3	4	5	6	7	8	9	10	11

(Add separate sheet if required)

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 ARCHITECTS – CIVIL/ INTERIOR) / ELECTRICAL CONSULTANT AS ON 31.03.2021
(Please tick whichever applicable)

LIST OF MAJOR WORKS ON HAND:

(Add separate sheet if required)

Sr. No	Name of Client	Nature of Work	Features of green building and modern amenities	Estimated Value	Built-up Area of work (in Sq. ft.)	Date of Start & completion	Present Position	Remarks (if any)
1	2	3		4	5	6	8	9

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 – M
(FOR ARCHITECTS – CIVIL/ INTERIOR) / ELECTRICAL CONSULTANT

(Please tick whichever applicable)

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

(Add separate sheet if required)

Sr. No.	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

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 ARCHITECTS – CIVIL/ INTERIOR) / ELECTRICAL CONSULTANTS)
(Please tick whichever applicable)

Name of the Firm/Establishment :

Name of Work :

Category Applied for :

SR. NO.	PARTICULARS	SUBMITTED (Y or N)
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	
15	Annexure N	

Name of Authorized Signatory

Sign & seal of the applicant

Date:

Place: