

Notification for Empanelment	REHBU/DMS/2025/73
Date	01.11.2025



REAL ESTATE HOUSING BUSINESS UNIT

4TH FLOOR, STATE BANK INDIA
LOCAL HEAD OFFICE
CHANDIGARH – 160017

EMPANELMENT OF VENDORS

FOR

**SORTING, PHYSICAL SEGREGATION OF LOAN
FILES/DOCUMENTS, SCANNING AND DIGITISATION AT VARIOUS
SBI CENTRES UNDER LHO CHANDIGARH**

The Deputy General Manager (REHBU),
State Bank of India,
Real Estate Housing Business unit
4TH Floor, Local Head Office
Chandigarh – 160017

EMPANELMENT NOTICE

State Bank of India, Real Estate Housing Business Unit, 4th floor, Local Head Office, Chandigarh invites offline applications for empanelment of vendors for sorting, physical segregation of loan files/documents, scanning and digitisation at various centres under LHO Chandigarh.

The eligibility criteria, terms and conditions, application format and other detail/requirements are as under:-

1)	Date of availability of Empanelment Application	From 01.11.2025 to 23.11.2025 On https://sbi.bank.in under "SBI in the News" link
2)	Last date and time for receiving of applications.	Upto 24.11.2025 by 05.00 P.M. Note: 1. Applicant has to fill the details in application form and has to send the self-attested scan copies of supporting documents. 2. Hard copy of application in sealed envelope should reach State Bank of India, Real Estate Housing Business unit, 4 th floor, Local Head Office, Sector 17-A, Chandigarh-160017
3)	For any queries or support in connection with the Submission of applications, please contact.	Phone : - 0172-4567446 Email : - agmrehbu.lhocha@sbi.co.in
4)	SBI reserves the right to accept or reject any or all applications without assigning any reasons thereof, even after opening and no claim or correspondence shall be entertained in this regard.	

The intending applicants are categorically advised to submit the empanelment documents in sealed envelope to Deputy General Manager, State Bank of India, Real Estate Housing Business unit, 4th floor, Local Head Office, Sector 17-A, Chandigarh 160017. The information required should be completely filled and all the supporting/required documents should be enclosed. The applications received with "partly filled formats" not containing desired information shall be treated as INCOMPLETE and such applications shall be summarily rejected without any reference to the applicant and at the applicant's risk and responsibility. Please send hard copies to the aforementioned address.

The applicants should have valid **PAN, GST & Digital Signature Certificate of Class-3.**

The applicant/firm should not be blacklisted or included in negative list or terminated of their services in the past by any scheduled Bank / PSU /Corporate body / Govt. body. No partner / proprietor of the applicant should have been a director / Partner / Proprietor in an entity that been blacklisted or included in negative list in the past by any scheduled Bank/PSU/Corporate body/ Govt. body. An undertaking / Certificate to this effect should be submitted in the application. If the Bank finds the undertaking / Certificate provided by the applicant to be false/forged at any time, including during the term of the empanelment (If empaneled), the applicant will be immediately disqualified / terminated by the Bank.

If any company/Firm Director/Partner having more than one company/ Joint Venture/ Sister Concern, Applicant should apply in the name of any one of Single Company/ Joint Venture/Sister Concern Only. If it is found that more than one application from the same / common Promotor, Partner, Proprietor, Director, then the Bank reserve its right to summarily reject the other company applications.

List of documents required to be submitted after acknowledging its terms and conditions are as under:

- Invitation for Empanelment
- Part II, Schedule of events
- Applicant Details:- Annexure A
- Eligibility Criteria:- Annexure B
- Evaluation Criteria of Applicants:- Annexure C
- Scope of Work and SOP:- Annexure D
- Place/s of Work:- Annexure E
- Performance Matrix: Annexure F
- Penalty Clause: Annexure G
- Non Disclosure agreement : Annexure H
- Performance Bank guarantee : Annexure I
- Completion of Job : Annexure J
- Affidavit cum Undertakings :- Annexure O
- Certificate of compliance of General Financial Rules, 2017: Annexure-P
- Acknowledge cum confirmation

Deputy General Manager (REHBU)