



**PREMISES & ESTATE DEPARTMENT,**

**LOCAL HEAD OFFICE, KOLKATA**

**BLOCK B, 9<sup>TH</sup> FLOOR , SAMRIDDHI BHAVAN  
1, STRAND ROAD, KOLKATA – 700 001, WEST BENGAL**

**EMPANELMENT OF CONTRACTORS / VENDORS / AGENCIES**

**APPLICATION FORM**

<b>NAME :</b>	
<b>ADDRESS:</b>	
<b>DATE :</b>	

**ADVERTISEMENT PUBLISHED IN NEWSPAPERS**

STATE BANK OF INDIA  
 LOCAL HEAD OFFICE , KOLKATA  
 SAMRIDDHI BHAVAN, BLOCK B, 9<sup>TH</sup> FLOOR ,  
 1, STRAND ROAD, KOLKATA – 700 001, WEST BENGAL

**EMPANELMENT OF INTERIOR, CIVIL, ELECTRICAL AND AIR CONDITIONING  
 CONTRACTORS / AGENCIES / FIRMS**

SBI invites applications from bona fide resourceful and well experienced contractors/agencies/firms registered with PWD/CPWD/MES/RLY/PSUs/Listed Corporate bodies having CIN / Nationalized Banks for pre-qualifying suitable applicants for carrying out (I) Interior (II) Civil & Allied Work (III) Electrical work (LT & HT) pertaining to Construction of Bank's Buildings, for undertaking Interior, Civil, Electrical Installation, Air-conditioning & repair works at different places of West Bengal state, Sikkim and Andaman & Nicobar Island in different categories. The contractors / agencies / firms with necessary expertise in the respective areas will be considered for the Bank's empanelment. **The contractors/ agencies/firms who are already empaneled with us under different categories & Trades need to apply afresh. Contractors/Agencies/Firms having valid digital certificate for participating in e-tendering/e-reverse auction only need to apply.** Interested contractors/agencies/firms may obtain the details and application forms from the Bank's website [www.sbi.co.in](http://www.sbi.co.in) under 'Procurement News'. **Last date and time for receipt of applications is on 31.05.2025 up to 3.00 P.M.** Bank will not be responsible for the late receipt due to postal delay or any other. Applications not completed in any respect are liable to be rejected summarily. Bank reserves the right to accept or reject any or all applications without assigning any reasons.

Date : 05/05/2025  
 Place : Kolkata

Assistant General Manager (P&E)  
 P&E Dept., SBI LHO Kolkata

**EMPANELMENT NOTICE****EMPANELMENT OF INTERIOR, CIVIL, ELECTRICAL AND AIR CONDITIONING CONTRACTORS / AGENCIES / FIRMS**

State Bank of India, Local Head Office, Kolkata Circle, Kolkata intends to empanel contractors / vendors / agencies on an ongoing basis under various trades and categories for its various Construction & Interior Projects, Electrical works, Air conditioning works etc. for branches/offices located at in the states of West Bengal & Sikkim and the Union Territory of Andaman & Nicobar Islands. The eligibility criteria, terms and conditions, application format and other detail/requirement are as under:

S. No.	Description	
1.	Name of Work	<b>Empanelment of Contractors/ Vendors/ Agencies</b>
2.	Date of issue of application Documents Form Bank's Website	<b>05.05.2025 to 31.05.2025</b> www.sbi.co.in Under <Link>Procurement News.
3.	Last date & time for submission of Application.	<b>31.05.2025 up to 3.00 P.M</b>
5.	Address at Which Application (Hard Copy) Has To be Submitted.	<b>State Bank of India Local Head Office, Premises &amp; Estate Department Samriddhi Bhavan, Block – “B”, 9<sup>th</sup> floor, 1, Strand Road, Kolkata – 700 001 Telephone No. 033 – 22436728/9674710034 E-mail: - agmpre.lhokol@sbi.co.in</b>
6.	Place of opening of application	<b>State Bank of India Local Head Office, Premises &amp; Estate Department Samriddhi Bhavan, Block – “B”, 9<sup>th</sup> floor, 1, Strand Road, Kolkata – 700 001</b>

7. Application can be downloaded from the bank's website www.sbi.co.in (Link) <Procurement News>. It shall be responsibility of the Contractors/ Vendors/ Agencies to arrange and ensure that All pages of the bid are properly bound separately, tenders in loose pages may be disqualified.

8. The Contractors/ Vendors/ Agencies shall sign and stamp each page of the tender document thereby ensuring the number and sequence of all pages.

9. No conditions other than mentioned in the tender will be considered.

10. The Bank. reserve its rights to accept or reject any or all the tenders, either in whole or in part without assigning any reason(s) for doing so and no claim / correspondence shall be entertained in this regard.

11. Any amendments/ corrigendum for empanelment of contractors/vendors /agencies shall be published in Bank's website <https://sbi.co.in> site only. Therefore, applicants are requested to visit Bank's website regarding modifications/ corrigendum issued.

12. Contractor/Vendors must have its office in West Bengal or Sikkim or Andaman & Nicobar Island. Proof to this effect must be enclosed.

Sd/-

**Assistant General Manager (P&E),  
State Bank of India, LHO Kolkata.**

**STATE BANK OF INDIA**

PREMISES & ESTATE DEPARTMENT  
LOCAL HEAD OFFICE, KOLKATA  
SAMRIDDI BHAVAN, BLOCK B, 9<sup>TH</sup> FLOOR ,  
1, STRAND ROAD, KOLKATA – 700 001, WEST BENGAL

**EMPANELMENT OF CONTRACTORS / VENDORS / AGENCIES****APPLICATION FORM****(Please strike-off which is not applicable)**

(APPLIED FOR EMPANELMENT OF.....CONTRACTORS)

TRADE : .....

CATEGORY: .....

Documents, which are to be enclosed with the application should be demarcated as Enclosure A, B, C etc. as mentioned below with Flag.

S. No.	Particulars	To be filled by the Applicant
1	Name of the applicant	
2	Nature of work applied for (Civil, Interior, Electrical Installation, Air conditioning works & Repairs)	
	Category	
3	Postal Address of the Office <b>(Mandatory)</b>  (Mention the address of the registered office at West Bengal, Sikkim and Andaman & Nicobar Island as well as head and branch office, if different from registered office) (Proof of having office in West Bengal, Sikkim and Andaman & Nicobar Island must be enclosed) <b>(Enclosure A)</b>	
	E-mail Id:	
	Contact telephone/ Mobile No.	
	Fax No	
4	Year of establishment <b>(Mandatory) (Enclosure B)</b> <b>(Please enclose documentary evidence)</b>	
5	(i) Constitution of the firm. <b>(Enclosure C)</b> <b>(Enclose certified copies of documents as evidence)</b>	Sole proprietorship/Partnership/ Private Ltd. /Ltd. Co/ Any other (Please specify)
	ii) Name of proprietor / Partners. /Directors. of the organization/firm. <b>(Enclosure D)</b> <b>Enclose certified copies of document as evidence</b>	
	iii) Name/s of authorized signatory with designation	
	iii) Mode of Authorization. <b>(Enclosure E)</b> <b>Enclose certified copies of document as evidence.</b>	Resolution/Partnership Deed /Registered Power of Attorney/Proprietor/ certificate of incorporation/ any other (Please specify)
		<b>Signature of the applicant(s) with seal</b>

	iv) Details of registration-whether partnership firm, company, etc. Name of registering authority, date and registration number (Note: Partnership firms not registered with the appropriate authority need not apply) Enclose certified copies of document as evidence. (Enclosure F)	
6	Whether registered with Govt. /Semi Govt. / Banks/ CPWD/Municipal Authorities or any other Public Organization and if so, in which class and since when. <b>Enclose certified copies of document as evidence. (Enclosure G)</b>  <b>Name of organization</b> <b>Category</b> <b>No.&amp; Date of Registration</b>  <b>Name of organization</b> <b>Category</b> <b>No.&amp; Date of Registration</b>  <b>Name of organization</b> <b>Category</b> <b>No.&amp; Date of Registration</b>	YES/NO
7	No. of years. of experience in the field and details of work in any other field	
8	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 years. <b>(Enclosure H)</b>	2022-23 2023-24 2024-25 <b>Average:</b>
9	Banker's details <b>(Applicant preferably have Account with State Bank of India) (Enclosure I)</b> a) Full Postal Address of the branch b) Account No c) IFSC Code No d) Type of Account	
	(ii) Bank Solvency Limit (Please enclose latest Solvency certificate from the Banker not prior to last date of application) <b>(Mandatory) (Enclosure J)</b>	
10	Whether registered with `GST, if yes, GST No. (GST registration should have with West Bengal state, GST number blocked for payment By SBI or GST authority will not be considered) <b>(Mandatory) (Enclosure K)</b>	
11	<b>Details regarding Digital Certificate. (Mandatory) Please enclose documentary evidence (Enclosure L)</b>	
12	Whether an assesses of Income Tax. If so, mention PAN No along with copy of Pan card. <b>(Enclosure M)</b>	
<b>Signature of the applicant(s) with seal</b>		

13	Whether last 3 years IT returns filed (Pl. enclose certified copies of the IT return of the year:- 2021-22,2022-23, 2023-24) <b>(Enclosure N)</b>	
14	Whether willing to work anywhere in West Bengal, Sikkim, Andaman & Nicobar Island.	
15	Detailed description and value of works done during the last 7 years. as per <b>Annexure I</b>	
16	Detailed description of high value of <b>three works</b> done during the last 7 years, <b>as per the criteria given.</b> (i.e. name of organization, value of work done and date of completion)- copies of <b>work orders, detailed BOQ and completion certificates</b> must be enclosed for each project. <b>(Enclosure O)</b>	
16	Names and addresses of the persons who will be in a position to certify about the quality as well as performance of your organization for above mentioned projects.	
17	Details of technical staff as per <b>Annexure II.</b> Does the applicant have sufficient workforce, plant & machinery, equipment etc. (provide details in <b>Annexure II)</b>	
18	Whether any Civil Suit/litigation arisen in contracts executed during the last 7 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, status of pending litigation	
19	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.	

20	<p><b>Mandatory criteria for Empanelment of Electrical Contractor:</b></p> <p>The applicant should have possessed valid Electrical Contractor License issued by Govt. Licensing Board of West Bengal or Sikkim or Andaman &amp; Nicobar Island along with Electrical Supervisory certificate of Competency under LT and HT Categories separately and supervisory license for various work. Please enclose the copy of relevant certificates. <b>The Contractors applying for LT and HT Category should submit separate applications in the relevant category. Please enclose documentary evidence of valid electrical licenses for LT &amp; HT works .</b></p> <p>Note: <b>For LT and HT category, the relevant work experience in respective category only shall be considered. Please enclose documentary evidence. (Enclosure P)</b></p>	
21	<p><b>It is mandatory to provide documentary proof for participating in our Bank's tender during last three years for existing empanelled contactors. Applications of existing empanelled contractors who have not participated in tendering process for our Bank during last three years will be rejected. (Enclosure Q)</b></p>	<p>Number of Tenders Participated during Last Three years: -</p> <p>Details of Work of Each tender-</p> <ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> <li>4.</li> <li>5.</li> </ol>

22	<p><b>Service / Office setup, Registration and (Mandatory Licenses required)</b> <b>Please enclose documentary evidence.</b> Having full- fledged service setup at Kolkata/Different Districts of W.B./Sikkim/Andaman &amp; Nicobar Island. Must have valid licenses for related trades, PAN, GST Registration etc. with respective registering authorities. In addition, the vendors should possess PF Registration and ESIC Registration. In case, the applicant has filed for such registration, which is under process, they may also apply for empanelment, but their application can be considered for empanelment only after submission of documentary proof of actual registration</p> <p><b>(Enclosure R)</b></p>	
23	<p><b>Mandatory registration from Govt. authorities</b> ESIC No: EPF No: Labor license: Enclose copies of registration. <b>(Enclosure S)</b></p>	
<p style="text-align: right;"><b>Signature of the applicant(s) with seal</b></p>		

24	<p><b>For HVAC works and CAMC of Split / Cassette / Ductable / Package and VRF/VRV AC units:</b> The applicants should submit valid dealership certificate issued by any of the OEM's of preferred make (Mitsubishi, Daikin, O-General, Toshiba, Hitachi, Bluestar, Carrier-Media, Voltas, LG, Panasonic) as given in Tender and should submit a copy of Dealership certificate for verification. The Vendors submitting for Dealership will be allowed to supply the same make AC units, however for supplying multi-Brand AC units the Vendors has to submit multiple dealerships. For continuation of Empanelment on expiry of Dealership certificate all Vendors must submit Renewed certificates.</p> <p>Note: Non-submission of Dealership certificate will be liable for rejection. <b>(Enclosure T)</b></p>	
25	<p><b>Declaration regarding near relatives working in the Bank</b></p> <p><b>(Enclosure U)</b></p>	

**NOTE:** Photographs of the completed works pasted in A-4 size paper & Photocopies of all self-attested documentary evidences to be enclosed.

**Signature of the applicant(s) with seal**

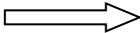
Declaration

- i) I / We declare that the information given above are true to the best of my/our knowledge. I / we also understand that if at any stage it is found/noticed by the Bank that any information thus provided by me / us is untrue / incorrect partly or fully and in case of receipt of adverse /unsatisfactory report from other clients/Bankers, the Bank may not consider my/ our application and/or may de-list me/ us and /or may take any appropriate action against us. The said decision will be binding on me/us.
- ii) I/We also understand that partly / wrongly filled application and / or applications not in prescribed pro-forma and / or applications not accompanying relevant documents / enclosures / annexed documents are liable to be summarily rejected by the Bank.
- iii) I / We also declare that I / we will not get myself / ourselves registered as contractor(s) in State Bank of India in more than one name.
- iv) I/ We agree and authorize the Bank to obtain the confidential report from my / our clients, to obtain credit opinion from the Bankers and to verify the work executed by us.
- v) I/ We submit all the Certificates and documents as mentioned in the Checklist of the Eligibility Criteria and General Conditions for Empanelment.
- vi) I/ We confirm that all the Rules prevailing in the concerned state, the Labour Laws, Risk Insurance obligations, State & Central Govt. statutory requirements etc are complied by me/ us.
- vii) I/We understands that this is merely an application and does not entitle me / us to be necessarily qualified by the Bank and the Bank reserves the right to reject all and / or any application without assigning any reason whatsoever.
- viii) I/We confirm that I/we do not have any close/near relatives in State Bank of India.

Place:  
Date:

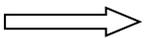
**Signature of the applicant(s) with seal**  
No. of documents duly signed and attached

**ELEGIBILITY CRITERIA AND GENERAL CONDITIONS OF EMPANELMENT****Requirement of solvency, value of work executed, and Annual Turnover is as under:****I. Interior & furniture Works**

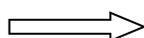
Classification of work		Minimum Amount of <u>Solvency certificate</u> equal to upper limit of the respective category (Certificate should not be after the last date of application) (Rs.)	Minimum Single Value of One Similar Type of work Completed (Rs.)	(Or) Minimum Single value of each two Similar Type of works Completed (Rs.)	(Or) Minimum Single value of each three Similar Type of works Completed (Rs.)	Minimum Average Annual Turnover of last 3 years. (Rs.)
Criteria 			80% of the Higher Limit	50% of the Higher Limit	40% of the Higher Limit	30% of the Higher Limit
Category-IA	Above Rs 50 Lakhs and up to Rs 100 Lakhs	100.00 Lakhs	80.00 Lakhs	50.00 Lakhs	40.00 Lakhs	30.00 Lakhs
Category-IB	Above Rs 25 Lakhs and up to Rs 50 Lakhs	50.00 Lakhs	40.00 Lakhs	25.00 Lakhs	20.00 Lakhs	15.00 Lakhs
Category-IC	Above Rs 10 Lakhs and up to Rs 25 Lakhs	25.00 Lakhs	20.00 Lakhs	12.50 Lakhs	10.00 Lakhs	7.50 Lakhs
Category-ID	Up to Rs 10 Lakhs	10.00 Lakhs	8.00 Lakhs	5.00 Lakhs	4.00 Lakhs	3.00 Lakhs

**II. Repair & Maintenance works (Civil, Sanitary - Plumbing and Electrical works)**

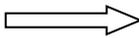
Classification of work		Minimum Amount of <u>Solvency certificate</u> equal to upper limit of the respective category (Certificate should not be after the last date of application) (Rs.)	Minimum Single Value of One Similar Type of work Completed (Rs.)	(Or) Minimum Single value of each two Similar Type of works Completed (Rs.)	(Or) Minimum Single value of each three Similar Type of works Completed (Rs.)	Minimum Average Annual Turnover of last 3 years. (Rs.)

Criteria 	(Rs.)	80% of the Higher Limit	50% of the Higher Limit	40% of the Higher Limit	30% of the Higher Limit
Category <b>CR-A</b> up to Rs. 5.00 Lakhs	5.00 Lakhs	4.00 Lakhs	2.50 Lakhs	2.00 Lakhs	1.50 Lakhs
Category <b>CR-B</b> up to Rs. 3.00 Lakhs	3.00 Lakhs	2.40 Lakhs	1.50 Lakhs	1.20 Lakhs	0.90 Lakhs
Category <b>ER-A</b> up to Rs. 2.50 Lakhs (Electrical)	2.50 Lakhs	2.00 Lakhs	1.25 Lacs	1.00 Lakhs	0.75 Lakhs

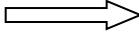
**III. Civil works including Plumbing & Sanitary (New Construction & Maintenance)**

Classification of work		Minimum Amount of Solvency certificate equal to upper limit of the respective category (Certificate should not be after the last date of application)	Minimum Single Value of One Similar Type of work Completed (Rs.)	(Or) Minimum Single value of each two Similar Type of works Completed (Rs.)	(Or) Minimum Single value of each three Similar Type of works Completed (Rs.)	Minimum Average Annual Turnover of last 3 years. (In Rs.)
			Works Completed in all respect during the Last 7 Years ended on 31.03.2025			
Criteria 		(Rs.)	80% of the Higher Limit	50% of the Higher Limit	40% of the Higher Limit	30% of the Higher Limit
Category –CA	Above Rs. 300.00 Lakhs and up to Rs. 500.00 Lakhs	500.00 Lakhs	400.00 Lakhs	250.00 Lakhs	200.00 Lakhs	150.00 Lakhs
Category –CB	Above Rs. 100.00 Lakhs and up to Rs. 300.00 Lakhs	300.00 Lakhs	240.00 Lakhs	150.00 Lakhs	120.00 Lakhs	90.00 Lakhs
Category –CC	Above Rs. 50.00 Lakhs and up to Rs. 100.00 Lakhs	100.00 Lakhs	80.00 Lakhs	50.00 Lakhs	40.00 Lakhs	30.00 Lakhs
Category –CD	Above Rs. 25.00 Lakhs and up to Rs. 50.00 Lakhs	50.00 Lakhs	40.00 Lakhs	25.00 Lakhs	20.00 Lakhs	15.00 Lakhs
Category –CE	Above Rs. 10.00 Lakhs Up to Rs. 25.00 Lakhs	25.00 Lakhs	20.00 Lakhs	12.50 Lakhs	10.00 Lakhs	7.50 Lakhs
Category –CF	Up to Rs. 10.00 Lakhs	10.00 Lakhs	8.00 Lakhs	5.00 Lakhs	4.00 Lakhs	3.00 Lakhs

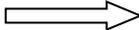
**IV. Electrical Installation work (LT )**

Classification of work		Minimum Amount of Solvency certificate equal to upper limit of the respective category (Certificate should not be after the last date of application)	Minimum Single Value of One Similar Type of work Completed (Rs.)	(Or) Minimum Single value of each two Similar Type of works Completed (Rs.)	(Or) Minimum Single value of each three Similar Type of works Completed (Rs.)	Minimum Average Annual Turnover of last 3 years. (Rs.)
			Works Completed in all respect during the Last 5 Years ended on 31.03.2025			
Criteria 		(Rs.)	80% of the Higher	50% of the Higher	40% of the Higher	30% of the
Category –ELA	Above Rs. 75.00 Lakhs and up to Rs. 100.00 Lakhs	100.00 Lakhs	80.00 Lakhs	50.00 Lakhs	40.00 Lakhs	30.00 Lakhs
Category –ELB	Above Rs. 30.00 Lakhs and up to Rs. 75.00 Lakhs	75.00 Lakhs	60.00 Lakhs	37.50 Lakhs	30.00 Lakhs	22.50 Lakhs
Category –ELC	Above Rs. 15.00 Lakhs and up to Rs.30.00 Lakhs	30.00 Lakhs	24.00 Lakhs	15.00 Lakhs	12.00 Lakhs	9.00 Lakhs
Category –ELD	Above Rs. 5.00 Lakhs and up to Rs.15.00 Lakhs	15.00 Lakhs	12.00 Lakhs	7.50 Lakhs	6.00 Lakhs	4.50 Lakhs
Category - ELE	Up to Rs. 5.00 Lakhs	5.00 Lakhs	4.00 Lakhs	2.50 Lakhs	2.00 Lakhs	1.50 Lakhs

**V. Electrical Installation work ( HT)**

Classification of work		Minimum Amount of Solvency certificate equal to upper limit of the respective category (Certificate should not be after the last date of application)	Minimum Single Value of One Similar Type of work Completed (Rs.)	(Or) Minimum Single value of each two Similar Type of works Completed (Rs.)	(Or) Minimum Single value of each three Similar Type of works Completed (Rs.)	Minimum Average Annual Turnover of last 3 years. (Rs.)
			Works Completed in all respect during the Last 5 Years ended on 31.03.2025			
Criteria 		(Rs.)	80% of the Higher	50% of the Higher	40% of the Higher	30% of the
Category –EHA	Above Rs. 75.00 Lakhs and up to Rs. 100.00 Lakhs	100.00 Lakhs	80.00 Lakhs	50.00 Lakhs	40.00 Lakhs	30.00 Lakhs
Category –EHB	Above Rs. 30.00 Lakhs and up to Rs. 75.00 Lakhs	50.00 Lakhs	40.00 Lakhs	25.00 Lakhs	20.00 Lakhs	15.00 Lakhs
Category –EHC	up to Rs.20.00 Lakhs	20.00 Lakhs	16.00 Lakhs	10.00 Lakhs	8.00 Lakhs	6.0 Lakhs

**VII. Air Conditioning works :**

Classification of work		Minimum Amount of Solvency certificate equal to upper limit of the respective category (Certificate should not be after the last date of application)	Minimum Single Value of One Similar Type of work Completed (Rs.)	(Or) Minimum Single value of each two Similar Type of works Completed (Rs.)	(Or) Minimum Single value of each three Similar Type of works Completed (Rs.)	Minimum Average Annual Turnover of last 3 years. (Rs.)
Criteria 		(Rs.)	80% of the Higher Limit	50% of the Higher Limit	40% of the Higher Limit	30% of the Higher Limit
Category –AC A	Above Rs. 50.00 Lakhs and up to Rs. 100.00 Lakhs	100.00 Lakhs	80.00 Lakhs	50.00 Lakhs	40.00 Lakhs	30.00 Lakhs
Category –AC B	Above Rs. 25.00 Lakhs and up to Rs. 50.00 Lakhs	50.00 Lakhs	40.00 Lakhs	25.00 Lakhs	20.00 Lakhs	15.00 Lakhs
Category –AC C	Above Rs. 10.00 Lakhs and up to Rs.25.00 Lakhs	25.00 Lakhs	20.00 Lakhs	12.50 Lakhs	10.00 Lakhs	7.50 Lakhs
Category –AC D	Up to Rs 10 Lakhs	10.00 Lakhs	8.00 Lakhs	5.00 Lakhs	4.00 Lakhs	3.00 Lakhs

Similar Type of work means firms should have successfully executed similar nature of comparable magnitude/value of work in a Govt. organization, Govt. undertaking / enterprise companies, other Govt. financial institutions, Public Sector Banks or Units and reputed private organizations, i.e., Listed Corporate Bodies having CIN while working as contractors/Vendor/agencies under the same name of the firm and should comply with any of the following during past seven years. GEM registration is mandatory for air-conditioning and all types of supply item vendors. **Vendors to be empaneled in higher category will be eligible to participate in the tenders in lower category.**

**GENERAL TERMS & CONDITIONS**

- a) **The Contractor Should Apply for each type of work i.e. Civil/Electrical/Interior/AC Etc. separately.**
- b) **The Contractors should apply for the highest category as per their capacity/eligibility for each type of work. For applying more than one Category of particular type of work, contractor shall need to fill up the Annexure -IV to fulfill eligibility criteria for each category of the work.**
- c) The applicants should be bona fide resourceful and well experienced contractors/agencies/firms registered with PWD/CPWD/MES/RLY/PSUs for carrying out the Civil & Allied Works for pre-qualification for undertaking Interior, Civil, Electrical Installation and repair works at different places of West Bengal, Sikkim and Andaman & Nicobar Island .
- d) For Electrical Work the respective firm must possess valid Electrical contractor's license under LT/ HT and supervisory license etc. for various work.
- d) Agencies with valid Electrical License from other states applying for this empanelment should obtain valid Electrical License from the Electrical License Board of West Bengal/Sikkim/Andaman & Nicobar Island prior to submit of any tender papers.
- e) The contractors should be equipped with necessary infrastructure like building construction equipment, machinery and tools, labour strength etc.
- f) The contractor is required to furnish **their Registration details of firm with PIN No, TAN No, GST No** etc. The applicant is to furnish the registration details for the EPF/ESI and the Labour license details under the contract labour Act.
- g) Preference will be given to those who have history of timely completion of works, taken up by them during the last 7 years. If the works could not be completed within the stipulated time in any of the cases it should have been completed within the extended time approved by the appropriate authority of the organization. Relevant work orders and completion certificates mentioning the actual work done value and time of completion for the same issued by the concerned department are to be furnished to fulfill the eligibility criteria. **Please note, without completion certificate of the work mentioned in the work order will not be consider for selection. The Format of completion certificate is enclosed as Annexure III. The Value of the work order will be considered for experience.**
- h) **The existing contractors for the Civil, Interior and Electrical works of all the categories need to apply afresh.**
- i) **It is mandatory that the applicant/contractors/agencies/firms should have full-fledged service setup at Kolkata/ Different Districts of W.B./ Sikkim/Andaman & Nicobar Island. The address of the Kolkata Office should be furnished with name & cell phone no. of the contact person.**
- j) For Assessing the Annual Turnover of the last 3 years, Contractor must submit the valid documents viz Copy of Income tax return, Profit & Loss Account and Balance sheet for the last 3 years.
- k) **On Successful Empanelment of the contractors, the empanelled contractors shall deposit one-time Earnest money equivalent to the sum not less than 2% of the work value (higher limit), Category wise in the form of STDR (Lien with bank).**
- l) The applicant should agree and authorize the Bank to obtain the confidential report from the clients of the applicant contractors, to obtain credit opinion from the Bankers and to verify the work executed by the contractors.
- m) **The contractors applying for more than one category should submit their applications separately for each category. The Contractors must submit all the necessary certificate and documents along with the application as per the enclosed Checklist to the address given below, in the prescribed format within the closing date of 31.05.2025 upto 3.00 PM. *The Envelope containing application is to be superscribed the Name of the Work and Category for which the application is being submitted. e.g. CIVIL WORK – CATEGORY – "IA"/" IB"/" IC" ETC. & ELECTRICAL WORK – CATEGORY – LT- "ELA"/" ELB" OR ELECTRICAL WORK – CATEGORY – HT- EHA"/" EHB" ETC.***

- n) The Bank shall not be responsible for the late receipt due to postal delay, strikes or any other reasons. The incomplete application is liable to be rejected summarily, and Bank reserves the right to accept or reject any or all applications without assigning any reasons thereof.
- o) Any clarification required by the Bank regarding the application should be furnished within the stipulated time instructed by the Bank, failing to which the Bank reserves the right to cancel the application for empanelment without assigning any reason thereof.
- p) Firms having near relatives in the State Bank of India shall not to be considered for empanelment.
- q) Application received after stipulated time and date will not be considered and the Bank will not responsible for non-receipt or late receipt of any application send by post/courier service. State Bank of India reserves the right to accept or reject any or all offer(s) without assigning any reason thereof.
- r) The empaneled contractors will also be engaged for maintenance work of any nature and any magnitude.
- s) Copy of Press Advertisement, Pre-Qualification Notice, and Application Form along with all details can be downloaded from Bank's website <http://www.sbi.co.in> under section "Procurement News" from 05.05.2025 to 31.05.2025.
- t) The contractors/agencies/firms should have full- fledged service setup at Kolkata/Different Districts of W.B./Sikkim/Andaman & Nicobar Island. The address of the Office should be furnished with contact details & contact person.
- u) Electrical vendor should be good liaison with Power department like CESC/WBSEDCL/DPL/DSP/A&N Power Department/ Department of Power of Sikkim Etc.
- v) Contractor must submit the Valid E-mail ID, Cell No and Digital Certificate to enable the Firms for participation in the online procurement/ e-Tendering.
- w) Separate Checklist of Annexures duly signed by applicant to be submitted along with the application.
- x) **Application should be submitted in Spiral Binding maintaining serial of Enclosures/ Annexures as asked in the Application format.**

Sd/-

**Assistant General Manager (Premises & Estate),  
State Bank of India, Local Head Office, Kolkata.**

Declaration,

I hereby confirm that all information, particulars, copies, of certificates and testimonials in connection with my empanelment are correct and genuine. I am, therefore, liable to face appropriate actions as deemed fit by the Bank in the event of any of the information, particulars, copies of certificates and testimonials are not found correct and genuine. The decision of SBI shall be binding, conclusive and non-objectionable to the said effect.

Place:

Date:

**Signature of the applicant(s) with seal**

No. of documents duly signed and attached [\_\_\_\_\_]

**ANNEXURE – I****PARTICULARS. IN RESPECT OF WORKS EXECUTED FOR THE LAST 7 YEARS. INCLUDING WORK ON HAND**

<b>Name of the Applicant</b>	
<b>Name of Work</b>	
<b>Category</b>	

<b>Sl. No.</b>	<b>Name of work / project with address</b>	<b>Description of work executed</b>	<b>Name and address of the clientele with e-mail address</b>	<b>Nature of work</b>	<b>Period of completion of work as per tender</b>	<b>Actual time of completion</b>	<b>Name of Architect / Consultant with address</b>	<b>Value of work</b>
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

**NOTE:**

1. Credential issued by the clients shall be enclosed.
2. Works should have been executed by the firm under the name for which the application is submitted.
3. Information has to be filled up specifically in this format. Please do not write remarks" as indicated in Brochure"
4. Indicate other points, if any, to show your technical competence to indicate any important point in your favour.

Place:

**Signature of the applicant(s) with seal**

Date:

**ANNEXURE II****KEY PERSONNEL PERMANENTLY EMPLOYED IN THE ORGANISATION**

<b>Name of the Applicant</b>						
<b>Nature of Work</b>						
<b>Category</b>						
<b>Sl. No.</b>	<b>Name</b>	<b>Designation</b>	<b>Qualification</b>	<b>Experience</b>	<b>Years. with the firm</b>	<b>Remarks</b>
I.	Technical					
II.	Administration					

(Please enclose the proof of permanent employees such as identity card issued by the company, appointment letter, EPF registration certificate Etc.)

<b>Sl. No.</b>	<b>Work force permanently Employed</b>	<b>Total Nos.</b>	<b>Years. with the firm</b>
i.	Masons		
ii.	Carpenters.		
iii.	Electricians		
iv.	Plumbers.		
v.	Painters.		
vi.	Others.		

2. List of equipment / machinery in possession of the firm / hired.

<b>Sl. No.</b>	<b>List of Major constructional equipment in possession of the firm including testing of project</b>	<b>Total Nos.</b>	<b>Years. with the firm</b>

Notes:

- Information has to be filled up specifically in this format. Please do not write remarks" as indicated in Brochure"
- Indicate other points, if any, to show your technical competence to indicate any important point in your favour.

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

**Signature of the applicant(s) with seal**

ANNEXURE – III

**Format of Completion Certificate**  
**(In Letter Head of the Organization)**

Date:

**TO WHOMSOEVER IT MAY CONCERN**

This is to certify that M/s \_\_\_\_\_, having their registered office at \_\_\_\_\_ who were awarded the work of \_\_\_\_\_, have successfully executed and completed the work as detailed below.

01.	Work Order No. & Date	:	
02.	Name of work	:	
03.	Brief scope of work	:	
04.	Location of work	:	
05.	Value of work as per W.O. etc.	:	
06.	Date of commencement of work	:	
07.	Revised Value as per execution	:	
08.	Completion Period	:	
09.	Date of actual completion of work	:	
10.	Reason of delay/extension		
11.	Whether any Penalty/ Liquidated Damages imposed. If yes, please give the reason.		

Place: -

Date: -

**Signature of the Authorized signatory with Stamp**

**Annexure – IV**

<b>Sl. No.</b>	<b>Particulars</b>	
01	Name of the applicant	
02	Nature of work applied for (Civil, Interior, Electrical Installation & Repairs)	
03	Category applied for	
<b>Willing to work for another Category as under</b>		
	<b>Category</b>	<b>Value of work</b>
01		
02		
03		

Place: -

Date: -

Signature of the Authorized signatory with Stamp

Annexure –V

**SELF-DECLARATION - NO BLACKLISTING**  
(TO BE SUBMITTED AS PART OF APPLICATION)

In response to the Application of SBI dated 05.05.2025 for Empanelment of Contractors/ Vendors/ Agencies as an Owner/ Partner/ Director/ Authorized Signatory of \_\_\_\_\_, I/We hereby declare that presently I / our company / firm \_\_\_\_\_, at the time of bidding: -

- i. Possess(es) the necessary professional, technical, financial and managerial resources and competence required by the Bidding Document
- ii. Have fulfilled my/ our obligation to pay such of the taxes payable to the Union and the State Government or any local authority as specified in the Bidding Document
- iii. Is having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any State/ Central government/ PSU/ UT
- iv. Does not have any previous transgressions with any entity in India or any other country during the last five years
- v. Does not have any debarment by any other procuring entity
- vi. Is not insolvent in receivership, bankrupt or being wound up, not have its affairs administered by a court or a judicial officer, not have its business activities suspended and is not the subject of legal proceedings for any of the foregoing reasons
- vii. Does not have, and our directors and officers have not been convicted of any criminal offence related to their professional conduct or the making of false statements or misrepresentations as to their qualifications to enter into a procurement agreement within a period of five years preceding the commencement of the procurement process, or not have been otherwise disqualified pursuant to debarment proceedings
- viii. Will comply with the code of integrity as specified in the bidding document
- ix. If this declaration is found to be incorrect then without prejudice to any other action that may be taken as per the provisions of the applicable laws, my/ our firm may be blacklisted by you and our Bid, to the extent accepted, may be cancelled. The decision of SBI shall be final, conclusive and non-objectionable to the said effect.

***Signature of the applicant(s) with seal***

Annexure –VI

**DECLARATION REGARDING NEAR RELATIVES WORKING IN THE STATE BANK OF INDIA**

I/We.....S/o/D/o.....  
.....Residing at .....  
..... hereby certify that none of our relatives(s) as defined in the Tender document is/are employed in the State Bank of India as per details given in tender document. In case at any stage, it is found that the information given by me is false/incorrect, the State Bank of India shall have the absolute right to take any action as deemed fit, without any prior intimation to me.

(The near relatives are members of a Hindu undivided family/husband and wife/ the one related to the other in the manner as father, mother, son(s) and son’s wife (daughter-in-law), daughter(s), husband (son-in-law), brother(s) and brother’s wife, sister(s) & sister’s husband (brother-in-law).

Place :

Date :

Signature of Applicant with Seal

Name in Capital Letters:

Address:

**Annexure –VII**

**DETAILS OF THREE RESPONSIBLE CLIENTS / PERSONS TO WHOM THE MAJOR WORKS  
CARRIED OUT BY THE APPLICANT**

SL NO	Name of the Official	Organization & Address	Contact Numbers	E-mail ID

**(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**

**Annexure –VIII**

**DETAILS OF LITIGATION / ARBITRATION CASES RESULTING FROM THE CONTRACTS EXECUTED  
IN THE LAST SEVEN YEARS OR CURRENTLY UNDER EXECUTION**

<b>Year</b>	<b>Award For or Against Applicant</b>	<b>Name Of Client</b>	<b>Cause Of Litigation And Matter Of Dispute</b>	<b>Disputed Amount</b>	<b>Actual Awarded Amount</b>

**(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

<b>Name of the Applicant</b>	
<b>Name of Work</b>	
<b>Category</b>	

- 1) Application form.
- 2) Annexure –I
- 3) Annexure –II
- 4) Annexure –III (Copies to submitted as per requirement)
- 5) Annexure –IV (If applicable)
- 6) Annexure –V to Annexure –VIII
- 7) Other **Enclosures** From “A” to “U”

**Enclosures:**

Sl. No.	Particulars	Submitted	Checked	Verified
			For office use only	
1	Copy of Registration of Company/ Memorandum of Articles/Association of Articles/ Partnership Deed			
2	Solvency/ Net Means Certificate			
3	Bank Credit sanction letter			
4	I.T. Registration and Assessment order			
5	GST Registration and Assessment Order			
6	Copies of Mandatory Registration Certificate with EPF, ESI and Labour Commissioner			
7	Balance Sheet and Profit & Loss Account for the last 3 years.			
8	Copies of Empanelment and registration details with other Dept./Organization			
9	Work Completion Certificates, category wise			
10	Copy of the valid Electrical contractor's license under LT/ HT category and supervisory license for various works <b>(In case of empanelment for Electrical Contractor only).</b>			
11	Certificates from (Original Equipment Manufacturers), <b>(applicable only for the firms/contractors applying for empanelment as AC Contractor)</b>			
11	Photographs of completed works			
12	Signature in Applications and Annexure I to VIII (Relevant annexures only) and other Annexures/Documents/ Enclosures.			

Tick the column under the head 'submitted'.