



**REQUEST FOR QUALIFICATIONS
FOR EMPANELMENT OF VENDORS FOR SUPPLY, INSTALLATION AND
MAINTENANCE OF LED DIGITAL DISPLAY BOARD SYSTEMS
AT OFFICES OF SBI CHENNAI CIRCLE**

*** ALL THE BIDDERS SHOULD HAVE DIGITAL SIGNATURE WITH
ENCRYPTION.**

Ref: M C & CSR/2025-26/84 dated: 31/10/2025

**Chief Manager
State Bank of India
M C & CSR Department,
Local Head Office,
Chennai – 600 006**

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REQUEST FOR QUALIFICATIONS (RFQ)

State Bank of India, having its Corporate Office at Mumbai and one of its Local Head Office at Chennai is proposing for empanelment of vendors for Supply, Installation, Testing & Commissioning of LED Digital Boards and peripherals in their branches/offices in the State of Tamil Nadu and Union Territory of Puducherry.

In order to meet the requirements, applications are invited from Firms/Companies who desire to be empaneled with State Bank of India (Chennai Circle). The empanelment is intended for vendors providing comprehensive services related to LED digital display board solutions, including installation, integration, maintenance, software support, and related peripherals at the branches/offices of State Bank of India in State of Tamil Nadu and Union Territory of Puducherry including a large number of branches in rural areas.

Applicants who fulfil the eligibility criteria as per **Annexure-B** and are interested in providing such services as stated above to State Bank of India (Chennai Circle) can apply for empanelment.

State Bank of India (Chennai Circle) intends to empanel such firms/companies who have strong installed base, financial standing, well established partner relationships, good market reputation, support and service network in entire state of Tamil Nadu as well as in Puducherry (Union Territory).

The responses to the RFQ should include the following Annexures as enclosures/attachments:

Annexure	Index
Annexure – A	Application Form (Application Covering Letter).
Annexure – B	Vendor's Eligibility Criteria for Pre-Qualification.
Annexure – C	Profile of the Vendors and Compliances.
Annexure – D	List of major contracts undertaken during the last five years including the contracts on hand.
Annexure – E	Copies of the past three years audited balance sheets of the firm, and auditor reports and any other relevant documents clearly establishing the volume of Contracts/Work orders undertaken.
Annexure – F	List of registered offices and branch offices, with addresses, telephone numbers, names of key support staff.

Annexure – G	Testimonials and details of similar empanelment relationships with major corporates, especially those in the financial sector.
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Based on the information thus provided by the applicants, the Bank will short-list the firms/companies who prima-facie fulfill the Bank's requirements.

Short-listed firms/companies are required to make detailed presentations to the Bank's internal Evaluation Committee along with required documents substantiating eligibility criteria as mentioned in **Annexure-B**. The Committee may visit the offices of the firms/companies as part of the empanelment process, if considered necessary. Information relating to the Bank's final decision regarding empanelment will be conveyed directly to the selected applicants. No further correspondence will be entertained with those applicants who do not meet the Bank's requirements. This RFQ is not an offer by SBI but only an invitation to receive applications from the eligible applicants who fulfill the eligibility criteria as prescribed by the Bank. No contractual obligations whatsoever shall arise from the RFQ process unless and until a formal contract is executed in the matter.

Selected vendors will be intimated of their empanelment. The empanelment will be in force for **three years or new empanelment whichever is later**, subject to review at regular intervals.

Please note that the Bank's existing empaneled vendors who wish and intends to be considered on the new empanelment are also required to respond to this "Request for Qualifications" notice.

Interested Firms/Companies may submit their responses to RFQ in a sealed cover addressed to "**The Chief Manager (Marketing, Communications & CSR)**, State Bank of India, M C & CSR Department, 6th Floor, Chennai Local Head Office, No.16, College Lane, Nungambakkam, Chennai – 600 006" superscripted as "**RFQ for Empanelment of Vendors for SITC Of LED Digital Display Board Systems of Chennai Circle**", through post/courier/hand-delivery to reach the above address latest **by 06.00 PM on 24.11.2025**. No applications will be accepted after the appointed date and time.

The Bank reserves the right to accept / reject any application, or cancel the whole process, without assigning any reason thereof.

Scope of Work

1.0 State Bank of India is proposing for SITC of LED Digital Display Boards capable of displaying Videos and Images as required by the Bank from time to time, in the Chennai Circle.

1.1 The size of the display may vary depending upon the site conditions.

1.2 The Bank may advise qualified vendors to quote the rates for the OPEX and CAPEX model of operation as per the site requirements. The CAPEX model is the SITC of the LED boards as required by the Bank for which the Bank will pay the cost of the equipment and shall be the owner of the equipment supplied. However, the Operation and Comprehensive Maintenance of the Board shall be the scope of the Vendor for 3 years from the date of installation and handover to Bank. Whereas in the OPEX model, the ownership remains with the vendor. All other terms and conditions remain unchanged.

1.3 SBI invites applications from the bona-fide, resourceful and experienced contractor / firm who have the requisite qualifying experience specified in the eligibility criteria for the proposed works.

1.4 The shortlisted / prequalified contractors will be required to participate in the online tender, and the successful tenderer will be awarded.

1.5 The contractor who has been awarded with the project has to enter into Agreement with the Bank.

1.6 The scope of the work includes

- ✓ SITC of LED Digital Display Board as required by the Bank including interconnecting power wiring, data cabling to cloud operations etc.,
- ✓ Obtaining regulatory permissions from Authorities like, Municipal Corporations, Panchayat Administrations, Police Authorities and any other Authority not explicitly mentioned here but required for the smooth installation and operation of the LED display boards. Any payment to be made for obtaining such permission (one-time or recurring) shall be borne by the Vendor.
- ✓ Managing the display Content like modification of the creativity to suit the board, uploading in the cloud and ensuring the content displayed as and when required by Bank.
- ✓ The vendors to quote the rates covering all the items required above. NO request for change in the rates will be entertained post opening of the bids. Similarly, ignorance of the Terms and Conditions and Scope of Work will not be accepted.

1.7 The Work shall, in general be executed as per specification, relevant Indian Standard (IS) Codes, etc.

1.8 The digital display contents are to be uploaded on real-time basis. Maximum time allowed for upload is 6 hours. Failure to comply results in breach of contract. Similarly, the boards should be in running condition with proper maintenance and the maximum downtime of the board shall be restricted to 12 hours.

INSTRUCTIONS TO TENDERERS

- ✓ Only those bidders satisfying the eligibility criteria given in the RFQ need to apply.
- ✓ The Bidder is advised to read carefully all instructions and conditions appearing in this document and understand them fully. All information and documents required as per the bid document must be furnished online. Failure to provide the information and/or documents as required may render the bid technically unacceptable.
- ✓ Bidders should note the number of documents - including the names and content of each of the document that need to be uploaded. The list is given in the checklist.

ANNEXURE - A

APPLICATION FORM

[On Company's Letter Head]

From

To

The Chief Manager (M C & CSR)
State Bank of India, 6th Floor,
Chennai Local Head Office, No.16, College Lane,
Nungambakkam, Chennai – 600 006.

Dear Sir,

RFP REF: MARKETING/2025-26/84 DATED: 31/10/2025
EMPANELMENT OF VENDORS FOR SITC & COMPREHENSIVE MAINTENANCE OF
LED DIGITAL VIDEO WALL / BOARD

In response to your enquiry/advertisement for the empanelment of vendors for supply, installation and maintenance of Digital LED Video Walls/Boards, we hereby submit the necessary information.

2. The application is submitted by me, on behalf of the firm, in the capacity of _____ . I am duly authorized to submit the same.

3. We apply for the empanelment of vendors for supply, installation and maintenance of Digital LED Video Walls/Boards and we understand that the final awarding of contracts/work orders is based on tendering process which will be conducted separately at Local Head Office, Chennai.

4. We hereby certify that on the date of submission of Bid for this RFQ, we do not have any past/ present litigation which adversely affect our participation in this RFQ, or we are not under any debarment/blacklist period for breach of contract/fraud/corrupt practices by any Scheduled Commercial Bank/ Public Sector Undertaking/ State or Central Government or their agencies/departments.

5. We understand that the Chief Manager (M C & CSR), State Bank of India, Chennai LHO, reserves the right to reject/accept all/any of the applications without assigning any reason.

Place:

Date:

SEAL

SIGNATURE OF THE APPLICANT

ANNEXURE – B

BIDDER'S ELIGIBILITY CRITERIA FOR PRE-QUALIFICATION

S. No.	Eligibility Criteria	Compliance (Yes/No)	Documents to be submitted
1.	The applicant should be a current legal entity with a minimum 5 years of experience in the field of SITC of LED Digital Video Boards as on 31.10.2025		Copy of Shop establishment certificate issued by the local authorities/MSME/Udyog Aadhar in case of proprietorship or copy of partnership deed in case of partnership firm or Certificate of Incorporation and Certificate of Commencement of Business in case of Public Ltd Co., or Certificate of Incorporation in case of Private Ltd Co., issued by the Registrar of Companies. The copies should be self-attested by the authorized person with seal and signature.
2.	The applicant should have minimum average turnover of Rs. 15.00 lakhs during last 3 financial years. The Vendor should be a profitable organization on the basis of profit before tax (PBT) for the last 03 (three) financial years mentioned in para 2 above.		A certificate from the Chartered Accountant confirming the turnover and Profit/Loss details for the last 3 financial years i.e. from FY 2022-23 to FY 2024-25 shall be submitted.
3.	Vendor should have experience of minimum 5 years in providing the Supply, Erection, Installation and Maintenance services of LED Boards and Video Walls in CAPEX or OPEX Model and he should be operational in Tamil Nadu / Puducherry. The Vendor shall have provided similar services to any PSUs/ Banks/Financial Institutions/Insurance Companies/IT firms/reputed MNCs for a Minimum period of 3 years.		Copy of the order and / or Certificate of completion of the work.

S. No.	Eligibility Criteria	Compliance (Yes/No)	Documents to be submitted
4.	<p>The participating vendor must have successfully executed / completed aforesaid services, over the last 5 Financial years as under: -</p> <p>a) Three similar completed services each costing not less than the amount equal to Rs. 30.00 lakhs; or</p> <p>b) Two similar completed services each costing not less than the amount equal to Rs. 37.50 Lakhs; or</p> <p>c) One similar completed service each costing not less than the amount equal to Rs. 60.00 Lakhs.</p>		Copy of the purchase order and Certificate of completion of the work mentioning the value of the completed work from the client to be submitted.
5.	Client references and contact details (email/ landline/ mobile) of customers for whom the Vendor has executed similar projects in India.		Vendor should specifically confirm on their letter head in this regard as per Annexure-G
6.	The Vendor should have necessary support setup in Tamil Nadu and Pondicherry with adequate skilled support personnel, equipment, etc.,		Complete contact and address details in Tamil Nadu/Pondicherry, Proof of Telephone Bills, Property Tax, Lease Agreement etc are to be submitted.

Preference shall be given to Vendors with the below certifications

- (i) CMMI Level 3 certified or higher or possess an equivalent process quality certification.
- (ii) BIS certified Company
- (iii) ISO Certified Company.

Note: Documentary evidence must be furnished against each of the above criteria along with an index. All documents must be signed by the authorized signatory of the company. Relevant portions, in the documents submitted in pursuance of eligibility criteria, should be highlighted. In case, the Bank finds any of the above statement or documentary evidence to be false, the vendor will be disqualified without any further notice even if the vendor is shortlisted.

Place:

Date:

SEAL

AUTHORIZED SIGNATORY OF THE COMPANY

BIDDING FORM
PRE-QUALIFICATION – VENDOR’S PROFILE

1.	Name of the Organization / Firm / Company	:	
2.	Constitution of the Firm (Company / Firm / Proprietary)	:	
3.	Year of Establishment	:	
4.	Name of the Proprietor (or) Names of Partners / Directors / Associates	:	a) b) c)
5.	Address (Head Office)	:	
6.	Whether Offices available in	:	CHENNAI YES/NO MADURAI YES/NO TRICHY YES/NO SALEM YES/NO COIMBATORE YES/NO PONDICHERRY YES/NO
7.	Address (Offices at Tamil Nadu & Pondicherry)	:	
8.	Number of Support Personnel/Technicians	:	a) For Tamil Nadu: b) For Pondicherry:
9.	PAN Number (for TDS)	:	
10.	GST Number	:	
11.	Contact Details:	:	a) Landline Number(s): b) Fax Number(s): c) Mobile Number(s): d) Email Address(es):
12.	Specify the maximum value of single work executed in the past 3 years.	:	

Note: Documentary evidence should be furnished in support of the above credentials and should be duly attested and stamped by the authorized signatory of the company.

Place:

Date:

SEAL

AUTHORIZED SIGNATORY OF THE COMPANY

ANNEXURE - D

**PRE-QUALIFICATION - LIST OF MAJOR CONTRACTS UNDERTAKEN
DURING THE LAST 5 YEARS**

S. No.	Name and Address of the Client	Period of Contract		Districts covered	Contract Value (in ₹)
		Month from	Month upto		
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

Notes:

1. Credentials such as Work Orders / Purchase Orders and / or experience / service certificates / work completion certificates issued by the clients shall be enclosed as **Annexure-G**.
2. The work should have been executed by the firm/company under the name in which they are submitting the applications. In case of recent change in the name of the firm/company, suitable documents are to be produced evidencing the change in the name.

Place:

Date:

SEAL

AUTHORIZED SIGNATORY OF THE COMPANY

ANNEXURE – E

**COPIES OF THE PAST THREE YEARS AUDITED BALANCE SHEET,
AUDIT REPORT & OTHER DOCUMENTS ESTABLISHING THE VOLUME
OF AMCs UNDERTAKEN.**

S.No.	Year	Audited Balance Sheet / Audit Report	Profit Before Tax (Rs.)
1	2022-23		
2	2023-24		
3	2024-25		

Place:

Date:

SEAL

AUTHORIZED SIGNATORY OF THE COMPANY

ANNEXURE – F

**LIST OF REGISTERED OFFICE AND BRANCH OFFICE WITH NAME,
ADDRESS, TELEPHONE NUMBERS AND EMAIL**

S.NO.	Details of registered Office / Branch Office with Address	Tel Nos	Email Id	Name of the Key support staff with mobile no

Place:

Date:

SEAL

AUTHORIZED SIGNATORY OF THE COMPANY

ANNEXURE - G

Format for Submission of Client References

To whosoever it may concern

Particulars	Details
Client Information	
Client Name	
Client address	
Name of the contact person and designation	
Phone number of the contact person	
E-mail address of the contact person	
Project Details	
Name of the Project	
Start Date	
End Date	
Current Status (In Progress / Completed)	
Size of Project	
Value of Work Order (In Lakh) (only single work order)	

Place:

Date:

SEAL

AUTHORIZED SIGNATORY OF THE COMPANY