



**STATE BANK OF INDIA, PREMISES & ESTATE DEPT., 2<sup>ND</sup> FLOOR, LOCAL HEAD OFFICE, III/1, PT. J N MARG, KHARVELNAGAR, BHUBANESWAR-751001, ODISHA**

**TENDER ID: BHU/P&E/2025-26/18**

**DATE: 31.12.2025**

**NOTICE INVITING APPLICATION FOR EMPANELMENT OF AC VENDORS.**

State Bank of India, Local Head Office, Bhubaneswar intend to empanel vendors under Air-Conditioning (AC) Category i.e for its various Air-Conditioning work for its Offices/Branches within the jurisdiction of Bhubaneswar Circle, Odisha (consists of four modules i.e. Bhubaneswar, Balasore, Sambalpur & Berhampur):

1. Name of Work	Empanelment of AC Vendors for State Bank of India, Local Head Office, Bhubaneswar, Odisha
2. Availability of Empanelment Application forms	Application forms and other documents can be downloaded from the Bank's website <a href="http://www.sbi.co.in">www.sbi.co.in</a> <link>SBI in the News>Show More >Empanelment of Vendors from 31.12.2025 to 15:00 Hrs on 22.01.2026.
3. Last Date & Time of submission of applications:	22.01.2026 by 15.00 hours.
4. Place of Submission of Applications:	Assistant General Manager (P&E), Premises & Estate Dept., 2 <sup>ND</sup> Floor, State Bank of India, Local Head Office, III/1, Pt. J N Marg, Kharvelnagar, Bhubaneswar-751001, Odisha.
5. For clarifications please contact:0674-2394637, E-mail: <a href="mailto:agmpre.lhobhu@sbi.co.in">agmpre.lhobhu@sbi.co.in</a>	

Premises & Estate Dept., LHO, Bhubaneswar on behalf of SBI, Bhubaneswar Circle intend to empanel AC vendors on an ongoing basis under various categories for its various Air-conditioning projects and AC maintenance in the State Bank of India's offices/branches situated in the of Odisha state. Duly completed applications in the prescribed format with required documents etc. **should be submitted on or before due date 22.01.2026**. The eligibility criteria, terms and conditions, application format and other detail/requirement are as under:

**(5) MINIMUM ELIGIBILITY CRITERIA:**

(Table – ‘A’)

S N	Trade	Category	Specified Project Cost Limit (Amount in Rupees)	(*) Similar Work Executed/Completed During Last 7 Years (any one of the following)			**Average Turnover of Last 3 Years (Minimum) & Solvency Required	Experience of Firm
				One work	Two works each	Three works each		
(1)	<b>(+) Air Conditioning works including maintenance</b>	ACA	Above Rs.35 Lakh up to Rs.50 Lakh	of Rs.40 Lakh	of Rs.25 Lakh	of Rs.20 Lakh	Rs.15 Lakh	7 Years
		ACB	Above Rs.20 Lakh up to Rs.35 Lakh	of Rs.28 Lakh	of Rs.17.50 Lakh	of Rs.14 Lakh	Rs.10.50 Lakh	
		ACC	Above Rs.10 Lakh up to Rs.20 Lakh	of Rs.16 Lakh	of Rs.10 Lakh	of Rs.8 Lakh	Rs.6.00 Lakh	
		ACD	Up to Rs.10 Lakh	of Rs.8 Lakh	of Rs.5.00 Lakh	of Rs.4 Lakh	Rs.3.00 Lakh	
		ACE	Up to Rs.5 Lakh	of Rs.4 Lakh	of Rs.2.5 Lakh	of Rs.2 Lakh	Rs.1.5 Lakh	

(+) AC Vendors already empaneled under Bhubaneswar Circle under different categories ACA, ACB, ACC & ACD in the year 2024 vide our notification no. BHU/P&E/07/2023-24/03A Dated 28.07.2023 **need not to apply again.**

However, existing empaneled AC vendors, who wish to apply for higher category can submit their application with supportive documents as sought in this Notice Inviting Application (NIA). Or if a vendor already empaneled in Higher category and they wish to

empaneled in lower category including ACE ( which is new) upto 5 lakh need to submit only a willingness letter on their letter head with name of the categories.

For New applicants, they are required to submit their application with supportive documents as sought in this Notice Inviting Application (NIA).

(\*) Applicants should have experience in having successfully completed similar work (single order) during last 7 years ending on 31.03.2025 of value as prescribe in table 'A' above for Government/Semi-Government/PSUs/Banks/Government Financial Institutions/reputed Organizations which is acceptable to the Bank. The information must be supported with the copies of Work Order, Satisfactory Completion Certificate and Proof of payment/Form 26 AS etc.

- A. (\*\*) Applicants should have minimum average annual turnover prescribed in above table during last 3 years ending on 31<sup>st</sup> March of last financial year.
- B. The applicants should Office or Service Centre in Odisha. The Documentary proof is to be attached.
- C. The applicants should submit Solvency of specified value issued by any Scheduled Bank. The Solvency Certificate should not have been issued prior to 1<sup>st</sup> July, 2025.
- D. All applicants need to submit latest GST filing letter, to ascertain the regularity in GST.
- E. All applicants should have GST number. Copy to be submitted.
- F. Air- conditioning works comprises of all type of AC works such as Hi-wall split, Cassette, Ductable, VRF including supply and maintenance. Contractors/dealers/vendors should have & furnish the **valid authorization certificate or Dealership Certificate** issued by the authorized person of AC manufacturing company OEM for sales/service. Original Equipment Manufacturers (OEMs) of above mentioned companies are also eligible to apply and they need not to submit the authorization letter.

**The application not fulfilling any of the above minimum eligibility criteria will be summarily rejected and no further processing will be carried out.**

## **6. GENERAL CONDITIONS:**

- (i) The applicant applying for one or more than one category shall need to ensure that: -
  - a. They must fulfill the eligibility criteria for each category of the work and

b. Applicants need to submit one application for one category with supporting credential as per Table \_A. However, if any applicant interested for more than one category or lower category they need to submit only a willingness letter on their letter head with name of the categories. Separate application & documents for lower category not required..

(ii) The applicant must submit sufficient documentary evidence/work completion certificates etc. meeting the above-mentioned criteria from the Govt./Semi Govt./PSUs/Banks/Government Financial Institutions/reputed Organizations during last 7 years.

(iii) The applicant should be bonafide resourceful and well experienced contractor/agency/firm registered with Banks/PWD/CPWD/MES/RLY/PSUs/Reputed Corporate firms for carrying out the captioned works for pre-qualification at different places Odisha state.

(iv) The applicant should not have been blacklisted or included in negative list on account of poor or unsatisfactory performance / blacklisted from any Governments, Semi-governments, PSUs, Banks or any other organizations including any of the Offices/Branch of State Bank of India Pan India during last 7 years from the date of publication / application of this notice. A suitable declaration to be submitted on the Letter Head of the Firm duly signed by the Authorized Signatory only. The application of disqualified/debarred/blacklisted/terminated on account of poor or unsatisfactory performance applicant shall be summarily rejected.

(v) The SBI may choose to carryout physical inspection of works mentioned by the applicants in their application forms in addition to calling for confidential reports from the respective employer/department to ascertain their capability and quality of works.

(vi) The performance of all the empaneled contractors shall be reviewed by the SBI at periodical interval of 6 months or so and the contractors with unsatisfactory performance and also those who do not respond to **4(FOUR) consecutive tender in their respective category** enquiries of the SBI without informing any valid reasons will be removed from the panel without notice and no correspondence will be entertained in this regard. Such contractors if any found in existing panel shall not be eligible for fresh empanelment in the SBI for next 3 years, thereafter, if they wish they can apply afresh for empanelment in prescribed format.

(vii) The vendor/contractors should be equipped with necessary infrastructure like machinery and tools, labour strength etc.

- (viii) The contractor is required to furnish their PAN No, GSTIN Registration details of firm with GSTIN No. etc. to the SBI along with supporting documents.
- (ix) The contractor should furnish the registration details for the EPF, ESI and the Labour license details under the Labour Contract Act. Further, the selected contractors shall be bound to make payment to their workmen through their Bank account and preferably to have their Bank account in State Bank of India branches.
- (x) Preference will be given to those contractors who have history of timely completion of works/projects taken up by them during the last 7 years. The contractors prone to delay the projects without valid reasons may be disqualified by the SBI within its sole discretion.
- (xi) The panel of contractors will be valid for the entire Odisha state and contractors will be entitled to participate anywhere within Odisha states, subject to receipt of NIA from the SBI.
- (xii) The SBI is invariably inviting online tenders for its projects. Thus, the contractor will have to submit valid e-mail ID, cell no. and Digital Certificate to enable the firms for participation in the online procurement/e-tendering.
- (xiii) For assessing the Annual Turnover of the last 3 years, contractor must submit valid documents viz copy of Income Tax Return, copies of IT assessment order, Profit & Loss Account and Audited Balance Sheet for the last 3 years.
- (xiv) The applicant shall agree and authorize the SBI 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.
- (xv) All the pages of application shall be duly signed with stamp of firm by the contractors; else their application shall be summarily rejected.
- (xvi) The intending applicants are categorically advised to submit the empanelment documents strictly in the attached formats only. The information required should be neatly filled/typed in **each and every columns and rows** of the Formats. **The applications received with “partly filled formats” not containing desired information in each and every columns/points/row of various annexures 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.**
- (xvii) **The applicants are categorically advised to refrain from mentioning the remark “AS PER ATTACHEMENT/ENCLOSURES” in their applications and annexures to avoid rejection of their applications.**

(xviii) Applications received will be screened periodically by the SBI at interval of 6 months or as and when need arises with the sole discretion of the SBI and no correspondence will be entertained in this regard.

(xix) All the details must be incorporated in the application form downloaded from the State Bank of India's website. Incomplete information / not fully filled form will be rejected.

(xx) After completion of empanelment process, the successful vendors under the AC trade need to submit one time EMD, which is 2% of respective upper value of specified category cost limit.

7. The eligible and interested parties may download prescribed application form and other details from our website of vendors [Empanelment of Vendors - SBI In the News](#) under the head of "Empanelment of vendors". The application in the prescribed format with all supporting documents in sealed envelope (A-3/A-4) and superscripted as '**APPLICATION FOR EMPANELMENT OF CONTRACTORS IN ODISHA STATE FOR TRADE AIR CONDITIONING WORKS INCLUDING MAINTENANCE & CATEGORY.....**' shall be submitted at the office of The Assistant General Manager (P&E), 2<sup>nd</sup> Floor, Local Head Office, III/1, P.T J.N Marg, Bhubaneswar-751001. The applications so received from the contractors shall be examined and evaluated by a Committee in the SBI.

8. The prequalification criteria mentioned above is minimum. Thus, the **empanelment of vendors in each category shall be considered by the SBI purely on merits, performance of the contractor in timely execution of the project with quality, feedback / confidential reports of the firms/applicant received from other employers/Bank/SBI etc. Hence, merely fulfilling the prescribed minimum prequalification criteria shall not entitle the contractor for their empanelment with the SBI.**

9. The SBI reserves its right to empanel contractor as per its needs in each category & trade. The empanelment of contractors shall be considered on merits within the sole discretion of the SBI and cannot be claimed as right by the applicant and no correspondence shall be entertained by the SBI in this regard.

10. No Separate applications required for each category. Single application with supporting document and a willingness letter on their letter head with name of the lower categories they wish to empaneled is sufficient. Without willingness letter, It will be considered for one category as deemed fit as per document and eligibility criteria.

11. Canvassing in any form including bringing influence from any person/agency/Officials/authorities shall lead to disqualification for the empanelment

exercise.

12. **The application will be accepted through 'Speed Post or Courier or Hand delivery (with acknowledgment). No other mode of delivery will be accepted.** Completed applications must reach this office by speed post on or before **22.01.2026**. Applications received after due date will not be entertained during the current exercise (Postal/Courier delay, if any, will not be considered). The applications received after due date may be considered by the SBI not before 6 months after completion of current empanelment exercise, within its sole discretions of SBI. However, applicant shall not be entitled to raise any claim for the same and no correspondence shall be entertained in this regard.
13. The applicant do not having office at Odisha state need to set up their office within 1(ONE) month of their empanelment. All future correspondence in connection to work shall be done in that address. The vendors not having GST number of Odisha state will be not entertained for any work.
14. The SBI reserves the right to accept or reject any or all the applications without assigning any reason thereof and no correspondence will be entertained in this regard.

**Assistant General Manager,  
P&E, State Bank of India,  
LHO, Bhubaneswar**

**STATE BANK OF INDIA**  
PREMISES & ESTATE DEPARTMENT,  
LOCAL HEAD OFFICE, 2<sup>ND</sup> FLOOR, III/1, Pt. J N MARG,  
BHUBANESWAR-751001

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

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

TRADE : .....

CATEGORY: .....

1	a) Name of the Applicant / Firm / Organization	
	b) Full Postal Address of Firm	
	c) Contact Details (i) Phone No.(Landline) (ii) Mobile No. (iii) Fax No. (iv) e-mail Id	 ..... ..... ..... .....
2	Year of Establishment  (Enclose certified copies of documents as an evidence ENCLOSURE 'A')	

3	<p>Constitution of Firm (Enclose certified copies of documents as an evidence of ENCLOSURE 'B')</p>	<p>Sole proprietorship/ Partnership /Private Ltd. / Public Ltd. / Any other (Please specify)</p>
4	<p>Name of the Proprietor/ Partners / Directors of the Organization / Firm with Qualification. (Enclose certified copies of documents as an evidence of ENCLOSURE 'C')</p>	
5	<p>Name/s of Authorized Signatory / Directors / Partners with Designation and Contact No.</p>	
6	<p>Mode of Authorization (Enclose certified copies of documents as an evidence of ENCLOSURE 'D')</p>	<p>Resolution / Partnership Deed / Registered Power of Attorney / Proprietor / Any Other (Please specify)</p>
7	<p>Details of Registration with Registrar of Companies/ Registrar of Firms. Whether Partnership Firm, Company, etc. Name of Registering Authority, Date and Registration Number. (Enclose certified copies of documents as an evidence of ENCLOSURE 'E')</p>	

8	<p>Whether registered with Govt./Semi Govt/Banks/CPWD/Municipal Authorities or any other Public Organization and if so, in which class and since when?</p> <p>(Enclose certified copies of documents as an evidence – ENCLOSURE ‘F’)</p> <p>Name of Organisation</p> <p>Category</p> <p>No. &amp; Date of Registration</p> <p>Name of Organisation</p> <p>Category</p>	YES / NO
	<p>No. &amp; Date of Registration</p> <p>Name of Organisation</p> <p>Category</p> <p>No. &amp; Date of Registration</p>	
9	Number of years of experience in the field and details of work in any other field.	
10	<p>Yearly turnover of the organization during last 3 years (year wise) and furnish audited balance sheet and Profit &amp; Loss A/c. (Audited) for the last 3 years.</p> <p>(Enclose certified copies of documents as an evidence – ENCLOSURE ‘G’)</p>	<p>2022-23: Rs.....</p> <p>2023-24: Rs.....</p> <p>2024-25: Rs.....</p> <p><b>Average:</b> Rs.....</p>
11	<p>Banker's Details</p> <p>(i) Banker's Name:</p>	

	(ii) Full Postal Address:  (iii) Telephone No.:  (iv) Account No.:  (v) Type of Account:	.....  .....  .....  .....  .....  .....  .....
12	Solvency Certificate from the Bankers (For minimum amount of 30% of the upper limit of the category applied for). Certificate No Date Amount Name of the Bank & Branch (Enclose certified copies of documents as an evidence – ENCLOSURE ‘H’)	.....  .....  .....  .....
13	Registration with Government Authorities: (Enclose certified copies of documents as an evidence – ENCLOSURE ‘I’)  (i) Income Tax (PAN) No.  (ii) Goods & Service Tax (GST) No.	.....  .....
	(iii) Labour License  (iv) ESI  (v) EPF	.....  .....  .....

14	Whether last three years IT returns filed  (Please enclose certified copies of the I T return of 2022-23, 2023-24, 2024-25 – ENCLOSURE ‘J’)	
15	Details of major works executed & completed during last 7 years in Central Govt./State Govt./Financial Institutions/PSUs	Please fill up enclosed Annexure ‘K’ & enclose copies of work order and satisfactory completion certificates.
16	Details of major works under execution in Central Govt./State Govt./Financial Institutions/PSUs.	Please fill up enclosed Annexure ‘L’ & enclose copies of LOI /work order / agreement
17	Details of Key Personnel Permanently employed. (ANNEXURE ‘M’)  (i) Technical Personnel  (ii) Other Personnel	.....  .....
18	Furnish the names of -3- responsible persons along with their designation, address, contact no., etc., for whose organization, you have completed the above-mentioned jobs and who will be in a position to certify about the quality as well as performance of your organization.  (ANNEXURE ‘S’)	
19	Information relating to whether any litigation is pending before any Arbitrator for adjudication of any litigation or else any litigation was disposed of during the last seven years by an arbitrator. If so, the details of such litigation are required to be submitted.  (ANNEXURE ‘T’)	
20	Declaration regarding near relatives working in the State Bank of India.  (ANNEXURE ‘U’)	

21	<p>Whether the applicant possess valid authorization certificate/dealership certificate issued by the AC manufacturing. OEM applying directly need not to submit the certificate.</p> <p>(ANNEXURE-N)</p>	
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**DECLARATION:**

- 1) All the information furnished by me/us here above is correct to the best of my knowledge and belief.
- 2) I/We have no objection if enquiries are made about the work listed by me/ us in the accompanying sheets/ annexures.
- 3) I/We agree that the decision of SBI in selection of contractors will be final and binding to me/ us.
- 4) I/We hereby confirm that our firm/agency/company has not been disqualified / debarred / blacklisted by any Governments, Semi-governments, PSUs, Banks including any of the Offices/Branch of State Bank of India/SBI Pan India during last 7 year from the date of application.
- 5) I/We hereby confirm that all information, particulars, copies of certificates and testimonials in connection with my/our empanelment are correct and genuine. I am / We are, therefore, liable to face appropriate actions as deemed fit by the SBI in the event of any of the information, particulars, copies of certificates and testimonials are not found correct and genuine. I/We have read the instructions appended to the proforma and I/we understand that if any false information is detected at a later date, the empanelment shall be cancelled at the discretion of the SBI.

**PLACE :**

**DATE :**

**SIGNATURE OF CONTRACTOR**  
**NAME & DESIGNATION**

**ANNEXURE – K**

**LIST OF MAJOR WORKS EXECUTED AND COMPLETED IN CENTRAL GOVT./STATE  
GOVT./FINANCIAL INSTITUTIONS/PSUs BODY DURING LAST 7 YEARS AS ON  
31.03.2025**

(Enclose supporting documents i.e. Work order, Satisfactory Completion Certificate and proof of payment Obtained from the Clients)

S. No.	Name of Work	Work executed for (Name of the Organization with Brief Address of Concerned Office & Contact No.)	Nature of Work	Location of the Work	Actual Value of the Work executed	Stipulated Date / Time for Completion	Actual Date / Time for Completion	If Work Left Incomplete or Terminated (Furnish reasons)

(Add separate sheet if required)

Note:

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

Signature of Contractor with Seal

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**ANNEXURE - L****LIST OF MAJOR WORKS UNDER EXECUTION**

(Enclose Copies of Work Orders Issued by Clients)

S. No.	Name of Work	Work being executed for (Name of the Organisation with Brief Address of concerned office & Contact No.)	Nature of Work	Location of the Work	Actual Value of the Work	Date of Commencement	Likely Date of Completion	If Work Left Incomplete or Terminated (Furnish reasons)

(Add separate sheet if required)

Note:

1. Information has to be filled up specifically in this format.

Name of Authorized Signatory

Sign &amp; seal of the applicant

**ANNEXURE – M**

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

S. No.	Name	Qualification	Experience	Particulars of Work Done	Employed in Your Firm Since	Any Other Information

(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 – S**

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

S. 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

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

Year	Award for or against Applicant	Name of Client	Cause of Litigation and Matter of Dispute	Disputed Amount	Actual Awarded Amount

(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 – U**

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

Name of Bank Staff Related to Applicant	Designation	Office/Branch & Place of Posting	Relation with the Applicant

(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-Z**

**CHECK LIST**

(Please tick whichever applicable)

<b>SR. NO.</b>	<b>PARTICULARS</b>	<b>SUBMITTED (Y or N)</b>	<b>Remarks</b>
1	Application Form		
2	Enclosure A		
3	Enclosure B		
4	Enclosure C		
5	Enclosure D		
6	Enclosure E		
7	Enclosure F		
8	Enclosure G		
9	Enclosure H		
10	Enclosure I		
11	Enclosure J		
12	Annexure K		
13	Annexure L		
14	Annexure M		
15	Enclosure N		
16	Annexure S		
17	Annexure T		
18	Annexure U		

Name of Authorized Signatory

Sign & seal of the applicant

Date:

Signature of Contractor with Seal

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Place:

**To be pasted/superscripted on cover page of envelope**

<b>Name of the firm with address</b>	
<b>Name of the Authorized representative</b>	
<b>Email ID</b>	
<b>Contact No. Mobile</b>	
<b>Applied for</b>	<b>Name of the Trade</b>
<b>Name of Category/ies</b>	