

NIT No. :	LHO/AMR/P&E/25-26/03/28
Date :	18.03.2026



# STATE BANK OF INDIA

**PREMISES & ESTATE DEPARTMENT, AMARAVATI LHO, HYDERABAD.**

invites applications for the empanelment for

**OF FIRMS / CONTRACTORS  
FOR AIR-CONDITIONING WORKS  
AT BRANCHES / OFFICES OF SBI UNDER AMARAVATI CIRCLE WITHIN  
THE STATES OF ANDHRA PRADESH, TELANGANA AND YANAM  
TERRITORY.**

**Approved Brands : VOLTAS / HITACHI / BLUE STAR / LG / CARRIER / LLOYD / DAIKIN /  
MITSUBISHI**

**Last date for submission of Applications : 3:00 P.M. (IST) on 18.04.2026**

**Opening of Applications: 3:30 P.M. (IST) on 18.04.2026**

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Invited by :

**THE ASSISTANT GENERAL MANAGER (P&E),  
PREMISES & ESTATE DEPARTMENT  
STATE BANK OF INDIA,  
AMARAVATI LHO, GUNFOUNDRY,  
HYDERABAD – 500 001.  
e-mail : [agmpe.lhoand@sbi.co.in](mailto:agmpe.lhoand@sbi.co.in)**

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**(Applicant to fill the following)**

**Submitted for empanelment under Category :**

**Submitted by :**

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**Contact Person Name & Mob No. :** \_\_\_\_\_

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## **NOTICE INVITING TENDER (NIT)**

SBI, LHO, Amaravati Circle, invites applications for Empanelment of firms / contractors as below :

1	Name of the work	<b>EMPANELMENT OF FIRMS / CONTRACTORS FOR AIR-CONDITIONING WORKS AT BRANCHES / OFFICES OF SBI UNDER AMARAVATI CIRCLE IN THE STATES OF ANDHRA PRADESH, TELANGANA AND YANAM TERRITORY.</b>
2	Eligibility criteria	As prescribed in the Eligibility Criteria
3	Date and Time where tender forms are available	Available from 09.02.2026 to 10.03.2026. The eligible and interested parties shall download prescribed application form and other details from our website → <a href="http://www.sbi.co.in">www.sbi.co.in</a> <link> SBI in the News <link> Procurement News
4	Time and last date of submission of applications.	Up to 3.00pm on 18.04.2026 through so as to reach the address of the tender inviting authority.
5	Date, Time and Place of opening of Applications	On 18.04.2026 at 3:30 PM onwards at the Office of the tender inviting authority.
6	Validity period of the empanelment	<b>3 years</b> subject to further extension as per the requirement of the SBI.
7	For further Clarifications on Technical matters	All technical related issues:  Manager (Electrical), P&E Department on 040-23387290.

For State Bank of India,  
**Sd/-**  
**ASSISTANT GENERAL MANAGER (P&E)**

## 1. **MINIMUM ELIGIBILITY CRITERIA :**

a) The categories to be applied for are as under

Sl. No.	Category	Project Cost Limit (Rs.)
(i)	Category – A	Up to Rs.100.00 lakh
(ii)	Category – B	Up to Rs.50.00 lakh
(iii)	Category – C	Up to Rs.25.00 lakh
(iv)	Category – D	Up to Rs.10.00 lakh
(v)	Category - E	Up to Rs.5.00 lakh

- The vendors who become eligible for a particular category, will automatically be eligible for other lower categories. **Hence, they needs to apply only for the higher category for which they are eligible**
- **Applying for multiple categories may lead to disqualification.**

b) **Years of Experience** : 7 Years as on 31.03.2025. The firm should have valid Registration Certificate clearly specifying the date/year of registration and at-least one copy of Work Order, towards the proof of having required experience in the subject area.

c) **Min Average Turnover** Value equal to sum of 30% of the project cost limit of the applied category.

d) **Past Performance** : Firm / Contractor must have successfully completed similar works i.e. Electrification works in any Govt. / Semi-Govt. / PSUs. The requirement is as below, to be eligible for the category applied :

- 1 work of minimum value equal to sum of 80% of the project cost limit of the applied category. (or)
- 2 works of each having minimum value equal to sum of 50% of the project cost limit of the applied category. (or)
- 3 works of each having minimum value equal to sum of 40% of the project cost limit of the applied category.

The Completion certificate should clearly specify the Name of the Project, amount of the works done (to be mentioned specifically for AIR-CONDITIONING WORKS in case of composite works) and date of completion etc. The Copy of Work Order for the above works, is also to be enclosed.

e) Valid dealership certificate issued by any of the OEM of the approved makes as per the format given in Annexure - G, should be submitted. The Dealership Certificate, should strictly contain the name and designation, contact details, organizational mail id of the issuing authority, without which the application is summarily rejected.

f) The firm / Contractor should have a valid GST registration.

g) The firm / Contractor should have a valid PAN registration.

h) The vendors who wish to avail exemption as per the norms, under MSME / Startup category, need to submit valid proof of registration.

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## **2. GENERAL CONDITIONS :**

- a) This exercise is only for pre-qualification / empanelment and strictly do not assure any award of works, during the period of validity. The bidders once empaneled, needs to participate in Tenders that are released by SBI, Amaravati circle, time to time. Bank at its discretion, may choose open tendering process for any project, if felt necessary.
- b) Firm should visit the website till last date of submission for changes / corrigendum if any.
- c) Any clarifications, to be sought before 2 days prior to the due date.
- d) The vendors must fulfill the eligibility criteria for each category of the work individually. The eligibility criteria mentioned above are minimum, in each category. Thus, the empanelment of firms / Contractors in each category shall be considered by the SBI purely on merits, performance of the firm / contractor in timely execution of the project with quality, verification of their credentials / inspection of work for quality, infrastructure feedback / confidential reports of the firms/applicant received from other employers etc. Hence, merely fulfilling the prescribed minimum prequalification criteria shall not entitle the firm / contractor for their empanelment with the SBI.
- e) The Firms / Contractors empaneled by SBI in the past need to apply afresh, else they will not be considered for empanelment.
- f) Vendors who are de-listed earlier by the SBI are in-eligible and they need not apply.
- g) Applicants found eligible for more than one category are requested to apply only for the higher eligible category only, as the eligibility for any category of work will automatically make eligible for lower categories.
- h) The SBI reserves its right to empanel firm / contractor as per its needs in each category. The empanelment of firm / 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.
- i) The applicant should not have been disqualified/ debarred/ terminated on account of poor or unsatisfactory performance / blacklisted from any Govt. / Semi-Govt., PSUs as on the date of publication of this notice.
- j) The empanelment is valid for a period of three years. Extension of the validity is subject to the requirement of the SBI only.
- k) The performance of all the empaneled firms / contractors shall be reviewed by the SBI periodically and the vendors / contractors with unsatisfactory performance and also those who do not respond to **five consecutive tender enquiries of the circle (under which the firm / contractor is eligible to submit their tender) without informing any valid reasons will be removed from the panel without notice and no correspondence will be entertained in this regard.** Thereafter, if they wish they can apply afresh for next empanelment.
- l) The SBI may choose to carry out physical inspection of works mentioned by the applicants in their application forms, in addition to calling for confidential reports from the respective employer/client/department to ascertain their capability and quality of works. The applicant shall agree and authorize the SBI to obtain the confidential report from the clients, and to verify the work executed by the firms / contractors.

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- m) The contractor's Office should be equipped with necessary infrastructure like service setup, spares, equipment, machinery and tools, skilled labour etc.
- n) The SBI is invariably inviting online tenders for its projects, by publishing on its website only and no separate intimation will be given to the contractors. Thus, the contractor will have to check ban's portal continuously. They also should possess valid e-mail ID, cell no. and **Digital Certificate** for participation in the online procurement/e-tendering.
- o) 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.
- p) SBI is not responsible for the late receipt due to postal delay, strikes or any other reasons. The incomplete application is liable to be rejected summarily.
- q) In case of discrepancies in the information submitted, the application shall be considered unsatisfactory, such applications will not be considered.
- r) Any amendments / corrigendum shall be published in SBI's website only. Therefore, applicants are requested to visit SBI's website regarding modifications/ corrigendum issued.
- s) Applications will be summarily rejected without any intimation / reference to the applicant, if
- Received after the due date and time.
  - One vendor submits multiple applications.
  - Any omissions are observed in the application. (Vendors are advised to write 'NIL' if there is no data to furnish).
  - Found discrepancies in submitted information.
  - do not meet the required eligibility criteria.
  - Found canvassing in any form including bringing influence from any person / agency / Officials / authorities shall lead to disqualification of the applicant.
  - blacklisted or having litigations with any of the Govt. (Central / State) / PSU (Central / State) agencies.
  - If already delisted by SBI.
  - Any other means deemed to be suitable.
- t) 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.
- u) The firm / contractor who gets empaneled in this empanelment process shall frequently visit SBI's website [www.sbi.co.in](http://www.sbi.co.in) (SBI IN THE NEWS → Procurements News) for getting information regarding the tenders issued from the Circle. No separate intimation will be given.
- v) The SBI reserves the right to cancel the process and / or accept or reject any / all applications or postpone the Applications at any stage without assigning any reason.

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### APPLICATION FORM

SL. NO.	DESCRIPTION	DOCUMENT NAME & NO.	ENCLOSED & FLAGED
1	Name of the Applicant / Firm / Contractor		-
2	Address		-
	Land Line No.		-
	Mobile No.		-
	e-mail Id		-
3	Year of Establishment of firm / Contractor		-
4	Status of the firm whether company / firm / proprietary		-
5	Name of the Proprietor/ Partners / Directors of the Organization / Firm with Qualification.	Fill and enclose : Annexure-'B'	
6	Whether registered with the Registrar of Companies/Registrar of firms. If so, mention number and date.	Copy of Registration Certificate to be enclosed.	<b>'A'</b>
7	Name and address of Bankers  Banker's Name: Account No.: Type of Account IFSC Code :		-
8	Whether registered for sales tax purpose. If so, mention TIN number and date	NA	NA
9	Whether an assesses of Income Tax. If so, mention PAN number. (Furnish copies of I.T. clearance certificate / PAN Card)	PAN No.: _____  Date of Incorporation : _____  <i>(Copy of PAN Card to be enclosed).</i>	<b>'B'</b>
10.	Whether registered for service tax. If so, mention service tax registration number & date	GST No. : _____  <i>(Copy of GST Cert to be enclosed).</i>	<b>'C'</b>
11.	Whether registration/obtention of license from Govt authorities e.g., labour dept, ESIC, etc. are in place.	Registration copies to be enclosed.	<b>'D-1,</b> <b>'D-2'</b> <b>'D-3'</b> . .
12.	Whether registered / empaneled with Govt. / Semi-Govt. / Banks / CPWD / Municipal Authorities or any other Public Organization and if so, in which class and since when?	Fill and enclose : Annexure-'C'  <b>(Enclose valid copies of Empanelment letters)</b>	<b>'E-1,</b> <b>'E-2'</b> <b>'E-3'</b> . .
13.	Detailed description of high value of three works done during the last 7 years, as per the criteria given. (i.e. name of organization, value of work done and date of completion) - copies of	Fill and enclose : Annexure-'D'	<b>'F-1,</b> <b>'F-2'</b> <b>'F-3'</b> . .

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	work orders, completion certificates must be enclosed		
14.	Yearly turnover of the organization during last 3 Financial Years and furnish audited balance sheet and Profit & Loss A/c. (Audited).	Enclose certificate issued by the CA.	<b>'G'</b>
15	Names and addresses of the persons who will be in a position to certify about the quality as well as performance of your organization.	Fill and enclose : Annexure-'E'	
16	Whether willing to work anywhere in the States of Andhra Pradesh, Yanam, Hyderabad city (Telangana)		
17	Enclose copy of valid Dealership Certificate issued by the OEM of any of the approved makes.	Valid Dealership Certificate.	<b>'H'</b>
18	Declaration regarding near relatives working in the SBI	Fill and enclose : Annexure-'F'	
19	MSME / Start up Certificate (if wish to claim exemptions as per norms).	Valid MSME / Startup Registration Certificate.	<b>'I'</b>

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 SBI in the event of any of the information, particulars, copies of certificates and testimonials are not found correct and genuine.

Note: Furnish copies of all relevant documents in support of the information furnished above.

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**ANNEXURE – A**

**UNDERTAKING TO BE SUBMITTED BY THE FIRM / CONTRACTOR**

The Asst. General Manager (P & E),  
State Bank of India,  
Amaravati LHO, Gunfoundry,  
Hyderabad – 500 001.

Dear Sir/s,

Ref: **EMPANELMENT OF VENDOR / FIRM FOR AIRCONDITIONING WORKS**  
**UNDER CATEGORY :**

I/We have examined your prequalification tender for the captioned trade and subsequent clarifications/ modifications / revisions, if any, furnished by SBI and submit the details as required by you.

1. While submitting this application, I / We certify that:
  - i) We have not made any changes in the contents of this document read with its amendments / clarifications provided by SBI, submitted by us in our application document.
  - ii) All information, particulars, copies of certificates and testimonials submitted in connection with my/our empanelment are correct and genuine. We also accept that in the event of any information / data / particulars proving to be incorrect, SBI will have the right to disqualify us at any point of time.
  - iii) Our name does not appear in any “**Caution**” list of RBI / IBA or any other regulatory body.
  - iv) We have not been **blacklisted** by any Govt. / Semi-Govt. / PSU departments for any reasons.
  - v) We do not have any **litigation / cases** pending against us in any Govt / Semi-Govt / PSU departments.
  - vi) We have enclosed the details / declaration about the close relatives working in the SBI.
2. We agree to abide by all the terms and conditions in this document. We understand that you are not bound to accept any Application and you may reject any application without assigning any reason or giving any explanation whatsoever.
3. I/We have no objection if enquiries are made about the work listed by me / us in the accompanying sheets/ annexures.
4. I/We agree that the decision of SBI in selection of vendor / contractors for empanelment will be final and binding to me/ us.

**DECLARATION:**

All the information furnished by me/us here above is correct to the best of my knowledge and belief.

**PLACE :**

**DATE:**

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**ANNEXURE – B**

**NAME OF THE PROPRIETOR/ PARTNERS / DIRECTORS OF THE FIRM WITH QUALIFICATION**

Sl. No.	Name	Designation / Position	Qualification	Experience	Associated with firm Since	Any Other Information
1						
2						
3						
4						

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**ANNEXURE – C**

**DETAILS OF THE EMPANELMENT WITH GOVT. / SEMI-GOVT. / PSUs**

**(ANY 3 AGENCIES)**

<b>Sl. No.</b>	<b>Name of the Organization</b>	<b>Details of Issuing Authority with Contact No &amp; mail id.</b>	<b>Empanelment / Registration Document No. &amp; Date (To be enclosed)</b>	<b>Empanelment valid up to</b>	<b>Any Other Information</b>

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**ANNEXURE – D**

**LIST OF THREE MAJOR WORKS EXECUTED AND COMPLETED IN GOVT. / SEMI-GOVT. / PSUs  
(DETAILS TO BE GIVEN SO AS TO ENABLE THE VENDOR TO FULFIL ELIGIBILITY CRITERIA)**

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

Sr. 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	Stipulated Date for Completion	Actual Date for Completion	In case of delay, time extension granted without LD (Yes/ No)	If Work Left Incomplete or Terminated (Furnish reasons)
1									
2									
3									

*(Mention only those works which makes you eligible for this empanelment)*

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**ANNEXURE – E**

**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
1				
2				
3				

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**ANNEXURE – E**

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

Sl. No.	Name of SBI Staff Related to Applicant	Designation	Office/Branch & Place of Posting	Relation with the Applicant
1				
2				
3				

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**ANNEXURE – G**

**(To be submitted on the letter head of the OEM)**

To

**The Asst. General Manager (P & E),  
State Bank of India,  
Amaravati LHO, Gunfoundry,  
Hyderabad – 500 001.**

Dear Sir/s,

**Ref: EMPANELMENT OF FIRMS / CONTRACTORS FOR AIR-CONDITIONING  
WORKS AIN SBI, AMARAVATI CIRCLE**

With reference to the captioned subject, we herewith confirm that

M/s. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

is one of the authorized sales and service dealer of our brand AC units and their dealership is valid up to \_\_\_\_\_.

2. They authorized to participate in all the tenders floated by SBI, Amaravathi Circle.
3. This letter is issued for the purpose of empanelment only.

For \_\_\_\_\_

Signature of the issuing Authority

Name & Designation :

Mobile No. :

Organizational mail id :

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### INSTRUCTIONS TO PREPARE AND SUBMIT THE APPLICATION

1. Ensure the application is completely filled as per the instructions.
2. All the pages are to be sealed and signed.
3. The enclosures are to be neatly flagged as mentioned in the application format.
4. Please ensure the **attached documents are relevant and having full details as required**, so as to avoid seeking further clarifications.
5. Since, the attaching unnecessary documents (other than sought / required) do not fetch any additional weightage and advantage, rather creates confusion in finding the suitable document, **applicants are strictly advised to attach only the required documents**, accordingly.

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**CHECK LIST**

<b>SL. NO.</b>	<b>PARTICULARS</b>	<b>SUBMITTED (YES or NO)</b>
1	Entire NIT Document with duly filled Annexures 'A' to 'F'.	
2	Copy of VALID Registration Certificate with Flag 'A'	
3	Copy of VALID PAN Card with Flag 'B'	
4	Copy of VALID GST Certificate with Flag 'C'	
5	Copy of VALID Labour License with Flag 'D-1'	
6	Copy of VALID ESI Registration Certificate with Flag 'D-2'	
7	Copy of VALID Empanelment letters from other Govt / PSU Establishments with Flags E-1, E-2, E-3 etc..	
8	Copies of Work Completion Certificates along with copies of Work Orders so as to support eligibility criteria with Flags F-1, F-2, F-3 etc..	
9	Copy of VALID Turnover Certificate with Flag 'G'	
10	Copy of VALID Dealership Certificate from any of the approved makes with Flag - H.	
11	Copy of VALID Startup / MSME Registration certificate with Flag 'I'	

Date:

Place: