

STATE BANK OF INDIA

State Bank Institute of Leadership (SBIL), Kolkata, Plot No.II F/2, Street No.329,
Action Area III, Newtown, Rajarhat, Kolkata- 700160, West Bengal

NOTICE INVITING TENDERS (PERCENTAGE-RATE BASIS)

FOR

**SUPPLY, INSTALLATION, TESTING, COMMISSIONING AND INTEGRATION OF OVERHEAD
STAGE LIGHTING SYSTEM FOR THE AUDITORIUM OF**

STATE BANK INSTITUTE OF LEADERSHIP (SBIL), KOLKATA

Tender ID: SBI/SBIL/2026-27/04

Date:14.08.2026

Commencement Date & Time of Tender: 17.08.2026, 10 am

Last Date & Time for submission of Tender: 02.09.2026 up to 12:00 PM

Opening of e-Tender (Technical Bid): 02.09.2026 at 3 PM

Tender Submitted By:

Tender Submitted By:

Name of Contractor :

Address :.....

GSTIN:.....

Date:

Note:

1. The bidders should possess valid Digital Signature Certificate (DSC) to participate in the Tendering.
2. Bidders are requested to submit all the relevant documents mentioned in the technical bid.
3. No further queries will be entertained for submission of documents.
4. Insufficient documents along with the tender will lead to disqualification of the bidder.

Signature of Bidder with seal

**State Bank Institute of Leadership (SBIL), Kolkata,
Plot No.II F/2, Street No.329,
Action Area III, Newtown, Rajarhat, Kolkata- 700160, West Bengal**

State Bank of India invites electronically sealed **Percentage-rate e-Tenders** under two-bids system (online Technical & Price Bids) from the contractors / firms of national repute, duly satisfying the set eligibility criteria as mentioned hereunder, through <https://www.tenderwizard.com/SBIETENDER>, the Bank's online e-Tendering System Portal. The details are furnished below –

Sl.	Description-1	Description-2
1	Name & Location of work	SUPPLY, INSTALLATION, TESTING, COMMISSIONING AND INTEGRATION OF OVERHEAD STAGE LIGHTING SYSTEM FOR THE AUDITORIUM OF STATE BANK INSTITUTE OF LEADERSHIP (SBIL), KOLKATA
2	Tenders shall remain valid for	90 days from the date of opening of tenders.
3	Time allowed for completion of all Supplies at site	30 days (including Sundays and Holidays) from the Date of Issue of the Work Order
4	Last date and time of submission of tender	Up to 12:00 PM on 02.09.2026
5	Date & Time of opening of Tender (Technical Bids)	3.00 PM on 02.09.2026. In case the tender opening date is declared as holiday / lock-down, the tender will be opened in the next working day at the same time.
6	Availability of Tender Documents	- Bank's website https://sbi.bank.in, and / or, - e-Tendering System Portal https://www.tenderwizard.com/SBIETENDER
7	Earnest Money Deposit (EMD) (Valid MSE in this relevant category are exempted from EMD)	Rs. 12,000 calculated @ 1% of the Estimated Amount (No. 6 above), rounded up to nearest thousand rupees, to be drawn in the form of Demand Draft (DD) [valid for a period of 90 (ninety) days from the date of commencement of tendering] in favour of State Bank of India and payable at Kolkata. EMD of unsuccessful bidders will be returned after opening of Online Price Bid
8	Defective liability period	12 months from the date of virtual completion of work
9	Liquated Damages	0.5% per week subject to a maximum of 5% of contract value
10	Approximate Estimated cost of the project.	Rs. 12,17,436.00+ GST As Applicable
11	Initial Security Deposit (ISD)	2% of the Accepted Contract Price (Work Order Value), rounded up to nearest thousand rupees. EMD will be returned to the successful bidder on receipt of ISD.
12	Total Security Deposit (TSD) in the form of Retention Money (RM)	5% of the final bill amount including ISD. ISD will be retained with us for a defect liability period i.e, 6 months from the date of final bill. No interest will be paid for the said ISD.

13	Address for Submission of Physical Form of Technical Bid (Spiral-bound bid & DD of EMD in a sealed envelope superscribing the Name of the Project as in No. 1)	The Assistant General Manager (Admin.) State Bank Institute of Leadership, Kolkata, Plot No. II F/2, Street No. 329, Action Area III, Newtown, Rajarhat, Kolkata – 700 160, West Bengal. Note: It is the sole responsibility of the bidder to ensure submission of EMD with tender document by stipulated date & time at the above address, failing to which may liable the bidder for disqualification.
15	Value of Interim Certificate	50% will be paid after delivery on materials
16	Deduction of Income Tax and GST	A) if applicable, TDS or Income Tax will be deducted at source as per Govt. Guidelines. B) GST is payable, if applicable GSTTDS shall be deducted as per norms B) The contractor should comply with the following. i. Contractor should have GST Registration Number ii. Invoice should specifically/separately disclose the amount of GST levied at applicable rate as per GST provision iii. Contractor should timely file his GST return in accordance with GST provisions to enable the Bank to claim the credit of GST paid to the contractor.
17	For any details, please contact	For any details, please contact the following official (s) – 1. The Assistant General Manager (Admin.) /Dy. General Manager (Admin & Accounts) State Bank Institute of Leadership (SBIL), Kolkata, Plot No. II F/2, Street No. 329, Action Area III, Newtown, Rajarhat, Kolkata – 700 160, West Bengal. Contact No.: +91 7596809057 / +91 9674712215 e-Mail ID: agmadmin.sbil@sbi.co.in / dgmadmin.sbil@sbi.co.in 2. Manager (Systems), SBIL (For Technical queries / site visit) State Bank Institute of Leadership (SBIL), Kolkata, Plot No. II F/2, Street No. 329, Action Area III, Newtown, Rajarhat, Kolkata – 700 160, West Bengal. Contact Details: +91 7718851042 / systems.sbil@sbi.co.in
18	For e-Tender related queries	Service provider: M/s. Antares Systems Limited Registered Office: Honganasu, #137/3, Bangalore-Mysore Road, Opp. to Metro Pillar #P-696, Kengeri, Bengaluru – 560 060, Karnataka. Phone No.: 080 – 4598 2100

		Branch Office: Tenderwizard Helpdesk Centre, BD-52A, Rabindrapally, Kestopur, Kolkata – 700 101, West Bengal. <u>Phone No.:</u> 033 – 4604 6611 Help Desk Contacts: 9073677150 / 9073677151 / 9073677152 / 9674758723 / 9674758726 / 9674758506 / 9686449042 / 9708966660 <u>Contact Persons:</u> (On working days between 9 AM to 6 PM) 1. Mr. Kushal Bose Mobile No.: +91 96747 58719 e-Mail: kushal.b@antaressystems.com 2. Mr. Biswajit Chakraborty Mobile No.: +91 96747 58723 e-Mail: biswajit.c@antaressystems.com
19	Corrigendum	Corrigendum, if any, is to be followed as published • Bank's website https://sbi.bank.in , and / or, e-Tendering System Portal https://www.tender wizard.com/SBIETENDER
20	Any additional Information	The estimated rates as per the Break-up of Quantities (BOQ) uploaded in this tender are inclusive of materials, labour, wages, fixtures, transportation, installation, all taxes & charges, cost of the insurances as specified in the tender, cost towards testing of materials supplied, wastages, Octroi, machinery, temporary works such as scaffolding, cleaning, overheads, profit, statutory expenses, incidental charges and all related expenses to complete the work. However, GST on work value will be paid extra as applicable.
21	Documents required to be scanned and uploaded, <u>duly signed digitally by the bidder</u> , as Technical Bid in the e-Tendering System Portal	1. NIT (Section 1) (<i>duly filled up and signed by the authorized signatory with seal of the firm</i>) 2. Application Form for Prequalification (PQ) of Contractors / Firms (Annexure-A) 3. List of Details of Projects of Similar Nature completed during last 7 years ending 31.10.2025 (Annexure – C) 4. Financial Information (Annual Turn Over Details) (FORM-A) 5. Bank Solvency Certificate (FORM-B) 6. Letter of Undertaking (s) 7. Process Compliance Statement under Sample – I (<i>to be submitted on bidder's letterhead, duly signed by the authorized signatory with seal of the firm</i>) 8. Bank Draft / DD as Earnest Money Deposit
22	Pre-Bid Meeting	On 24/08/2026 at 13:00 PM at SBIL, Rajarhat. Pre bid queries

		must be submitted within 22/08/2026 upto 6.00 PM. No queries will be entertained after Due date & Time
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Note:

1. Corrigendum & Addendum, if any, is to be followed as published in the e-Tendering System Portal www.tenderwizard.com/SBIETENDER only. So, the bidders should visit the website till last date of submission for changes / corrigendum.
2. The bidders shall have to download the entire Technical Bid to get acquainted with the terms & conditions and upload compulsorily the required documents of the bid in the e-Tendering System Portal without fail after putting the signature & seal. Failing to upload as stated above, the tender will be rejected.
3. The successful contractor, who would come up as the L-1 bidder, shall have to produce all the supporting documents marked at [Sl. No. 24](#) in the above table in original for verification.
4. The make of materials should be chosen strictly from the preferred make as given in the tender. Any clarifications sought after opening of the tenders will not be entertained at any cost.
5. Bank reserves the right to cancel or postpone the tenders at any stage without assigning any reason.
6. Claims for revision of the Quoted price by any bidder after the tender will not be entertained.
7. The intending bidder must read the tender terms & conditions carefully. He should only submit his bid if he considers himself eligible and he is in possession of all the documents required. No conditions other than mentioned in the tender will be considered, and if given, they will have to be withdrawn before opening of the Online Price Bid.
8. This information and instructions for bidders posted on website shall form part of bid document.
9. The bid document consisting of **specifications, schedule of quantities** of various types of items to be executed and the set of terms & conditions of the contract to be complied with and other necessary documents can be seen and downloaded from the Bank's website <https://sbil.bank.in> or the e-Tendering System Portal www.tenderwizard.com/SBIETENDER free of cost.
10. The intending bidder must have valid Class – III Digital Signature Certificate with encryption key (*combo type*) to perform any operations / transactions on the e-Tendering System Portal / website.
11. On opening date, the bidder can login and see the bid opening process. After opening of bids, they will receive the competitor bid sheets.

12. Bidder can upload documents in the form of **PDF format** only. Bidder should ensure that the document uploaded is legible and full documents page is properly scanned
13. Certificate of Financial Turn Over: At the time of submission of bid, the bidder may upload Affidavit / Certificate from CA mentioning Financial Turnover of last 3 years or for the period as specified in the bid document and further details if required may be asked from the contractor after opening of technical bids. *There is no need to upload entire voluminous balance sheet.*
14. The Technical Bid shall be opened first on due date and time as mentioned above. The time and date of opening of financial bid of contractors qualifying the technical bid shall be communicated to them at a later date.
15. SBIL reserves the right to reject any prospective application without assigning any reason thereof and to restrict the list of qualified bidders to any number deemed suitable by it, if too many bids are received satisfying the minimum laid down criteria.
16. SBIL reserve their rights to accept or reject any or all the tenders, either in whole or in part without assigning any reason for doing so and any claim / correspondence shall be entertained in this regard.
17. Tenders received without EMD in original shall be summarily rejected and such tenders shall not be allowed to participate in the online price bidding process.
18. The bidder (s) will become ineligible, if the bidder (s) do (es) not upload scanned copies of all the documents stipulated in the bid document marked at **Sl. No. 24** in the above table.

Sd/-

Assistant General Manager (Admin.)
SBIL Kolkata.

1.1 IMPORTANT NOTES:

(a)	Electronically Sealed Digitally Signed Percentage-rate e-Tenders are invited from the contractors / firms of national repute under two-bids system (Technical & online Price Bids) in two parts including Technical Bid, to be submitted online as well as offline, and, Price Bid, to be submitted online only through the portal www.tenderwizard.com/SBIETENDER. (i) Technical Bid: Technical Bid, comprising of the requisite documents / instruments as in Clause 24 above, are to be scanned and uploaded online, duly signed digitally by the bidder. <u>Further, the entire Technical Bid including all necessary & supporting documents and instruments are to be compulsorily submitted in hard copy as advised in Clause 19 above (Spiral-bound Technical bid & DD of EMD in a sealed envelope superscribing the Name of the Project).</u>
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	(ii) Price Bid: Price Bid shall contain the electronic format of Priced Schedule of Composite BOQ for all works involved. No condition / stipulation in this part other than unconditional general rebate shall be accepted. Price Bid of only those bidders will be opened, who would qualify in the Technical Bid. <u>Price bid is not to be submitted in hard copy, unless advised.</u> ** No Price Bid shall be accepted offline. The contractors can view the Tender Opening Details through their respective log-in IDs on the above-mentioned e-Tendering Portal (Website).
(b)	All bidders, who would qualify in PQ after scrutiny and subsequent approval / acceptance of their technical bids by the Bank, are only eligible for the above-mentioned work.
(c)	Any abnormal increase from the quoted price / cost will not be accepted.
(d)	SBIL reserves the right to reject any or all the tenders without assigning any reason whatsoever.
(e)	The Bidder is expected to examine all instructions, forms, terms and specifications in the bid documents. Failure to furnish all information required as per the Bid Documents or submission of bids not substantially responsive to the Bid Documents in every respect will be at the bidder's risk and shall result in rejection of the bid.
(f)	In case the date of opening of tenders is declared as a holiday / lock-down, the tenders will be opened on the next working day at the same time. Again, <u>corrigendum/addendum</u> , if any, are to be followed from <u>www.tenderwizard.com/SBIETENDER</u> .
(g)	No conditions other than those mentioned in the tender will be considered, and, if given, they will have to be withdrawn before opening of the Price Bid.
(h)	Technical Bid without any or all the stipulated documents / instruments shall be summarily rejected, and Price Bid of such bidders shall not be opened in any case.
(i)	SBIL has the right to accept / reject any / all tenders without assigning any reasons and no correspondence shall be entertained in this regard.
(j)	Bidders shall quote their financial offer only in the form of a single percentage (up to two decimal places), above, below, or at par with the item-wise base rates furnished in the Schedule of Quantities (SOQ) under 'Specifications for Stage Lighting systems'. The quoted percentage shall be applied uniformly to all items in the SOQ. This tender is a percentage-rate tender and the SOQ forms the basis for evaluation; the item-wise descriptions, quantities and base rates provided therein shall remain fixed. Alteration of any item rate is strictly prohibited. Any bid that deviates from this percentage-rate format

	is liable to be rejected.
(k)	Rates furnished in the Online Price Bid are inclusive of all costs, carriage, allowances, taxes & levies, etc., but excludes GST. However, GST will be paid extra by SBIL on production of GST Registration document and on claim as per prevailing rate.
(l)	Contractors shall provide all labor and materials, tools and tackles including necessary scaffolding for proper execution of the work including curing, etc.
(m)	Sum calculated 5% of the Accepted Contract Price (Work Order Value) including ISD will be retained as Total Security Deposit (TSD) in the form of RM, which will be refunded on satisfactory completion of free maintenance period, i.e., DLP of 12 (Twelve) months from the date of completion of work.
(n)	The quantities and / or specifications mentioned in the schedule of works have been worked out based on the requirements and condition of the premises at the time of preparation of drawing / estimates and / or approval thereof. The same are neither exclusive nor exhaustive and may differ during execution of works as per specific direction of the competent authority.
(o)	The amount against every item after imposition of the percentage offered shall be inclusive of providing necessary arrangements for satisfactory protection of furniture / flooring / electrical fittings / Bank's any other property during execution of the work.
(p)	The amount against every item after imposition of the percentage offered shall be inclusive of cost for disposing of debris and any other unserviceable materials as per direction and in conformity with the local or any other authority (s) rules.
(q)	The amount against every item after imposition of the percentage offered shall be inclusive of cleaning of floors, making good to damaged floor, ceiling, walls, etc., after completion of work.
(r)	In case of any poor quality of work or substandard materials used for the purpose, the same should be replaced as per instructions without any extra cost.

Sd/-

Assistant General Manager (Admin.)
SBIL Kolkata.

1.2 TERMS & CONDITIONS OF e-TENDERING:

State Bank of India shall finalize the Tender through e-Tendering mode, for which **M/s. Antares Systems Limited**, having registered office at Honganasu, #137/3, Bangalore-Mysore Road, Opp. to Metro Pillar #P-696, Kengeri, Bengaluru – 560 060, Karnataka, and, Branch Office (Tender wizard Helpdesk Centre) at BD-52A, Rabindrapally, Kestopur, Kolkata – 700 101, West Bengal, have been engaged. Please go through the guidelines given below and submit your acceptance to the same along with your bids:

- ☐ e-Tendering shall be conducted by SBIL through M/s. Antares Systems Limited on pre-specified date. While the participating contractors (bidders) shall be quoted from their own offices / place of their choice, internet connectivity and other paraphernalia requirements shall have to be ensured by the bidders themselves. In the event of failure of internet connectivity due to any reason whatsoever, it is the bidders' responsibility only.
- ☐ In order to ward off such contingent situations, the bidders are requested to make all the necessary arrangements / alternatives such as back-up power supply whatever required, so that they are able to circumvent such situation and still be able to participate in the e-Tendering successfully. Failure of power at the premises of the bidders during the e-Tendering cannot be the cause for not participating in the e-Tendering. On account of this, the time for the e-Tendering cannot be extended and SBIL is not responsible for such eventualities.
- ☐ M/s. Antares Systems Limited shall arrange to provide adequate training to the bidders and their nominated person (s) without any cost to them. They shall also explain all the rules related to e-Tendering. The bidders are required to give their compliance on it before starting the bidding / tendering process.
- ☐ **BIDDING CURRENCY AND UNIT OF MEASUREMENT:** Bidding will be conducted in Percentage-rate Tendering Process, the final amount will be in Indian Currency (INR: `) and Unit of Measurement, mostly in SI System, will be displayed item-wise in online price bid.
- ☐ **BID PRICE:** The bidder must quote the offer only in terms of specific percentage rate (only up to two decimal places) above / below / at par of the grand total amount.
- ☐ **VALIDITY OF BIDS:** The quoted bid price on percentage offered shall be valid for a period specified in the tender document and shall not be subjected to any change whatsoever.

1.3 PROCEDURE OF e-TENDERING:

Online Tendering:

- The soft copy of the Notice Inviting Tenders (NIT), or Technical Bid and Price Bid shall be made available in the Bank's website during the period of tendering as specified in NIT.
- Online e-Tendering for Price Bid is open to the prequalified bidders only.

- The Price Bid shall be made available online by the Service Provider wherein **the bidders will be required to fill-in their offers only in terms of specific percentage rate (only up to two decimal places) above / below / at part of the grand total amount.**
- The bidders are advised not to wait till the last minute to submit their online item-wise quote in the price bid to avoid complications related with internet connectivity, network problems, system crash down, power failures, etc.

It is mandatory for all the bidders participating in the bidding to quote their offers only in terms of specific percentage rates (only up to two decimal places) **above / below / at par** of the grand total amount. In case, any bidder fails to quote its percentage-rate above / below / at par of the grand total amount of the schedule of works, such tender shall be treated as **“Incomplete Tender”** and shall be liable for rejection.

- ❖ **LOG-IN NAME & PASSWORD:** Each bidder is assigned a Unique Username & Password by M/s. Antares Systems Limited. All bids made from the Login ID given to the bidder will be deemed to have been made by the bidder itself.
- ❖ **BIDS PLACED BY BIDDER:** Bids will be taken as an offer to execute the work as specified. Bids once made cannot be cancelled / withdrawn and the successful bidder in the tendering shall be bound to execute the work at the offered percentage-rate above / below / at par of the grand total amount, if specification remains unchanged. In case the successful bidder backs out or fails to complete the work as per the offer, the SBIL shall be at liberty to take action as deemed necessary including de-barring and / or blacklisting of such bidder as also forfeiture of security deposit.
- ❖ At the end of e-Tendering, SBIL will decide upon the successful bidder. The decision of SBIL on Award of Contract shall be final and binding on all the bidders.
- ❖ SBIL shall be at liberty to cancel the e-Tendering process / tender at any time, before ordering, without assigning any reason whatsoever.
- ❖ SBIL shall not have any liability to bidders for any interruption or delay in access to the site irrespective of the cause.
- ❖ **OTHER TERMS & CONDITIONS:**
 - The bidders shall not involve themselves or any of their representatives in Price Manipulation of any kind, directly or indirectly, by communicating with other suppliers / bidders.
 - The bidder shall not divulge either its bid or any other exclusive details of SBIL to any other party.
 - The decision of the SBIL on Award of Contract shall be final and binding on all the bidders.

- SBIL reserves the right to extend, re-schedule or cancel any e-Tendering within its sole discretion.
- SBIL or its authorized service provider, shall not have any liability to bidders for any interruption or delay in access to the site irrespective of the cause.
- SBIL, or its authorized service provider, is not responsible for any damage caused to the bidders including damage that result from their works but are not limited to negligence.
- SBIL or its authorized service provider, will not be held responsible for consequential damages, including but not limited to systems problems, inability to use the system, loss of electronic information, etc.

N.B.: All the bidders are required to submit the Process Compliance Statement **(Sample – I)**, duly signed, to the Service Provider.

All the bidders are requested to ensure that they have a valid Digital Signature Certificate (DSC) well in advance to participate in the online event.

1.4 PREAMBLE TO BILL QUANTITIES & RATES:

The Schedule of Quantities (SOQ) comprises item-wise descriptions, quantities and base rates forming the basis of this percentage-rate tender. Bidders shall quote a single consolidated percentage (up to two decimal places), above, below, or at par with the said base rates. The percentage quoted shall be applied uniformly to every item in the SOQ for the purpose of determining the evaluated contract amount. No modification of individual item rates or quantities shall be permitted, and any such deviation shall render the bid liable for rejection.

Bidders are advised to quote their offers after due consideration of the following pertinent points:

- 1.0** Actual site conditions including working time that would be available to them as per standing rules
- 2.0** Material access regulations of the building including permission of use of lifts and stairways, etc.
- 3.0** Temporary storage provision of disposable materials arising out of the work
- 4.0** Security measures and permissions required to be observed and obtained in consultation with the representatives of the landlords and act strictly according to the same
- 5.0** Traffic Regulations of the Local Police Authority in order to organize trouble-free access of materials
- 6.0** Execution of works in close and effective co-ordination with other executing agencies who shall be working simultaneously
- 7.0** Any other governing issue (s) likely to have impact on the productions rate and cost of work

- 8.0 TAXES AND DUTIES:** The tenderer must take note of the fact that all the rates are inclusive of all duties, royalties, cess, excise, sales tax, work contract tax or any other taxes such as Income Tax deducted to contractors or local charges as applicable, etc. No extra claim on this account will in any case be entertained. However, Goods & Services Tax (GST) as per relevant GST act will be paid for production of GSTIN Registration Certificate and for claims.
- 9.0 GOVERNMENT AND LOCAL RULES:** The Contractor shall conform to the provisions of all local Bylaws and Act relating to the work and to the Regulations, etc., of the Government and Local Authorities (at the State / UT as the case may be) and of any entity, private individual / commercial, with whose system the premises is proposed to be connected. The Contractor shall give all notices required by the said Act, Rules, Regulations and By-laws, etc., and pay all fees payable to such authority / authorities for execution of the work involved. The cost, if any, shall be deemed to have been included in his quoted rates, taking into account all liabilities for licenses, fees for footpath encroachment and restorations, statutory clearance, etc., and shall defend all actions arising from such claims or liabilities.

INSTRUCTIONS TO THE TENDERERS

1. Site and its location :- As mentioned above.

2. Tender documents

The work has to be carried out strictly according to the conditions stipulated in the tender consisting of the following documents and the most workmen like manner. *) **Instructions to tenderers**, *) **General conditions of Contract**, *) **Special conditions of Contract**, *) **Additional Specifications**, **Drawings**, *) **Price bid**

******* IMPORTANT NOTE:**

The above documents shall be taken as complementary and mutually explanatory of one another but in case of ambiguities or discrepancies, shall take precedence in the order given below;

a) Price Bid

b) General Terms & conditions of contract

c) Instructions to Tenderers

d) Drawings

e) Special conditions of contract

f) Technical specification

The tender documents are not transferable.

3. Site Visit:

The tenderer must obtain himself on his own responsibility and his own expenses all information and data that may be required for the purpose of filling this tender document and enter into a contract for the satisfactory performance of the work

4. Earnest Money:

As mentioned in NIT.

5. Initial/ Security Deposit :

The successful tenderer will have to submit a sum equivalent to **2%** of accepted tender value by means of **DD drawn** in favour of **SBIL Payable at Kolkata** within a period of 7 days of acceptance of tender.

6. Total Security Deposit:

Total security deposit shall be 5% of contract value. Out of this 2% of contract value is in the form of Initial Security Deposit (ISD). Balance 3% shall be deducted from the running account bill of the work at the rate of 10% of the respective running account bill i.e., deduction from each running bill account will be @10% till Total Security Deposit (TSD) including ISD reaches to **5% of contract value**. The 50% of the Total Security Deposit shall be paid to the contract on the basis of architect's certifying the virtual completion. The balance 50% would be paid to the contractors after the **defects liability period as specified in the contract (6 months from the date of Supply)**

- 7. Additional Security Deposit: In case L-1 bidder quoting abnormally low / erratic rates (i.e. quoting beyond 10 % from estimated cost) will be asked to submit rate analysis or Additional performance guarantee (APG) or both in the form of Bank Guarantee or D.D issued by any scheduled Bank as per draft supplied by the Bank, within a period of one week before awarding the work. The amount of said Bank Guarantee shall be equal to the **difference between 90 % of estimated cost of project and tender amount quoted by the contractor**. This Bank Guarantee/D.D will be treated as an additional security deposit for due fulfillment of contract and will be retained by the SBIL for entire completion period of the project. The contractor shall undertake not to cancel/withdraw the said Bank Guarantee/DD. In case contractor fails to undertake the job within stipulated time or leave the same incomplete or carryout**

substandard job, the bank will be at liberty to forfeit the said initial security deposit and additional security deposit by invoking the Bank Guarantee/en-cashing the DD.

8. Signing of contract Documents:

The successful tenderer shall be bound to implement the contract by signing an agreement and conditions of contract attached herewith within 15 days from the receipt of intimation of acceptance of the tender by the Bank. However, the written acceptance of the tenders by the Bank will constitute a binding agreement between the Bank and successful tenderer whether such formal agreement is subsequently entered in to or not.

9. Completion Period:

Time is essence of the contract. The work should be completed in all respect accordance with the terms of contract within a period of **30 days** from the date of award of work.

10. Validity of tender:

Tenders shall remain valid and open for acceptance for a period of **90 days** from the date of **TENDER** . If the tenderer withdraws his/her offer during the value period or makes modifications in his/her original offer which are not accurate, **SBIL / Competent Authority has the right to accept/reject any/all tenders without assigning any reasons whatsoever.**

DECLARATION

I/We have understood all the above conditions. If I/We fail to start/ or execute work within the stipulated period of time, our Security deposit will be forfeited.

Place:

Date:

Signature of Contractor

FORM OF TENDER

To ,

The Assistant General Manager (Admin.)

State Bank Institute of Leadership, Kolkata,
Plot No. II F/2, Street No. 329,
Action Area III, Newtown, Rajarhat,
Kolkata – 700 160, West Bengal.

Dear Sir,

**SUB- SUPPLY, INSTALLATION, TESTING, COMMISSIONING AND INTEGRATION OF
OVERHEAD STAGE LIGHTING SYSTEM FOR THE AUDITORIUM OF STATE BANK
INSTITUTE OF LEADERSHIP (SBIL), KOLKATA**

1. I/We refer to the tender notice issued by the bank for above work. In connection with the above.

2. I/We do hereby offer to perform, provide, execute, complete and maintain the works in conformity with the drawings, conditions of contract, specifications, and bill of quantities at the respective rates quoted in the bill of quantities.

3. I/We have satisfied myself/ourselves as to the site conditions, examined the drawings and all aspects of the tender conditions.

Subject to above, I/We do hereby agree, should this tender be accepted in whole or in part, to

a) Abide by and fulfil all the terms and provisions of the said conditions annexed hereto.

b) Complete the works within 30 days from issuance of work order.

4. We also declare that SBIL may take any official actions ,

i) If our offer is withdrawn within the validity period of acceptance.

Or

ii) If the Contract is not executed within 10 days from the date of receipt

Or

iii) If the work is not commenced within 15 days after issue of work order or handing over of site whichever is later.

5. I/We understand that you are not bound to accept the lowest or any tender you receive.

6. Name of Partners/Directors of our Firm :

i)

ii)

iii)

Yours faithfully

Signature:

Designation:

Name of Partner/Director of the firm authorized to Sign or Name of person having power of attorney to sign the contract

(Certified true copy of Power of Attorney should be attached)

Signature and address of witness

a) Signature:

Name:

Address:

b) Signature:

Name:

Address:

MINIMUM ELIGIBILITY CRITERIA FOR PREQUALIFICATION

Only those bidders / Contractors (System Integrators) who meet ALL the following eligibility criteria shall be considered for pre-qualification. Applications not meeting any of these criteria will be summarily rejected.

- (a) The bidder must be a legally established entity in India, as any one of the following:
- (i) A Company incorporated under the Companies Act, 2013 (including Private Limited Company or Public Limited Company); or
 - (ii) A Partnership Firm registered under the Indian Partnership Act, 1932; or
 - (iii) A Limited Liability Partnership (LLP) registered under the LLP Act, 2008; or
 - (iv) A Sole Proprietorship, holding valid GST registration and any other statutory registrations applicable under law.
- b. Bids submitted by Joint Ventures (JV) or Consortiums shall not be accepted. The bidder must submit the proposal in its own capacity.
- c. The bidder must have a minimum of seven (07) years' experience as on 31.03.2026 in the field of Stage Lighting Systems and Allied Works.
- d. The bidder must possess valid registrations applicable to its business, including, GST, PAN, EPF and ESIC, Professional Tax (where applicable as per prevailing laws). Documentary proof of such registration(s) must be submitted.
- e. The bidder must submit copies of acknowledged Income-Tax Returns (ITRs) for the last three financial years.
- f. The bidder must have satisfactorily completed similar works during the last seven (07) years ending 31.03.2026, meeting any one of the following criteria:
- (i) One (1) similar project of value not less than ₹9.7 lacs; or
 - (ii) Two (2) similar projects of value not less than ₹6.0 lacs each; or
 - (iii) Three (3) similar projects of value not less than ₹4.8 lacs each.

It is clarified that the above stated values are exclusive of GST.

Similar Works shall mean successful execution of Lighting works involving Supply, Installation, Testing and Commissioning (SITC) of Stage Lighting systems, during the last seven (07) years ending 31.03.2026, executed for Central Public Works Department (CPWD), State Public Works Departments (PWD), Military Engineer Services (MES), Central Public Sector Undertakings (CPSUs), State Public Sector Undertakings (SPSUs), Public Sector Banks (PSBs), Listed Corporate Entities (under SEBI). The bidder shall submit a Work Order and Completion Certificate for the said single contract, and such documents must clearly specify the nature and scope of the lighting works executed; the major and critical lighting system components implemented; and the value of the contract (exclusive of GST). Only the lighting works that satisfy the above requirements shall be considered for determining compliance with the "Similar Works"

criteria.

g. Average Annual Financial Turnover

The bidder must have an Average Annual Turnover of at least ₹3.6 lac from lighting systems / electrical / ELV or related works during the last three (03) financial years, ending 31.03.2026. Certificate from a Chartered Accountant with UDIN must be uploaded in support of claim

h. Profit/Loss The bidder should not have incurred a loss in any of the last three (03) financial years ending 31.03.2026. Profit After Tax (PAT) must be positive in all three years, as evidenced from the standalone financial statements audited duly certified by a Chartered Accountant.

i. The bidder should not be under any corporate insolvency resolution or insolvency proceedings, liquidation, court receiver or similar proceedings. The said aspects should be certified by a Chartered Accountant.

j. Solvency Certificate

The bidder must submit a Solvency Certificate for at least ₹3.6 lacs, issued by a Scheduled Commercial Bank, dated on or after 01.08.2026.

k. Mandatory Experience with Stage lighting

The bidder must have successfully executed at least one single contract (supported by a single Work Order and Completion Certificate) involving the installation of stage lighting during the last seven (07) years ending 31.03.2026.

l. The bidder must submit Work Orders and Completion Certificates for all projects claimed under the eligibility criteria. These documents must clearly specify the scope of Stage lighting works, major components executed, and contract value (exclusive of GST).

m. The bidder must have sufficient in-house technical personnel with sufficient skills to install, integrate, program, test, and commission lighting systems Details of technical personnel with qualification, experience, and skill sets relevant to the scope of work, organization chart, staffing details, etc, should be submitted.

n. The bidder shall have a fully operational office in Kolkata equipped to support implementation and servicing of the Bank's projects The bidder shall provide the office address, contact details, email IDs of the project-implementation and service teams, and all other required particulars.

o. The bidder shall submit, along with the technical bid, copies of Income-Tax Returns for the last three financial years certified by Chartered Accountant, PAN, Certificate of Incorporation/Registration (as applicable to the bidder's legal structure), GST registration, and all other statutory registrations required under law.

p. For each similar work completed during the last seven years, the bidder shall furnish a performance certificate issued by an officer not below the rank of Superintending Engineer, Chief Project Manager, or an equivalent authority of the client organization, confirming that the work was performed satisfactorily.

q. The bidder shall own adequate tools, equipment, and machinery necessary for the timely execution of the Stage lighting works on a fast-track basis. A self-declaration supported by an inventory list must be submitted.

- r. Only bidders fulfilling all the eligibility criteria shall be eligible. Joint ventures and consortium bids shall not be accepted.
- s. The bidder shall deploy qualified personnel holding relevant professional certifications,
Notes:

Only works executed within India shall be considered for meeting the similar-work requirement.

Similar works submitted for qualification may be physically inspected by SBIL officials to verify completion, scope, and quality of the works before finalizing technical evaluation. The bidder shall fully cooperate with and extend all necessary assistance to the Bank's officials, including facilitating site visits, access, and verification of records as may be required for such inspection.

Where private-sector work is submitted in support of eligibility, the bidder shall submit TDS certificates (Form 16A / 26A). The contract value considered for eligibility shall be limited to the amount that matches the TDS records.

The Bank may at its own discretion seek confidential reports from previous employees/clients of the bidder.

Bidders must fulfil all pre-qualification criteria; bids not meeting the criteria shall be summarily rejected without correspondence.

Applications containing false or incomplete information shall be summarily rejected.

ANNEXURE-A**APPLICATION FORM**

Pre-Qualification of Contractors / Firms for Supply, Installation, Testing, Commissioning and Integration of Overhead Stage Lighting System for the Auditorium OF State Bank Institute of Leadership (SBIL), Rajarhat, Kolkata, West Bengal.

(Please read the Application Documents carefully before filling-up)

(Please strike-off which is not applicable)

1	Name of the Contractor / Firm	
2	Communication Details:	
(a)	Full Postal Address	
(b)	Contact No.	
(c)	e-Mail ID	
3	Main Activities of Contractor / Firm	
4	Year of establishment of Contractor / Firm (Enclose certified copies of relevant documents)	
5	Constitution of the Firm (Enclose certified copies of relevant documents)	Sole Proprietorship / LLP / Partnership / Private Ltd. / Public Ltd. / Any other (Please specify)
6	Name of the Proprietor / Partners / Directors of the Organization / Firm	1. 2. 3.
7 (a)	Details of Authorized Signatory:	
(i)	Name of Authorized Signatory	
(ii)	Contact No.	
(iii)	e-Mail ID	
7 (b)	Mode of Authorization of Authorized Signatory (Enclose certified copies of relevant documents)	Resolution / Partnership Deed / Registered Power of Attorney / Proprietor / any other (Please specify)
8 (a)	Whether registered with Registrar of Companies / Registrar of Firms	Yes / No
8 (b)	If yes, mention number and dates	

	(Enclose certified copies of relevant documents)	
9 (a)	Income Tax Permanent Account No. (PAN) (Enclose certified copies of relevant documents)	
9 (b)	GSTIN with Registration Certificate (Enclose certified copies of relevant documents)	
9 (c)	PF Registration No. (Enclose certified copies of relevant documents)	
9 (d)	ESIC Registration No. (Enclose certified copies of relevant documents)	
10 (a)	If registered in the panel (s) of other organizations (CPWD, PWD, MES, Railways, Banks, etc.)	Yes / No
10 (b)	If yes, mention the name (s) of organization (s), registration No. & Date and Category, etc. (Enclose certified copies of relevant documents)	
11 (a)	Banker's Details: (Enclose a "Cancelled" Cheque)	
(i)	Banker's Name	
(ii)	Full Postal Address of Branch	
(iii)	Telephone No.	
(iv)	Account No.	
(v)	Type of Account	Savings Bank / Current / Cash Credit (Please specify)
11 (b)	Bank Solvency Limit (Enclose certified copies of relevant documents)	
12 (a)	Yearly turnover of the Firm during last 3 (three) consecutive Financial Years (Enclose copy of affidavit / certificate from CA mentioning turnover of last 3 financial years)	F.Y. 2025-26: F.Y. 2024-25: F.Y. 2023-24: Average:
12 (b)	Profit & Loss Statement of last 3 (three) consecutive Financial Years (Enclose self-certified one page summarized & audited balance sheet and one page of summarized Profit & Loss Account for last 3 financial years collectively)	F.Y. 2025-26: F.Y. 2024-25: F.Y. 2023-24:

13	Whether IT returns of last 3 (three) Financial Years filed (Enclose certified copies of relevant documents)	(Please enclose certified copies of the IT Returns of FYs 2023-24, 2024-25 & 2025-26)
14	Details of Similar Works executed & completed during last 7 (seven) years as on 31.03.2026 (Enclose certified copies of Work Completion Certificates)	(Please fill up & enclose Annexure – I and enclose copies of Work Order & Work Completion Certificates)
15	Details of Similar Works in hand	(Please fill up & enclose Annexure – II)
16	Performance Report of at least 3 (three) works (Please attach certified copies of Performance Report of at least 3 (three) works referred to in Annexure – I)	1. 2. 3. (Please attach Performance Reports duly filled-in & signed by the Competent Authority of Client (s) as per Annexure – III)
17	Any other relevant information	1. 2. 3. (Please fill and attach as Annexure – IV)
18	Name, Address, Email and Contact Nos. of at least 3 (three) people who are in position and competent to report about the quality and performance of your Firm (These persons should have been associated with any three completed similar works mentioned in Annexure – I.)	1. 2. 3.
19	Details along with Status of all disputes (including Litigation, Arbitration, Mediation, etc.) pertaining to similar contracts between the Firm and Clients, if any, during the last 7 (seven) years, i.e., from 01.04.2019 till 31.03.2026	(Please use additional sheet, if required)
20	Details of all de-listing / debarring / blacklisting / de-paneling, etc., of the Firm by any Organization / Client during the last 7 (seven) years, i.e., from 01.04.2019 till 31.03.2026	
21	Details (Name, Designation, PF No.) of near relatives working in State Bank of India (Please refer to instructions, terms &	

	<i>conditions for definition of near relatives.)</i>	
22	Taxpayer Identification Number (TIN) <i>(Enclose certified copies of relevant documents)</i>	
23	Authorization from OEM manufacturer	

Note: All Enclosures must be self-certified by Authorized Signatory.

DISCLAIMER

1. I / We have read and understood all the contents of these Application Documents and are acceptable to us. I / We also certify that my / our firm fulfils the ELIGIBILITY CRITERIA for this work.
2. I / We hereby confirm and certify that the information given above are correct and true and the Annexures / Enclosures etc. enclosed herewith are genuine.
3. I / We are authorized to sign and submit the Application Documents for prequalification.
4. I / We understand and agree that if at any stage it is found / noticed by SBIL that any information provided by us is untrue / incorrect, partly or fully and / or concealed in these Application Documents and / or also in case of receipt of any adverse / unsatisfactory report from previous or present clients / bankers, SBIL may, at its own discretion, reject application at any stage and / or may de-list us from PQ / Empanelment List and / or may take any other appropriate action.
5. I / We also understand and agree that partly / wrongly filled application and / or applications not on prescribed proforma and / or applications not accompanying relevant Documents / Enclosures / Annexures and Application Documents not signed by the Authorized Signatory and / received after the due date and time are liable to be summarily rejected by SBIL at its own discretion.
6. I / We understand and agree that this is merely an application/ and does not entitle us to be necessarily prequalified by SBIL and / or invite us for participating in tender process and Bank reserves the right to reject all and / or any application without assigning any reason thereof.

(Signature of Authorized Signatory)

(Seal of the Firm)

Name:

Designation in Firm:

Place:

Date:

(Please ensure to enclose all annexures / enclosures / relevant documents, etc., with application documents before submitting.)

ANNEXURE – B

PRE-QUALIFICATION OF SYSTEM INTEGRATOR's FIRM

BIO-DATA OF THE PARTNERS / ASSOCIATES / DIRECTORS

SL NO	PARTICULARS	DETAILS
1	Name and email id:	
2	Associated with the firm since:	
3	Date of Birth/ Age:	
4	Professional Qualifications	
5	Professional Experience:	

6	Professional Affiliation	
7	Membership in:	
8	Details of Published papers if any	
9	Details of cost-effective methods / designs adopted in the projects	
10	Exposure to new materials / gadgets / Techniques	
11	Details of Features of green AV systems / gadgets provided within the interior set-up's	
12	Details of modern amenities / innovations / gadgets provided if any	

Signature of the System Integrator with seal

Date:

Place:

ANNEXURE - C

**PRE-QUALIFICATION OF FIRM - LIST OF WORK COMPLETED
DETAILS OF ELIGIBLE SIMILAR WORKS COMPLETED
DURING THE LAST SEVEN YEARS ENDING ON 31.03.2026**

Important Note: Please mention all amounts excluding GST. Attach separate sheets if required.

Sl. No.	Particulars	Similar Work – 1
1	Name of Work / Project	
2	Site Address	
3	Name of Client / Organization	
4	Address of Officer / Engineer-in-Charge from the Client to whom reference can be made	
(i) (ii) (iii) (iv)	Name Designation Contact No. e-Mail ID	
5 (a)	Estimated Cost as per Tender floated / issued	
5 (b)	Contract Cost	
6	Completion Cost	
7	Completion Cost of Supply, Installation, Testing, Commissioning (SITC) of Audio-Visual Upgradation including networking	
8 (a)	Date of Start of Work as per Contract / Work Order	
8 (b)	Actual Date of Start of Work	
9 (a)	Scheduled date of Completion of work as per Contract	
9 (b)	Actual Date of Completion of Work	
10 (a)	Stipulated Period of Completion as per Contract (in Months)	
10 (b)	Actual Time taken in Completion (in Months)	
11	Number of Approved / Authorized Extension granted by Client	
12	Reasons of Delay	
13	Penalty / LD Amount	
14	Details of Dispute / Litigation, if any	
15	Any other relevant information, if the applicant wants to furnish	

Note: Photographs of the completed works in A4 size paper and photocopies of all self-attested documentary evidence are to be enclosed.

ANNEXURE - D**PRE-QUALIFICATION OF FIRM - WORK IN HAND****LIST OF MAJOR WORKS (AV WORKS) IN HAND AS ON DATE**

Important Note: Please mention all amounts excluding GST. Attach separate sheets if required.

Sl. No.	Particulars	Similar Work – 1
1	Name of Work / Project	
2	Site Address	
3	Name of Client / Organization	
4	Address of Officer / Engineer-in-Charge from the Client to whom reference can be made	
(i) (ii) (iii) (iv)	Name Designation Contact No. e-Mail ID	
5 (a)	Estimated Cost as per Tender floated / issued	
5 (b)	Contract Cost	
6	Date of Start of Work at Site	
7	Present Status of Work / Progress at Site	
8	Any other relevant information, if the applicant wants to furnish	

Note: Photographs of the ongoing works in A4 size paper and photocopies of all self-attested documentary evidence are to be enclosed.

Signature of the System Integrator with seal

Date:

Place:

ANNEXURE – E**PERFORMANCE REPORT**

**DETAILS OF ELIGIBLE SIMILAR WORKS IN HAND
DURING THE LAST SEVEN YEARS ENDING ON 31.03.2026**

Important Note: Please mention all amounts excluding GST. Attach separate sheets if required.

Sl. No.	Particulars	Details
1	Name of Work / Project	
2	Location	
3	Estimated Cost	
4	Tendered Cost	
5	Actual Completion Cost	
6	Date of Start of Work at Site	
7 (a)	Stipulated Date of Completion	
7 (b)	Actual Date of Completion	
8	Any Liquidated Damages / Penalty / Levy decided, if Yes, Amount	Yes / No Amount:
9	Performance Report	Outstanding / Very Good / Good / Average / Poor
(i)	Quality of Work	Outstanding / Very Good / Good / Average / Poor
(ii)	Timely Execution	Outstanding / Very Good / Good / Average / Poor
(iii)	Integrity as regard to Working	Outstanding / Very Good / Good / Average / Poor
(iv)	Ease in settling Extra Items	Outstanding / Very Good / Good / Average / Poor
(v)	Resourcefulness	Outstanding / Very Good / Good / Average / Poor
(vi)	Technical Proficiency	Outstanding / Very Good / Good / Average / Poor
(vii)	Litigation	
(viii)	General Behavior / Conduct	
10	Additional Information / Remarks	

Signature of Officer / Engineer-in-Charge
(not below Executive Engineer or equivalent)

(Seal of the Officer)

Designation:

Date:

ANNEXURE – F**OTHER RELEVANT INFORMATION**

Details of Technical Staff with the Firm / Contractor				
A	Name of Manager / Engineer / Supervisor	Qualification	With Firm for how many years	Total Experience in Years
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
Details of own Equipment, etc., with the Firm / Contractor				
B	Name of Equipment	Unit (No. / Sqm, etc.)	Quantity	Specification / Quality
1				
2				
3				
4				
5				
6				
7				
8				

9				
10				

Note: Attach separate sheets if required.

ANNEXURE – G

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 – H**DETAILS OF THREE RESPONSIBLE CLIENTS / PERSONS WITH 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 must 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 favor.

Name of Authorized Signatory

Sign & seal of the applicant

ANNEXURE – I**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 must 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 favor.

Name of Authorized Signatory

Sign & seal of the applicant

ANNEXURE – J

**DETAILS OF KEY TECHNICAL 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
	List of important Personnel from the Management / Projects Design Team / Senior Executive Team overseeing the Project as well as the Service's team					

	List of important Personnel from the Projects Execution Team / Work force including the Service's team in charge of CAMC & Works within the DLP: -					

(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 favor.

Name of Authorized Signatory

Sign & seal of the applicant

ANNEXURE – K**DETAILS OF ACTION OF BLACKLISTING / DEBARRING / DE-PANELING / SUSPENDING BY
GOVT / SEMI-GOVT./ PSU/ PSB/ CORPORATE HOUSES DURING LAST SEVEN YEARS**

Date, Month & Year of Action	Name, Address, Mail Id of Client	Exact action & Period	Reasons Action for

- (1) Information must be filled up by Typing specifically in this format only
(2) Additional rows / sheets may be added

Name of Authorized Signatory:

Signature with seal

Place:

Date:

FORM – A : FINANCIAL INFORMATION

I. Financial Analysis: Details are to be furnished duly supported by figures in balance sheet / profit & loss account for the last 5 (five) years duly certified and audited by the Chartered Accountant, as submitted by the applicant to the Income Tax Department (copies to be attached):

(Amounts: Rupees in Crores)

Sl. No.	Particulars	2022-23	2023-24	2024-25	2025-26
(i)	Gross Annual Turnover on similar works				
(ii)	Profit & Loss (standalone financial statement and consolidated financial statement both).				

II. Financial arrangements for carrying out the proposed work.

Signature of Chartered Accountant with Seal

Signature of Bidder (s)

Place:

Date:

FORM B**FORM OF BANKERS' / SOLVENCY CERTIFICATE OF RECENT DATE, i.e., NOT OLDER THAN 01.08.2026, ISSUED BY A SCHEDULED COMMERCIAL BANK**

To,
The Assistant General Manager (Admin.)
State Bank Institute of Leadership (SBIL), Kolkata,
Plot No. II F/2, Street No. 329,
Action Area III, Newtown, Rajarhat,
Kolkata – 700 160, West Bengal.

No.:

Date:

SOLVENCY CERTIFICATE

This is to certify that, to the best of our knowledge and information, M/s. / Sri....., a customer of our bank, has been maintaining Savings Bank / Current Account bearing number.....with our Branch, since (Month and Year). We understand from the customer that the certificate is for the purpose of Tender with your organization. We further certify that M/s / Shri / Smt.is solvent to the extent of INR (Rupees.....only).

This certificate is issued by SBIL at the specific request of the customer and should be regarded as without any guarantee or liability, financial or otherwise, on the part of SBIL or its officials.

(Signature)

For SBIL

Note:

1. Bankers 'certificate should be original on the letter head of the Issuing Bank duly sealed in cover and addressed to enlistment authority.

2. In case of partnership firm,
partners as recorded with the Bank.

certificate to include names of all

FORM C

To,
The Assistant General Manager (Admin.)
State Bank Institute of Leadership (SBIL), Kolkata,
Plot No. II F/2, Street No. 329,
Action Area III, Newtown, Rajarhat,
Kolkata – 700 160, West Bengal.

Subject: Submission of Bids for **Supply, Installation, Testing, Commissioning and Integration of Overhead Stage Lighting System for the Auditorium** at State Bank Institute of Leadership (SBIL), Rajarhat, Kolkata, West Bengal
Sir,

Having examined details given in press Notice and bid document for the above work, I/we hereby submit the relevant information:

“It is to certify that as per the audited balance sheet and profit & loss account during the financial year _____, the Net-worth of M/s _____ (Name & Registered address of the individual / firm / company), as on 31st March 2026 is Rs. _____ after considering all liabilities. It is further certified that the Net-worth of the company has not eroded by more than 30% in the last three year ending on 31st March 2026.”

(Signature of the Chartered Accountant)

Name of the Chartered Accountant

Membership No. of ICAI

Date & Seal

FORM D

PROFORMA OF AFFIDAVIT FOR EXECUTION OF SIMILAR WORKS

I / We undertake and confirm that eligible similar works (s) has / have not been executed through another contractor on back-to-back basis. Further that, if such a violation comes to the notice of Department, then I / we shall be debarred for bidding in State Bank of India in future forever. Also, if such a violation comes to the notice of State Bank of India before date of start of work, SBIL shall be free to forfeit the entire amount of Earnest Money Deposit / Performance Guarantee.

(Scanned copy to be uploaded at the time of submission of bid)

NOTE: Affidavit is to be furnished on a non-judicial stamp paper worth `100/-.

Signature of Bidder(s) or an authorized signatory

Officer of the firm with stamp

FORM E

PROFORMA OF AFFIDAVIT FOR NON-BLACK LISTING

I / we undertake and confirm that our firm/partnership firm has not been blacklisted by any State / Central Departments / PSUs / Autonomous bodies during the last 7 years of its operations. Further that, if such information comes to the notice of the State Bank of India, then I / we shall be debarred for bidding in State Bank of India in future forever. Also, if such an information comes to the notice of State Bank of India on any day before date of start of work, SBIL shall be free to cancel the agreement and to forfeit the entire amount of Earnest Money Deposit / Performance Guarantee.

(Scanned copy of this notarized affidavit to be uploaded at the time of submission of bid)

NOTE: Affidavit is to be furnished on a non-judicial stamp paper worth `100/-.

Signature of Bidder(s) or an authorized signatory

Officer of the firm with stamp

Signature of Notary with seal

FORM-F

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 Bank in selection of the System Integrator 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 Pan India during last 7 year from the date of application.
5. I hereby confirm that all information, particulars, copies of certificates & testimonials in connection with my empanelment are correct and genuine. I am, therefore, liable to face appropriate actions as deemed fit by SBIL in the event of any of the information, particulars, copies of certificates and testimonials are not found correct and genuine.

Place:

Signature of the applicant / firm with seal

Date:

**LETTER OF TRANSMITTAL
INFORMATION REGARDING ELIGIBILITY**

From:

.....
.....
.....

To:

The Asstt. General Manager (Admin.),
State Bank of India, State Bank Institute of Leadership
Plot No. II F/2, Street No. 329, Action Area III
Newtown, Kolkata - 700160.

Subject: Submission of bids for **Supply, Installation, Testing, Commissioning and Integration of Overhead Stage Lighting System for the Auditorium** at State Bank Institute of Leadership (SBIL), Rajarhat, Kolkata, West Bengal.

Sir,

Having examined details given in press Notice and bid document for the above work, I/we hereby submit the relevant information.

1. I/We hereby certify that all the statements made, and information supplied in the enclosed forms A to E and accompanying statement are true and correct.
2. I / we have furnished all information and details necessary for eligibility and have no further pertinent information to supply.
3. I/ we submit the requisite certified Banker's certificate and authorize the **Assistant General Manager (Admin)** to approach SBIL by issuing the Banker's certificate to confirm the correctness thereof. I/We also authorize **Assistant General Manager (Admin)** to approach individuals, employers, firms and corporations to verify our competence, work experience, and general reputation.
4. I/we submit the following certificates in support of our suitability, technical knowledge and capability for having successfully completed the following eligible similar works:

Name of Work	Certificate from

Certificate:

It is certified that the information given in the enclosed eligibility bid is correct. It is also certified that I/We shall be liable to be debarred, disqualified/ cancellation of enlistment in case any information furnished by me/us found to be incorrect.

Enclosures:

Date of submission:

Seal & Signature of bidder(s)

Date: -/...../.....

LETTER OF UNDERTAKING

To,
The Asstt. General Manager (Admin.),
State Bank of India, State Bank Institute of Leadership
Plot No. II F/2, Street No. 329, Action Area III
Newtown, Kolkata - 700160.

Dear Sir,

Having examined the drawings, specification, design and schedule of quantities relating to the works specified in the memorandum hereinafter set out and having visited and examined the site of the works specified in the said memorandum and having acquired the requisite information relating thereto as affecting the tender, I/We hereby offer to execute the works specified in the said memorandum at the rates mentioned in the attached Schedule of Quantities and in accordance in

all respects with the specifications, design, drawings and instructions in writing referred to in conditions of tender, the Articles of Agreement, Special Conditions, Schedule of Quantities and Conditions of Contract and with such materials as are provided for by, and in all other respects in accordance with such conditions so far as they may be applicable

MEMORANDUM

(a)	Description of work	Tender for “Proposed System Integrators for Supply, Installation, Testing, Commissioning and Integration of Overhead Stage Lighting System for the Auditorium at State Bank Institute of Leadership (SBIL), Rajarhat, Kolkata, West Bengal.
(b)	Earnest Money	Rs. 12,000/- (Rupees Twelve Thousand Only) calculated @ 1% of the Estimated Amount (No. 6 above), rounded up to nearest thousand rupees, to be drawn in the form of Demand Draft (DD) [valid for a period of 90 (ninety) days from the date of commencement of tendering] in favour of State Bank of India and payable at Kolkata. EMD of unsuccessful bidders will be returned after opening of Online Price Bid.
(c)	Time allowed for completion of the Works	60 days (including Sundays and Holidays) from the Date of Issue of the Work Order or the Site Handover Date, whichever is later

- Should this tender be accepted, I/we hereby agree to abide by and fulfill the terms and provisions of the said conditions of contract annexed hereto so far as may be applicable or in default thereof to forfeit and pay to SBIL, the amount mentioned in the said contract.
- I / We have deposited a sum of **Rs. 12,000/- (Rupees Twelve Thousand Only)** of the total tender amount as Earnest Money with the SBIL which amount is not to bear any interest. Should I / We fail to execute the Contract when called upon to do so I / We do hereby agree that this sum shall be forfeited by me/us to SBIL.
- I / We have read and understood various clauses of this tender and hereby submit our specific undertaking and concurrence in terms relevant clause of “Instruction to tenderer” to deposit **Additional Security Deposit (ASD)** of required amount as provided for in this tender and within the stipulated period, in case, my/our tender is found too low Additional Security Deposit (ASD) / Additional Performance Guarantee (APG) shall be applicable if the bid price is below **10%** of the estimated cost put to tender. The amount of such ASD/APG shall be the difference between **90%** of estimated cost put to tender and the quoted price, as a performance guarantee for due fulfilment of our contractual obligation for the project. Further, under any circumstances, whatsoever, if I/We fail to comply with the same including compliance of any such other conditions of tender within the stipulated time. I /We hereby, authorized SBIL to cancel my/Our tender, to forfeit my EMD/ISD/ASD and to take further necessary action as deemed fit including debarring our firm from participating in SBIL future tenders/de-paneling etc.
- I / We understand that as per terms of this tender, the SBIL may consider accepting our tender in part or whole or may entrust the various work proposed in phases. We, therefore, undertake that we shall not raise any claim/ compensation in the eventuality of Bank deciding to add/drop any of the work from the scope of work of this tender at any stage during the contract period. Further, we also undertake to execute the work entrusted to us in phases on our approved rates and within stipulated time limit without any extra claim for price escalation as also provided for in the relevant clause “Instructions to Tenderers” of this tender.
- I / We, hereby, also undertake that, we will not raise any claim for any escalation in the prices of any of the material during the currency of contract/execution/completion period including authorized extended contract period, if any.

6) I / We, hereby, undertake that, we will obtain necessary statutory approvals/ necessary permission from relevant Govt/ competent authority in consultation with Project Architect for carrying-out the captioned project works time-to-time on behalf of the Bank. For the purpose, Bank will reimburse the statutory charges/ cost as actual, on production of tax receipts/ invoices in originally by us.

7) Our Bankers are:

i)

ii)

The names of partners of our firm are:

i)

ii)

Name of the partner of the firm

Authorized to sign

Or

(Name of person having Power of

Attorney to sign the Contract.

(Certified true copy of the Power
of Attorney should be attached)

Yours faithfully,

Signature of Contractors.

Signature and addresses of Witnesses

i)

ii)

GENERAL CONDITIONS OF TENDER

Except where provided for in the description of the individual items in the schedule of quantities and in the specifications and conditions laid down hereinafter and, in the drawings, the work shall

be carried out as per standard of SBIL / consultant.

specifications and under the direction

1. INTERPRETATION :

In constructing these conditions, the specifications, the schedule of quantities, tender and Agreement, the following words shall have the meaning herein assigned to them except where the subject or context otherwise requires:

Client: The term Client shall denote **STATE BANK OF INDIA** with their **Corporate Centre** at “State Bank Bhavan”, Madam Cama Road, Mumbai – 400 021, Maharashtra and **State Bank Institute of Leadership (SBIL), Kolkata, Plot No.II F/2, Street No.329, Action Area III, Newtown, Rajarhat, Kolkata- 700160, West Bengal**

i) Contractor: The term Contractor shall mean the successful bidder in the tendering vide this NIT , and his / their heirs, legal representatives, assigns and successors.

ii) Site : As mentioned above where the work is to be executed as per the lay-out plans and drawings including any other building (s) thereat allotted by the Bank for the Contractor’s use.

iii) Site Engineer: The Site Engineer shall be the person / organization appointed by the Bank for adstration of construction work.

iv) Drawing: The work is to be carried out in accordance with drawings, specifications, the schedule of quantities and any further drawings or any other instruction, which may be given by the Bank, during the execution of the work.

All drawings relating to work given to the Contractor together with a copy of schedule of quantities are to be kept at site and the Bank, shall be given access to such drawings or schedule of quantities whenever necessary. Detail fabrication drawings where required are to be prepared by the Contractor and have these approved by Bank before taking up execution.

The Contractor shall ask in writing for all clarifications on matters occurring anywhere in drawings, specifications and schedule of quantities or to additional instructions at least 15 days ahead from the time when it is required for implementation so that the Bank may be able to give decision thereon.

- “The Work” shall mean the work to be executed or done under this contract.
- “Act of Insolvency” shall mean any act as defined by the Presidency Town Insolvency Act or in Provincial Insolvency Act or any amending statutes.
- “The Schedule of Quantities” shall mean the schedule of quantities as specified and forming part of this contract.
- “Priced Schedule of Quantities” shall mean the schedule of quantities duly priced with the accepted quoted rates of the contractor.

SCOPE: The Work Consists SUPPLY, INSTALLATION, TESTING, COMMISSIONING AND INTEGRATION OF OVERHEAD STAGE LIGHTING SYSTEM FOR THE AUDITORIUM OF STATE BANK INSTITUTE OF LEADERSHIP (SBIL), KOLKATA in Accordance With The Drawings And “Schedule Of Works”. It Includes Furnishing All Materials Completion Of The Work In conformity with designs, drawings, specifications, bill of quantities, etc. Should any detail, essential for efficient completion of the work be omitted from the drawings / specification, it shall be the responsibility of the contractor to inform the Bank and to furnish and install such detail with Bank’s concurrence, so that upon completion of the proposed work the same becomes acceptable.

Bank may in their absolute discretion issue further drawings and / or written instructions, details, directions and explanations, which are here after collectively referred to as “The Bank’s / consultant’s instructions” in regard to:

- a. The variation or modification of the design quality or quantity of work or the addition or omission or substitution of any work.

- b. Any discrepancy in the drawing or between the schedule of quantities and / or drawing and / or specification.
- c. The removal from the site of any defective material brought thereon by the contractor and the substitution of any other material thereof.
- d. The demolition, removal and / or re-execution of any work executed by the Contractor/s.
- e. The dismissal from the work of any person employed thereupon.
- f. The opening up for inspection of any work covered up.
- g. The rectification and making good of any defects under clauses hereinafter mentioned and those arising during the Defect Liability period.

The contractor shall forthwith comply with and duly execute any work comprised in such Bank's / instruction provided always that verbal instruction, directions and explanations given to the Contractor or his representative upon the work by the Bank shall, if involving a variation, be confirmed in writing to the Contractors within seven days. No work, for which rates are not specifically mentioned in the priced schedule of quantities, shall be taken up without written permission of the Bank. Rates of items not mentioned in the priced schedule of quantities shall be fixed by the Bank in consultation with the Bank as provided in Clause "Variation".

- 2. DETAILED DRAWINGS AND INSTRUCTIONS:** The Bank through its Bank shall furnish with reasonable promptness additional instruction by means of drawings or otherwise necessary for proper execution of the work. All such drawings and instructions shall be consistent with contract documents, true documents thereof and reasonably inferable therefrom.

The work shall be executed in conformity therewith and the Contractor shall not work without proper drawings and instructions. Immediately after receipt of the work order of the contract, the contractor shall prepare a progress schedule and submit the same to the Bank through the Bank for approval which shall indicate the dates for the starting and completion of the various stages of constructions.

- 3. COPIES FURNISHED:** The Contractor on the signing hereof of the Contract shall be furnished by the Bank through its Bank free of charge with a copy of the priced schedule of quantities / rates, two copies of each of the said drawings and one copy of specification and two copies of all further drawings issued during the progress of the work. Any further copies of such drawings required by the contractor shall be supplied on payment by the contractor of the charges therefor.

- 5. OWNERSHIP OF DRAWING:** All drawings, specification and copies thereof furnished by the Bank through its Bank are the property of the Bank. They are not to be used on other work, and with the exception of the signed contract set, are to be returned to the Bank on request on completion of the work.

- 6. FAILURE BY CONTRACTORS TO COMPLY WITH BANK'S / BANK'S INSTRUCTIONS:** If the contractor after receipt of written notice from the Bank requiring compliance of any instructions within ten days fails to comply with such instructions, the Bank through the Bank may employ other person, to carry out any such instructions whatsoever that may be necessary to give effect thereto and pay all cost in connection therewith. The contractor shall either pay the Bank the cost incurred by the Bank in connection therewith or the Bank may release the cost from any money due or to become due to the Contractor.

- **Owner's Right to Terminate the Contract:** If the contractor being an individual or a firm commit any 'Act of Insolvency' or shall be adjusted an insolvent or being an incorporated company shall have an order for compulsory winding up voluntarily or subject to the supervision of Govt. and of the Official Assignee of the liquidator in such acts of insolvency or winding up shall be unable within 7 days after notice to him to do so to show to the reasonable

satisfaction of the Bank that he is able to carry out and fulfill the contract and to give security therefore if so required by the Bank.

Or, if the contractor (whether an individual firm or incorporated Company) shall suffer execution to be issued or shall suffer any payment under this contract to be attached by or on behalf of any of the creditors of the contractor.

Or, shall assign or sublet his contract without the consent in writing of the SBIL through the Bank or shall charge or encumber this contract or any payment due to which may become due to the contractor there under:

- (a) has abandoned the contract, or,
- (b) has failed to commence the works, or has without any lawful excuse under these conditions suspended the progress of the works for 15 days after receiving from the SBIL through the Bank written notice to proceed, or,
- (c) has failed to proceed with the works with such diligence and failed to make such due progress as would enable the works to be completed within the time agreed upon, or has failed to remove the materials from the site or to pull down and replace work within seven days after written notice from the SBIL through the Bank that the said materials were condemned and rejected by the Bank under these conditions, or,
- (d) has neglected or failed persistently to observe and perform all or any of the acts, matters or things by this contract to be observed and performed by the contractor for seven days after written notice shall have been given to the contractor to observe or perform the same or has to the detriment of good workmanship or in defiance of the SBIL's or Architect's / Bank's instructions to the contrary subject any part of the contract.

Then and in any of said cases the SBIL and or the Bank, may not withstanding any previous waiver, after giving seven days' notice in writing to the contractor, determine the contract, but without thereby affecting the powers of the SBIL or the Bank or the obligation and liabilities of the contractor the whole of which shall continue in force as fully as if the contract had not been so determined and as if the works subsequently had been executed by or on behalf of the contractor. And further the SBIL through the Bank their agents or employees may enter upon and take possession of the work and all plants, tools, scaffoldings, materials, sheds, machineries lying upon the premises or on the adjoining lands or Roads use the same by means of their own employees or workmen in carrying on and completing the work or by engaging any other contractors or persons to complete the work and the contractor shall not in any way interrupt or do any act, matter or thing to prevent or hinder such other contractor or other persons employed for completing and finishing or using the materials and plant for the works. When the works shall be completed or as soon thereafter as convenient the SBIL or the Bank shall give a notice in writing to the contractor to remove his surplus materials and plants and should the contractor fail to do so within 15 days after receipt thereof by him the SBIL sell the same by public auction after due publication, and shall adjust the amount realized by such auction. The contractor shall have no right to question any of the act of the SBIL incidental to the same of the materials etc.

7. VISIT TO THE SITE: Intending tenderer shall visit the site and make him thoroughly acquainted with the local site condition, nature and requirements of the work, facilities of transport condition, availability of labour and materials, access and storage for materials and removal of rubbish. The tenderer shall provide in the tender for cost of carriage, freight and other charges as also for any special difficulties and including police restriction for transport etc. for proper execution of work as indicated in the drawings. The successful tenderer will not be entitled to any claim or compensation for difficulties faced or losses incurred on account of any site condition which existed before the commencement of the work or which in the opinion of the Bank, might be deemed to have reasonably been inferred as so existing before commencement of work.

8. TENDERS: The entire tendering process will be conducted e-Tendering System Portal <https://www.tenderwizard.com/SBIETENDER>. The Bank reserves the right to reject the lowest or any tender and also to discharge any or all of the tenders for each section or to split up and distribute any item of work to any firm or firms, without assigning any reason.

The tenderers should note that the tender is strictly on the percentage basis and their attention is drawn to the fact that the rates for each and every item should be correct, workable and self-supporting. If called upon by the Bank, detailed analysis of any or all the rates shall be submitted. The Bank shall not be bound to accept the Contractor's rate analysis.

The work will be paid for as "measured work" on the basis of actual work done and not as "lump sum" contract.

All items of work described in the schedule of quantities are to be deemed and paid as complete work in all respects and details including preparatory and finishing work involved, directly related to and reasonably detectable from the drawings, specifications and schedule of quantities and no further extra charges will be allowed in this connection.

The Bank has power to add to / omit from any work as shown in drawings or described in specifications or included in schedule of quantities and intimate the same in writing, but no addition, omission or variation shall be made by the contractor without authorization from the Bank. No variation shall vitiate the contract.

The tenderer shall note that his tender shall remain valid for consideration for a period of 90 (ninety) days from the date of opening of tender.

9. TENDER DOCUMENTS:

The work has to be carried out strictly according to the conditions stipulated in tender consisting of the documents as NIT, Instructions to the Tenderers, General Conditions of Contract, Special Conditions of Contract, Technical Specifications, Price Bid, Drawings, etc.

The above documents shall be taken as complementary and mutually explanatory of one another but in case of ambiguities or discrepancies shall take precedence in the order as Price Bid, Additional specification, Technical specification, Drawings, Special conditions of contract, GCC, instructions to Tenderers.

10. AGREEMENT: The successful tenderer shall sign the agreement as per draft agreement annexed herewith within 3 days (If instructed by the bank) from the date of issue of formal work order and he shall pay for all stamps and legal expenses, incidental thereto. However, the written acceptance of the tender by the Bank will constitute a binding contract between the Bank and the person so tendering whether such formal agreement is or is not subsequently executed.

11. PERMITS AND LICENSES:

Permits and licenses for release of materials which are under Government control shall be arranged by the contractor on behalf of the Bank. The Bank will sign any form or application that may be necessary for the purpose.

It may be clearly understood that no compensation or additional charges can be claimed by the contractor for non-receipt of any such controlled material in due time.

The contractor will, however, be eligible to a proportionate extension of time on this account which in the opinion of the Bank is reasonable. The Contractor shall at his own cost arrange for storage shed adequate for taking delivery and storing of the materials including any incidentals cost for obtaining permits and licenses etc. The costs for storing, transporting, handling etc. are to be included by the contractor in his quoted rate.

12. GOVERNMENT AND LOCAL RULES:

The Contractor shall conform to the provisions of all local By-laws and Act relating to the work and to the Regulations, etc., of the Government and Local Authorities and of any Bank with whose system the premises is proposed to be connected. The Contractor shall give all notices required by the said Act, Rules, Regulations and By laws etc. and pay all fees payable to such authority / authorities for execution of the

work involved. The cost, if any, shall be deemed to have been included in his quoted rates, taking into account all liabilities for licenses, fees for footpath encroachment and restorations etc.

and shall defend all actions arising

from such claims or liabilities.

13. TAXES AND DUTIES:

The tenderers must include in their tender prices quoted for all duties, royalties, cess, excise, sales tax, work contract tax or any other taxes or local charges, as applicable. No extra claim on this account will in any case be entertained. However, GST as per GST act will be paid on production of GST Registration Certificate and on claim.

14. QUANTITY OF WORK TO BE EXECUTED:

The quantities shown in the Schedule of quantities are intended to cover the entire new structure indicated in the drawing, but the Bank reserves the right to execute only a part or the whole or any excess thereof without assigning any reason therefore. If at any time after the commencement of the work, the Bank shall, for any reason whatsoever, not require the whole work thereof as specified in the tender to be carried out the Bank shall give notice in writing of the fact to the contractor who shall have no claim to any payment as compensation whatsoever on account of any profit or advantage which he might have derived from the execution of the work in full, but which he did not derive in consequence of the full amount of the work not having been carried out; neither shall he have any claim for compensation by reason of any alterations having been made in the original specification, drawing, designs and instructions which shall involve any curtailment of the work as originally contemplated.

15. OTHER PERSONS ENGAGED BY THE BANK: The Bank reserves the right to execute any part of the work included in this contract or any work which is not included in this contract by other Agency or persons and the Contractor shall allow all reasonable facilities and use of any scaffolding etc. for the execution of such work. All the agencies employed by the Bank on the work shall act in close co-ordination extend mutual assistance to enable completion of the work satisfactorily.

16. EARNEST MONEY, TENDER APPLICATION FEE AND SECURITY DEPOSIT / RETENTION MONEY:

Value of EMD : As mentioned in NIT

Value of ISD : As mentioned in NIT

Retention Money shall be deducted from progressive running bills at the rate of **10 %** of the gross value of work done by the contractor and claimed in each bill, provided the total security deposit, i.e., retention money shall not exceed 5% of the contract value. The retention money will not be deducted if adequate Bank Guarantee on a Nationalized Bank is submitted by the contractor. 50% of the total security deposit will be refunded to the Contractor subject to the issue of virtual completion certificate by the Bank and Contractor removing his materials, equipment, labour force, temporary shed / stores etc. from the site. The Balance 50% will be refunded to the contractor 30 (Thirty) days after end of "Defect Liability Period" provided he has satisfactorily carried out all the work, submitted all documents contractually called for and attended to all defects during defect liability period in accordance with the conditions of contract. No interest is allowed on retention money and earnest money deposit.

Further, if some dues to the Bank from the Contractor (s) have still to be recovered, the Bank reserves the right to withhold payment of so much of the retention money as in his opinion, represents the cost of the same.

17. TIME OF COMPLETION / EXTENSION OF TIME AND PROGRESS CHARTS:

a) Time of Completion:

The entire work is to be completed in all respects within the stipulated period of **30 days** (including Sundays and Holidays) from the Date of Issue of the Work Order or the Site Handover Date, whichever is later. The work shall be deemed to be commenced within 3 days from the issue of formal work order or the date on which the Contractor is instructed to take possession of

the site, whichever is later. Time is the essence of the contract and shall be strictly observed by the Contractor. The work shall not be considered as complete until the Bank have certified in writing that this has been completed and the Defects Liability Period shall commence from the date of such certificate.

b) Extension of Time:

If in the opinion of the Bank, the work be delayed for –

- delayed handing over of site
- by reason of any exceptionally inclement weather
- by reason of instructions from the Bank in consequence of proceedings taken or threatened by or disputes, with adjoining or neighboring owners

18. LIQUIDATED DAMAGES:

Should the work be not completed to the satisfaction of the Bank within the stipulated period, the contractor shall be bound to pay to the Bank a sum calculated @ **0.5 %** of the accepted Contract Price per week of delay, subject to a maximum of **5%** of the Contract Price or Certified Bill Value, whichever is higher, by way of liquidated damages and not as penalty during which the work remains uncompleted or unfinished after the expiry of the completion date.

• **Addendum to Liquidated Damages Clause:**

The parties hereby agree that due to negligence of act of the Contractor, if the employer suffers losses, damages, the quantification of which may be difficult, and hence the amount specified hereunder shall be construed as reasonable estimate of the damages and the Contractor agree to pay such liquidated damages, as defined hereunder as per the provisions of this Contract. The amount of liquidated damages under this Contract shall not exceed 5% of the Contract Price or Certified Bill Value, whichever is higher. The liquidated damages shall be applicable under following circumstances:

- (i) If the deliverables are not submitted as per schedule and time, the Contractor shall be liable to pay 1% of the total cost of the services for delay of each week or part thereof.
- (ii) If the deliverables are not acceptable to the Employer, and defects are not rectified to the satisfaction of the Employer within 30 days of the receipt of the notice, the Contractor shall be liable for Liquidated Damages for an amount equal to 0.5% of total cost of the services for every week or part thereof for the delay.

Any delay beyond this, STATE BANK OF INDIA shall be free to terminate the contract and get the work done from an alternate source at the risk of the contractor, besides forfeiting ISD. The decision of the Bank as to the period of delay on the part of the contractor and the quantum of compensation for such delay shall be final and binding on the contractor

19. ACTION WHEN WHOLE OF SECURITY DEPOSIT IS FORFEITED: :In any case in which under any clause or clauses of this contract, the contractor shall have rendered himself liable to pay liquidated damages amounting to the whole of his security deposit (whether paid in one sum or deducted by installments) the Bank shall have power to adopt any of the following courses as they may deem best suited to the interest of the Bank:

- a) To rescind the contract (of which rescission notice in writing to the contractor under hand of the Bank shall be conclusive evidence) and in which case the security deposit of the contractor shall stand forfeited and be absolutely at the disposal of the Bank

In the event of any the above courses being adopted by the Bank the contractor shall have no claim to compensation for any loss sustained by him by reasons of his having purchased or procured any materials or entered into any engagement or make any advances on account of or

with a view to the execution of this work or the performance of the contract. And in case the contract shall be rescinded under the provision aforesaid, the contractor shall not be entitled to recover or be paid any sum for any work thereto actually performed under this contract, unless and until the Bank will have certified in writing the performance of such work and the value payable in respect thereof, and he shall only be entitled to be paid the value so certified.

20. MATERIALS, WORKMANSHIP, SAMPLES, TESTING OF MATERIALS :

All the work specified and provided for in the specification or which may be required to be done in order to perform and complete any part thereof shall be executed in the best and most workman like manner with materials of the best and approved quality of the respective kinds in accordance with the particulars contained in and implied by the specifications and as represented by the drawings or according to such other additional particulars and instructions as may from time to time be given by the Bank during the execution of the work, and to his entire satisfaction.

If required by the Bank, the Contractor shall have to carry out tests on materials in approved materials testing laboratories or as prescribed by Bank at his own cost to prove that the materials etc. under test conform to the relevant I.S. standards or as specified in the specification. No extra payment on this account should in any case be entertained.

A list of Mandatory Tests is given in Technical Specification which is only indicative and not exhaustive. Any other tests, special or routine, on any material or workmanship, advised to be done by the Bank for any reason shall be done by the contractor for which no additional payment will be made.

21. Contractor to indemnify State Bank of India

The contractor shall indemnify the STATE BANK OF INDIA against all claims, proceedings, damages, costs, charges and expenses in respect of the matters referred to in the provision mentioned in this NIT.

22. Contractor's superintendence

The contractor shall fully indemnify and keep indemnified the State Bank of India against any action, claim, or proceeding relating to infringement or use of any patent or design or any alleged patent or design rights and shall pay any royalties which may be payable which may be payable in respect of any article or part thereof included in the contract. In the event of any claim made under or action brought against STATE BANK OF INDIA in respect of such matters as aforesaid the contractor shall be immediately notified thereof and the contractor shall be liberty, at his own expenses to settle any dispute or to conduct any litigation that may arise there from, provided that the contractor shall not be liable to indemnify the STATE BANK OF INDIA if the infringement of the patent or design or any alleged patent or design right is the direct result of an order passed by the Bank in this behalf.

23. Without prejudice to the others rights of the State Bank of India against contractors. In respect of such default, the employer shall be entitled to deduct from any sums payable to the contractor the amount of any damages costs, charges, and other expenses paid by the State Bank of India and which are payable by the contractors under this clause. The contractor shall upon settlement by the Insurer of any claim made against the insurer pursuant to a policy taken under this clause, proceed with due diligence to rebuild or repair the works destroyed or damaged. In this event all the monies received from the Insurer in respect of such damage shall be paid to the contractor and the Contractor shall not be entitled to any further payment in respect of the expenditure incurred for rebuilding or repairing of the materials or goods destroyed or damaged.

24. ACCOUNT RECEIPTS AND VOUCHERS:

The Contractor shall upon the request of the Bank furnish them with all the invoices, accounts, receipts and other vouchers that they may require in connection with the work under this contract.

If the Contractor shall use materials less than what he is required under the contract, the value of the difference in the quantity of the materials he was required to use and that he actually used shall be deducted from his dues. The decision of the Bank shall be final and binding on the Contractor as to the amount of materials the Contractor is required to use for any work under this contract.

25. MEASUREMENT OF WORK :

The Contractor will record and submit to the Project Management Bank / Site Engineer / Bank with the details of measurements for their scrutiny and signature. The Contractor should submit the bill with such endorsement of PMC / Site Engineer / SBIL/Consultant.

26. CONTRACTOR NOT TO DEPOSIT MATERIALS IN A MANNER THAT MAY CAUSE INCONVENIENCE TO THE PUBLIC :

The Contractor (s) shall not deposit materials locations, which will cause inconvenience to the public. The Bank may require the contractor to remove any materials, which are considered by him to be a danger or inconvenient to the public and cause them to be removed at the contractor's cost.

27. PAYMENTS :

All bills shall be prepared by the Contractor in the form prescribed by the Bank, (format enclosed). The interim bill in proper forms must be duly accompanied by detailed measurements, duly endorsed by the Site Engineer / PMC in support of quantities of work done and must show deduction for all previous payments, retention money, etc. Advance / ad-hoc payments for work will not be normally made. However, ad-hoc payments may be made at the discretion of SBIL/Consultant in case of exigency.

- a) **FINAL PAYMENT** :The final bill shall be accompanied by a certificate of completion form the Bank along with all other documents required to be submitted by the Contractor under these conditions. Payment of final bill shall be made after deduction of Retention Money as specified in these conditions which sum shall be refunded in the manner stated in these conditions. The acceptance of payment of the final bill by the Contractor would indicate that he would have no further claim in respect of the work executed.

28. VARIATION / DEVIATION:

The Contractor may when authorized and shall, when directed in writing by the SBIL/Consultant, add and or omit or vary the work shown in the drawings or described in the specification or included in the priced schedule of quantities. The Contractor on his own accord shall make no addition, omission or variation without such authorization from Bank. A verbal authority or direction by the SBIL/Consultant if confirmed by the Contractor in writing within 7 days shall be deemed to have been given in writing. The price of all such additional / non-tendered items will be worked out on the basis of rates quoted for similar items in the contract wherever existing or an engineering rate analysis based on prevalent fair price of labour materials at site of work including wastage and other components as required plus 15% for overhead and profit etc. works contract sales Tax at prevailing rate will be payable extra over the stipulated OH / project percentage. The tender rates shall hold good for any increase or decrease in tender quantities.

No claim for an extra shall be allowed unless it has been executed by the authorization of Bank. No variation shall vitiate the contract.

29. SUBSTITUTION:

Should the Contractor desire to substitute any materials and workmanship he / they must obtain the approval of the Bank in writing for any such substitution well in advance. For materials designated in this specification by such term as "Equal" or "other approved", etc. Specific approval of the Bank shall be obtained in writing prior to execution.

30. DEFECTS AFTER COMPLETION : The Contractor shall make good from time to time at his own cost and to the satisfaction of the Bank all defects, shrinkage, settlements or other faults which may appear within 12 (twelve) months after completion of the work and considered as the "defect liability period". In default the Bank may employ and pay other persons to amend and make good such damages, losses and expenses consequent thereon or incidental there to shall be made good and borne by the Contractor and such damages, loss and expenses shall be recoverable from him by the Bank or may be deducted by the Bank, in lieu of such amending and making good by the Contractor deduct from any money due to the Contractor a sum equivalent to the cost of amending such work and in the event of the amount retained being insufficient recover the balance from the Contractor from the amount retained under these conditions together with any expenses the Bank may have incurred in connection therewith.

31. GUARANTEE FOR SPECIALIZED WORKS:

Wherever provision for submission of a guarantee has been advised, the same shall be submitted from the specialized agency along with a counter guarantee by the main contractor engaged for the work. The guarantee shall be furnished on a non-judicial stamp paper of appropriate value. If the contractor is required to submit guarantee / guarantees for any item / items for a period of more than 6 months, the guarantee/guarantees in case of those items shall remain valid even after expiry of the defect liability period of 6 months as stipulated in the contract.

32. ESCALATION: The rates quoted shall be firm throughout the tenure of the contract (including extension of time, if any granted) and will not be subject to any fluctuation due to increase in cost of materials, labour, sales tax, octroi etc. unless specifically provided for this document.

33. SUSPENSION: If the Contractor, except on account of any legal restraint upon the Bank preventing the continuance of the work or in the opinion of the Bank shall neglect or fail to proceed with the due diligence in the performance of his part of the contract or if he shall more than once make default, the Bank shall have the power to give notice in writing to the contractor requiring the work be proceeded within a reasonable manner and with reasonable dispatch, such notice purport to be a notice under this Clause.

After such notice shall have been given, the Contractor shall not be at liberty to remove from site of the work or from any ground contiguous thereto, any plant or materials to subsist from the date of such notice being given until the notice shall have been complied with. If the Contractor shall fail for 15 days after such notice has been given to proceed with the work as therein prescribed, the Bank may proceed as provided in **Clause 56** (Termination of Contract by the Bank).

34. TERMINATION OF CONTRACT BY BANK:

If the Contractor being a Bank go into liquidation whether voluntary or compulsory or being a firm shall be dissolved or being an individual shall be adjudicated insolvent or shall make an assignment or a compensation for the benefit of the greater part, in number of amount of his creditors or shall enter into a Deed or arrangement with his creditors, or if the Official Assignee in insolvency, or the Receiver of the Contractor in insolvency, shall repudiate the contract or if a

Receiver of the Contractor's firm appointed by the court shall be unable, within fourteen days after notice to him requiring him to do so, to show to the reasonable satisfaction of the bank that he is able to carry out and fulfill the contract and if so required by the Bank to give reasonable security there for, or if the Contractor shall suffer execution to be issued, or shall suffer any payment under this contract to be attached by or on behalf of and of the creditors of the contractor or shall assign, charge or encumber this contract or any payments due or which may become due to the Contractor, thereunder, or shall neglect or fail to observe and perform all or any of the acts matters of things by this contract, to be observed and performed by the Contractor within three clear days after the notice shall have been given to the contractor in manner hereinafter mentioned requiring the Contractor to observe or perform the same or shall use improper materials or workmanship in carrying on the work, or shall in the opinion of the Bank not exercise such due diligence and made such due progress as would enable the work to be completed within due time agreed upon and shall fail to proceed to the satisfaction of the Bank after three clear days' notice requiring the contractor to do so shall have been given to the contractor as hereinafter mentioned, or shall abandon the contract, then and in any of the said cases, the Bank may notwithstanding any previous waiver determine the contract by a notice in writing to the effect as hereinafter mentioned, but without thereby affecting the powers of the Bank of the obligations and liabilities of the contract the whole of which shall continue in force as fully as if the contract had not been so determined and as if the work subsequently executed had been executed by or on behalf of the contractor (without thereby creating any trust in favour of the contractor). Further the Bank or his agent or servants may enter upon and take possession of the work and all plants, tools, scaffolding, sheds, machinery, steam and other power, utensils and materials being lying upon premises or the adjoining lands or road and sell the same as his own property or may employ the same by means of his own servants and workmen in carrying on and completing the work or by employing any other contractors or other person to complete, and the contractor shall not in any way interrupt or do any act, matter or thing to prevent or hinder such other contractors or other persons or person employed from completing and finishing or using the materials and plants for the work. When the work shall be completed or as soon as thereafter as conveniently may be, the Bank shall give notice in writing to the contractor to remove his surplus materials and plants and should the contractor fail to do so within a period of 14 days after receipt by him of the said notice, the Bank may sell the same by Public Auction and shall give credit to the contractor for the amount so realized. Any expenses or losses by the Bank in getting the work carried out by other contractors shall be adjusted against the amount payable to the contractor by way of selling his tools and plants or due on account of work carried out by the contractor prior to engaging other contractors or against the Security Deposit.

35. **ARBITRATION**

35.1 Except where otherwise provided in the contract all questions and disputes relating to the meaning of the specifications, design, drawings and instructions herein before mentioned and as to the quality of workmanship or materials used on the work or as to any other question, claim, right, matter or thing whatsoever in any way arising out of or relating to the contract, designs, drawings, specifications, estimates, instructions orders or these conditions or otherwise concerning the work or the execution or failure to execute the same whether arising during the progress of the work or after the cancellation, termination, completion or abandonment thereof shall be dealt with as mentioned hereinafter. If the Contractor considers that he is entitled to any extra payment or compensation in respect of the works over and above the amount s admitted as payable by the Architect or in case the Contractor wants to dispute the validity of any deductions or recoveries made or proposed to be made from the contract or raise any dispute, the Contractor shall forthwith give notice in writing of his claim, or dispute to **the Asst. General Manager (Admin.), SBIL Kolkata** and endorse a copy of the same to the Architect, within 30 days from the date of disallowance thereof or the date of deduction or recovery. The said notice shall give full

particulars of the claim, grounds on which it is based and detailed calculations of the amount claimed and the Contractor shall not be entitled to raise any claim nor shall SBIL be in any way liable in respect of any claim by the Contractor unless notice of such claim shall have been given by the Contractor to the **Asst. General Manager (Admin.), SBIL Kolkata** in the manner and within the time as aforesaid. The Contractor shall be deemed to have waived and extinguished all his rights in respect of any claim not notified to the **Asst. General Manager (Admin.), SBIL Kolkata** in writing in the manner and within the time aforesaid.

35.2 **The Asst. General Manager (Admin.), SBIL Kolkata** shall give his decision in writing on the claims notified by the Contractor. The Contractor may within 30 days of the receipt of the decision of the **Asst. General Manager (Admin.), SBIL Kolkata** submit his claims to the conciliating authority namely the **Dy. General Manager (Admin & Accounts) of SBIL** for conciliation along with all details and copies of correspondence exchanged between him and the **Asst. General Manager (Admin.), SBIL Kolkata**.

35.3 If the conciliation proceedings are terminated without settlement of the disputes, the Contractor shall, within a period of 30 days of termination thereof shall give a notice to the concerned **Dy. General Manager (Admin & Accounts) of SBIL** for appointment of an arbitrator to adjudicate the notified claims failing which the claims of the Contractor shall be deemed to have been considered absolutely barred and waived.

35.3.1 Except where the decision has become final, binding, and conclusive in terms of the contract, all disputes or differences arising out of the notified, claims of the Contractor as aforesaid and all claims of SBIL shall be referred for adjudication through arbitration by the Sole Arbitrator appointed by the General Manager & Director. It will also be no objection to any such appointment that the Arbitrator so appointed is a Bank Officer and that he had to deal with the matters to which the Contractor relates in the course of his duties as Bank Officer. If the arbitrator so appointed, is unable or unwilling to act or resigns his appointment or vacates his office due to any reason another sole arbitrator shall be appointed in the manner aforesaid by the said General Manager & Director. Such person shall be entitled to proceed with reference from the stage at which it was left by his predecessor.

35.3.2 It is a term of this contract that the party invoking arbitration shall give a list of disputes with amounts claimed in respect of each dispute along with the notice for appointment of arbitrator.

35.3.3 It is also the term of this contract that no person other than a person appointed by such General Manager & Director as aforesaid should act as arbitrator. The conciliation and arbitration shall be conducted in accordance with the provisions of the **Arbitration & Conciliation Act 1996** or any statutory modification or reenactment thereof and the rules made thereunder.

35.3.4 It is also a term of the contract that if any fees are payable to the arbitrator these shall be paid equally by both the parties. However, no fees will be payable to the arbitrator if he is a Bank Officer.

35.3.5 It is also a term of the contract that the arbitrator shall be deemed to have entered on the reference on the date he issues notice to both the parties calling them to submit their

statement of claims and counter statement of claims. The venue of the arbitration shall be such place as may be fixed by the arbitrator in his sole discretion. The fees, if there are any, of the arbitrator shall, if required to be paid before the award is made and published, be paid half and half by each of the parties. The cost of the reference and of the award (including the fees, if any of the arbitrator) shall be in the discretion of the arbitrator who may direct any by whom and in what manner, such costs or any part thereof, shall be paid and fix or settle the amount of costs to be so paid.

Bill Submission Format: The bill shall be as per tender specification as detailed below along with Detail Measurement Sheet. Bill will not be accepted if detail calculation sheet of the quantity executed at site is not being attached. If required then the contractor may be ask to submit the Manufacturing certificate in due course of bill checking period

SN	Description	Unit	Tender Rate	Tender quantity	Actual quantity (L/B/D)	Tender amount	Actual amount

Declaration

I/We hereby declare that I/We have read the above terms and conditions /instructions carefully and fully understood and will abide by the same.

Signature _____ of _____ the _____ vendor _____ with _____ seal
Place :

Date:

36. **Schedule of Completion** :Time is the essence of this Contract. The Contractor will have to commence the work at site within 7 days from the date of LOI and complete the entire work satisfactorily within **30 days** as per mutually agreed schedule. In case the contractor fails to mobilize the resources to site for commencing the work and complete the works as per mutually agreed time line for each phase; it is assumed that the contractor is not interested in executing the work and hence the said contract stands cancelled automatically. In such case, the Company is at the liberty to off load the work to other suitable agencies at your cost and risk.
37. **Liquidated Damage For Delay:In case of any delay in completion of work beyond the above schedule, LD @ ½ % (half percent) of the total contract value of the work for every week or part thereof for the first 4 weeks of delay and thereafter 1% (one percent) total contract value for every week, subject to a maximum of 5% (five percent) of the total Contract value on uninterrupted working condition.**
38. **Unsatisfactory Supplies /Work:**No Bills will be paid for unless found satisfactory and materials supplied strictly in accordance with the Specifications by the Company and certified by the Engineer to such effect.
39. **Defective Liability / Warranty:**

The Contractor warrants the scope of work for a period of **12 months from the date of virtual completion**, against defective material, poor workmanship and design.

40. Labour Laws/codes

The Contractor shall employ technically qualified and competent supervisors for the work who shall be available (by turn) throughout the working hours to receive and comply with instruction of SBIL/ Consultant. The Contractor shall engage at least one experienced technical representative as Site-in-Charge for execution of the work. The Contractor shall employ in connection with the work persons having the appropriate skill or ability to perform their job efficiently. The Contractor may employ local laborers on the work as far possible. Any laborer supplied by the Contractor to be engaged on the work on day-work basis either wholly or partly under the direct order or control of SBIL or his representative shall be deemed to be employed by the Contractor. The Contractor shall comply with the provisions of all labour legislation including the requirements of the following –

- ❖ Payment of Wages Act, 1936
- ❖ **New Labour Codes 2025**
- ❖ Bank's Liability Act
- ❖ Workmen Compensation Act, 1923
- ❖ Contract Labor (Regulation and Abolition) Act, 1970 and Central Rules 1971
- ❖ Apprentices Act, 1961
- ❖ Any other Act or enactment relating thereto, and rules framed there under from time to time.

41 INSURANCE:**41.1 Obligation:**

Without limiting his obligations and responsibilities under the contract, the Contractor shall insure in the joint names of the State Bank of India and the Contractor against all loss of damages from whatever cause arising other than the excepted risk, for which he is responsible under the terms of contract and in such a manner that the State Bank of India and Contractor are covered for the period of completion of work and are also covered during the period of maintenance for loss or damage arising from a cause, occurring prior to the commencement of the period of maintenance and for any loss or damage occasioned by the contract in the course of any operations carried out by him for the purpose of complying with his obligations under clause –

- The works for the time being executed to the estimated current Contract value thereof, or such additional sum as may be specified together with the materials for incorporation in the work at their replacement value.
- The constructional plant and other things brought on to the site by the Contractor to the replacement value of such constructional plant and other things.
- Such insurance shall be in effect with an insurer and in terms approve by the State bank of India which approval shall not be unreasonably withheld, and the Contractor shall, whenever

required, produce to the Architect / Consultant the policy if insurance and he receipts for payment of the current premiums.

41.2 Damage to persons & property:

The Contractor shall, except if and so far as the contract provides otherwise, indemnify SBIL against all losses and claims in respect of injuries or damages to any person or material or physical damage to any property whatsoever which may arise out of or in consequence of the execution and maintenance of the works and against all claims proceedings, damages, costs, charges and expenses whatsoever in respect of or in relation thereto except any compensation of damages for or with respect to the following –

- ◆ The permanent use of occupation of land by or any part thereof
- ◆ The rights of SBIL execute the works or any part thereof on, over, under, in or through any lands
- ◆ Injuries or damages to persons or property which are unavoidable result of the execution or maintenance of the works in accordance with the contract
- ◆ Injuries or damage to persons or property resulting from any act or neglect of SBIL their agents, employees or other Contractors not being employed by the Contractor or for or in respect of any claims, proceedings, damages, costs, charges and expenses in respect thereof or in relation thereto or where the injury or damage was contributed to by the Contractor, his servants or agents such part of the compensation as may be just and equitable having regard to the extent of the responsibility of the State Bank of India, their employees, or agents or other Contractors for the damage or injury.

41.3 INDEMNITY CLAUSE – Contractor to Indemnify State Bank of India:

The Contractor shall indemnify the STATE BANK OF INDIA against all claims, proceedings, damages, costs, charges and expenses in respect of the all the matters during execution of work.

41.4 Contractor's Superintendence:

The Contractor shall fully indemnify and keep indemnified the State Bank of India against any action, claim, or proceeding relating to infringement or use of any patent or design or any alleged patent or design rights and

shall pay any royalties which may be payable which may be payable in respect of any article or part thereof included in the contract.

In the event of any claim made under or action brought against STATE BANK OF INDIA in respect of such matters as aforesaid the Contractor shall be immediately notified thereof and the Contractor shall be liberty, at his own expenses to settle any dispute or to conduct any litigation that may arise there from, provided that the Contractor shall not be liable to indemnify the STATE BANK OF INDIA if the infringement of the patent or design or any alleged patent or design right is the direct result of an order passed by the Consultant/Bank's Engineer on this behalf.

41.5 Third-party Insurance:

Obligation:

Before commencing the execution of the work the Contractor but without limiting his obligations and responsibilities under **General Condition Of Tender** shall insure against his liability for any material or physical damage, loss or injury which may occur to any property including that of STATE BANK OF INDIA, or to any person, including any employee of the STATE BANK OF INDIA, arising out of the execution of the works or in the carrying out of the contract, otherwise than due to the matters referred to in the provision of **General Condition Of Tender** thereof.

41.6 Minimum Amount of Third-party Insurance:

Such insurance shall be effective with an insurer and in terms approved by the State Bank of India which approval shall not be reasonably withheld and for at least the amount stated below. The Contractor shall, whenever, produce to the Architect / Consultant the policy or policies of insurance cover and receipts for payment of the current premiums.

41.7 Minimum Insurance Cover:

The minimum insurance cover for physical property, injury, and death is **Rs.5.00 Lakh** per occurrence with the number of occurrences limited to four. After each occurrence Contractor will pay premium to make insurance valid for four occurrences always.

41.8 Accident or Injury to Workmen:

Obligation:

SBIL shall not be liable for or in respect of any damages or compensation payable at law in respect or in consequence of any accident or injury to any workmen or other person in the employment of the Contractor or any sub-contractor, save and except an accident or injury resulting from any act or default of the State Bank of India or their agents, or employees. The Contractor shall indemnify and keep indemnify State Bank of India against all such damages and compensation, save and except as aforesaid, and against **STATE BANK OF INDIA** claims, proceedings, costs, charges and expenses whatsoever in respect thereof or in relation thereto.

41.9 Insurance against accidents, etc., to Workmen:

The Contractor shall insure against such liability with an insurer approved by SBIL during the whole of the time that any persons are employed by him on the works and shall, when required, produce to the Consultant such policy of insurance and receipt for payment of the current premium. Provided always that, in respect of any persons employed by any sub-contractor, the Contractor's obligation to insure as aforesaid under this sub-clause shall be satisfied if the sub-contractor shall have insured against the liability in respect of such person in such manner that State Bank of India is indemnified under the policy but the Contractor shall require such sub-contractor to produce to the Consultant when such policy of insurance and the receipt for the payment of the current premium.

41.10 Remedy on Contractor's failure to Insure:

If the Contractor fails to effect and keep in force the insurance referred to above or any other insurance which he may be required to effect the terms of contract, then and in any such case SBIL may effect and keep in force any such insurance and pay such premium or premiums as may be necessary for that purpose and from time to time deduct the amount so paid by the State Bank of India as aforesaid from any amount due or which may become due to the Contractor, or recover the same as debt from the Contractor. In addition, an amount of penalty of **Rs.1.00 Lakh** will be imposed and to be recovered from the proceedings of any bill due to be paid to the

Contractor.

41.11 Obligation:

Without prejudice to others' rights of the State Bank of India against Contractors. In respect of such default, the employer shall be entitled to deduct from any sum payable to the Contractor the amount of any damages, costs, charges, and other expenses paid by the State Bank of India and which are payable by the Contractors under this sub-clause. The Contractor shall upon settlement by the Insurer of any claim made against the insurer pursuant to a policy taken under this clause, proceed with due diligence to rebuild or repair the works destroyed or damaged. In this event all the monies received from the Insurer in respect of such damage shall be paid to the Contractor and the Contractor shall not be entitled to any further payment in respect of the expenditure incurred for rebuilding or repairing of the materials or goods destroyed or damaged.

42 PAYMENTS:

All bills shall be prepared by the Contractor in the form prescribed by SBIL **(Proforma – I)**. Advance / ad-hoc payments for work will not be normally made. However, ad-hoc payments may be made at the discretion of SBIL/ Consultant in case of exigency. SBIL/ Consultant shall issue certificate **(Proforma – III, IV & V)** after due scrutiny of the Contractor's bill stating the amount due to the Contractor from SBIL and the Contractor shall be entitled to payment thereof, by SBIL within the period of "*honoring certificates*" mentioned in these documents.

The amount stated in an interim certificate shall be the total value of work properly executed and approximately 50% of invoiced value of material brought to site for permanent incorporation into the work up to the date of the bill less the amount to be retained by SBIL as the retention money and less installments previously paid under these conditions.

The materials to be considered for secured advance **(Proforma – II)** shall be non-perishable in nature and only include the value of the said materials and goods as and from such time as they are reasonably, properly and not prematurely brought to or placed adjacent to the work and then only if adequately protected against weather or other casualties and considered acceptable by SBIL/ Consultant. An indemnity bond is to be submitted in an appropriate format approved by the Bank, whenever Secured Advance against materials are prayed for. If SBIL has supplied any materials or goods to the Contractor, the cost of any such materials or goods will be progressively deducted from the amount due to Contractor in accordance with the quantities consumed in the work.

All the interim payments shall be regarded as payments by way of advance against the final payment only and not as payments for work actually done and completed and shall not preclude the requiring of bad unsound and imperfect or unskilled work to be removed and taken away and reconstructed or re-erected or be considered as an admission of the due performance of the contract or any part thereof in any respect or the accruing of any claim, nor shall, it conclude determine or affect in any way the powers of SBIL under these conditions or any of them as to the final settlement and adjustment of the accounts or otherwise or in any other way vary or affect the contract. The final bill shall be submitted by the Contractor to the Consultant within one month of the date of certificate of completion furnished by the Consultant and payment shall be made after the same is duly verified and certified by the Consultant.

- **Final Payment:**

The final bill shall be accompanied by a certificate of completion **(Proforma – XI & XII)** from SBIL/ Consultant along with all other documents required to be submitted by the Contractor under these conditions. Payment of final bill shall be made after deduction of Retention Money as specified in these conditions which sum shall be refunded in the manner stated in these conditions. The acceptance of payment of the final bill by the Contractor would indicate that he would have no further claim in respect of the work executed.

- **Note:**

The contractors are advised to submit their final bill (s) within 30 days from the date of completion of works, duly certified / recommended by the user department and supported by the work completion certificate as per the prescribed format, failing which their bill (s) may not be considered for payment. One undertaking shall have to be submitted to SBIL while receiving the formal works order (s).

43 VARIATION / DEVIATION:

The Contractor may when authorized and shall, when directed in writing by SBIL/ Consultant, add and or omit or vary the work shown in the drawings or described in the specification or included in the priced schedule of quantities. The Contractor on his own accord shall make no addition, omission or variation without such authorization from Bank. A verbal authority or direction by SBIL/ Consultant, if confirmed by the Contractor in writing within 7 days, shall be deemed to have been given in writing. The price of all such additional / non-tendered items will be worked out on the basis of rates quoted for similar items in the contract, wherever existing or an engineering rate analysis based on prevalent fair price of labour materials at site of work including wastage and other components as required plus 15% for overhead and profit, etc. Works contract Sales Tax at prevailing rate will be payable extra over the stipulated OH / project percentage.

The tender rates shall hold good for any increase or decrease in tender quantities. No claim for an extra charge shall be allowed unless it has been executed by the authorization of Bank / Consultant. No variation shall vitiate the contract.

44 SUBSTITUTION:

Should the Contractor desire to substitute any materials and workmanship he / they must obtain the approval of SBIL/ Consultant in writing for any such substitution well in advance. For materials designated in this specification by such term as "Equal" or "Other Approved Equivalent", etc. Specific approval of SBIL/ Consultant shall be obtained in writing prior to execution.

45 TERMINATIONS OF CONTRACT BY BANK:

If the Contractor being a Bank go into liquidation whether voluntary or compulsory or being a firm shall be dissolved or being an individual shall be adjudicated insolvent or shall make an assignment or a compensation for the benefit of the greater part, in number of amount of his creditors or shall enter into a Deed or arrangement with his creditors, or if the Official Assignee in insolvency, or the Receiver of the Contractor in insolvency, shall repudiate the contract or if a Receiver of the Contractor's firm appointed by the court shall be unable, within fourteen days after notice to him requiring him to do so, to show to the reasonable satisfaction of SBIL that he is able to carry out and fulfil the contract and if so required by SBIL to give reasonable security there for,

of if the Contractor shall suffer execution to be issued, or shall suffer any payment under this contract to be attached by or on behalf of and of the creditors of the Contractor or shall assign, charge or encumber this contract or any payments due or which may become due to the Contractor, thereunder, or shall neglect or fail to observe and perform all or any of the acts matters of things by this contract, to be observed

and performed by the Contractor within three clear days after the notice shall have been given to the Contractor in manner hereinafter mentioned requiring the Contractor to observe or perform the same or shall use improper materials or workmanship in carrying on the work, or shall in the opinion of SBIL not exercise such due diligence and made such due progress as would enable the work to be completed within due time agreed upon and shall fail to proceed to the satisfaction of SBIL after three clear days' notice requiring the Contractor to do so shall have been given to the Contractor as hereinafter mentioned, or shall abandon the contract, then and in any of the said cases, SBIL may notwithstanding any previous waiver determine the contract by a notice in writing to the effect as hereinafter mentioned, but without thereby affecting the powers of SBIL of the obligations and liabilities of the contract the whole of which shall continue in force as fully as if the contract had not been so determined and as if the work subsequently executed had been executed by or on behalf of the Contractor (without thereby creating any trust in favor of the Contractor). Further SBIL or his agent or servants may enter upon and take possession of the work and all plants, tools, scaffolding, sheds, machinery, steam and other power, utensils and materials being lying upon premises or the adjoining lands or road and sell the same as his own property or may employ the same by means of his own servants and workmen in carrying on and completing the work or by employing any other Contractors or other person to complete, and the Contractor shall not in any way interrupt or do any act, matter or thing to prevent or hinder such other Contractors or other persons or person employed from completing and finishing or using the materials and plants for the work. When the work shall be completed or as soon as thereafter as conveniently may be, SBIL shall give notice in writing to the Contractor to remove his surplus materials and plants and should the Contractor fail to do so within a period of 14 days after receipt by him of the said notice, SBIL may sell the same by Public Auction and shall give credit to the Contractor for the amount so realized. Any expenses or losses by SBIL in getting the work carried out by other Contractors shall be adjusted against the amount payable to the Contractor by way of selling his tools and plants or due on account of work carried out by the Contractor prior to engaging other Contractors or against the Security Deposit.

46 DESIGNING AND IMPLEMENTATION PLAN:

- i. Vendor is required to develop a detailed implementation plan for the project which should include the full scope of the project as mentioned above. On acceptance of such plan by the SBI, the vendor is required to carry out the implementation including supply, installation, Programming, testing, commissioning, & Training of equipment, etc.
- ii. Vendor to enclose the implementation plan of all Services mentioned in NIT, in Technical Bid. SBI reserves to reject vendors on basis of their Time schedule & Implementation plan. The Price bid of such vendors will not be opened.

47 CONTRACT WITH THE VENDOR

- i. SBIL would enter into a contract with the finally selected vendor who will be responsible for delivery, installation, commissioning and overall implementation of a Lighting solution.

- ii. Bidder should submit the proposals with min. 1 years warranty.
- iii. The finalization will be done on the basis of BID VALUE after all the tender conditions are fulfilled. **BID VALUE** = Supply of items/Material cost with 1 Years warranty + Implementation cost(Labour).

48 WARRANTY

The offer must include comprehensive on-site warranty for 1 year from the date of acceptance of the system by SBI (Handover date) after its installation and commissioning. Handover will be done only after confirmation that there no defects /faults/ work issues/snags etc and no representation by the vendor would be entertained. Onsite comprehensive warranty shall include all the hardware components including free replacement of spares, parts, kits as and when necessary or directed by the Architects, Consultants &/or Bank.

49 TIMELY AVAILABILITIES OF SUPPORT SERVICES

The vendor should have proper and adequate support mechanism in place at Kolkata to provide all necessary support under this project through their own support offices only. The response time for the support / breakdown call should not be more than 24-48 hours. The Vendor must also have a centralized help desk for logging all service complaints.

PROFORMA FOR APPLICATION BY CONTRACTOR FOR EXTENSION OF TIME

1.	Name of the Contractor				
2.	Name of the works as given in the Agreement				
3.	Agreement WO				
4.	Tender Amount				
5.	Date of Commencement of Work				
6.	Period allowed for completion as per agreement				
7.	Date of completion as per agreement				
8.	Period for which extension of time has been given				
			<u>Date</u>	<u>Month</u>	<u>Year</u>
	(a)	1st extension vide Bank's Letter No.			
	(b)	2nd extension vide Bank's Letter No.			
	(c)	3rd extension vide Bank's Letter No.			
9.	Reasons for which extensions have been previously given (copies of the previous applications should be attached)				

10.	Period for which extension is applied for and the reasons thereof including hindrances time for extra work assigned , if any etc.
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Signature of Contractor

SECTION-7 DESIGN BRIEF REPORT FOR STAGE LIGHTING SYSTEM

Supply, installation, integration, programming, testing and commissioning of the following AV system equipment:

S.NO	ITEM DISCRIPTION	QTY	UNIT
1	MOVING HEAD : Supply, Installation, Testing & Commissioning of Beam,Wash and Spot Moving Head light with Light source:17R 350W lamp, Zoom angle: 5°~45° Power Consumption:420W, Color Temperture: 8500K, PAN/TILT Pan: 540°(16bit) Electric correction, Tilt : 270° (16bit) Electric correction FEATURES: Color wheel: 13 colors+white Gobo: 1 fixed gobo wheels+1 rotating gobo wheel Prism: single prism effect, can be full-color effect With Frost Dimming: 0-100% linear dimming DMX Channels:16/24 channels CONTROL DMX512,Auto, Master/slave, PowerCon IN/OUT, · 3-pin & 5-pin XLR connectors IN/OUT, · Two 1/4 turn fastening Omega Clamps, · IP 20 protection rating MAKE -POLARLITE -IMPORTER -JD MERCHANTILE	4	NO'S
2	RGBW LED PAR : Input voltage: AC110—240V 50/60HZ Hand in hand design Rated power: 160W, Light source: LED 18 * 12W (4 in 1), Color temperature: 5600K--7500K, Lamp life: 50000H, Control mode: international standard DMX512, Channel: 5/6/10, 3 channel modes. Strobe: linear electronic strobe 0-20 times / sec Dimming: 0—100% linear electronic dimming, dimming without flicker, gray level 256 linear dimming, Optical angle: standard 25°, Display mode: meter screen digital display ,tube, Working environment: ~20-40°, Cooling: die-cast aluminum natural cooling	12	NOS
3	LED PARNEL WARM WHITE : A parnel is a specially configured hybrid light fixture specifically for key & fill purposes. Powered with a 200w Single source cob engine / 3200K LED & 165mm Fresnel optics configuration.· Power cable: 3-core, 1 sq. mm. copper PVC-insulated.· Channels: 1/2 DMX-512.· Beam angle: 25°.· Control mode: DMX512 & Manual. DMX Mode for the Lighting Console mentioned in this project. Dimming: 0 - 100% Electronic Dimming. Function: strobe, dimming, sound active and Master slave	12	NOS
3a	ACCESSORY: Parnel Barn door : 4-way rotatable barn door to restrict the beam spread	12	NOS
4	PROFILE SPOT LIGHT : Sourced with 300w led engine, 3200k / Mono colour. 4way stainless steel blades to restrict the beam angle. 26/36 degree lens tube.	4	NOS
5	DMX CONTROLLER : Mini pearl - with 2 DMX universes, 20 Manual faders with 8 submasters & 3 encoder rollers. LCD display	1	NOS
6	Supply of FRLS Copper unarmoured Flexible cable IS694 having 3 Core each of 1.5 Sq mm size. Make: FINOLEX/POLYCAB	28	NOS

7	SITC of DMX Splitter with one DMX input and 8 buffered outputs and 3 pin / 5 pin XLR MAKE-CHERRY IMPORTER JD MERCHANTILE	1	NOS
8	SITC of DMX loop point Wiring with XLR connectors for DMX signal	1200	MTR
9	Mounting Clamps: Custom-made with 30 mm- 4 mm MS flat- dual powder-coated mounting clamps suitable for 38- 50 mm round tubes with 9mm bolt & nut.	385	NOS
10	Safety Bond : Twisted wire rope of 5mm with end lock measuring 500mm in length with a load bearing of 25kg	385	NOS

SECTION- 8 PROFORMA & SAMPLES**□ SAMPLE – I □**

(To print on bidders' company letter head, sign, stamp and submit / upload under Technical Bid)

PROCESS COMPLIANCE STATEMENT

To,

M/s. Antares Systems Limited,

Registered Office: Honganasu, #137/3, Bangalore-Mysore Road,

Opp. to Metro Pillar #P-696, Kengeri, Bengaluru – 560 060, Karnataka.

e-Mail: kushal.b@antaressystems.com, biswajit.c@antaressystems.com.

AGREEMENT TO THE PROCESS RELATED TERMS AND CONDITIONS**FOR THE ONLINE e-TENDERING FOR THE WORK (Tender ID: SBI/SBIL/2026-27/04)**

Dear Sir,

This has reference to the Terms & Conditions for the e-Tendering mentioned in the Tender Document.

This letter is to confirm that:

- 1) The undersigned is authorized representative of the company.
- 2) We have studied the Commercial Terms and the Business Rules governing the e-Tendering as mentioned in NIT / RFP / GCC of SBI as well as this document and confirm our agreement to them.
- 3) We also confirm that we have taken the training on the e-Tendering Tool and have understood the functionality of the same thoroughly.
- 4) We confirm that SBI and M/s. Antares Systems Limited shall not be liable and responsible in any manner whatsoever for my / our failure to access and bid on the e-Tendering Platform due to loss of internet connectivity, electricity failure, virus attack, problems with the PC or any other unforeseen circumstances, etc., before or during the e-Tendering event.
- 5) We confirm that we have a valid Digital Signature Certificate (DSC) issued by a valid Certifying Authority.
- 6) We hereby confirm that we will honour the bids placed by us during the e-Tendering process.

With regards,

Date:

Signature with company seal Name:

Company / Organization:

Designation within Company / Organization:

Address of Company / Organization:

e-Mail ID:

Phone No.:

☐ **SAMPLE – II** ☐

(To print on legal papers, sign with seal and submit two sets at the office issuing LOI)

ARTICLES OF AGREEMENT

(The first page is to be printed on a Non-Judicial Stamp Paper of `100/-)

(The second page onwards are to be printed on Bond / Legal Papers)

This Agreement made the _____ Day of _____
Month Two Thousand and _____ between STATE BANK
OF INDIA, a public sector bank formed under the State Bank of India Act, 1955 and having its
Corporate Centre at State Bank Bhavan, Madame Cama Road, Nariman Point, Mumbai – 400
021, _____ Maharashtra, _____ through _____ the
_____, _____ the
authorized officer of SBI (*hereinafter referred to as the “OWNER” / “EMPLOYER” / “BANK” / “SBI”,*
which expression shall include the successors and assigns) of the ONE PART,

AND

M/s. _____, having its registered office
at _____

_____, a company / partnership / proprietary firm registered under the Companies Act, 2013 / Indian
Partnership Act, 1932 (*hereinafter referred to as the “CONTRACTOR”, which expression shall*

include the present directors / partners and also the directors / partners from time to time as also their respective heirs, legal representatives, administrators and assigns) of the OTHER PART.

WHEREAS the OWNER is desirous of executing _____

_____ (hereinafter called the "WORK").

AND WHEREAS the OWNER, in order to effectively carry out the work, has engaged M/s. _____, having its registered office at _____, (hereinafter referred to as the "ARCHITECT / CONSULTANT") to prepare scheme plans, detailed drawings & specifications, description of works, to supervise the work and to assist in concerned technical matters.

AND WHEREAS the Owner has caused the plans, drawings and specifications, priced schedule of quantities of the works to be executed as per conditions of the contract and special conditions prepared with the assistance of the said Architect / Consultant, subject to which the offer of the Contractor shall be accepted.

AND WHEREAS the said drawings numbered as mentioned in the tender documents hereinafter mentioned and to be issued from time to time, the specifications and the schedule of items and quantities have been signed by or on behalf of the parties hereto.

AND WHEREAS the Contractor has deposited with the Owner Rs. _____/- (Rupees _____ only) as security deposit for the due performance of the Agreement.

AND WHEREAS the Owner has issued letter of intent / work order to the Contractor through the Architect / Consultant.

AND WHEREAS the said drawings inclusive of the specifications, priced schedule of quantities, conditions of contract and special conditions all of which are collectively (hereinafter collectively referred to as "the said conditions") have been signed by the parties hereto and the Contractor has agreed to execute the works upon and subject to the said conditions.

NOW IT IS HEREBY AGREED AS

FOLLOWS:

1. In consideration of the payments to be made to the Contractor as hereinafter provided the Contractor shall upon and subject to the said conditions execute and complete the works shown upon the site drawings etc. and such further detailed drawings as may be furnished to the Contractor by the said owner through the Architect as described in the said specifications and the said priced schedule of quantities.
2. The Owner will pay to the Contractor the sum of Rs. _____
/- (Rupees _____ only)
(hereinafter called the "CONTRACT AMOUNT") or such other sum become payable hereunder at the times and in the manner specified in the said conditions. However, the actual sum will be paid on the actual value of work done, irrespective of the contract sum.
3. The term "Architect / Consultant" in the said conditions shall mean the said M/s. _____, having its registered office at _____, and in the event of the said Architect / Consultant ceasing to be the Architect / Consultant for the purpose of this contract such other person as shall be nominated for the purpose by the Owner.
4. The said conditions and appendix thereto shall be read & construed as forming part of this agreement, and the parties hereto shall respectively abide by / submit themselves to the said conditions & perform the agreements on their part respectively in the said conditions contained.
5. The plans, agreement and documents above mentioned shall form the basis of this contract and all disputes to be decided in the manner prescribed in the conditions attached hereto.
6. The said contract comprises the works as above mentioned, and all subsidiary works connected therewith within the same site as may be ordered to be done from time to time by the said Owner even though said works may not be shown on the drawings or described in the said specifications or the priced schedule of quantities.
7. This contract is neither a fixed lump sum contract nor a piece work contract but is a contract to carry out the work in respect of the entire project on item rate basis to be paid for according to actual measured quantities at the rates contained in the schedule of quantities and rates or as provided in the said conditions.

8. Notwithstanding what are stipulated in the conditions of this contract hereinbefore, the Owner, through the Architect / Consultant, reserves the right to alter the drawings & nature of the work and of adding to or omitting any items of works form or of having portions of the same carried out departmentally or otherwise and such alterations or variations shall be carried out without prejudice to this contract.
9. Time shall be considered as the essence of this contract and the Contractor hereby agrees to commence the work soon after the site is handed over to him or from the *14th day* after date of issue of formal work order as provided for in the said conditions of contract, whichever is later, and to complete the entire work within _____ (period of contract), subject nevertheless to the provisions for extension of time.
10. All payments by the Owner / Employer under this Contract will be made only at **Kolkata**.
11. The Contractor shall promptly notify any changes in their constitution to SBI. It shall be open for SBI to terminate the agreement on the death, retirement, insanity or insolvency of any person (s), being director (s) or partner (s) in the said company / firm or on the addition or introduction of a new partner without the previous approval in writing of SBI. But in the absence of and until its termination by SBI as aforesaid, this agreement shall continue to be of full force and effect notwithstanding any changes in the constitution of the firm by death, retirement, insanity or insolvency of any of its partners or the addition or introduction of any new partners. In case of retirement / death, the surviving or remaining partners of the firm shall be jointly and severally liable for the due and satisfactory performance of the terms and conditions of the agreement.
12. Any dispute arising under this agreement shall be referred to the arbitration to a sole arbitrator appointed with consent of the Owner and the Contractor as indicated in the Articles of the General Conditions. The award of the arbitrator shall be final and binding on both parties. The court in Kolkata shall have jurisdiction to determine the same.

That all the parts of this contract have been read by the Contractor and fully understood by them. They further agree to complete the said work to the fullest satisfaction of the Owner / Employer.

IN WITNESS WHEREOF the Employer and the Contractor have set their respective hands to these presents through their duly authorized official and the said two duplicates hereof to be executed on its behalf of the day and year first hereinabove written.

EXECUTANTS

OWNER / EMPLOYER
Signature with Seal

CONTRACTOR
Signature with Seal

In presence of:

WITNESSES

1. Signature:

Name:

Address:

2. Signature:

Name:

Address:

1. Signature:

Name:

Address:

2. Signature:

Name:

Address:

(In case of the Company, the common seal be affixed pursuant to resolution of Board of Directors in accordance with Articles of Association of the Company the directors etc. as the case may be affixing common seal may be initial in token thereof and also by putting their names.)

☐ **PROFORMA – I** ☐

*(To print on the Contractor's company letter head, sign, stamp and submit at the office issuing
LOI)*

RUNNING ACCOUNT BILL (RA

BILL)

- Name of Contractor / Agency :
- Name of Work :
- Sl. No. of this bill :
- No. and date of previous bill :
- Reference to Agreement No. :
- Date of written order to commence :
- Date of completion as per Agreement :

Sl. No.	Item Description	Unit	Rate (Rs.)	As per tender		Up to Previous R/A Bill		Up to Date (Gross)		Present Bill		Remarks
				Qty	Amount (Rs.)	Qty	Amount (Rs.)	Qty	Amount (Rs.)	Qty	Amount (Rs.)	
1	2	3	4	5		6		7		8		9

Note:

1. If part rate is allowed for any item, it should be indicated with reasons for allowing such a rate.
2. If ad-hoc payment is made, it should be mentioned specifically.

Net value since previous bill

☐ **PROFORMA – II** ☐

(To print on the Contractor's company letter head, sign, stamp and submit at the office issuing LOI)

ACCOUNT OF SECURED ADVANCE, IF ADMISSIBLE ON MATERIALS HELD AT SITE BY THE CONTRACTOR

No.	Item	Quantity	Unit	Amount	Remarks
(1)	(2)	(3)	(4)	(5)	(6)

Total	Value	of	Materials	at	Site
..... A					
Secured	Advance	@		%	of above value
..... B					
Certified that (i) the materials mentioned above have actually been brought by the Contractor to the site of the work and no advance on any quantity of any of this item is outstanding on their security (ii) the materials are of imperishable nature and are all required by the Contractor for use in the work in connection with the items or which rates of finished work have been agreed upon.					

Dated signature of Site Engineer preparing the bill _____

Designation _____

Dated signature of the Architect / Consultant _____

Name of the Architect / Consultant _____

Dated signature of the Contractor

□ PROFORMA – III □

(To print on the Client's letter head, sign, stamp and submit at the office issuing LOI)

C E R T I F I C A T E O F M E A S U R E M E N T S

The measurements, on the basis of which the above entries for the Running Bill No. _____ were made, have been taken jointly on _____ and are recorded at pages _____ to _____ of measurement book No. _____

Signature of Contractor

Signature of Architect /
Consultant

Signature of Site Engineer

The work recorded in the above-mentioned measurements have been done at the site satisfactorily as per tender drawings, conditions and specifications.

Architect / Consultant

Site Engineer / Bank's Engineer

☐ **PROFORMA – IV** ☐

(For departmental / internal use)

MEMORANDUM FOR PAYMENT

BILL _____ OF _____ M/s.

FOR _____

_____ (Name of the work)

RA BILL NO.: _____

1	Total amount in the bill	`
	Price Variation Adjustments (PVA) on account of escalation	
2	in price of steel, cement & other materials and labour as detailed in separate statement (s)	`
A	Total amount due to the contractor (1 + 2) :	`
3	Deductions:	
(i)	Secured advance paid in the previous RA bill (Payment made till date)	`
(ii)	Retention Money (RM) on value of works as per accepted tenders up to date amount	`
	Less: Already recovered (–)	(–) `
	Balance RM to be recovered:	`
(iii)	Mobilization Advance, if any	`
(a)	Outstanding amount (Principal + Interest) as on date	`
(b)	Liquidated Damages Charges to be recovered in this bill	`

- (iv) Any other departmental material cost to be recovered as per contract, if any `.....
- Any other departmental service charges to be recovered if
- (v) any, as per contract (water, power, etc.) as per enclosed statement (s) `.....
- B Total deduction as per contract: (–) `.....
- Net amount payable as per contract (A – B): `.....

The bill amounting to `..... (Rupees.....only) has been scrutinized by me after due test check of the measurement of works as required and is recommended for payment.

Dated signature of the Bank's Engineer
In-charge of the project

STATUTORY DEDUCTIONS:

- (a) Total amount due `.....
- (b) Income Tax (..... %) (–) `.....
- (c) Other taxes, if any (..... %) (–) `.....
- (d) Cess (..... %) (–) `.....
- Net Payable to the Contractor: `.....

The figure given in the Memorandum for Payment has been verified and the bill passed for payment _____ of _____ (Rupees.....only).

Signature of Premises Officer

Date:

□ **PROFORMA – V** □

(For Architect's use)

DETAILS OF INSURANCE POLICIES

Type of Policies	Name of Insurance	Amount (₹)	Policy No.	Validity
CAR Policy including 3 rd Party Liability				

Workmen's Compensation

Remarks:

1. This is only on-account payment and is not to be interpreted either as approval of work materials brought or affixed at site or for that matter approval of any sort.
2. The quantum of work done and materials delivered at site have been certified by

3. Should you wish to audit such work, kindly contract the undersigned and oblige.

Signature of Architect / Consultant

☐ **PROFORMA – VI** ☐

(For the use of both the Architect / Consultant and the Contractor)

PROFORMA OF HINDRANCE REGISTER

Name of Work : Date of Start of Work :

Name of Contractor : Period of Completion :

Agreement No. : Date of Completion :

Sl. No.	Nature of Hindrance	Date of Occurrence of Hindrance	Date of Removal of Hindrance	Period of Hindrance	Signature of SE / PE	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)

SE : Site Engineer

PE : Project Engineer

Place: _____

Date: _____


☐ **PROFORMA – VII** ☐

(For departmental / internal use)

PROFORMA OF REGISTER OF MATERIALS AT SITE ACCOUNT

Name of Work :

Name of Article :



Name of Contractor :

:

Estimated Requirement

Agreement No. :

Issue Rate :

Sl. No.	Date of Receipt	Received from / issued to (with)	Receipt	Issue	Balance	Initials of Contractors	Initials of Bank's / Architect's Representatives	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

☐ **PROFORMA – VIII** ☐

(For Contractor's use)

PROFORMA FOR APPLICATION BY

OF TIME

CONTRACTOR FOR EXTENSION

- 1 Name of the Contractor
- 2 Name of the Works as given in the Agreement
- 3 Agreement / WO
- 4 Tender Amount
- 5 Date of Commencement of Work
- 6 Period allowed for completion as per Agreement
- 7 Date of completion as per Agreement
- 8 Period for which extension of time has been given

Date	Month	Year
------	-------	------

- (a) 1st extension vide Bank's Letter No.
- (b) 2nd extension vide Bank's Letter No.
- (c) 3rd extension vide Bank's Letter No.
- 9 Reasons for which extensions have been previously given (copies of the previous applications should be attached)
- 10 Period for which extension is applied for and the reasons thereof including hindrances time for extra work assigned, if any, etc.

Signature of Contractor

☐ **PROFORMA – IX** ☐

(To print on the Contractor's company letter head, sign, stamp and submit at the office issuing LOI)

UNDERTAKING ON SUBMISSION OF FINAL BILL (S)**The Assistant General Manager**

State Bank of India

Address: _____

UNDERTAKING ON SUBMISSION OF FINAL BILL (S)**Tender ID:** _____

Dear Sir,

This has reference to the Terms & Conditions for the e-Tendering mentioned in the Tender Document.

This letter of undertaking is to confirm –

- i. We shall submit the final bill (s), duly certified / recommended by the user department and supported by the work completion certificate as per the prescribed format, within 30 days from the date of completion of works.*
- ii. In case we fail to comply Clause 1 above, SBIL shall be at its sole discretion to disregard our bill (s) and may not consider the same for payment.*
- iii. We shall not claim our bill (s) to this effect in future and SBIL shall not be liable to indemnify any amount payable to us in this regard.*
- iv. We understand that SBIL may forfeit ISD amount already / being submitted at its absolute preference, and we shall not claim that amount also anytime further.*

This undertaking is being submitted by us with full conscience and responsibility on our own.

The undersigned is the authorized representative of the company.

We have studied the Commercial Terms and the Business Rules governing the e-Tendering as mentioned in NIT / RFP / GCC of SBI as well as this document and confirm our agreement to them.

With regards,

Date:

Signature with company seal Name:

Company / Organization:

Designation within Company / Organization:

Address of Company / Organization:

e-Mail ID:

Phone No.:

☐ **PROFORMA – X** ☐

(To be obtained from the user / occupant upon virtual completion of Scope of Works)

CERTIFICATE OF COMPLETION OF WORKS

1. Name of the Work:	
2. Location of Site (Name of Branch / Office / Quarter, etc.):	
3. Name of the Contractor / Vendor / Agency with Address:	
4. Work Order No. & Date:	
5. Work Order Amount:	
6. Remarks, if any:	

DECLARATION BY THE USER / OCCUPANT / CARETAKER	
1. Remarks, if any, by the User / Occupant / Caretaker on Completion of the Work:	
2. Cleanliness after the Work (Removal of Debris / Rubbish / Unserviceable Materials out of the Site):	

- I / We hereby confirm that the above statements are true to the best of my / our knowledge and on site observation after completion of the work.
- I / We also intimate that the contract work _____ (Name of the Work) given to _____ (Name the Contractor / Vendor / Agency with Address) vide the Work Order No. _____ dated _____ has been executed and completed satisfactorily as on _____.

Signature of the User / Occupant

Signature of the Contractor with Stamp

☐ **PROFORMA – XI** ☐

(To be obtained from SBIL upon actual completion of Scope of Works and Finalization of Bills)

CLIENT'S CERTIFICATE REGARDING PERFORMANCE OF CONTRACTOR

TO WHOM IT MAY CONCERN

NAME & ADDRESS OF THE CLIENT:	State Bank of India Address:
NAME & ADDRESS OF THE CONTRACTOR:	M/s. Address:

Sl. No.	Description – 1	Description – 2
1	Name of the Work with brief particulars	
2	Work Order Details	
3	Work Order Value	
4	Date of Commencement of Work	
5	Stipulated Date of Completion	
6	Actual Date of Completion	
7	Details of Penalty levied for delay (indicate amount), if any	
8	Gross Amount on Final Bill	
9	Name & Address of the Authority under whom the works have been executed	
10	Whether the Contractor employed qualified engineer / overseer during the execution of works	Yes / No
11	Quality of Work	Outstanding / Very Good / Good / Satisfactory / Poor
12	Overall Performance	Outstanding / Very Good / Good / Satisfactory / Poor

This certificate is being issued as requested by the contractor. As such, State Bank of India does not guarantee any financial and performance liabilities on behalf of the contractor as regards to their engagement from your office.

(Stamped Signature with Date of the Issuing Authority)

PROFORMA – XII
O.E.MANUFACTURERS AUTHORISATION FORM
(in Original Letter Head of OEM)

To
The Assistant General Manager (Admin)
State Bank of India, State Bank Institute of Leadership
Plot No. II F/2, Street No. 329,
Action Area III, Newtown, Rajarhat
Kolkata- 700 160.

Dear Sir,

Subject : **Direct Manufacturers Authorization for the Installation**
Ref : Tender No: _____ dated-----

Name of Work: - -----

Wean established and reputable manufacturer of professional
..... (Product) having Corporate / Registered office atdo
hereby authorizeas our Distributor to submit a above
bid_____dt_____ and subsequently negotiate and sign the contract with you for the
supply of goods manufactured by us.

We hereby confirm and extend our full guarantee and warranty as per standard service
procedure for the products offered for supply by the above firm only against the invitation for bids
_____dt_____ and only duly authorize the said firm to act on our behalf in fulfilling any
or all installation, technical support and maintenance obligation as required by the contract.

Yours faithfully,
for

Signature of Officer Authorized to sign this Document on behalf of the OEM.