EOI No. P&E/ENGG/KOL/2026-27/002 Date: 29/08/2026

PREMISES & ESTATE DEPARTMENT

LHO KOLKATA – 700001

INVITES APPLICATION FOR

EMPANELMENT OF ELECTRICAL SAFETY AUDITORS/CONSULTING FIRMS FOR CONDUCTING ELECTRICAL SAFETY AUDIT OF BANKs' BRANCHES / PREMISES LOCATED IN THE STATE OF WEST BENGAL, SIKKIM AND ANDAMAN & NICOBAR

Assistant General Manager (P&E)
Premises & Estate Department, State Bank of India,
Local Head Office, Kolkata,
"Samriddhi Bhavan", Block B, 9th Floor, 1,
Strand Road, Kolkata – 700001

(PREVIOUS EOI NO. P&E/ENGG/KOL/2026-27/001 , DATE: 23/06/2026 ON THE ABOVE SUBJECT STANDS CANCELLED. APPLICANT WHO HAS APPLIED PREVIOUSLY NEEDS TO APPLY AFRESH)

STATE BANK OF INDIA PREMISES & ESTATE DEPARTMENT, LHO KOLKATA

The AGM, State Bank of India, Premises & Estate department, Local Head Office , KOLKATA -700001 invites Applications for empanelment of ***Electrical Safety Auditors / Consultants*** for conducting Electrical Safety Audit of Branches/Offices located in Rural, Semi-Urban and Urban areas of the State of WEST BENGAL SIKKIM AND ANDAMAN & NICOBAR. The Electrical safety audit work shall be strictly as per the format and guidelines of the Bank. Interested eligible Individuals / Firms may send their applications in the prescribed Application Form**.** The Application can be downloaded from the Bank's web-site www.sbi.co.in under procurement news. (LINK: **http://www.sbi.co.in**/web/sbi-inthe-news/procurement-news)**.**

1.	Name of the work	**EMPANELMENT OF ELECTRICAL SAFETY AUDITORS / CONSULTING FIRMS FOR CONDUCTING ELECTRICAL SAFETY AUDIT (ESA) OF SBI BRANCHES/ OFFICES IN WEST BENGAL, SIKKIM AND ANDAMAN & NICOBAR**
2.	Category of the branches	Branches shall be categorized into 3 categories as below. 1.Category 1(X): Branches with load up to 30kW 2. Category 2(Y): Branches with load from 31kW to 60kW 3. Category 3(Z): Branches with load above 60kW and having own substation.
3.	Date and Time where applications are available	Available from **29.08.2026 to 14.09.2026** at website www.sbi.co.in /SBI in news / procurement news or SBI e-Tender Portal www.tenderwizard.in/SBIETENDER
4.	Time and last date of submission of applications	**Up to 11.00 am on 14.09.2026**

5.	Online submission of application. **(No hard copy of application to be submitted)**	E-Tender Portal: https://www.tenderwizard.com/SBIETENDER **Details of 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, India Ph: - 080- 45982100 **Branch Office:** Tenderwizard Helpdesk Centre BD-52A, Rabindrapally, Kestopur, Kolkata - 700 101, West Bengal Ph: 033 46046611 Contact Persons: Mr. Kushal Bose, Project Coordinator, Mob: 9674758719, E-Mail: kushal.b@antaressystems.com / helpdesk857@etenderwizard.com Vendor Help Desk: 9073677150 / 9073677151 / 9073677152 / 9674758723 / 9674758726 / 9674758506 / 9686449042 / 9708966660 Office Hours: (Monday - Friday: 9:00 AM - 06:00 PM (IST) and Saturday: 9:00 AM - 4:00 PM (IST)) (Exclusion: Sunday, Holidays and 2nd and 4th Saturday)
6.	Clarification on EOI meeting	**05.09.2026** at **3:00PM** Place :- State Bank of India, Premises & Estate Department, Local Head Office, Block B, 9th Floor, 1, Strand Road, Kolkata – 700 001
7.	Date, Time and Place of opening of Applications/ EOI	On **14.09.2026 at 11:30 AM** Asst General Manager (P & E), State Bank of India, Premises & Estate Department, Local Head Office, Block B, 9th Floor, 1, Strand Road, Kolkata – 700 001

8.	Validity period	The panel shall be valid for a period of Three Years (3) from the date of intimation letter to the short-listed auditors/consultant firms which may be extended or curtailed at the sole discretion of the Bank. The panel of the auditors may be reviewed if the qualification is amended by the bank. Such decision of the Bank shall be conclusive, binding and non-objectionable on the part of Auditor.
9.	For any other queries/ information	E-mail to agmpre.lhokol@sbi.co.in on or before **04.09.2026 upto 2:00 PM**
10.	Cancellation of Contract.	In case services of a particular consulting firm or individual auditor is found to be below par, his services could be discontinued by the Bank, after giving due notice, as per instructions of the Bank. The said decision of the Bank shall be conclusive, binding and non-objectionable on the part of Auditor.

- ♦ *Any clarifications sought after opening of the EOIs will not be entertained at any cost. Firm should visit the website till last date of submission for changes/ corrigendum if any.*

- ♦ *In case the date of opening of Application/EOIs is declared as a holiday, the Application/EOIs will be opened on the next working day at the same time.*

- ♦ *The Bank reserves right to cancel or postpone the Application/EOIs at any stage without assigning any reason.*

Note :- Timeline for completion of Electrical audit by Empaneled Electrical Auditor / Empaneled Electrical Audit Firms firm will be 60 days from the date of work order. If the vendor fails to complete the job in above time frame liquidity damage charges will be deducted @ Rs 1000.00 per day.

FORMAT OF FORWARDING LETTER FOR SUBMITTING APPLICATION

DATE: _ _. _ _. _ _ _ _

Asst General Manager (P & E),
State Bank of India,
Premises & Estate Department,
Local Head Office,
Block B, 9th Floor, 1,
Strand Road, Kolkata – 700001
Sir,

APPLICATION FOR EMPANELMENT OF ELECTRICAL SAFETY AUDITOR

I/We have read and understood the Empanelment Notice and Instructions appended to the application proforma and I/We understand that if any false information is detected at a later date, any future contract made between ourselves and the State Bank of India, LHO KOLKATA on the basis of the information given by me / us will be treated as invalid by the State Bank of India.

I/We agree that the decision of the State Bank of India in selection of the auditors will be final and binding on me/us.

All the information furnished is correct to the best of my/our knowledge and belief.

I/We also agree that I/We have no objection if enquires are made about the works listed by me / us in the accompanying sheets or any other inquiry on the information furnished herewith in the accompanying sheets.

Yours faithfully,

Signature:

Name:

Designation:

Address with seal:

INSTRUCTIONS TO THE APPLICANTS

1. Scope of Empanelment: Sealed applications are invited for **EMPANELMENT OF ELECTRICAL SAFETY AUDITORS / CONSULTING FIRMS FOR CONDUCTING ELECTRICAL SAFETY AUDIT (ESA) OF SBI BRANCHES/ OFFICES IN WEST BENGAL, SIKKIM AND ANDAMAN & NICOBAR**

2. Site & location: The proposed Electrical safety audit is to be carried out in the Branches, Administrative offices, Regional offices, BPR outfits, Local Head Office, Learning Centres, Guest Houses, etc. in WEST BENGAL, SIKKIM AND ANDAMAN & NICOBAR state.

3. Empanelment Period - The empanelment shall be valid for three (3) years from the date of order.

4. Auditors/Firms empanelled earlier by State Bank of India, KOLKATA Circle (if any earlier) **need to apply, afresh**.

5. Each page of the empanelment document, scope of work, terms & conditions, etc. shall be signed by the authorized person and cutting or overwriting shall be duly attested by him. The application form & annexure should be filled in all aspects. Partially filled applications may be rejected summarily.

6. Applications received after the date / time mentioned in Notice will not be considered.

7. All the applicants must submit the relevant and sufficient documentary evidence, work completion certificates, work order, etc. meeting the eligibility criteria mentioned in Application/EOI. If necessary, the bank may call for verification of the original documents. The eligibility criteria documents must be accompanied by self-attested copies of the documents following without which the application shall be rejected.

8. The Bank may carryout physical inspection of works mentioned by the applicants in their application forms in addition to calling for confidential reports from the respective employer. Departments to ascertain their capability and quality of works. The applicant shall agree and authorize the Bank to obtain the confidential report from the clients of the applicant to obtain credit opinion from the Bankers and to verify the work executed by them.

9. The applications are to be submitted online www.tenderwizard.in/SBIETENDER_ **EMPANELMENT OF ELECTRICAL SAFETY AUDITORS / CONSULTING FIRMS FOR CONDUCTING ELECTRICAL SAFETY AUDIT (ESA) OF SBI BRANCHES/ OFFICES IN WEST BENGAL, SIKKIM AND ANDAMAN & NICOBAR**.

10. Applicants/ authorized representative can present at the time of application opening.

11. After the empanelment is awarded, the auditor / firm are authorized to carry out the work without raising any preconditions. Conditional applications are not acceptable.

12. Bank reserves its right to reject any or all the Applications / Application/EOIs / Quotations without assigning any reasons therefore and the Bank's decision shall be final, binding and conclusive.

13. No deviation of any kind will be allowed in Empanelment / Application/EOI conditions, Scope of work, Terms & Conditions, etc. after the empanelment process are over.

14. The applications received after due date will not be entertained. The incomplete application is liable to be rejected summarily.

15. Any clarification required by the Bank regarding the application should be furnished within the stipulated time instructed by the Bank, falling which the Bank reserves the right to cancel the application for empanelment without assigning any reason thereof.

16. The empanelment will be valid for three years only. The performance of the auditor will be reviewed at least once in the year. The list of empanelled auditors will be sent to Administrative Offices/Regional Business Offices and other Corporate Centre establishments.

17. Application must have the following enclosures:

a. Forwarding/ Covering letter.
b. Duly filled application form as per enclosed format.
c. Address proof documents.
d. Professional qualification and work experience documents copies of degree and work orders to be enclosed.
e. Date of birth proof.
f. Turn-over document from CA.
g. Duly signed copy of instruction to the applicants.
h. Details of bio data of auditor on letter pad of consultancy firm. (Applicable for consultancy firm only)
i. Registration Certificate/ Incorporation certificate (applicable for consultancy firm only)
j. Photocopies of GST Registration, PAN.
k. Photocopy of BEE Certificate (Self attested).

l. Photocopy of Supervision licensing authority of State/ central Government with minimum of 3 years of experience in electrical installation and safety related works.

m. Declaration regarding near relatives working in the SBI.

n. Self-declaration about not be blacklisted or included in negative list or terminated of their services in the past by any scheduled Bank / PSU / Corporate body / Govt. Body.

MINIMUM ELIGIBILITY CRITERIA FOR EMPANELMENT OF ELECTRICAL SAFTEY AUDITOR/FIRMS

A) To conduct Electrical Safety Audit of branches having load below 60KW

a) Qualification for electrical auditors:-

i. Should have graduation with 03 years of experience in electrical installations and safety related work

or

Should have supervising license from concerned licensing authority of the state or Central Govt. with minimum 05 years of experience in electrical installations and safety related work

or

Should have retired Electrical Engineer from SBI group, PSUs, Central and State Government employed as electrical engineers who dealt with electrical installations and safety related work and not banned from re-employment.

ii. Should be less than 65 years of age.

b) Qualification criteria of firms: -

1. Should have an average annual turnover of not less than 30 Lacs during the past 3 years, ending on 31/03/2026 for electrical installations and safety related consultancy and advisory services and not from sale of electrical equipment, verifiable from audited balance sheet, if otherwise, CA certificate to this effect may be submitted with the balance sheet.

2. Should have been in electrical engineering/consultancy business for minimum 3 years.

3. Electrical Auditors detailed by firm for audit in SBI branches should have qualification as mentioned in Part a.

4. Firm must have completed similar nature of work during last 7 years (01.04.2019 to 31.03.2026)

   - single completed work of minimum 237 Branches/ Offices of BFSI sector. or
   - Two completed works minimum 148 Branches / Offices of BFSI sector or
   - Three completed works minimum 118 Branches or Offices of BFSI sector

5. Must have valid PAN and GST number.

B) <u>To conduct Electrical Safety Audit of branches having load above 60KW</u>

I. <u>Qualification for electrical auditors: -</u>

i. Should have graduation with 03 years' of experience in electrical installations and safety related work

or

Should have supervising license from concerned licensing authority of the state or Central Govt. with minimum 05 years' experience in electrical installations and safety related work

or

Should have retired electrical engineer from SBI group, PSUs, Central and State Government employed as electrical engineers who dealt with electrical installations and safety related work and not banned from re-employment.

ii. Should be less than 65 years of age.

iii. The auditor must have BEE Accredited Energy Auditor Certificate.

II. <u>Qualification criteria of firms: -</u>

1. Should have an average annual turnover of not less than 30 Lacs during the past 3 years, ending on 31/03/2026 for electrical installations and safety related consultancy and advisory services and not from sale of electrical equipment, verifiable from audited balance sheet, if otherwise, CA certificate to this effect may be submitted with the balance sheet.

2. Should have been in electrical engineering/consultancy business for minimum 3 years.

3. Electrical Auditors detailed by firm for audit in SBI branches should have qualification as mentioned in Part I.

4. Firm must have completed similar nature of work during last 7 years (01.04.2019 to 31.03.2026)

   - single completed work of minimum 33 Branches/ Offices (Above 60 KW Sanctioned Load) of financial institutions.

     or
   - Two completed works of minimum 21 Branches / Offices (Above 60 KW Sanctioned Load) of financial institutions.
   - or
   - Three completed works of minimum 10 Branches/ Offices (Above 60 KW Sanctioned Load) of financial institutions.

5. Must have valid PAN and GST number.

6. The firm should have a valid agreement with any BEE Accredited Energy Auditor for minimum 3 years ending on 31/03/2029 or the firm must have a permanent employee having BEE Accredited Energy Auditor certificate.

Electrical auditors detailed by the firm for audit in SBI should have qualification mentioned in above paragraph under "qualification of electrical auditors". The firm should give a certificate to this effect to the auditors detailed by them, on their letter pad.

The applicant/firm should not be blacklisted or included in negative list or terminated of their services in the past by any scheduled Bank / PSU / Corporate body / Govt. body. No partner / proprietor of the applicant should have been a director / Partner / Proprietor in an entity that been blacklisted or included in negative list in the past by any scheduled bank/PSU/Corporate body/ Govt. body. An undertaking / Certificate to this effect should be submitted in the application. If the bank finds the undertaking / Certificate provided by the applicant to be false/forged at any time, including during the term of the empanelment (If empanelled), the applicant will be immediately disqualified / terminated by the bank.

B. SCOPE OF WORK:

Scope of work includes following items;

1. Visiting branch and verifying the electrical installation by electrical auditor (as per the Bank's provided format).

2. Suggestion on Corrective measures necessary towards electrical & safety measures, up gradation in the electrical system, electrical load, connected load and sanctioned load, enhancement of contract demand, billing penalties etc.

3. Thorough inspection of Healthiness, Serviceability and Working condition of the Electrical installations in the Bank's premises with reference to applicable Indian standards, Indian Electricity Rules and other relevant codes of practice.

4. All the observations should be photographed and recorded in the audit report. Also, the parameters should be measured during peak load time i.e. between 11.00 am to 3.00 pm.

5. Scanning the entire Bank's premises for identifying potential Electrical Safety / Fire hazards (Shocks, fires, etc.).

6. Thermography of entire Electrical installations to be carried out for all the Branches having LT connection with Electrical load above 60 KW & HT connection branches. Thermography of HT panels, EB metering panels, LT panels, Mains switches, Riser mains, LDB, PDB, UDB, ACDB, Switch boards, COS, APFC panels, etc. to be conducted in the premises for identifying potential Electrical Safety / Fire hazards.

7. Thorough inspection of Healthiness, Serviceability and Working condition of HT panels, Transformers, EB metering panels, LT panels, Mains switches, Riser mains, DBs, Switch boards, COS, APFC panels, etc.

8. Thorough inspection of Healthiness, Serviceability and Working condition of switchgears & protection devices such as MCCB, MCB, RCCB, RCBO, HRC fuse units, EB cut-out, etc. of the Electrical installations and whether the performance is satisfactory or not.

9. Thorough inspection of Healthiness, Serviceability and Working condition of Wires/Cables sizes based on actual load current measurements, insulation resistance, tightness of terminations, etc.

10. The Electrical Safety Auditors / firms must prepare SLD using drawing software and submit in PDF format. The SLD should mark all the incoming / outgoing MCB rating, cable / wire sizes, equipment ratings, etc. Hand drawn SLD shall not be accepted.

11. Review of Electrical accidents, identifying the root cause and recommending the preventive measures or rectifications.

12. Review of preventive maintenance program for ACB, VCB, OCB, Transformers, APFC, Earthing system, lightning arrestors, MV panels, Riser mains, etc.

13. Review of maintenance & working condition of specialized equipment's like UPS & batteries, Air-conditioners, DG sets, etc. Reliability of the Electrical distribution system for the said equipment's.

14. Thorough inspection of Healthiness, Serviceability and Working condition of the Earthing system. Measuring the value of Earth resistance and to evaluate the Earthing system (installation and maintenance) based on the latest IS standards and to suggest recommendations for rectification works.

15. Thorough inspection of Healthiness, Serviceability and Working condition of air-conditioners for its adequacy in the capacity based on the present heat load requirement of the Office / Branch.

16. Recording the parameters in the monthly Electricity bills and analysing the Load demand, sanctioned Load, Penalty, Additional Load requirement, Power factor, etc.

17. The report must consist of Auditor's observations on account of the Electrical safety and various measures suggesting for the improving the safety of the existing system.

18. Verifying the single line diagram of the existing electrical system including marking the position of critical faults and need for immediate attention. The Electrical Safety Auditor should analyse the existing system and suggest the measures for Energy saving. The Electrical Auditor should provide the pay-back period calculation for the potential investments. The Electrical Safety Auditor should provide the details of the rectification works to be initiated.

19. Submission of comprehensive Report as per the bank provided format and Standard/verified during Branch inspection. Submission of three copies of audit report, i.e., one for the Branch, one for concerned Administrative Office & one to electrical engineer apart from online submission. Soft copies to be submitted to branch, Administrative offices and LHO at their e- mails.

20. The Electrical Safety Auditor should assist the Bank in uploading the audit observations in the online portal of the Bank.

C. TERMS & CONDITIONS:

1. Any auditor delisted/ debarred earlier by SBI is ineligible and they need not apply.

2. All the applicants should be equipped with necessary infrastructure in their established Office with regards to measuring instruments, tools, staff strength, computer, drawing software, etc.

3. The successful Electrical safety auditors / firms will have to enter into an agreement with the Bank. The format of the agreement shall be designed drafted based on the Terms & Conditions / Clauses mentioned in this EOI

document. However, Bank reserves the right to add / delete any other Clauses in this Agreement.

4. The successful Electrical safety auditors / firms should forward a letter specifically indicating the names of their personnel who will be conducting the Electrical safety audit.

5. The Auditors / Firms must submit the Bio-data, Educational qualification & Experience certificate for all their personnel who will be auditing in this contract.

6. Bank reserves the right to reject any persons to be employed by the auditor / firm at the discretion of the Bank. Once the contract is awarded, if they wish to change any of the above personnel, the auditor / firm will inform the Bank in writing and obtain the Bank's prior approval, one week in advance.

7. Decision of Bank in regard to interpretation of the empanelment Conditions, Terms & Conditions, Scope of Work, Agreement, Payment terms, etc. shall be final and binding on the auditor / firm. In case of any dispute between

the auditor / firm and the Bank, the Bank shall have the right to decide. However, all matters of jurisdiction shall be subjected to courts in KOLKATA.

8. The Bank has Online Electrical Safety Audit (OESA) and all the applicants will have to submit valid Email ID, mobile no., etc. to enable them for participation in the online Auditing. Entering the Audit Report in online portal by must be done by Auditor from a Computer by sitting at SBI LHO Kolkata only. The site cannot be access outside SBI.

9. The Electrical safety auditors / firms should be equipped with laptops and a data card for connectivity, by themselves or by the firm. The report needs to be prepared by external auditors in the Branch itself and report will be submitted to the Engineer, BM and his controller through email using his registered email id.

10. The Successful Electrical safety auditors / firms should be prepared to execute the Electrical audit at the agreed rates to the Bank as and when orders are placed during the validity period of the empanelment.

11. Bank reserves the right to distribute the work among other empanelled bidders/firms considering the quantum and nature of work.

12. The fees for conducting the Electrical safety audit shall be fixed by the Bank considering the market trend or may invite competitive bids from the empanelled auditors/firms.

13. Bank reserves the right to allocate any region or branch as per their requirement of Administrative units, RBOs to the Empanelled bidders/ firms even if the vendor has opted for other regions.

14. Bank reserves the right to de-panel the Electrical safety auditors / firms at any stage in the event of failure of No response, Non commitment and Noncompletion of the assigned task as per Bank's terms and conditions.

15. Adequate care and safety should be taken by the Electrical safety auditors or firms during the verification, measuring and recording of the data.

16. Any damage to the Bank's property, equipment's under testing and measurement during the Electrical safety audit will be charged to the Electrical safety auditors or firms.

17. Bank is not responsible for accidental injury of any of the operating personnel involving in the audit procedure. Personnel should be well trained and should have adequate knowledge in Electrical safety aspects and handling of electrical equipment's.

18. The fees quoted against each category must include the cost of local conveyance, transport, lodging, boarding, tools, stationary, men & materials, etc. required for conducting the Electrical Safety Audit. GST will be paid extra as per the actual.

19. No inconvenience should be caused to staff/customer during working hours. Shut down required if any may be intimated to branch in advance.

20. The Electrical auditor must submit the audit report in three (3) copies with one copy each to the Branch, Administrative office, Assistant General Manager (Premises & Estate).

21. Payment will be made at the respective Regional Business Offices after successful completion and submission of Electrical safety audit reports in three (3) copies duly acknowledged by the branch in complete form along with the proof such as photographs of the audited premises during course of the work and after entering the audit report in Bank's Online Electrical Safety Audit by the auditor . No advance is payable.

22. If the bank observes that the Auditor has not completed the task up to its satisfaction, Bank reserves the right to ask for re-auditing the premises without any additional payment.

23. **Ownership of drawings** - All drawings, specifications and copies thereof furnished by the SBI through its Architect/Consultant are the properties of the SBI. They are not to be used on other work.

24. **Protection of works and property** - The Auditor/Consultant/Firm shall continuously maintain adequate protection, of all his work from damage and shall protect the SBI's properties from injury or loss arising in connection with contract. He shall make good any such damage, injury, loss due to his fault or negligence except which are due to causes beyond his control. He shall take adequate care and steps for protection of the adjacent properties. The contractor shall take all precautions for safety and protection of his employees on the works and shall comply with all applicable provisions of Government and local bodies' safety laws and building codes to prevent accidents, or injuries to persons or property of about or adjacent to his place of work. The Auditor/Consultant/Firm shall take insurance covers at his own cost.

25. The Auditor/Consultant/Firm should ensure to comply with all the provisions of Labour Act / State / Central Govt. agreed procedures. The auditor/consultant/firm shall be solely responsible for compliance to provisions of Various labour and industrial laws and all statutory obligations such as minimum wages as per Central Govt. rules, allowances, compensations, EPF, Bonus, gratuity, ESIC, including New Labour Codes etc. relating to workers provided to the Bank. The Bank shall have no liability in this regard.

26. All personnel provided by the Auditor/Consultant/Firm will be on the payrolls of the Auditor/Consultant/Firm and there will be no Employee and Employer relationship between the personnel engaged by the auditor/consultant/firm and the Bank. The bank should be fully indemnified to the said effect.

27. That the Auditor/Consultant/Firm will not sub-contract or permit any other person to perform any of the work or services agreed to without prior permission from the Bank.

28. The Auditors / Technicians shall not be allowed to stay / reside at site.

29. The Auditors / Technicians should be able to communicate in Bengali, Hindi & English Languages.

30. The Auditor/Consultant/Firm shall strictly comply with all Labour and such other statutory laws including New Labour Code in relation to the services to be provided and the personnel engaged by the contractor and they shall be solely responsible for all acts of the said personnel so enrolled and there shall and will not be any privity of contract for any purpose and to any intent between the Bank and said personnel so engaged by the auditor/consultant/firm. The Bank shall not be liable nor answerable in respect of any claims or demands in respect

of any matter or on any account which may be raised by the said personnel so engaged by the Auditor/Consultant/Firm and it shall be the sole responsibility and liability of the Auditor/Consultant/Firm to answer all such claims or demands of the said personnel so engaged, under any law for the time being in force.

31. The Auditor/Consultant/Firm shall be responsible for any loss due to theft / pilferage and / or damage to the Bank's property when such damage is, in the opinion of the Bank, caused due to negligence, carelessness or any fault on the part of the Contractor or his workmen / employees engaged for the Services. The Auditor/Consultant/Firm shall ensure that the character and antecedents of the personnel engaged by them are duly verified before such engagement.

32. The instruments, tools and tackles used by the Auditor/Consultant/Firm must be good working condition and maintained properly. All the spares and tools and tackles are to be recorded in the register. Spares taken outside the premises also to be recorded with serial number of spare and in and out date and time. All instruments must have valid calibration certificate, list of instruments in hand with the details of calibration should be available.

33. That the Bank shall not be liable for any compensation in case of any fatal injury / death caused to any other auditor's/consultant's/firm's employees while performing / discharging their duties / visiting Bank's premises for inspection or otherwise. The Auditor/Consultant/Firm shall alone be fully responsible for safety and security & insurance or life insurance of their personnel who is working on the operation and maintenance works.

34. The Auditor/Consultant/Firm should issue a valid Company Identity card to all their staff personnel who will be providing auditing under this contract.

35. The Auditor/Consultant/Firm shall provide and ensure sufficient personal protection gears like safety shoes, hand gloves, first-aid box, etc. are being used by their personnel while carrying out works.

36. The Auditors / Technicians shall report to the Security while entering & exiting the premises. All personnel of auditor/consultant/firm will be subjected to a thorough physical checking while coming and leaving the building. Those persons so deputed will sign in the Register for arrival and departure at the site.

37. The Auditor/Consultant/Firm undertakes, accepts and admits absolute and complete responsibility for the service conditions, claims, damages and other compensations of the personnel enrolled by them and will be liable for and unequivocally assume responsibility for due compliance with all the requirements of all statutory obligations, duties and liabilities (including insurance) and to pay all such claims, costs, damages, expenses, fines, penalties and compensation which may arise out of any claim, suit or prosecution for contravention thereof. The contractor shall indemnify and keep the Bank indemnified from and against all such claims, demands, costs, charges, fines or penalties and compensations etc if any as aforesaid.

38. Force Majeure - Neither party shall be liable for delay in performing obligations if the delay or failure is due to any of the following force majeure i.e., Act of God or any Government Act, fire, earthquake, explosion, strikes/ Bandh, civil commotion or anything beyond the control of either party. The party shall use all reasonable endeavours to minimize any such delay.

39. **Local Laws, Acts, Regulations** - The contractor shall strictly adhere to all prevailing labour laws inclusive of contract labour (regulation and abolition act of 1970) and other safety regulations. The contractor shall comply with the provision of all labour legislation including the latest requirements of all the Acts, laws, any other regulations that are applicable to the execution of the project.

a) Minimum Wages Act, 1948 (Amended)

b) Payment of Wages Act 1936 (Amended)

c) Workmen's Compensation Act 1923 (Amended)

d) Contract Labour Regulation and Abolition Act 1970 and Central Rules 1971(Amended)

e) Apprentice Act 1961 (Amended)

f) Industrial Employment (Standing Order) Act 1946 (Amended)

g) Personal Injuries (Compensation Insurance) Act 1963 and any other modifications

h) Employees' Provident Fund and Miscellaneous Provisions Act 1952 and amendment thereof

i) New Labour Code as and when made fully operational and effective.

40. Applicable Law - The Contract shall be interpreted in accordance with the laws of the Union of India and shall be subject to the exclusive jurisdiction of courts at KOLKATA.

FORMAT OF APPLICATION TO BE SUBMITTED APPLICATION FORM FOR EMPANELMENT OF ELECTRICAL SAFETY AUDITOR		
1	Whether Auditor / consultancy firm	
2	Name of the consultancy firm / Name of the auditor	
3	Address	
	a) Phone No. Landline with STD code	
	b) Mobile	
	c) Email id.	
4	Name of the documentary proof for above mentioned address (telephone bill/ voter id/Aadhar card / passport etc.)	
5	Year of Establishment (In case of firm only)	
	a) Name of Directors/ Proprietor / Partners	
	b) Name of Person who will audit the branch (*Please submit Bio data of auditor confirming on letter Pad of consultancy firm, applicable for consultancy firm only*)	
	c) Whether Registered with the Registrar of companies/ Registrar of firms, if so, mention number and date	

Signature of Applicant with Seal

	d) Tax Registration details (*applicable in case of consultancy firm/ individual*)	

	i) PAN NO.	
	ii) TRADE LICENCE NO	
	iii) GST NO.	
6	Average annual turnover for the last 3 years (Enclose CA certificate)	
	i)2025 – 2026	Rs.
	ii)2024 – 2025	Rs.
	iii)2023 - 2024	Rs.
7	Detailed description and value of similar works done during the last 7 years (01.04.2019 to 31.03.2026)	
8	If you are a retired official from SBI, PSB or PSU	
	Name of the organization where worked	
	Date of Birth	
	Date of appointment	
	Date of Retirement	
9	If you have graduation with 3 years of experience in electrical installation and safety related work	

	a) Please mention the details of professional qualification and year passed out enclose the copy of certificate	
	b) Please mention the details of organization where worked and enclose the copies of work experience	
10	Whether any civil suit / litigation arisen in work executed during last 10 years. IF yes, please furnish the name of the project / employer, nature of work, contract value of work and brief details of litigation. Give name of the court, place and status of pending litigation.	
11	Whether willing to audit branches/offices anywhere in the state of WEST BENGAL, SIKKIM and ANDAMAN & NICOBAR	
12	Whether empanelled with any other Bank's/ PSU's/State OR Central Government organisations? If yes, please provide the details of the same.	
13	Declaration regarding near relatives working in State Bank of India.	
14	Details of BEE Certificate: Registration No & Date (a) Certified Energy Auditor (b) Accredited Energy Auditor (Self-Attested Colour Photocopy to be attached)	
15	Details of supervising license	

Note: *The above application may be treated as application for empanelment. The auditor/firm need to submit all the required documents as proof for verification mentioned in the above application format.*

I / We have read and understood the press notice, Empanelment Notice & this application form along with Annexure and my / our firm fulfils the eligibility criteria as described in the notice.

I/We hereby confirm and certify that the information given above is correct and true and the enclosures annexed herewith are genuine to the best of my /our knowledge.

I/we understood that if at any stage it is found / noticed by the Bank that any information thus provided by us is untrue / incorrect partly or fully and in case of receipt of adverse / unsatisfactory report from other clients/ Bankers, the bank may not consider our application and / or may delist us and /or may take any appropriate action against us.

I/We also understand that partly / wrongly filled application and / or applications not on prescribed proforma or spiral binding of documents enclosed and / or application not accompanying relevant documents/ enclosures / annexure are liable to be summarily rejected by the Bank.

I/We understand that this is merely an application and does not entitle us to be necessarily empanelled by the Bank and bank reserves the right to reject all and / or any application without assigning any reason whatsoever.

SEAL OF THE FIRM (SIGNATURE OF THE AUTHORISED SIGNATORY)

PLACE: NAME:

DECLARATION OF NEAR RELATIVES OF SBI EMPLOYEES

I/We ....
S/o / D/o ....
Residing at ……………………………………………………….........................
....
………………………………………………………………….........
....
hereby certify that none of our relatives(s) as defined in the Application/EOI document is/are employed in SBI as per details given in Application/EOI document. In case at any stage, it is found that the information given by me is false/incorrect, SBI 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:

DECLARATION

(To be submitted by the applicant on their firm/company's letter head along with their application)

Asst General Manager (P & E),
State Bank of India,
Premises & Estate Department,
Local Head Office,
"Samriddhi Bhavan", Block B, 9th Floor, 1,
Strand Road, Kolkata – 700001

I/We hereby certify that:

1. I/ We have submitted Application strictly on the format prescribed by the SBI and are available on the SBI Application/EOI portal & there is no change in formatting, number of pages etc.

2. I/ We have checked that no page is missing and all pages as per the index and checklist are available & that all pages of Application submitted by us are clear & legible.

3. I/ We have signed (with stamp) all the annexure / required documents before submitting the same.

4. I/We have read carefully & understood the instructions to the applicants.

5. I/ We hereby understood and accordingly confirm that all Application/EOI documents and supporting Prequalification documents/annexure etc. are required to be submitted by us strictly in the prescribed format only. In case, the Bid/documents submitted by us along with this Application/EOI is found in any other formats and not complying this condition, we hereby authorize the SBI to summarily reject our Application/EOI for which we shall not make any protest.

6. I/ We have not made any modification / corrections / additions /deletions etc. in the Empanelment application downloaded from web by me / us. In case at any stage later, it is found there is difference in our downloaded Application/EOI from the original and / or any documentation, SBI shall have the absolute right to disqualify / reject our Application/EOI and also debar me / us in participating in any future Application/EOIs of SBI without any prior intimation to me / us.

7. I/ We hereby undertake and confirm that all the information furnished in this Application/EOI is correct and true to the best of our knowledge and belief and we own full responsibility for its correctness and authenticity.