STATE BANK OF INDIA
LOCAL HEAD OFFICE,
PREMISES & ESTATE DEPARTMENT,
8TH FLOOR, WEST GANDHI MAIDAN
PATNA-800001

NOTICE FOR INVITING APPLICATION
EMPANELMENT OF CONTRACTORS FOR CIVIL /INTERIOR WORKS COSTING UPTO ₹15 CR., ELECTRICAL WORKS COSTING UPTO ₹5 CR. & HORTICULTURE WORKS COSTING UPTO ₹20 LACS, AND REVIEW AND ENLARGEMENT OF EXISTING PANEL OF CONTRACTORS UNDER THE GEOGRAPHICAL AREA OF SBI PATNA CIRCLE CONSISTING OF TWO STATES BIHAR & JHARKHAND

State Bank of India, a body corporate incorporated under the State Bank of India Act,1955 having its Corporate Centre at State Bank Bhawan, Madam Cama Road, Mumbai and one of its Local Head Office (LHO) at West Gandhi Maidan, Patna intends to Empanel the contractors for Civil /Interior works costing up to ₹15 Cr., Electrical works costing up to ₹5 Cr. & Horticulture works costing up to ₹20 lacs, and review and enlarge the existing panel of contractors for its various Construction, Maintenance projects etc. of Offices/Branches within the jurisdiction/geographical area of SBI Patna Circle (consisting of Branches spanning over the states of Bihar & Jharkhand).

1.Name of Work	Empanelment of contractors for Civil /Interior works costing up to ₹15 Cr., Electrical works costing up to ₹5 Cr. & Horticulture works costing up to ₹20 lacs, and review and enlargement of existing panel of contractors
2.Availability of Empanelment Application forms :	Application forms and other documents can be downloaded from the Bank's website https://sbi.bank.in/en/web/sbi-in-the-news/ procurement-news and SBI e-tender portal https://www.tenderwizard.com/SBIETENDER from 07.11.2026 to 07.12.2026 up to 15:00 Hrs
3. Last Date & Time of submission of application on online e-tender portal:	Online uploading of signed and scanned copies of all documents with application forms through the SBI e-tender portal https://www.tenderwizard.com Up to 15:00 Hrs on 07.12.2026
4. Date and time of opening of online application:	07.12.2026 at 16:30 Hrs
5. Agency for arranging online bidding	thttps://www.tenderwizard.com/SBIETENDER Mr. Rakesh Kumar Tel. No.9771414548, Email ID – r.rakeshkumar@antaressystems.com

The firms/contractors currently empanelled by SBI, Patna Circle vide notification in 2024, need not to apply afresh for empanelment, however they may apply for upgradation of category subject to submission of required documents.

Incomplete applications, applications not submitted in the given format are liable to be rejected. Bank reserves the right to reject any or all the applications without assigning any reasons.

Applicant should submit separate application for respective Trade mentioning the highest category in the Trade applied for. Vendors /Firms shall **apply for one category under same nature of work** as per the empanelment criteria and they will be automatically become part of lower category works. For example, if the vendor applied for category AAA of Civil works and after scrutiny the firm found eligible for category AAA, the firm will be automatically empaneled under other lower work value categories.

The eligibility criteria, terms and conditions, application format and other detail/requirement are as under:

(I) MINIMUM ELIGIBILITY CRITERIA:

Sl. no	Nature of Work (Trade)	Category	*Similar Work Executed/Complete d During Last 7 Years	**Average Turnover of Last 3 Years (Minimum) & Solvency Required	Experience of Firm
I	**Civil Works / Interior & Furnishing Work**	Below ₹ 15.00 Cr.	One work of ₹ 12 Cr. or Two works of ₹ 7.5 Cr. or Three works of ₹ 6 Cr.	₹ 4.5 Cr	7 years
II	**Civil Works**	Below ₹ 5.00 Cr. **(AAA)**	One work of ₹ 4.0 Cr. or Two works of ₹ 2.5 Cr. or Three works of ₹ 2.0 Cr.	₹ 1.5 Cr.	7 years
		Up to ₹ 3.00 Cr. **(AA)**	One work of ₹ 2.4 Cr. or Two works of ₹ 1.5 Cr. or Three works of Rs. 1.2 Cr.	₹ 90 Lacs	
		Up to ₹ 1.00 Cr. **(A)**	One work of ₹ 80.0 lacs or Two works of ₹ 50 lacs or Three works of ₹ 40 lacs	₹ 30 Lacs	

Sl. no	Nature of Work (Trade)	Category	*Similar Work Executed/Complete d During Last 7 Years	**Average Turnover of Last 3 Years (Minimum) & Solvency Required	Experience of Firm
	/ Interior & Furnishing Work	Up to ₹ 50.00 Lacs **(B)**	One work of ₹ 40.0 lacs or Two works of ₹ 25.0 lacs or Three works of ₹ 20.0 lacs.	Rs. 15 Lacs	
		Up to ₹ 20.00 Lacs **(C)**	One work of ₹ 16 lacs or Two works of ₹ 10 lacs or Three works of ₹ 8 lacs	₹ 6 Lacs	
		Up to ₹ 10.0 Lacs **(D)**	One work of ₹ 8 lacs or Two works of ₹ 5 lacs or Three works of ₹ 4 lacs	₹ 3 Lacs	
		Up to ₹ 5.00 Lacs **(E)**	One work of ₹ 4.0 lacs or Two works of ₹ 2.5 lacs or Three works of ₹2.0 lacs	₹ 1.5 Lacs	
		Up to ₹ 1.00 Lacs **(F)**	One work of ₹ 0.8 lacs or Two works of ₹ 0.5 lacs or Three works of ₹ 0.4 lacs.	₹ 0.3 Lacs	
II	**Electrical work**	Below ₹ 5.00 Cr.	One work of ₹ 4.0 Cr. or Two works of ₹ 2.5 Cr. or Three works of ₹ 2.0 Cr.	₹ 1.5 Cr.	7 years
		Below Rs. 3.0 Crore	One work of ₹ 2.4 Cr. or Two works of ₹ 1.5 Cr. or Three works of ₹ 1.2 Cr.	₹ 90 Lacs	
		Below Rs. 1.0 Crore	One work of ₹ 80.0 lacs or Two works of ₹ 50 lacs or Three works of ₹ 40 lacs	₹ 30 Lacs	7 years
		Up to Rs. 50.00 lacs	One work of ₹ 40.0 lacs or Two works of ₹ 25 lacs or Three works of ₹ 20 lacs	₹ 15 Lacs	

Sl. no	Nature of Work (Trade)	Category	*Similar Work Executed/Complete d During Last 7 Years	**Average Turnover of Last 3 Years (Minimum) & Solvency Required	Experience of Firm
		Up to Rs. 30.00 lacs	One work of ₹ 24.0 lacs or Two works of ₹ 15 lacs or Three works of ₹ 12 lacs	₹ 9 Lacs	
	Electrical work	Up to Rs. 20.00 lacs	One work of ₹ 16.0 lacs or Two works of ₹ 10 lacs or Three works of ₹ 8.0 lacs	₹ 6 Lacs	7 years
		Up to Rs. 10.00 lacs	One work of ₹ 8.0 lacs or Two works of ₹ 5 lacs or Three works of ₹ 4 lacs	₹ 3 Lacs	
		Up to Rs. 5.00 lacs	One work of ₹ 4.0 lacs or Two works of ₹ 2.5 lacs or Three works of ₹2.0 lacs	₹ 1.5 Lacs	
		Up to Rs. 3.00 lacs	One work of ₹ 2.4 lacs or Two works of ₹ 1.5 lacs or Three works of ₹ 1.2 lacs	₹ 0.9 Lacs	
		Up to Rs. 1.00 lac	One work of ₹ 0.8 lacs or Two works of ₹ 0.5 lacs or Three works of ₹ 0.4 lacs.	₹ 0.3 Lacs	
III	**Horticulture work**	Below ₹20.00 Lacs	One work of ₹ 16.00 lacs or Two works of ₹ 10.00 lacs or Three works of ₹ 8.00 lacs.	₹ 6 Lacs	7 years
		Below ₹10.00 Lacs	One work of ₹ 8.0 lacs or Two works of ₹ 5.0 lacs or Three works of ₹ 2.0 lacs	₹ 3 Lacs	

A. (*) Applicants should have experience in having successfully completed **similar work** of value prescribed in above table during last 7 years ending on 30th September 2026. The information must be supported with the copies of **Work Order** as well as **Satisfactory Completion Certificate**.

B. (**) Applicants should have minimum average annual turnover prescribed in above table during last 3 years ending on 31st March 2026.

C. The applicants should submit Solvency of 30% of maximum value of applied category issued by any Scheduled Bank. The Solvency Certificate should not have been issued prior to 1st September 2026.

D. At least one work of the above should have been successfully completed within last 03 years till 30.09.2026.

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

(II) GENERAL CONDITIONS:

(i) The applicant applying for more than one trade shall need to ensure that they must fulfill the eligibility criteria for each trade/category of the work separately.

(ii) Contractor must submit sufficient documentary evidence/work completion certificates etc. meeting the above-mentioned criteria from the **Central Govt. Dept. or State Govt. Dept. or Semi Govt. Dept. or PSU or Public sector Banks or Public limited (Listed) Company** during last 7 years.

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

(iv) The applicant should not have been disqualified / debarred / blacklisted from any Governments, Semi-governments, PSUs, Banks including any of the Offices/Branch of State Bank of India during last 7 years from the date of publication / application. A suitable declaration to be submitted on the Letter Head of the Firm duly signed by the Authorized Signatory only. **The application of disqualified/debarred/blacklisted applicant shall be summarily rejected.**

(v) **Definition of "similar works"**: All successful completion of construction of works of specified magnitude for **Central Govt. Dept. or State Govt. Dept. or Semi Govt. Dept. or PSU or Public sector Banks or Public limited (Listed) Company.** Nature of work to be covered under different categories is as under:

(A) CIVIL: Civil construction & maintenance related to building, including plumbing & other building works such as structural fabrication, finishing, sanitary, water supply internal and external development services, water supply, soil and storm water drainage, lift well, rainwater harvesting, sewage treatment plant, water storage and distribution

arrangements, re-modelling or replacement, retrofitting & structural repairs/ restoration, etc.

(B) INTERIOR AND FURNISHING WORK: Include the works of entrance façade, Fixed furniture to walls, columns and floor which are not removable, Wall panelling, partitions, storage units, counters and built in workstations, Vertical/ horizontal blinds, false ceiling and false flooring, etc.

(C) ELECTRICAL WORKS : Includes All qualitative successful completion of electrical works like Internal & external Electrification works such as supply, installation, testing & commissioning of LT panels, APFC, LT cabling, Switchgears, Switching accessories, Lighting, Earthing, Internal wiring / cabling for (Air conditioners, DG sets, UPS, Raw power, etc.,) of specified magnitude for Central Government Department / State –Govt Dept/ Semi Govt dept/ PSU / MNC'S /reputed client which are acceptable to Bank. Only supply of DG sets, Transformers, UPS and elevators etc will not be considered as eligibility for electrical works.

Note:

a. Electrical maintenance (AMC, Hiring) works will not be considered for evaluation.

b. Only supply of DG sets, Transformers, UPS and elevators, only erection of towers etc will not be considered as eligibility for electrical works

c. The works executed under sub-contracts will not be considered.

d. The following works which are not containing as specified in the definition of electrical works, like supply & erection of streetlight poles, traction works, erection of HT towers and related cabling etc executed alone shall not be considered.

(D) HORTICULTURE: Development and Maintenance of Landscape and Horticulture works of commercial and residential complexes, open spaces and parks, different types of gardens etc.

Note: i) The works executed under sub-contracts will not be considered.
ii) The maintenance works (AMC, Hiring) will not be considered for evaluation.
iii) The work order value should be exclusive of GST.

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

(vii) The performance of all the empaneled contractors shall be reviewed by the SBI at periodical interval of 12 months/one year or as deemed fit by the Bank and the contractors with unsatisfactory performance shall be removed from the panel by notice of the Bank in this regard at the sole discretion of the Bank and the decision of the Bank shall be final and binding on all bidders/contractors.

(viii) The contractors should be equipped with necessary infrastructure like building construction equipment, machinery and tools, labour strength etc.

(ix) The contractor is required to furnish their PAN No, GSTIN Registration details of firm with GSTIN No. etc. to the SBI.

(x) The contractor should furnish the registration details for the EPF, ESI and the Labour license details under the Labour Laws/Codes(viz Code on Wages, 2019, Payment of Wages Act, Minimum Wages Act, Occupational Safety, Health and Working Conditions (OSH) Code, 2020 Code on Wages, 2019/ Industrial Relations Code, 2020/ Code on Social Security, 2020) as applicable to the related trades. Further, the selected contractors shall be bound to make payment to their workmen through their Bank account and preferably to have their Bank account in State Bank of India.

(xi) Preference will be given to those contractors who have history of timely completion of works/projects taken up by them during the last 7 years. The contractors prone to delay the projects without valid reasons may be disqualified by the SBI within its sole discretion.

(xii) The panel of contractors will be valid for the entire area within the geographical control of State Bank of India Patna Circle (Consisting of branches in the States of Bihar and Jharkhand) and contractors will be entitled to participate anywhere within these areas subject to receipt of NIT from the SBI.

(xiii) The contractors should have a valid e-mail ID, cell no. and Digital Signature Certificate (DSC) to enable the firms for participation in the online procurement/e-tendering.

(xiv) For assessing the Annual Turnover of the last 3 years, contractor must submit valid documents viz copy of Income Tax Return, copies of IT assessment order, Profit & Loss Account and Audited Balance Sheet for the last 3 years.

(xv) The firm/ contractor should be profit making during last three financial years ending 31.03.2026.

(xvi) The applicant shall agree and authorize the SBI to obtain the confidential report from the clients of the applicant contractors, to obtain credit opinion from the Bankers and to verify the work executed by the contractors.

(xvii) All the pages of application shall be duly signed with stamp of firm and uploaded on https://www.tenderwizard.com/SBIETENDER by the contractors, else their application shall be summarily rejected.

(xviii) The intending applicants are categorically advised to submit the empanelment documents strictly in the attached formats only through online portal "https://www.tenderwizard.com/SBIETENDER " and scanned copies (in PDF format only) to be attached where ever it is specified. The information required should be filled/typed in each and every column and rows of the Formats. The applications received with "partly filled formats" not containing desired information in each and every columns/ points/row of various

annexures and where they have written “enclosed/ yes/ submitted/ uploaded etc.,”instead of filling the numerical/required data shall be treated as INCOMPLETE and such applications shall be summarily rejected without any reference to the applicant and at the applicant’s risk and responsibility.

(xix) The applicant should enter/ fill the detailed data in the given application form online. Do not mention enclosed/ yes/ no/ submitted, etc. The applicant should sign and stamp each page of the application & annexure thereby and upload in the https://www.tenderwizard.com/SBIETENDER.

(xx) Applications received will be screened periodically by the SBI at interval of 12 months or as and when need arises with the sole discretion of the SBI and no correspondence will be entertained in this regard.

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

(xxii) The Firm/ Agency/Organization should have well established office in at least (01) One city in Bihar or Jharkhand.

(xxiii) The eligible and interested parties may download prescribed application form and other details from Bank website https://sbi.bank.in/en/web/sbi-in-the-news/procurement-news from **07.11.2026 to 07.12.2026.** The signed and scanned application and other supporting documents should be uploaded online on the portal https://www.tenderwizard.com/SBIETENDER However, hard copies of application or other documents is be submitted by the applicant as and when required by the Bank.

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

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

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

(xxvii) SBI reserves the right to accept or reject any or all the applications without assigning any reason thereof or cancel the whole tender process at any time and no correspondence will be entertained in this regard.

(xxviii) The new panel will be valid for three years from date of empanelment or till the

formation of new panel. However, validity of existing panel will be as notified in the empanelment letter or till the formation of new panel.

(xxix) In case of Electrical Contractors, the firm should have a valid Electrical Contractor's license under HT/LT category & Supervisory License for various works issued by the competent authority of the Central/State Govt. for Electrical works as applicable to the respective categories of Contractors. However, agencies having HT license will be considered for the Sub-station works and works relating to HT line. Agencies with valid Electrical License from other states applying for this empanelment should obtain valid Electrical License from the Electrical License Board of Bihar & Jharkhand prior to issue of tender papers.

(xxx) Vendors/ Firms are advised to keep on visiting Bank website regularly for any corrigendum/ changes/ additions etc. as no further press notice will be published in this regard.

(xxxi) In the event of disputes, controversies, differences of opinion and claims arising out of or in connection with this document, the matter shall be referred to the sole arbitrator, who shall be appointed by the parties by mutual consent. The cost of arbitration shall be borne by the parties jointly and the seat of arbitration shall be Patna The arbitration shall be governed by the provisions of Arbitration & Conciliation Act, 1996.to an Arbitrator and resolved as per of terms & conditions of this document

ASSISTANT GENERAL MANAGER
STATE BANK OF INDIA,
PREMISES & ESTATE DEPARTMENT
LOCAL HEAD OFFICE,
PATNA

Contact: 0612-2820819

TENDERING INSTRUCTIONS TO BIDDERS

General

SBI hereby publish the TENDER on e-tendering Portal (Website) :https://www.tenderwizard.com/SBIETENDER in Electronic mode hereinafter referred as "e Tendering" and TENDER will be hereunder called as "e-Tender". The e-tender published online through above portal (website) consisting of standard tender conditions, specifications, schedule of quantities, drawings (if any) for above referred work. Please note that copy of the above e-tender can be downloaded from above portal (website) and should be mandatorily submitted in Online Electronic Mode hereinafter referred as "Online Offer". The submission of Online offer duly Encrypted & Digitally signed on above portal should be in prescribed Electronic Forms (Online) available on above portal for respective tender in Online Envelope(s) on or before as per the key Dates mentioned in the Tender Notice in this document and online portal for above tender.

Instructions

1. Tender Bidding Methodology:

Electronically Sealed Bid System

2. Broad outline of activities from Bidders perspective

i. Procure a Digital Signing Certificate (DSC)
ii. Register on the e-Procurement portal :https://www.tenderwizard.com/SBIETENDER (The contractors need to upload scanned copy of their valid empanelment letter in the portal otherwise their registration would be cancelled)
iii. Create Users and assign roles on the above portal
iv. View Notice Inviting Tender (NIT) on the above portal
v. Download Official Copy of Tender Documents from the above portal
vi. Clarification to Tender Documents on the above portal
vii. Bid-Submission on the above portal
viii. Attend Public/Limited Online Tender Opening Event (TOE) on the above portal – Opening of Technical-Part
ix. Post-TOE Clarification on the above portal (Optional) – Respond to SBI's Post-TOE queries
x. Attend Public/Limited Online Tender Opening Event (TOE) on the above portal.

For participating in this tender online, the following instructions are to be read carefully. These instructions are supplemented with more detailed guidelines on the relevant screens of the above portal.

3. Digital Certificates

For integrity of data and authenticity/ non-repudiation of electronic records, and to be complaint with IT Act 2000, it is necessary for each user to have a Digital Certificate (DC). also referred to as Digital Signature Certificate (DSC), of Class II or above, issued by a Certifying Authority (CA) licensed by Controller of Certifying Authorities (CCA) [refer

http://www.cca.gov.in].

4. Registration

To use the Electronic Tender portal :https://www.tenderwizard.com/SBIETENDER vendors need to register on the portal. Registration of each organization is to be done by one of its senior persons vis-a-vis Authorized Signatory who will be the main person coordinating for the e-tendering activities. In the above portal terminology, this person will be referred to as the Super User (SU) of that organization. For further details, please visit the website/portal, and follow further instructions as given on the site.
Note: After successful submission of Registration details please contact to the Helpdesk of the portal to get your registration accepted/activated.
Help Desk:
Contact Person:

Mr. Rakesh Kumar Tel. No.9771414548,
Email ID – r.rakeshkumar@antaressystems.com

5. Bidding related Information for this Tender (Sealed Bid)

The entire bid-submission would be online on the portal. Broad outline of submissions are as follows:
· Submission of Bid Security/ Earnest Money Deposit (EMD) & Cost of Bid Document
· Submission of digitally signed copy of Tender Documents/ Addendum
· Power of Attorney, · Envelope,- Technical-Part, the above electronic envelopes consists of Main bid and Electronic form (both mandatory) and bid Annexure (Optional).
NOTE: Please note that above e-Tendering system is an automatically time locked system which will be locked immediately as soon as due date and time is over and will not accept any offer after that. So, the tenderers are strictly advised to do their process well before the due date and time to avoid any such instances.

6. Tender Opening Event (TOE)

The e-Procurement portal offers a unique facility for ‘Public/Limited Online Tender Opening Event (TOE)’. Tender Opening Officers as well as authorized representatives of bidders can attend the Public/Limited Online Tender Opening Event (TOE) from the comfort of their offices. For this purpose, representatives of bidders (i.e. Supplier organization) dully authorized are requested to carry a Laptop and Wireless Connectivity to Internet. Every legal requirement for a transparent and secure ‘Public/Limited Online Tender Opening Event (TOE)’ has been implemented on the portal. As soon as a Bid is decrypted with the corresponding ‘Pass-Phrase’ as submitted online by the bidder himself (during the TOE itself), salient points of the Bids are simultaneously made available for downloading by all participating bidders. The tedium of taking notes during a manual ‘Tender Opening Event’ is therefore replaced with this superior and convenient form of ‘Public/Limited Online Tender Opening Event (TOE)’. The portal has a unique facility of ‘Online Comparison Chart’ which is dynamically

updated as each online bid is opened. The format of the chart is based on inputs provided by the Bidder for each Tender. The information in the Comparison Chart is based on the data submitted by the Bidders. A detailed Technical and/ or Financial Comparison Chart enhance Transparency. Detailed instructions are given on relevant screens. The portal has a unique facility of a detailed report titled 'Minutes of Online Tender Opening Event (TOE)' covering all important activities of 'Online Tender Opening Event (TOE)'. This is available to all participating bidders for'Viewing/ Downloading'. There are many more facilities and features on the portal. For a particular tender, the screens viewed by a Bidder will depend upon the options selected by the concerned Bidder.

7. Minimum Requirements at Bidders end

In order to operate on the electronic tender management system, the user's machine is required to be set up. The machine must have running XP service Pack 3 or higher version of Windows like Vista or Window 7. Also need to install Mozilla Fire fox web browser and latest Version of Java.

IMPORTANT NOTE: In case of internet related problem at a bidder's end, especially during 'critical events' such as – a short period before bid-submission deadline, during online public/limited tender opening event, during e-auction, it is the bidder's responsibility to have backup internet connections. In case there is a problem at the e-procurement/ e-auction service-provider's end (in the server, leased line, etc) due to which all the bidders face a problem during critical events, and this is brought to the notice of SBI by the bidders in time, then SBI will promptly re-schedule the affected event(s).

ASSISTANT GENERAL MANAGER
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APPLICATION FORM
TO BE FILLED IN ONLINE PORTAL
(i.e., on https://www.tenderwizard.com/SBIETENDER)

Trade Applied for :
Category Applied For :

Sl No.	Description	Please fill the Data (Do not mention as enclosed/ Yes/ No/ Submitted, etc.)	Type of Document to be enclosed	Attachment
1.	Name and address of the Firm			
2.	Constitution of the Firm (Proprietorship/ Partnership/ Company)			
3.	Date, month & year of Establishment of the firm		Establishment/ companies registration/ partnership deed	Attachement-1
4.	Registration number with (Copy of valid registration to be enclosed.)		Copy of valid registration to be enclosed	Attachement-2
5.	GST Number		GST	Attachement-3
6.	PAN Number		PAN	Attachement-4
7.	ESI Number		ESI	Attachement-5
8.	EPF Number		EPF	Attachement-6
9.	Enclose copy of valid Electrical Contractor's License (applicable only for the			Attachement-7

	firms/contractors applying for empanelment as electrical contractor)			
11.	Contact person name			
12.	Mobile Numbers & Telephone numbers			
13.	Email ID			
14.	Registered Office Address			
15.	Communication Address			
16.	Local Address in Bihar/Jharkhand		Enclose valid proof	Attachement-8
17.	Name of Partners/ Associates/ Directors			
18.	Bio-data of Partners/ Associates/ Directors. Bio-data to be given in the Uploaded format		Submit Attachment	Attachement-9
19.	Name & address of Bankers (Enclose solvency certificate for minimum amount of 30% of the upper limit of the category applied for).(Enclose certified copies of documents as an evidence, refer format for solvency Annexure-J) Banker's Details Banker's Name: Full Postal Address: Telephone No.: Account No.: Type of Account: IFSC Code:			Attachement-10
20.	Weather registered/ empanelled with Central Govt./State Govt./Financial Institutions/PSU's/MNCs, furnish their names category and date of registration.		Enclose letters of empanelment	Attachement-11

21.	Declaration regarding near relatives working in the Bank		Annexure 'A'	Attachement-12
22.	Names and addresses of the persons who will be in position to certify about the quality as well as performance of your organization.		Annexure 'B'	Attachement-13
23.	In formation relating to whether any litigation is pending before any Arbitrator for adjudication of any litigation or else any litigation was disposed during last 7 years by an arbitrator. If so, submit the details		Annexure 'C'	Attachement-14
25.	List of major works completed during the last 7 years till 3 0 t h September 2026		Annexure-'E'	Attachement-16 Please attach Work order, Completion and experience Certificate along with Annexure-E
26.	List of Major works on hand as on 30.09.2026		Annexure-'F'	Attachement-17 Please attach Work order, performance Certificate along with Annexure-F
27.	Amount of service tax/GST paid year wise during last 3 financial year ending on 31st March of the current year with income tax return Form ST-3 as document proof			Attachement-18
28.	Turnover			Attachement-19
29.	FY 2023-24		Certificate issued by CA/ Profit & Loss statement	
30.	FY 2024-25		Certificate issued by CA/ Profit & Loss statement	
31.	FY 2025-26		Certificate issued by CA/ Profit & Loss statement	

32.	**WORK-1:**			
	(i). Work Order Details for Work-1 Name of the Work Work Order No Work Order Amount Work Order Date			
	(ii). Work Completion Details for Work-1 Work Completion Value Work Completion Date Client Name Client Address (e) Client Mobile Number and landline Client official email ID:			
33	**WORK-2:**			
	(i). Work Order Details for Work-2 Name of the Work Work Order No Work Order Amount Work Order Date			
	(ii). Work Completion Details			
	for Work-2 Work Completion Value Work Completion Date Client Name Client Address (e) Client Mobile Number and landline Client official email ID:			
34	**WORK-3:**			
	(i). Work Order Details for Work-3 Name of the Work Work Order No Work Order Amount Work Order Date			

	(ii). Work Completion Details for Work-3 Work Completion Value Work Completion Date Client Name Client Address (e) Client Mobile Number and landline Client official email ID:			
35	Signed copy of Declaration		Annexure-"G"	Attachement-20
36	Details of Key Employees also mention total number of employees in the organization		Annexure-"H"	Attachement-21
37	Signed copy of Application		Signed copy of Empanelment Notice	Attachement-22

DECLARATION:

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

2) I/We have no objection if enquiries are made about the work listed by me/ us in the accompanying sheets/annexures.

3) I/We agree that the decision of SBI in selection of contractors will be final and binding to me/ us.

4) I/We hereby confirm that our firm/agency/company has not been disqualified / debarred / blacklisted by any Governments, Semi-governments, PSUs, Banks including any of the Offices/Branch of State Bank of India/SBIIMS Pan India during last 7 year from the date of application.

5) I/We hereby confirm that all information, particulars, copies of certificates and testimonials in connection with my/our empanelment are correct and genuine. I am / We are, therefore, liable to face appropriate actions as deemed fit by the SBI in the event of any of the information, particulars, copies of certificates and testimonials are not found correct and genuine. I/We have read the instructions appended to the proforma and I/we understand that if any false information is detected at a later date, the empanelment shall be cancelled at the discretion of the SBI.

PLACE : SIGNATURE OF CONTRACTOR

DATE : NAME & DESIGNATION SEAL OF ORGANISATION

ANNEXURE-A

DECLARATION REGARDING NEAR RELATIVES WORKING IN THE STATE BANK OF INDIA

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

(Add separate sheet if required)

Notes:

1. Information has to be filled up specifically in this format.
2. Indicate other points, if any, to show your technical competence to indicate any important point in your favour.

Name of Authorized Signatory Sign & seal of the applicant

ANNEXURE-B

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

Sr. No.	Name of Officials	Organisation & Address	Contact No.	Email ID
1				
2				
3				

(Add separate sheet if required)

Notes:

1. Information has to be filled up specifically in this format.
2. Indicate other points, if any, to show your technical competence to indicate any important point in your favour.

Name of Authorized Signatory Sign & seal of the applicant

ANNEXURE-C

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

Sr. No.	Award for or against Applicant	Name of Client	Cause of Litigation and matter of Dispute	Disputed Amount	Actual Awarded Amount
1					
2					
3					

(Add separate sheet if required)

Notes:

1. Information has to be filled up specifically in this format.
2. Indicate other points, if any, to show your technical competence to indicate any important point in your favour.

Name of Authorized Signatory Sign & seal of the applicant

ANNEXURE – E

PARTICULARS IN RESPECT OF WORKS EXECUTED FOR THE LAST 7 YEARS INCLUDING WORK IN HAND

S. No.	Name of work/Project with address	Description of work with Estimates cost and executed value	Name & address of client	Nature of work	Built up Area in sq. m..	Period of completion, date of commencement and scheduled period of completion	Actual time of completion, certificate must be furnished	Remark
1	2	3	4	5	6	7	8	9

(Add separate sheet if required)

Place:

Date: Sign. & Seal of the Contractor

ANNEXURE -F
LIST OF WORKS IN HAND

S. No	List/ Name of works/ Projects/ with address	Description of the Buil ding works/ Nature of the work with value (Rs)	Name & address of the client	State and percentage of progress achieved	Date of commencement of the work	Scheduled completion date & tentative date of completion	Reasons in case of unsatisfactory progress	Name & address of the architect/ consultant	Copy of work order i.e, documentary evidence
1	2	3	4	5	6	7	8	9	10
1									
2									
3									

(Add separate sheet if

required) Place:

Date: Sign. & Seal of the Contractor

ANNEXURE – G

DECLARATION

1. All the information furnished by me/us here above is correct to the best of my knowledge and belief.
2. I/We also agree that I/We have no objection if inquiries 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/Annexures.
3. I/We agree that the decision of Bank in selection of contractors will be final and binding to me/ us
4. I/We hereby confirm that our firm/agency/company has not been disqualified / debarred / blacklisted by any Governments, Semi-governments, PSUs, Banks/MNCs including any of the Offices/Branch of State Bank of India anywhere in 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 the Bank in the event of any of the information, particulars, copies of certificates and testimonials are not found correct and genuine.
6. I/We have read and understood the empanelment notice and terms and conditions appended to the application proforma and I/We understand if any false information is detected at a later stage, any future contact made between ourselves and State Bank of India, Patna on the basis of the information given by me/us will be treated as invalid by the State Bank of India.

Place: Signature of the contractor with seal

Date:

ANNEXURE -H

DETAILS OF KEY PERSONNEL

1	PERSONNEL (Engineer/ supervisor)	NAME	QALIFICATION	ANY OTHER
i)				
ii)				
iii)				
iv)				
v)				
vi)				

(Add separate sheet if required)

Place:

Date: Sign. & Seal of the Contractor

ANNEXURE –I

DETAILS OF MAJOR EQUIPMENTS AVAILABLE

1	NAME OF EQUIPMENTS:- (Viz. Mixer machine, Vibrator, cube testing machine, phase sequence meter, crimping tool, meger meter, Earth tester, etc)	QUANTITY/NO.	SPECIFICATION
i)			
ii)			
iii)			
iv)			

ANNEXURE-J

SOLVENCY CERTIFICATE FORMAT

This is to certify that to the best of my knowledge and information M/s (Firm name with address).....
.....
.....
..... having marginally noted address, a customer of our bank is/are respectable, and firm can be treated as good for any engagement up to a limit of Rs. (Rupees……).

This certificate is issued without any guarantee or responsibility on the bank or any of the officers.

(Signature of Branch Manager with Seal)

Note:

1. Banker's certificate should be on the letter head of the scheduled bank.
2. In case of partnership firm, certificate to include names of all partners as recorded with the bank.

ANNEXURE – K

The Assistant General Manager (Premises and Estate)
State Bank Of India
8th Floor, Local Head
Office, West Gandhi
Maidan
Patna -800001

Date:
Ref. No.

Sir,

Sub: Application for empanelment of contractor for
….....(write the nature of work/trade & category)

1. I/We have read and understood the empanelment notice and terms and conditions appended to the application proforma and I/We understand if any false information is detected at a later stage, any future contact made between ourselves and State Bank of India, LHO Patna on the basis of the information given by me/us will be treated as invalid by the State Bank of India.

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

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

4. I/We also agree that I/We have no objection if inquiries 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.

Signature of the

Applicant Name:

Designation:

Address with Seal:

CHECKLIST

SR. NO.	PARTICULARS	SUBMITTED (Y or N)
1	Attachment-1	
2	Attachment-2	
3	Attachment-3	
4	Attachment-4	
5	Attachment-5	
6	Attachment-6	
7	Attachment-7	
8	Attachment-8	
9	Attachment-9	
11	Attachment-10	
12	Attachment-11	
13	Attachment-12	
14	Attachment-13	
15	Attachment-14	
16	Attachment-15	
17	Attachment-16	
18	Attachment-17	
19	Attachment-18	
20	Attachment-19	
21	Attachment-20	
22	Attachment-23	
23	Attachment-24	