



भारतीय स्टेट बैंक State Bank of India

Estate Department,
State Bank Global IT Centre,
C.B.D. Belapur, Navi Mumbai.

NOTICE INVITING TENDER Comprising of Pre-Qualification Bid (PQ), Technical Bid (TB), Price Bid (PB).

For the “*Proposed Composite Interior Works comprising of Civil, Interior, HVAC, Electrical, Networking, Security & Fire Fighting Works at 5th Floor A & B-Wing SBI GITC CBD Belapur.*”

(Volume – 1)
Pre-Qualification Bid (PQ)

RFP No. SBI/GITC/Estate/2026-27/02

Last date for submission of Tender : 14. 30 hrs. (IST) on 04.08.2026
Opening of PQ and Technical Bid : 15. 00 hrs. (IST) on 04.08.2026

RFP Submitted By :

Name of Bidder : _____

Address of Bidder : _____

GSTN No. of Bidder : _____

Date : _____

**The Dy. General Manager (F & OA),
Estate Dept.,
State Bank Global IT Centre,
1st Floor, “C” Wing,
Sector 11, C.B.D. Belapur,
Navi Mumbai – 400614.**

**Architect and Project Management
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Road,
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Volume 1
Pre-Qualification Bid (PQ)

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Section I – GENERAL INFORMATION

1. INTRODUCTION TO RFP / TENDER DOCUMENT

Single Stage **Two Envelope System** Notice Inviting e-Tender Comprising of Pre-Qualification Bid (PQ), Technical Bid (TB) & Price Bid (PB) are invited as **Percentage Based Item Rate e- Tender** by **M/S Architects Approach** for and on behalf of SBI for the proposed Composite interior renovation work comprising of Interior Civil, Interior, HVAC, Electrical, Networking, Security & Fire Fighting Work at 5th Floor A & B-Wing SBI GITC CBD Belapur.

2. The Tender Document Comprises of;

- i) Volume- 1 : Pre- Qualification Bid (PQ)
- ii) Volume- 2 : Technical Bid (TB)
- iii) Volume- 3 : Price Bid (PB)
- iv) Volume- 4 : Drawings
 - 1) Interior Layout plan
 - 2) Ceiling Layout Plan

3. The NIT Comprises of Single Stage 2 Envelope System Bidding as mentioned below:

- 1) Pre-Qualification Bid (PQ) & Technical Bid (TB)
- 2) Price Bid (PB)

2.1) NOTICE INVITING TENDER

Percentage Base Item Rate E- Tender comprising of Pre-Qualification Bid, Technical Bid & Price Bid are invited by **M/S Architects Approach** for and on behalf of SBI for the Composite interior renovation works for the Proposed Interior Civil, Furnishing, HVAC, Electrical, Networking, CCTV, Access control, Fire Fighting & Detection System, Sprinkler System Work at 5th Floor A & B-Wing SBI GITC CBD Belapur.

(One sets of hard copy of uploaded PQ & its application form, Technical Bid along with all relevant documents are to be submitted (Except Price Bid /Offer), duly spirally bounded, with all pages signed & stamped, in addition to documents to be submitted as per Clause No. 3.2.1 of PQ document.

Contractors pre-qualified for this project will be empaneled for Banks composite interior projects for SBI GITC with tenure of 3 years for further projects up to Rs. 500 Lakhs (excl GST).

The details of Tender are as under:

(Price Bid shall be opened of only those Contractors who are eligible and approved in Pre-Qualification Bid & Technical Bid.)

Sr. No.	Particulars	Description
1	Name of the work	Proposed composite interior works comprising of Interior Civil, Interior, HVAC, Electrical, Networking, Security & Fire Fighting Work at 5 th Floor A & B-Wing SBI GITC CBD Belapur
2	Time allowed for Completion of Work	4 Months Including Monsoon from the 15 th day of the date of award of work. Refer Brief Particulars of the Work in this document.
3	Earnest Money Deposit (EMD)	₹. 4,40,000.00 (Rupees Four Lakh Forty Thousand Only) by means of (mode of Transaction) NEFT, RTGS and intra-bank transfer (SBI to SBI only) as per details mentioned in para 4.6, of Information and Instruction for Bidders, Part-B (TB) or EMD to be deposited on or before the time and last date of submission of the technical bid.
4	4.1 Security Deposit (SD)	As per Clause No 6 Information and Instruction to Bidders Part-B (TB)
	4.2 Initial security deposit	As per Clause No. 1.2 of GCC of Technical Bid
5	Date of availability of pre-qualification document on Service Provider's website	From 13.07.2026 to 04.08.2026 up to 14.30 Hrs. Available at https://sbi.co.in/web/sbi-in-the-news/procurement-news , or http://www.tenderwizard.com/SBIETENDER .
6	Pre – Bid Meeting (Date, time & Place of Meeting)	On 23.07.2026 at 1500 Hrs. at the following address: Dy. General Manager (F & OA), Estate Dept., State Bank Global IT Centre, 1 st Floor, "C" Wing, Sector 11, C.B.D. Belapur, Navi Mumbai – 400614.

6.1	Last date and time for receipt of Pre-bid queries from the perspective bidders (Only through Email to dgmit.fnoa@sbi.co.in)	Up to 1600 Hrs on 22.07.2026. Note: 1. All queries must be sent in the prescribed format as an attachment in the Excel format as per Table XVIII (Technical Bid). 2. Only queries received through email by the stipulated date and time will be considered for discussions/clarifications in the Pre-bid Meeting. No other point shall be considered.
6.2	Prior Intimation for participation in Pre-Bid Meeting	Applicant has to share name & contact no. of their representatives on email 24 hours prior to date & time of Pre-Bid meeting. dgmit.fnoa@sbi.co.in / dgmcivil.gitc@sbi.co.in The OTP shall be sent on their mobile no. for the meeting & no other persons shall be permitted to attend it. Maximum two persons per bidder allowed for meeting.
7	Last date & time for submission of EMD of tender document	Up to 1430 Hrs. on 04.08.2026 Note: It is sole responsibility of the bidder to ensure submission of their EMD by stipulated date and time at specified SBI Account failing which they will not be allowed to participate in E-Tendering. The proof of the same is to be uploaded at https://sbi.co.in/web/sbi-in-the-news/procurement-news , or http://www.tenderwizard.com/SBIETENDER . Mentioning UTR no. / transaction ID.
8	Place, Time & Address for submission of hard copy of documents as per clause 3.2.1 of section- II of pre-qualification bid,	up to 1400 Hrs on 04.08.2026 Address: The Dy. General Manager (F & OA), Estate Dept., State Bank Global IT Centre, 1 st Floor, "C" Wing, Sector 11, C.B.D. Belapur, Navi Mumbai – 400614. Tel. No. 022 27577386, 7725/7412/7428
9	Last date & time for submission of Online PQ Bid.	Up to 1430 Hrs on 04.08.2026 at https://sbi.co.in/web/sbi-in-the-news/procurement-news , or http://www.tenderwizard.com/SBIETENDER
10	Date and Time of opening of Online PQ	1500 Hrs on 04.08.2026.
11	Date and Time of opening of Online Price Bid	Approx. within 15 Days of opening of PQ and TB. Will be communicated through email to the qualified bidders, as per clause no. 15 of Information & Instructions to Bidders, separately.
12	Defects Liability period	As per Clause No. 1.1.11 (a) of GCC of Technical Bid
13	Liquidated Damages	As per Clause No 8 of GCC of Technical Bid

14	Validity of Bids	As per Clause No. 5 of Information and Instruction to Bidders Part-A of Technical Bid.
15	Value of Interim Certificate	Minimum Rs. 100 Lakh (Excluding GST). No advance on plant / machinery or mobilization advance shall be paid under any circumstances.
16	Eligible Taxes	A) Income Tax will be deducted at source as per Govt. Guidelines. B) Payment of GST will be made as applicable. The contractor should comply with the following. Contractor should have GST Registration Number. Invoice should specifically / separately disclose the amount of GST levied at applicable rate as per GST provisions/Rules. In case of Correction in the bills after scrutiny, contractor should submit fresh bills for payment. 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. The GST Number of State Bank of India for Maharashtra State – 27AAACS8577K2ZO.
17	Electronic Payment	Electronic payment shall be preferred. All the contractor must furnish details such as 1) Name of their bank 2) Name of their branch 3) Account number 4) Name of the account holder as in the bank account 5) IFSC No of the branch 6) PAN number
18	Submission of PQ Bid	1) Contractors shall download the entire PQ & Technical Bid to get acquainted with the terms and conditions and shall upload them along with the Mandatory bid Documents without fail in the e-tendering portal after putting the digital signature of their authorized signatory on submitted documents/ bid. (Participating through e-tender portal they must have class III digital certificate.) 2) Failing to upload as stated above, the tender will be rejected. 3) Bidder shall submit the original copy to be sealed in an envelope and mark the envelope as "PQ & Technical Bid". The said envelope shall clearly bear the name of the RFP and name and address of the Bidder. In addition, the last date for bid

		submission should be indicated on the right and corner of the envelope.
19	Additional Security Deposit (ASD)	As per Clause 5.1 Information & instruction for bidders for E – bidding: Technical Bid
20	Agency for arranging e-tender/ online bidding, contact numbers:	You are requested to contact the agency for further guidance for E-tendering.
	Name of Auction Agency	M/s. Antares Systems Limited Registered
	Address	'Honganasu', #137/3, Bangalore Mysore Road, Opp. To Metro Pillar #P-696, Kengeri, Bengaluru – 560 060, India
	Bidder Support	For e-Tender Support for Bidders: Kushal Bose – 9674758719 kushal.b@antaressystems.com Helpdesk Numbers: 9073677150 / 9073677151 / 9073677152 / 9674758723 / 9674758726 / 9674758506
	Email Address	kushal.b@antaressystems.com
	Website Address	http://www.tenderwizard.com/SBIETENDER

21. The contractor must provide their E-mail id, contact nos. and postal address in the bid documents. Henceforth, all official communication from Bank shall be through E-mail. The SBI reserves the right to cancel or postpone or modify the E-Tender at any stage without assigning any reason.

22. Tender can be downloaded from the bank's website at <https://sbi.co.in/web/sbi-in-the-news/procurement-news>, or <http://www.tenderwizard.com/SBIETENDER>. It shall be responsibility of the contractor to arrange and ensure that all pages of Tender Documents are properly arranged and in order. Submission of bids in improper manner may lead to disqualification.

23. The contractor shall sign and stamp each page of the Tender document thereby ensuring the number and sequence of all pages.

24. No conditions other than mentioned in the Tender will be considered, and if given they will have to be withdrawn.

24.1 Any letter, document and /or terms & Condition attached with Tender Submission other than mentioned in Tender and /or Corrigendum, shall not be entertained and such letter, document and /or terms and conditions shall be treated null and void.

25. The SBI reserve their rights to accept or reject any or all the e- Tender Applications, either in whole or in part without assigning any reason for doing so and any claim / correspondence shall be entertained in this regard.

26. In case the date of opening of e-tenders is declared as a holiday, the Bids will be opened on the next working day at the same time.

27. SBI has the right to accept / reject any / all e-tenders without assigning any reasons and no correspondence shall be entertained in this regard.

28. Tenders received without EMD shall be summarily rejected and such tenders shall not be allowed for evaluation or to participate in the online price bidding process.

29.. For any clarifications regarding E-Tendering procedure, System requirements etc. please contact M/s. Antares Systems Limited Registered, Bengaluru, whose address is mentioned in the NIT.

30. Any letter, conditions attached with the tender submission, other than as requested in the RFP/tender (and as per Corrigendum, if any), shall not be entertained, nor considered and shall be treated as null & void.

Yours Faithfully,

Dy. General Manager(F&OA)

2.2) Pre – Requisite for e – Tendering

All documents related to the E-Tender are available on the e-tendering portal at <https://sbi.co.in/web/sbi-in-the-news/procurement-news>, or <http://www.tenderwizard.com/SBIETENDER>. Bidders must note that this, being E-tender, Bids received online, on E-tendering portal shall be considered. In addition to it, two sets of hard copies of application form along with all relevant documents are to be submitted (Except Price Bid /Offer), duly spirally bound securely and in serial order containing all pages duly signed by authorized signatory with company seal and date to this Office on or before due date & time. To participate, Bidder(s) is/are advised to register with following steps:

Step 1: Bidder's Registration

•	Go to website: at https://sbi.co.in/web/sbi-in-the-news/procurement-news , or http://www.tenderwizard.com/SBIETENDER
•	Click on “Register for e-Tender” button.
•	Create your desired User ID and fill in Company Details.
•	Vendor in possession of DSC Class III may insert Digital Signature Certificate token in computer's USB drive, and click on “Update Digital Signing Certificate Serial No. From USB token”. A new PKI based “Signer Certificate” window will open. Browse your Signer Certificate, enter token password and click on Register.
•	For those without DSC, it is advised to apply for the DSC.
•	Do not enter special character(s) in any field except “Email Address”, “Website (URL)” and “Alternative Email Address”.
•	Then click on “Create profile”.
•	You will be forwarded to “Document Upload” screen. Upload documents as specified in previous page. After uploading is completed, click on “Finish Upload”.
•	The User ID and system generated password with payment confirmation
•	will appear on the next screen which can be printed for future reference.
•	Check registered email ID. Click in the link “Click to verify” to validate the email ID.
•	To enable the User ID, forward the registration acknowledgement copy to helpdesk from registered email ID.

Step 2: Digital signature (known as “Digital Signature Certificate”)

•	Applying Class III Digital Signature Certificate: (token issued upon registration)
•	It is mandatory for all the Bidders to have class-III Digital Signature Certificate (DSC) (in the name of person who will sign the Bid) from any of the licensed certifying agency to participate in this RFP. DSC should be in the name of the authorized signatory. It should be in corporate capacity (that is in Bidder capacity).
•	Bidder's manual & system requirement is available on website http://www.tenderwizard.com/SBIETENDER
	Bidders may contact e-tendering representative at (7666563870 / Landline- 080-4598 2100) for any assistance.

3. BRIEF PARTICULARS OF THE WORK

- a. SBI proposes for composite interior work of 5th Floor A & B-Wing SBI GITC CBD Belapur.
- b. **Brief Scope of Work:** The scope of work comprises of Composite Interior Renovation Works which should include Interior, Civil, Furnishing, HVAC, Electrical, Networking, CCTV, Access control, Fire Fighting & Detection System, Sprinkler System Work at 5th Floor A & B - Wing SBI GITC CBD Belapur. (All the components executed under single contract) executed for Commercial premises, IT/ITES offices, Institutional premises & offices.
- c. The proposed work must be completed in all respects w. r. t. to all drawings, RFP, specifications, obtaining statutory approvals if required. The **time allowed** for completion of the project is **90 days for fit-out works + 30 additional days for structural repair works** if any including monsoon period as per Work Order (WO) & RFP.
- d. SBI intends to pre-qualify the competent Contractors having requisite qualifying experience and infrastructure and financial capability to undertake the work as specified in the pre-qualification documents for completion of the project in the prescribed scheduled time.

Section II – Pre-Qualification Bid

1.0 ELIGIBILITY CRITERIA FOR PREQUALIFICATION:

The Firms / Contractors applying must fulfil each of the following criteria as interior decoration firm. The applications of the firms/contractors not fulfilling the following criteria will not be considered for pre-qualification.

The Companies / firms that fulfill the criteria as given below shall be eligible:

- a) i. The Company should be either a Partnership or a Public Limited Company or a Private Limited Company or Proprietorship firm registered under the Indian Companies Act 1956.
ii. The Company / Firm should have valid registration with Central/ State Govt. bodies / Public sector Undertakings, PSB's / Nationalized Banks / MES / Railway, etc.
- b) The firm / company should have an experience of minimum **07** years in relevant field i.e. Composite Interior Works of Commercial and/or IT/ITES office and/or Institutional office buildings and/or educational building and/or public buildings as on **30.06.2026**.
- c) The firm / company should have registration with GST, PF, ESIC, PAN No. and Prof. Tax etc. (as applicable) submit the proof of the same.
- d) The **firm / bidder or his associates** should have current and valid Electrical Contractor license issued by relevant Government Authorities.
- e) For firefighting and detection installation – Bidder or his Associates should have a valid Class A or Class B fire license issued by the Directorate of Fire Services, Government of Maharashtra, authorizing them to act as a licensed agency for installation, testing, and commissioning of fire protection and detection systems, including fire alarm systems, hydrant systems, sprinkler systems, and fire pumping systems, in accordance with the provisions of the Maharashtra Fire Prevention and Life Safety Measures Act and relevant rules.
- f) The firm should produce acknowledgement and copy returns of IT for the last three years.
- g) **Bidders / Contractors** who fulfill the following requirements shall be eligible to apply. Joint ventures are not accepted.
- h) (i) The bidder should have satisfactorily completed **“Similar Works”** as mentioned below during the last **7 (seven) years** ending on **30.06.2026**:
At least one similar project of minimum **Rs.400 lakhs excl. GST** each
or
two similar projects of minimum **Rs. 250 lakhs excl. GST** each
or
three similar projects of minimum **Rs. 200 lakhs excl. GST** each
during **last 7 years ending on 30.06.2026**. These projects should be Composite Interior Works as per para (b) above and the value of work mentioned is excluding GST.

(ii) **Definition: “Similar Works” shall mean completed Composite Interior Works which includes Civil, Interior, Modular Furniture, HVAC, Electrical, Networking, Fire Fighting works (all the components executed under single contract) executed during last 7 years as on 31.05.2026 for any of the following organisation/ company/ dept. :**
Central Govt. Dept./State Govt. Dept./ Semi Govt. Dept. / PSU / Public Sector Banks / any Govt. Organisation /

Reputed Private Sector Organisations / Bank's/ Companies listed on Stock Exchange/ NSE/ BSE /

MNC's / MNC Bank's (listed in international / Indian Stock Exchange)

(iii) The work order and/or the completion certificate should indicate works completed pertaining to the above-mentioned services under clause h (ii) above.

- i) The bidders shall possess Electrical license. In case the tenderer does not have the license, they must associate himself with agencies of the appropriate eligibility, as defined below, for each of specialized nature of items/work of E & M. Such works shall be got executed only through associated agencies specialized in these fields. The Contractor has to submit proof of eligibility criteria for Electrical and Firefighting sub-contractors (if engaged separately), and as advised by the Project Architect.
- j) **TURNOVER:** The applicant should have average annual financial turnover of **Rs.150 lakhs** during the last 3 financial years ending 31.03.2026. This should be duly audited and certified by a Chartered Accountant (Copy to be attached). Year in which no turnover is shown would also be considered for working out the average.
- k) The applicant should not have incurred loss during the last three years ending 31.03.2026, duly certified by a Chartered Accountant (Copy to be attached). The firm should not be under liquidation, court receivership or similar proceedings.
- l) The applicant should have a solvency of Rs. 150 lakh – certified by a Scheduled Bank (Original copy to be attached). The Solvency Certificate should not have been issued earlier than 31.03.2026.
- m) The applicant should have adequate in-house plant and machinery required for the proper and timely execution of the job. The details of the same shall be furnished duly authenticated as per the format enclosed in the Form G.
- n) The applicant should have sufficient number of Technical and Administrative employees on their roles for the proper execution of the contract as per the format enclosed in the Form C of this section.
- o) **If penalty / LD charges were imposed on Bidder's earlier completed project, such Bidders are not eligible to apply.**

Note: Only such vendors who fulfil the aforesaid eligibility criteria need to apply.

2. EVALUATION CRITERIA FOR PRE-QUALIFICATION:

For the purpose of pre-qualification, applications will be evaluated in the following manner:

- 2.1 The eligibility criteria prescribed herein above (in respect of experience of similar class of works completed) shall be scrutinized and the applicant's eligibility for pre-qualification for the work be determined. Only the applicants who meet the eligibility criteria specified above will be further evaluated on the basis of details furnished by them.
- 2.2 If necessary, the authorized representatives of SBI & Architect may visit Projects sites which are recently executed / being executed by the applicants who gets shortlisted based on submitted documents, in order to evaluate the performance of the applicants and quality of work. In such case, the applicant will be required to obtain/give them necessary permission / facilities and arrangements for site visit as required.
- 2.3 Based on the evaluation of the pre-qualification criteria, verification of documents submitted by the applicants, site visit reports (wherever conducted), final bills, satisfactory completion certificates for similar works, performance reports from clients (wherever considered necessary), and any other relevant information, SBI reserves the right to shortlist the applicants found suitable for the proposed work. The decision of SBI in this regard shall be

- final and binding.
- 2.4 Merely fulfilling the prescribed minimum prequalification criteria does entitle the applicant for shortlisting, which is subject to the verification of documents/information furnished by the applicants, inspection of work, quality and timely execution of project, seeking confidential performance reports from the client, etc.
- 2.5 Bank reserves the right to accept or reject any or all applications without assigning any reason thereof. **This pre-qualification does not bind SBI to award any job/project to the post-qualified vendors.**
- 2.6 Bidders shall score minimum 60% to qualify / Eligible for participation in opening of Price Bid process as per Selection Matrix at Annexure '11' – Form K.

3) INSTRUCTIONS TO APPLICANTS

3.1) GENERAL INSTRUCTIONS:

- i. Please read these instructions carefully before filling up the application form.
- ii. The application must be submitted in the proforma to be downloaded from SBI website without editing the text whatsoever. Any violation of this condition shall render the application invalid.
- iii. Letter of Transmittal along with all the annexures and necessary documents / details as sought in a separate sealed cover supported by prescribed annexures containing other details etc. as mentioned.

3.2) Contents PQ Documents:

- i. The Documents are to be submitted online by uploading, signed by authorized signatory, stamped & dated i.e. scanned copies of application form, PQ, Technical Bid and Price Bid along with all relevant documents and annexures,
- ii. In addition to above documents, certified and attested true copies of following documents too need to be uploaded.
 - Proof of establishment / constitution of the Company.
 - List and addresses of their offices.
 - List of works executed during last 7 years along with details and supporting proof viz., copies of work orders, satisfactory completion certificates, etc.
 - Feedback report/ satisfactory completion certificate in respect of "Similar work" as mentioned above (during last 7 years) from clients. (May be furnished as per the format enclosed in Annexure 5 – Form E).
 - Audited balance sheets and P & L Account – for last 3 years certified by Chartered Accountants.
 - Details of tools and equipment, if any, to be used in the project.
 - Declaration (To be furnished on the letter head of organization as per the format enclosed in Annexure-8 -Form H).
- iii. The applicant/authorized signatory should sign & stamp each page of this Tender document, application form, forms and its annexures / documents and submit the same online. The duly filled-in documents as defined in para 2 of NIT shall be submitted as per schedule mentioned in clause 9 of NIT at the below mentioned address in sealed envelope superscribed **"Proposed Interior Civil, Furnishing, HVAC, Electrical, Networking, CCTV, Access control, Fire Fighting & Detection System, Sprinkler System Work at 5th Floor A & B-Wing SBI GITC CBD Belapur"**

**The Dy. General Manager (F & OA),
Estate Dept.,
State Bank Global IT Centre,
1st Floor, "C" Wing,
Sector 11, C.B.D. Belapur, Navi Mumbai – 400614.**

- iv. The applicants are advised to visit the site at his/their own cost to examine the site & local conditions and collect all information that is considered necessary before participating in the Tender Process.
- v. All information called for in the enclosed forms should be furnished against the relevant columns therein. If any particulars/queries are not applicable in case of the applicant, it should be stated as "Not Applicable".
- vi. The applicants may please note that giving incomplete/unclear information called for in application forms, or making any changes in the prescribed forms, or deliberately suppressing any information, may result in disqualification of the applicant summarily.
- vii. Overwriting and using of correcting fluid should be avoided. Corrections, if any, should be made by neatly crossing out and shall be rewritten with initials and date.
- viii. All Pages of the document have to be numbered. Additional sheets, if any added by the vendor, should also be numbered by him. They should be uploaded as a package with signed letter of transmittal. The documents uploaded should be indexed and numbered.
- ix. The applicant may furnish any additional information, which he thinks is necessary to establish his capabilities to successfully complete the envisaged work. He is, however, advised not to furnish superfluous information. No information shall be entertained after submission of Tender document unless it is called for by the Employer. However, Bank /Architect may request for additional, supporting documents, details if required.
- x. References, information and certificates from the respective clients certifying suitability, technical know-how or capability of the applicant should be signed by an officer not below the rank of Executive Engineer / Chief Project Manager or equivalent of the Organization or to be certified by Director/Partner/Proprietor, in case of Private Clients, for whom the work has been done.
- xi. Documents submitted in connection with pre-qualification will be treated as confidential and will not be returned.
- xii. Tender Documents are to be (a) uploaded online and (b) 1 Sets of Hard copies. (Except Price Bid /Offer) are to be submitted as per RFP.

3.2.1 List of Documents to be scanned and uploaded within the period of bid submission.

Sr. No.	Digitally Signed Documents to be Uploaded at http://www.tenderwizard.com/SBIETE_NDER	Hard copy of Uploaded Documents to be submitted on address as per Clause no. 8 of NIT and as per PARA 2 of NIT. (**Refer Note Below)
1	PQ Bid Document along with application form and all supporting and relevant documents.	PQ Bid Document along with application form and all supporting and relevant documents.

2	Technical Bid Document.	Technical Bid Document.
3	Corrigendum, if any.	Corrigendum, if any.
4	Scan copy of duly executed original Declaration form (on the Last page of PQ Bid)	Duly executed original Declaration form (on the Last page of PQ Bid)
5	Scan copy of Proof of remittance of EMD or BG.	Original self-attested Proof of remittance of EMD or Original Bank Guarantee.
6	Scan copy of Duly executed original LETTER OF TRANSMITTAL (PQ Bid)	Duly executed original LETTER OF TRANSMITTAL (PQ Bid)
7	Scan copy of Duly executed original LETTER OF TRANSMITTAL (Technical Bid)	Duly executed original LETTER OF TRANSMITTAL (Technical Bid)

**** Note:-**

- (i) Bidder shall submit the original copy of duly executed Documented as mentioned above and seal it in an envelope and mark the envelope as "Pre-Qualification Bid and Technical Bid". The said envelope shall clearly bear the name of the RFP and the name and address of the Bidder. In addition, the last date for bid submission should be indicated on the right and corner of the envelope. The hard copies as mentioned above should be submitted within the bid submission date and time for the RFP at the address mentioned in Sr. No. 8 of Notice Inviting Tender, failing which Bid will be treated as non-responsive.
- (ii) Documents uploaded on e-tender website should only be submitted as hardcopy. Document uploaded on website shall have precedence over hardcopy submitted. If any document is submitted as hard copy and not uploaded on e-tender website, then such document shall not be taken into consideration.
- (iii) No document related to Price Bid be submitted as hardcopy. It has to be tendered online only.
- (iv) Bidders may please note:
 - (a) The Bidder should quote for the entire package on a single responsibility basis for the services required under this RFP.
 - (b) Care should be taken that the PQ Bid & TB shall not contain any price information. Such proposal, if received, will be rejected.
 - (c) The Bid document shall be complete in accordance with various clauses of the RFP document or any addenda/corrigenda or clarifications issued in connection thereto, duly signed by the authorized representative of the Bidder. Board resolution authorizing representative to Bid and make commitments on behalf of the Bidder is to be attached.
 - (d) It is mandatory for all the Bidders to have class-III Digital Signature Certificate (DSC) (in the name of person who will sign the Bid) from any of the licensed certifying agencies to participate in this RFP. DSC should be in the name of the authorized signatory. It should be in a corporate capacity (that is in Bidder capacity).
 - (e) Bids are liable to be rejected if only one Bid (i.e., either PQ Bid or Technical Bid or Price

Bid) is received.

- (f) If deemed necessary, the Bank may seek clarifications on any aspect from the Bidder. However, that would not entitle the Bidder to change or cause any change in the substances of the Bid already submitted or the price quoted.
- (g) The Bidder may also be asked to give a presentation at no extra cost to the Bank for the purpose of clarification of the Bid.
- (h) The Bidder must provide specific and factual replies to the points raised in the RFP.
- (i) The Bid shall be typed or written and shall be digitally signed by the Bidder or a person or persons duly authorized to bind the Bidder to the Contract.
- (j) All the enclosures (Bid submission) shall be serially numbered.
- (k) Bidder(s) should prepare and submit their online Bids well in advance before the prescribed date and time to avoid any delay or problem during the bid submission process. The Bank shall not be held responsible for any sort of delay, or the difficulties faced by the Bidder(s) during the submission of online Bids.
- (l) Bidder(s) should ensure that the Bid documents submitted should be free from virus and if the documents could not be opened, due to virus or otherwise, during Bid opening, the Bid is liable to be rejected.
- (m) The Bank reserves the right to reject Bids not conforming to above.

3.2.1.2 Evaluation of PQ Bids & TB:

- i) The bidders who submit the above documents without any conditions, fulfilling PQ Bid requirements and in compliance of RFP shall be treated as technically qualified bidders.
- II) Price Bid shall be opened of only of those bidders who qualify as per various clauses of PQ & Technical Bid Document.

3.3 BID DOCUMENT

- i. The Bid document is available on the web site of SBI, <https://sbi.co.in/web/sbi-in-the-news/procurement-news>, or <http://www.tenderwizard.com/SBIETENDER>.
- ii. The duly filled-in Bid Document should be Uploaded online **as** per schedule mentioned in clause 9 of NIT on SBI's E- tender Portal <https://sbi.co.in/web/sbi-in-the-news/procurement-news>, or <http://www.tenderwizard.com/SBIETENDER>
- iii. Bank reserves the right to accept or reject any or all applications without assigning any reason thereof. This pre-qualification does not bind SBI to award any job/project to the pre-qualified contractors
- iv. Clarifications :
 - (i) To facilitate evaluation of Proposals, the Bank may, at its sole discretion, seek clarifications from any Applicant regarding its Proposal. Such clarification(s) shall be provided within the time specified by the Bank for this purpose. Any request for clarification(s) and all clarification(s) in response thereto shall be in writing.
 - (ii) If an Applicant does not provide clarifications sought under Clause (i) above within the specified time, its Proposal shall be liable to be rejected. In case the Proposal is not rejected, the Bank may proceed to evaluate the Proposal by construing the particulars requiring clarification to the best of its understanding, and the Applicant shall be barred from subsequently

questioning such interpretation of the Bank.

Seeking of Shortfall / Confirmatory Documents:

After evaluation of the bids, if considered necessary, the Bank may seek shortfall and/or confirmatory documents from the bidders for the purpose of clarification or confirmation of the information already submitted in the bid.

Any request for such documents by the Bank and the bidder's response thereto shall be made only in writing or email or any other mode specified by the Bank.

No modification, alteration, or revision of the bid shall be permitted after the bid submission deadline. Bidders shall not submit any additional document or information unless specifically sought by the Bank. Any unsolicited document or information submitted by a bidder shall neither be considered nor form part of the bid evaluation.

Shortfall/confirmatory documents shall be sought only in respect of historical documents that were in existence on or before the bid submission deadline and whose contents have remained unchanged thereafter. Such documents may include statutory registrations, certificates, licenses, tax registrations, or similar records that existed prior to bid submission but were inadvertently omitted from the bid.

With regard to qualification criteria, only documents supporting or confirming the eligibility evidence already submitted by the bidder may be sought. Such documents shall not be permitted to introduce a new credential, qualification, work order, completion certificate, experience, financial document, or any other eligibility evidence that was not available or not relied upon at the time of bid submission.

Illustrations:

(a) Where a bidder has submitted a work order but omitted the corresponding completion certificate or performance certificate, the Purchaser may seek the missing supporting document.

(b) Where a bidder has failed to submit any eligible work, order required to satisfy the qualification criteria, the Bank shall not permit submission of a fresh work order after bid opening for the purpose of qualifying the bidder.

For submission of shortfall/confirmatory documents, only one opportunity shall be provided to the bidder. It shall be sole responsibility of the bidder to regularly monitor Banks website and the email id provided, regarding any communication issued by the bank. Failure to submit requested documents within the stipulated time shall result in evaluation of the bid based on the documents already available on record. No extension of time shall ordinarily be granted and bids rejected on account of non-submission of the requested documents within the prescribed period shall not be considered further.

3.4 LETTER OF TRANSMITTAL

The applicant should submit the letter of transmittal on the letter head of the applicant attached/ appended with Application form along with annexures of post-qualification document as mentioned / necessitated.

3.5 ORGANISATIONAL INFORMATION – BIODATA

Applicant is required to submit the information in respect of his organization (**in Application**

form) and Biodata of the Directors / Partners / Key associates.

3.6 Miscellaneous Instructions: -

- i) Registration under the contract labour Act: The registration for on-going project may be provided for consideration
- ii) Joint ventures and/or consortium are not allowed and shall not be accepted.

3.7 FINANCIAL INFORMATION

Applicant should furnish the following financial information as per the format as mentioned in **Form 'B' of PQ:**

- (a) Banker's Details, Chartered Accountant, Annual financial statement for the last 3 years (in **Form 'B'**). It should be supported by audited balance sheets and profit and loss accounts (of last three years ending on **31.03.2026**) duly certified by a Chartered Accountant, as submitted by the applicant to the Income Tax Department.
- (b) Name and address of the banker's identification of individuals familiar with the applicant's financial standing and a banker's statement on availability of credit.
- (c) Solvency Certificate.

3.8 EXPERIENCE IN SIMILAR WORKS HIGHLIGHTING MAJOR PROJECTS

Applicant should furnish the following:

- i. List of all "Similar" works successfully completed during the last seven years (in Form "E"). Further supplementary information on completed major works to be submitted in Form C (SUP).
- ii. This list is to be substantiated with the documentary evidences such as certified copies of work orders, certified final bill and/ or Tax Invoice copy, satisfactory virtual completion certificate / completion certificate obtained from client etc. without which, the projects mentioned in the format may not be considered for scrutiny.
- iii. List of the 'Similar' works under execution or awarded (in Form "E").
- iv. Form G – Performance Report Particulars of 'Similar Works', of the Major projects completed (as mentioned in Form E) should be furnished separately for each major work completed.

3.9 ORGANISATIONAL INFORMATION – OTHERS

3.9.1 Detail of all Technical and Administrative Employees in the organization. (in Form C of PQ).

The SBI reserves the right to: -

- (a) Reject any or all of the applications without assigning any reason.
- (b) Amend the scope and value of contract to the applicant.
- (c) Verify the particulars furnished by the applicant independently. If any information furnished by the applicant is found incorrect at any stage of the project, the SBI will be at liberty to debar such Contractor(s) from participation in future Tendering / taking up of work in SBI in future, besides cancellation of their Tender. Moreover, the SBI will not pay any damages/compensation to such vendor or firm or the concerned person. Further, any breach of this condition by the applicant would also render him liable to be removed from the approved list of vendors of SBI.
- (d) Cancel the Tender process without specifying any reason whatsoever.

3.9.2 Even though an applicant may satisfy the above requirements, they would be liable for disqualification if they have: -

- (i) Made misleading or false representation or deliberately suppressed the information in the forms, statements and enclosures required in the pre-qualification document.
- (ii) Record of poor performance such as abandoning work, delaying the project, not properly completing the contract, or financial failures / weaknesses etc.

3.9.2 Corrigendum / addendum (if any) to this Tender shall only be available / posted on SBI's website only.

3.9.3 The applicants who have downloaded the Bid document from the website, should read the following important instructions carefully before Uploading the Bid documents:

- i. The applicants should see carefully & ensure that the Downloaded & Uploaded Bid document contains all the pages of the Bid document.
- ii. The applicant should ensure that no page in the Uploaded Bid document is missing.
- iii. The applicant should ensure that every page of the Uploaded Bid document is signed by applicant with stamp (seal) of the applicant company and all the blanks are filled by the Applicant, suitably.
- iv. The applicant should ensure that the filled in Bid document along with all supporting documents, annexures, certificates, etc. is uploaded in structured manner with proper index and numbering of pages. Any correction / addition / alteration / omission made in the Bid document by the applicant, it shall be treated as non – responsive and the application shall be summarily rejected.
- v. The applicant shall furnish a declaration as per the format to this effect that no addition / deletion / corrections have been made in the Bid document submitted and it is identical to the Bid document appearing on Website.
- vi. The applicant who has downloaded the Bid document from website should read carefully & sign the declaration given on the Annexure E before Uploading the Bid document.
- vii. In case of any doubt in the Bid document, the same should be got clarified from the SBI /project Architect before Uploading the Bid document.
- viii. The applicant (principal vendor) shall also intimate the names of persons who are working with them in any capacity or are subsequently employed by them or who are near relative to any executive employee/officer in the SBI.
- ix. Efforts on the part of the applicant or their agent to exercise influence or to pressurize the employer would result in rejection of application. Canvassing of any kind is prohibited.

Date :

Place :

Sign & Stamp of Applicant/
Authorized Signatory.

“FORMS”
“ANNEXURES”
&
“CHECK – LIST”

1. LETTER OF TRANSMITTAL (Pre-Qualification)
(Performa to be typed on the letter head of the Applicant)

The Dy. General Manager (F & OA),
Estate Dept.,
State Bank Global IT Centre,
1st Floor, "C" Wing,
Sector 11, C.B.D. Belapur,
Navi Mumbai – 400614.

Sub: Submission of Documents for Pre-qualification of Contractors for Proposed Interior Civil, Furnishing, HVAC, Electrical, Networking, CCTV, Access control, Fire Fighting & Detection System, Sprinkler System Work at 5th Floor A & B-Wing SBI GITC CBD Belapur.

Dear Sir,

Having examined the details given in Tender notice and Tender document for the above work, I/we hereby submit online the pre-qualification documents (issued / downloaded from web) and other relevant information. Further:

- a. I/We hereby certify that all the statements made and information supplied in the Application Form, enclosed forms – A to L, Checklist and accompanying statements are true and correct.
- b. I/We have furnished all information and details necessary for pre-qualification and have no further pertinent information to supply.
- c. I/We submit the requisite certified solvency certificate and authorize the Dy. General Manager (F & OA), SBI to approach the Bank issuing the solvency certificate to confirm the correctness thereof if they so desire.
- d. I/We also authorize Dy. General Manager (F & OA), SBI to approach individuals, employers, firms and corporation to verify our competence and general reputation.
- e. I/We also submit prescribed declarations in respect of downloaded PQ document. (Applicable only in case of application on downloaded PQ document)
- f. I/We submit the following certificates in support of our suitability, technical know-how & capability for having successfully completed the following works:

Sr. No.	Name of Work	Certificate from

- g. In case at any stage later, information/details submitted by me / us is / are found to be incorrect / false / fabricated, SBI shall have the absolute right to disqualify / reject the application outrightly and also debar me / us in participating in any future Tenders, EOI without any prior intimation to me / us.
- h. I have read all the Terms and Conditions/ pre-qualification criterion etc. and agree to abide by the decision of the Bank in all respect.

Enclosures:

Seal of applicant firm:

Date of submission:

Sign & Stamp of Applicant/
Authorized Signatory

2. APPLICATION FORM

1	Name of the Contractor / Firm	
2a	Full Postal Address of Contractor / Firm	
2b	Telephone & Mobile No.	
2c	Email ID	
3	Main Activities of Contractor / Firm (Please use additional sheet, if required)	
4	Year of establishment of Contractor/ Firm (Enclose certified copies of relevant documents)	
5	Constitution of 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.
7a	Details of Authorized Signatory (i)Name of Authorized Signatory	
	(F) Phone No.	
	(F) Mobile No.	
	(F) Email-ID	
7b	Mode of Authorization of Authorized signatory (Enclose certified copies of relevant documents as)	Resolution / Partnership Deed / Registered Power of Attorney /Proprietor/any other (please specify)

8	Whether registered with the registrar of companies / Registrar of firms. If so, mention number and dates. (Enclose certified copies of relevant documents)	
9a	PAN No. (Income tax) (Enclose certified copies of relevant documents)	
9b	GST No. (Enclose certified copies of relevant documents)	
9c	PF Registration No. (Enclose certified copies of relevant documents)	
9d	ESIC Registration No. (Enclose certified copies of relevant documents as)	
10	If Registered in the Panel of other Organizations such as CPWD, PWD, MES, Banks etc. Mention Name of Organization, Registration No. & Date and Category (Enclose certified copies of relevant documents)	
11 a	Banker's Details: (Enclose certified copies of Cancelled Cheque) (i) Banker's Name (ii) Full Postal Address of Branch (iii) Telephone No. (iv) Account No. (v) Type of Account	
11 b	Solvency Limit (Enclose certified copies of relevant documents)	
12 a	Yearly turnover of the Firm during the last 03 financial years (Enclose copy of Affidavit / Certificate from Chartered Accountant mentioning turnover of last 03 financial years)	F.Y. 2025-26: F.Y. 2024-25: F.Y. 2023-24: Average:
12 b	Profit & Loss Statement of the last 03 financial years (Enclose self- certified one-page summarized balance sheet (audited) and one page of summarized Profit & Loss Account for the last 03 years collectively)	F.Y. 2025-26: F.Y. 2024-25: F.Y. 2023-24:

13	Whether last three years IT returns filed (Please enclose certified copies of the IT Returns of 2023-24, 2024-25 and 2025-26) (Enclose certified copies of relevant documents Certificates)	Yes / No
14	Details of similar works executed & completed. (Enclose certified copies of Work Completion Certificates)	Please fill up enclosed Annexure - 5 & enclose copies of Work Order & Work Completion Certificates)
15	Details of similar works on hand.	Please fill up enclosed Annexure - 6
16	Please attach certified copies of Performance Report of at least 3 works referred to in Annexure-5	Attach Performance Reports duly filled- in & signed by the Competent Authority of the Client as per Annexure - 7
17	Any other relevant information	Fill and attach as Annexure - 3 & 4
18	Name, Address, Email and Contact Nos. of at least 3 persons who are in position and competent to report about the quality and performance of your Firm. (These 3 persons should have been associated with any 3 completed similar works mentioned in Annexure-I).	1) 2) 3)
19	Details (including status) of all the disputes (including Litigation, Arbitration, Mediation etc.) pertaining to interior renovation Contracts between Applicant's Firm and Clients during the last 07 years (i.e., from 31.03.2019) (Please use additional sheet, if required)	
20	Details of all delisting / debarring / bLakhklisting / de-paneling etc. of the Applicant Firm by any Organization / Client during the last 07 years (i.e., from 31.03.2019)	

(Note: - All Enclosures must be self-certified by Authorised Signatory)

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 pre- qualification.
4. I/We understand and agree that if at any stage it is found/ noticed by the Bank 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, the Bank on its own discretion may 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 Authorised Signatory and / or received after the due date and time are liable to be summarily rejected by the Bank at its own discretion.

6. I/We understand and agree that this is merely an application/ and does not entitle us to be necessarily pre-qualified by the Bank and/or invite us for participation intender process and Bank reserves the right to reject all and / or any application without assigning any reason thereof.

(Signature of Authorised 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)

FORM 'A'
ORGANIZATION
DETAILS OF KEY TECHNICAL AND ADMINISTRATIVE PERSONNEL EMPLOYED IN THE
ORGANIZATION

Sr. No.	Designation	Total Number	Names	Educational Qualification	Professional experience	Remark

Note:

1. Details of Technical personnel shall be provided qualification-wise.
2. Organization chart of the company, additional information about Technical and administrative personnel, if any, may be submitted on separate sheet.

Signature of bidder(s)
Signature of Applicant/ Authorized Signatory

FORM – 'B'

FINANCIAL INFORMATION

I. Financial Analysis: Details to be furnished duly supported by figures in balance sheet / profit & loss account for the **last three 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 Lakhs)

Sr. No.	Particulars	Financial Year		
		2023-24	2024-25	2025-26
i	Gross annual Turnover on interior renovation 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)

FORM – C
OTHER RELEVANT INFORMATION

Details of Technical Staff with 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				

Annexure –4

FORM – D
Details of own Equipment etc. with Firm / Contractors (Mixer / Batching Plant / Testing Equipment's / Shuttering / Centering etc

B	Name of Equipment	Unit (Nos / Sq. Mt.)	Quantity	Specifications / Quality
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

(Please Use additional sheets on same Format, if Required)

FORM – E

1	Details of All 'Similar' Works Completed i.e. Composite Interior Works comprising of Civil, Interior, HVAC, Electrical, Networking, Security & Fire Fighting Works
2	Supplementary Information on Completed Major Works

LIST OF MAJOR WORKS EXECUTED AND COMPLETED IN CENTRAL GOVT./STATE GOVT./FINANCIAL INSTITUTIONS/PSUs/MNC DURING LAST 7 YEARS

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

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

(Add separate sheet if required)

Note:

- Information has to be filled up specifically in this format.
- For certificates, the issuing authority shall not be less than an Executive in charge.

Name of Authorized Signatory

Sign & seal of the applicant

FORM – F

LIST OF MAJOR WORKS UNDER EXECUTION/ IN HAND

(Enclose Copies of Work Orders Issued by Clients).

Similar Type Composite Interior Works comprising of Civil, Interior, HVAC, Electrical, Networking, Security & Fire Fighting Works

1	Details Similar Type of projects In Hand or Awarded i.e., Composite Interior Works comprising of Civil, Interior, HVAC, Electrical, Networking, Security & Fire Fighting Works							
2	Supplementary Information on Completed Major Works							
Sr. No.	Name of Work	Work being executed for (Name of the Organization with Brief Address of concerned office & Contact No.)	Nature of Work	Location of the Work	Actual Value of the Work	Date of Commencement	Likely Date of Completion	If Work Left Incomplete or Terminated (Furnish reasons)

(Add separate sheet if required)

Note:

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

Name of Authorized Signatory

Sign & seal of the applicant

FORM – G
PERFORMANCE REPORT

(Should be on letter head of the client and should be signed and stamped by the client)

Important - (Please mention all Amounts without GST)

Sr. No.	Particulars	Details
1	Name of Work	
2	Location	
3	Estimated Cost	Rs.
4	Tendered Cost	Rs.
5	Actual Completion Cost	Rs.
6	Date of Start	
7 A	Stipulated Date of Completion	
7 B	Actual Date of Completion	
8	Any Liquidated Damages / Penalty / Levy decided, if Yes, Amount	Yes / No Rs.
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	Yes / No
(viii)	General Behavior / Conduct	Outstanding / Very Good / Good / Average / Poor
10	Additional Information / Re-remarks	

Additional Sheets on the same format may be used, if required.

(Signature of Officer/Engineer In charge)
 (Not below Ex. Engineer or Equivalent of the Client)

(Seal of the Client)

Designation:

Date:

FORM 'H'
DECLARATION

(TO BE GIVEN BY THE APPLICANT WHO HAVE DOWNLOADED THE BID
DOCUMENT FROM THE WEB ON THE COMPANY LETTERHEAD)

The Dy. General Manager (F & OA),
Estate Dept.,
State Bank Global IT Centre,
1st Floor, "C" Wing,
Sector 11, C.B.D. Belapur,
Navi Mumbai – 400614.

Sub: Submission of Tender Document for Proposed Interior, Civil, HVAC, Electrical, Networking, CCTV, Access control, Fire Fighting & Detection System, Sprinkler System Work at 5th Floor A & B-Wing SBI GITC CBD Belapur.

Dear Sir,

It is to certify that:

2. I / We have submitted the BID document in the proforma as down-loaded directly from the web site & there is no change in formatting, number of pages etc.
3. I / We have submitted BID document which are same / identical as available in the website.
4. I / We have checked that no page is missing and all pages as per the index and checklist are available & that all pages of BID document submitted by us are clear & legible.
5. I / We have signed (with stamp) all the pages of the BID document before submitting the same.
6. I / We have sealed the BID documents properly before submitting the same.
7. I / We have read carefully & understood the instructions to the applicants.
8. I / We have not made any modification / corrections / additions / deletions etc in the BID documents downloaded from web by me / us. In case at any stage later, it is found there is difference in our downloaded BID documents from the original and / or any documentation, SBI shall have the absolute right to disqualify / reject the application out- rightly and also debar me / us in participating in any future Tender / EOI without any prior intimation to me / us.

Place :

Date :

Sign & Stamp of Authorized Signatory/Applicant

FORM – I

Declaration-Cum- Certificate on the Letter Head of Bidder Regarding Restrictions on Procurement from Bidders from A Country Or Countries, On Grounds Of Defense In India, Or Matters Directly Related Thereto, Including National Security.

Restrictions under Rule 144 (XI) of General Financial Rules 2017 of Ministry of Finance, India order no. F. No 6/18/2019/PPD dated 23rd July 2020

I/We have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India;

I/We, the bidder (Specify full name) _____
certify that we are NOT from such a country OR, if from such a country, has been registered with Competent Authority.

I/We hereby certify that we fulfill all requirements in this regard and is eligible to be considered.

(Signature of Authorized Signatory along with Seal)

Name of authorized signatory:

Designation of Authorized signatory:

List of Evidences enclosed:

1. Copy of certificate of valid registration with the Competent Authority (Score out if not applicable)
2.
3.
4.

Date:

Place:

FORM – J**SOLVENCY CERTIFICATE WITH BANK'S DETAIL**

This is to certify that M/s _____ address _____ is a customer of our bank and banking with us for the last years. Presently, the firm has availed undernoted banking facility/ies:

Sl. no.	Facility	Type of a/c	Present balance	Average balance during last 6 months

2. The conduct of firm's & key person's account has found to be satisfactory. As per the basis of credit facilities provided to the firm/ turnover in the accounts/ details available with us, the firm can be treated as good for any engagement up to a limit of Rs. _____ (Rupees ____).
3. This certificate is issued on the basis of bank's record/ transactions with the bank, without any guarantee or responsibility on the bank or any of the officers, with confirmation that facts mentioned herein as per our record.

(Signature of Branch Manager with Seal)

Note:

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

FORM – K

Scoring Matrix / Evaluation Sheet

Sr. No.	Particulars	Maximum Marks
1	Experience of the firm, more than 10 and up to 15 years = 8 marks, more than 7 up to 10 years = 6 marks, Min 7 years = 4 marks, Below 7 years = 0 marks	8
2	Completed composite interior projects (includes Civil, Electrical, Networking, Security and firefighting services) 1 project costing more than Rs. 700 Lakh = 8, 1 project more than Rs. 400 Lakh to Rs. 700 Lakh = 6, 1 project more than Rs. 300 Lakh to Rs. 400 Lakh = 4, 1 Project up to Rs 300 Lakh = 2,	8
3	Maximum value (Composite Project Cost) of any single project completed in the last 7 years, above Rs. 500 Lakh = 8 above RS. 300 Lakh to Rs. 500 Lakh = 6 Less than Rs. 300 Lakh = 4	8
4	Value of completed structural repair work in any single project completed above Rs. 50 Lakh = 4 above Rs. 30 Lakh to Rs. 50 Lakh = 3 Less than Rs. 30 Lakh = 2	4
5	Value of completed Electric & Networking work in any single project completed above Rs. 50 Lakh = 4 above Rs. 30 Lakh to Rs. 50 Lakh = 3 Less than Rs. 30 Lakh = 2	4
6	Value of completed HVAC work in any single project completed above Rs. 50 Lakh = 2 above Rs. 30 Lakh to Rs. 50 Lakh = 1	2
7	Value of completed Fire Fighting work in any single project completed above Rs. 20 Lakh = 2 above Rs. 10 Lakh to Rs. 20 Lakh = 1	2
8	Value of completed Security (CCTV & Access Control) work in any single project completed above Rs. 10 Lakh = 2 above Rs. 5 Lakh to Rs. 10 Lakh = 1	2
9	Average annual turnover of the Company as per Audited Balance Sheets as on 31st March: 2024, 2025 and of 2026 (Provisional/Audited). (INR) Above Rs. 300 Lakh or above =8 Rs. 150 Lakh to Rs. 300 Lakh = 6 Turnover below Rs. 150 Lakh not eligible	8

10	No. of Employees on payroll, who are technically qualified (weightage will be given to degree holder, for scoring purpose) (e.g., Project Managers, Resident Engineers, Site Engineers, QA/QC Engineer, Q S Engineer, Safety Engineer, Billing Engineer, MEP, PHE engineer, etc.) More than 10 employees = 8 6 to 10 = 6 Less than 6 = 4	8
11	Quality management system certification Available (ISO 9001/ISO 14001/ ISO 45001) = 3 Not Available = 0	3
12	Constitution of the applicant firm Public / Private Ltd. = 3 Proprietorship /Partnership / LLP = 2	3
13	No. of interior works above Rs. 100 Lakh completed during last 7 years above 10 = 5 above 6 <= 10 = 3 above 2 <= 6 = 2	5
14	Whether applicant firm is having head office within Navi Mumbai / Mumbai/ Thane? Head office = 10 Branch office = 6	10
15	In the completed qualifying project/s of composite interior works, whether electrical work was directly by applicant or through an authorised specialised agency having valid statutory licenses? Executed directly by applicant =10 Executed through specialised agency = 6	10
16	Performance Certificate from the Central Govt. Dept./State Govt. Dept./ Semi Govt. Dept. /PSU/Public sector Banks, Public limited (Listed) Company: (Supporting documents/proofs if any). (a) One Excellent / very good Performance Certificate from Principal Employer have been issued and submitted for Similar projects. = 10 (b) One Good Performance Submitted from Principal Employer have been issued for Similar projects. = 7 (c) One average/ satisfactory performance submitted from Principal Employer have been issued for Similar projects. = 4	10
17	Litigation / Arbitration Record: Nil = 5 One or more Case = 0	5
Total :		100
Minimum qualifying marks 60.		

Note-

- 1) Documentary evidence must be furnished against each of the above criteria.
- 2) Documents must be signed by the authorized signatory of the bidder.
- 3) Relevant portions, in the documents submitted in pursuance of eligibility criteria should be highlighted.

FORM – L
CHECK LIST
Details of Enclosures.

Sl. No.	Information	Confirmation of Submission	Page no.
1	Pre-Qualification Document including Letter of Transmittal, Application Form and Forms A to L.	Yes/No	
2	Proof of constitution:	Yes/No	
	(a) In case of sole proprietorship/HUF: an affidavit executed before a 1 st Class Magistrate that the applicant is the sole proprietor of the firm/Karta of HUF		
	(b) In case of partnership firm: (Submit attested copies)		
	In case of private/ Public Ltd. Co. Article of Association duly attested by Notary Public		
	Power of attorney, if any, attested by Notary Public		
3	Certificate of Registration as contractor	Yes/No	
4	Certificate of Registration with taxation authorities	Yes/No	
5	Certificate of Tax Clearance (ITCC, GST, etc.)	Yes/No	
6	Details of requisite licenses	Yes/No	
7	Registration with EPF	Yes/No	
8	Proof of eligibility of essential criteria	Yes/No	
9	Proof of eligibility of Electrical, HVAC, Fire Fighting works.	Yes/No	
10	Financial Information	Yes/No	
	A) Balance sheets of last 3 years	Yes/No	
	B) Calculation sheets of net worth	Yes/No	
	C) Solvency Certificate in original	Yes/No	
11	Details of completed work as given in Form E	Yes/No	
12	Attested copies of award letters/work orders/LOI for completed work	Yes/No	
13	Original or attested copies of certificate for works done, from concerned clients	Yes/No	
14	Performance report of completed works as given in form G	Yes/No	
15	Details of work on hand as given in Form F,	Yes/No	
16	Attested copies of award letters/work orders/LOI for on going projects / Works on Hand	Yes/No	
17	Details of key personnel as given in Form C	Yes/No	
18	Details of plant and machinery etc. as given in Form D	Yes/No	
19	Declaration Form H.	Yes/No	