



STATE BANK OF INDIA, PREMISES & ESTATE DEPT., 2<sup>ND</sup> FLOOR, LOCAL HEAD OFFICE, III/1, PT. J N MARG, KHARVELNAGAR, BHUBANESWAR-751001, ODISHA

**TENDER ID: BHU/P&E/07/2023-24/03A**

**DATE: 28.07.2023**

**NOTICE INVITING APPLICATION FOR EMPANELMENT OF CONTRACTORS/VENDORS/ AGENCIES**

State Bank of India, Local Head Office, Bhubaneswar intend to empanel vendors/contractors/agencies under various categories i.e. for its various Civil Construction & Interior projects, Electrical works (HT & LT), Air Conditioning, Solar, UPS, House Keeping, Catering etc for its Offices/Branches within the jurisdiction of Bhubaneswar Circle, Odisha (consists of four modules i.e. Bhubaneswar, Balasore, Sambalpur & Berhampur):

1. Name of Work	Empanelment of Contractors/Vendors/Agencies for State Bank of India, Local Head Office, Bhubaneswar, Odisha
2. Availability of Empanelment Application forms	Application forms and other documents can be downloaded from the Bank's website <a href="http://www.sbi.co.in">www.sbi.co.in</a> <link>SBI in the News>Show More >Empanelment of Vendors from 28.07.2023 to 15:00 Hrs on 28.08.2023.
3. Last Date & Time of submission of applications:	28.08.2023 by 15.00 hours.
4.Place of Submission of Applications:	Assistant General Manager (P&E), Premises & Estate Dept., 2 <sup>ND</sup> Floor, State Bank of India, Local Head Office, III/1, Pt. J N Marg, Kharvelnagar, Bhubaneswar-751001, Odisha
5. For clarifications please contact:9491041610/990234280/9867991919	

Premises & Estate Dept., LHO, Bhubaneswar on behalf of SBI , Bhubaneswar Circle intend to empanel contractors / vendors / agencies on an ongoing basis under various trades and categories for its various construction & interior projects, Electrical works, facility management works etc. in the State Bank of India's offices/branches situated in the of Odisha state. Duly completed applications in the prescribed format with required documents etc. **should be submitted on or before due date 28.08.2023**. The eligibility criteria, terms and conditions, application format and other detail/requirement are as under:

**(5) MINIMUM ELIGIBILITY CRITERIA:**

(Table – 'A')

S N	Trade	Category	Specified Project Cost Limit (Amount in Rupees)	(*) Similar Work Executed/Completed During Last 7 Years (any one of the following)			**Average Turnover of Last 3 Years (Minimum) & Solvency Required	Experience of Firm
				One work	Two works each	Three works each		
(i)	<b>i) Civil Construction Project/Works Including ii) Major Repairs and Renovation like Structural retrofitting, rehabilitation of building, water proofing, façade glazing works, any other specialized work related to building</b>	CA	Above Rs.300 Lakh up to Rs.500 Lakh	of Rs.400 Lakh	of Rs.250 Lakh	of Rs.200 Lakh	Rs.150 Lakh	7 years
		CB	Above Rs.100 Lakh up to Rs.300 Lakh	of Rs.240 Lakh	of Rs.150 Lakh	of Rs.120 Lakh	Rs.90 Lakh	
		CC	Above Rs.50 Lakh up to Rs.100 Lakh	of Rs.80 Lakh	of Rs.50 Lakh	of Rs.40 Lakh	Rs.30 Lakh	
		CD	Above Rs.25 Lakh up to Rs.50 Lakh	of Rs.40 Lakh	of Rs.25 Lakh	of Rs.20 Lakh	Rs.15 Lakh	

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		CE	Above Rs.15 Lakh Up to Rs.25 Lakh	of Rs.20 Lakh	of Rs.12.5 Lakh	of Rs.10 Lakh	Rs.7.50 Lakh	
		CF	Above Rs.5 Lakh Up to Rs.15 Lakh	of Rs.12 Lakh	of Rs.7.5 Lakh	of Rs.6 Lakh	Rs.4.50 Lakh	
		CG	Up to Rs.5 Lakh	of Rs.4 Lakh	of Rs.2.5 Lakh	of Rs.2 Lakh	Rs.1.50 Lakh	
(ii)	<b>Interior Furnishing Project/ Works</b>	IA	Above Rs. 300 Lakh up to Rs.500 Lakh	of Rs.400 Lakh	of Rs.250 Lakh	of Rs.200 Lakh	Rs.150 Lakh	7 years
		IB	Above Rs.100 Lakh up to Rs.300 Lakh	of Rs.240 Lakh	of Rs.150 Lakh	of Rs.120 Lakh	Rs.90 Lakh	
		IC	Above Rs.50 Lakh up to Rs.100 Lakh	of Rs.80 Lakh	of Rs.50 Lakh	of Rs.40 Lakh	Rs.30 Lakh	
		ID	Above Rs.25 Lakh up to Rs.50 Lakh	of Rs.40 Lakh	of Rs.25 Lakh	of Rs.20 Lakh	Rs.15 Lakh	
		IE	Above 15 Lakh up to Rs.25 Lakh	of Rs.20 Lakh	of Rs.12.5 Lakh	of Rs.10 Lakh	Rs.7.50 Lakh	
		IF	Above 5 Lakh up to Rs.15 Lakh	of Rs.12 Lakh	of Rs.7.5 Lakh	of Rs.6 Lakh	Rs.4.50 Lakh	

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		IG	Up to Rs.5 Lakh	of Rs.4 Lakh	of Rs.2.5 Lakh	of Rs.2 Lakh	Rs.1.50 Lakh	
(iii)	<b>(+) Electrical Work (HT category) including maintenance</b>	HA	Above Rs.50 Lakh up to Rs.100 Lakh	of Rs.80 Lakh	of Rs.50 Lakh	of Rs.40 Lakh	Rs.30 Lakh	7 years
		HB	Above Rs.25 Lakh up to Rs.50 Lakh	of Rs.40 Lakh	of Rs.25 Lakh	of Rs.20 Lakh	Rs.15 Lakh	
		HC	Above Rs.10 Lakh up to Rs.25 Lakh	of Rs.20 Lakh	of Rs.12.50 Lakh	of Rs.10 Lakh	Rs.7.50 Lakh	
		HD	Up to Rs.10 Lakh	of Rs.8 Lakh	of Rs.5 Lakh	of Rs.4 Lakh	Rs.3 Lakh	
(iv)	<b>(+) Electrical Work (LT category) including maintenance</b>	EA	Above Rs.50 Lakh up to Rs.100 Lakh	of Rs.80 Lakh	of Rs.50 Lakh	of Rs.40 Lakh	Rs.30 Lakh	5 years
		EB	Above Rs.25 Lakh up to Rs.50 Lakh	of Rs.40 Lakh	of Rs.25 Lakh	of Rs.20 Lakh	Rs.15 Lakh	
		EC	Above Rs.10 Lakh up to Rs.25 Lakh	of Rs.20 Lakh	of Rs.12.50 Lakh	of Rs.10 Lakh	Rs.7.50 Lakh	
		ED	Up to Rs.10 Lakh	of Rs.8 Lakh	of Rs.5 Lakh	of Rs.4 Lakh	Rs.3 Lakh	

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(v)	<b>(+) Air Conditioning works including maintenance</b>	ACA	Above Rs.35 Lakh up to Rs.50 Lakh	of Rs.40 Lakh	of Rs.25 Lakh	of Rs.20 Lakh	Rs.15 Lakh	7 years
		ACB	Above Rs.20 Lakh up to Rs.35 Lakh	of Rs.28 Lakh	of Rs.17.50 Lakh	of Rs.14 Lakh	Rs.10.50 Lakh	
		ACC	Above Rs.10 Lakh up to Rs.20 Lakh	of Rs.16 Lakh	of Rs.10 Lakh	of Rs.8 Lakh	Rs.6.00 Lakh	
		ACD	Up to Rs.10 Lakh	of Rs.8 Lakh	of Rs.5.00 Lakh	of Rs.4 Lakh	Rs.3.00 Lakh	
(vi)	<b>(\$)</b> Solar System Vendors/ Authorized Dealers having experience in Installation testing, commissioning and Annual maintenance (\$\$)	SOA	Above Rs.50 Lakh up to Rs.100 Lakh	of Rs.80 Lakh	of Rs.50 Lakh	of Rs.30 Lakh	of Rs.30 Lakh	5 years
		SOB	Above Rs.25 Lakh up to Rs.50 Lakh	of Rs.40 Lakh	of Rs.25 Lakh	of Rs.20 Lakh	of Rs.15 Lakh	
		SOC	Up to Rs.25 Lakh	of Rs.20 Lakh	of Rs.12.5 Lakh	of Rs.10 Lakh	of Rs.7.5 Lakh	
(vii)	<b>(#)</b> Integrated Facility Management	FA	Above Rs.100 Lakh up to	of Rs.160 Lakh	of Rs.100 Lakh	of Rs.80 Lakh	Rs.60 Lakh	5 years

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	<b>Work (Annual Contract) includes all type of outsourcing work person</b>		Rs.200 Lakh per annum					
		Staff on payroll 140***						
		FB	Above Rs.50 Lakh up to Rs.100 Lakh per annum	of Rs.80 Lakh	of Rs.50 Lakh	of Rs.40 Lakh	Rs.30 Lakh	
		Staff on payroll 70***						
		FC	Up to Rs.50 Lakh per annum	of Rs.40 Lakh	of Rs.25 Lakh	of Rs.15 Lakh	Rs.15 Lakh	
		Staff on payroll 50***						
(viii)	<b>(#) Facility Management Services (Annual Contract) (House Keeping)</b>	HPA	Above Rs.100 Lakh up to Rs.200 Lakh per annum	of Rs.160 Lakh	of Rs.100 Lakh	of Rs.80 Lakh	Rs.60 Lakh	5 years
		Staff on payroll 140***						
		HPB	Above Rs.50 Lakh up to Rs.100 Lakh per annum	of Rs.80 Lakh	of Rs.50 Lakh	of Rs.40 Lakh	Rs.30 Lakh	
		Staff on payroll 70***						

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		HPC	Up to Rs.50 Lakh per annum	of Rs.40 Lakh	of Rs.25 Lakh	of Rs.20 Lakh	Rs.15 Lakh		
			Staff on payroll 35***						
(ix)	<b>(#) Only Catering Services</b>	CSA	Above Rs.10 Lakh up to Rs.25 Lakh per annum	of Rs.20 Lakh	of Rs.12.50 Lakh	of Rs.10 Lakh	Rs.10 Lakh	5 years	
		CSB	Up to Rs.10 Lakh per annum	of Rs.8 Lakh	of Rs.5 Lakh	of Rs.4 Lakh	Rs.3 Lakh		
(x)	<b>Pest Control Services (Annual Contract)</b>	PCA	Up to Rs.10 Lakh per annum	of Rs.8 Lakh	of Rs.5.0 Lakh	of Rs.4 Lakh	of Rs.3.00 Lakh	3 years	
		PCB	Up to Rs.5 Lakh per annum	of Rs.4 Lakh	of Rs.2.5 Lakh	of Rs.2 Lakh	of Rs.1.5 Lakh	3 years	
(xi)	<b>Generator set on hiring basis</b>	GSA	Above Rs. 5 Lakh up to Rs. 10 Lakh	of Rs.8 Lakh	of Rs. 5 Lakh	of Rs.4 Lakh	Rs. 3 Lakh	3 years	
		GSB	Up to Rs.5 Lakh	of Rs.4 Lakh	of Rs.2.5 Lakh	of Rs.2 Lakh	Rs.1.5 Lakh		
(xii)	<b>Loose Furniture Supplier</b>	LFA	Above Rs. 5 Lakh up to Rs. 10 Lakh	of Rs.8 Lakh	of Rs. 5 Lakh	of Rs.4 Lakh	Rs. 3 Lakh	5 years	
		LFB	Up to Rs.5 Lakh	of Rs.4 Lakh	of Rs.2.5 Lakh	of Rs.2 Lakh	Rs.1.5 Lakh		

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(xiii)	<b>AMC of UPS system with battery bank (SMF/Tubular)</b>							
		UPS A	Above 50 Lacs to 80 Lacs	of Rs.64 Lacs	of Rs.40 Lacs	of Rs.32 Lacs	Rs.24 Lacs	7 years
		UPS B	Above 25 Lacs to 50 Lacs	of Rs.40 Lacs	of Rs.25 Lacs	of Rs.20 Lacs	Rs.15 Lacs	
		UPS C	Above 10 Lacs to 25 Lacs	of Rs.20 Lacs	of Rs.12.5 Lacs	of Rs.10 Lacs	Rs.7.5 Lacs	
		UPS D	Up to 10 Lacs	of Rs.8 Lacs	of Rs.5 Lacs	of Rs.4 Lacs	Rs.3 Lacs	

(#) Annual Contract Value

(+) Vendors already empaneled under Bhubaneswar Circle need to apply afresh with supportive documents as sought in this Notice Inviting Application (NIA). On completion of this empanelment process, vendors empaneled during 2019-20 by the SBIIMS Bhubaneswar will stand terminated, after finalization of list of newly empaneled contractors through this notification.

(\*) Applicants should have experience in having successfully completed similar work (single order) during last 3 or 7 years ending on 31.03.2023 of value as prescribe in table 'A' above for Government/Semi-Government/PSUs/Banks/Government Financial Institutions/reputed Organizations. The information must be supported with the copies of Work Order, Satisfactory Completion Certificate, and Proof of payment/Form 26 AS etc.

- A. (\*\*) Applicants should have minimum average annual turnover prescribed in above table during last 3 years ending on 31<sup>st</sup> March of last financial year.
- B. (\*\*\*) Payroll must be supported with copy of EPF and ESIC payment slip paid for the latest month.
- C. (\$) One work means, value of single Installation (concerned ESCOM / SEI approvals may be attached with application vendors applying for empanelment of Solar Vendor only).
- D. (\$\$) Office & Service Centre in Odisha Documentary proof is to be attached

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- E. The applicants should submit Solvency of specified value issued by any Scheduled Bank. The Solvency Certificate should not have been issued prior to 1<sup>st</sup> July, 2023.
- F. The applicants interested for Trade of catering services need to submit FSSAI certificate at least one year old i.e on or before 30.06.2023 & should have approved trade license from Bhubaneswar Municipal Corporation or equivalent local body. The applicant should have a kitchen in of size minimum 150 Sqft with necessary equipment.
- G. Works in nature of **Annual Maintenance Contract** shall not be considered for evaluation for Trade under Sr. No. (i), (ii), (iv), (v) & (xiv).
- H. The Trade Integrated Facility management Services includes various nature of works such as housekeeping, Minor carpentry, Minor electrical works, Gardening, Pest control Air conditioning repair, lift functioning, catering etc.
- I. All applicants need to submit latest GST filing letter, to ascertain the regularity in GST.
- J. All applicants should have GST number for Odisha.

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

**6. GENERAL CONDITIONS:**

- (i) The applicant applying for one or more than one trade shall need to ensure that: -
  - a. They must fulfill the eligibility criteria for each category of the work and
  - b. Applicants need to submit one application for one trade supporting credential for higher category. However, if any applicant interested for more than one trade, they need to submit separate application for each trade. Suppose XYZ (vendor)/Applicant is interested to empanel under trade for Civil works, Interior works, Electrical works & Housekeeping works, then the applicant need to submit four applications separately, in each cover. Failing so, may lead to rejection of their selectin for all trade other than anyone. However, Bank may consider their applications for any one trade, if deems fit.
- (ii) **The panel of contractors/vendors already empaneled under lower category need to submit all requisite and supportive documents along with this application also satisfactory performance report from the respective office/branch/Premises & Estate department, SBI, Bhubaneswar Circle. If any existing empaneled contractors of the SBI Bhubaneswar wish to apply for any new trade, need to submit their application afresh for respective trade. Further, vendors empaneled for housekeeping services with effect**

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**from 24.04.2017 need to submit their application afresh as they are not categorized under any specified project cost limit.**

- (iii) The applicant must submit sufficient documentary evidence/work completion certificates etc. meeting the above-mentioned criteria from the Govt./Semi Govt./PSUs/Banks/Government Financial Institutions/reputed Organizations during last 3 or 7 years (as stipulated in table 'A').
- (iv) The applicant should be bonafide resourceful and well experienced contractor/agency/firm registered with Banks/PWD/CPWD/MES/RLY/PSUs/Reputed Corporate firms for carrying out the captioned works for pre-qualification at different places Odisha state.
- (v) The applicant should not have been blacklisted or included in negative list on account of poor or unsatisfactory performance / blacklisted from any Governments, Semi-governments, PSUs, Banks or any other organizations including any of the Offices/Branch of State Bank of India Pan India during last 7 years from the date of publication / application of this notice. 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/terminated on account of poor or unsatisfactory performance applicant shall be summarily rejected.
- (vi) In case of Electrical Contractors the firm should have a valid Electrical license issued by the competent authority of the Central/State Govt. for Electrical works as applicable to the respective category (HT/LT/Supervisory) of Contractors issued in the name of Proprietor/Partner/Director of applied firm and **should enclose photocopy thereof for verification**. Agencies with valid Electrical License from other States applying for this empanelment should obtain valid Electrical License from the Electrical License Board of Odisha state prior to issue of any tender papers.
- (vii) 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.
- (viii) The performance of all the empaneled contractors shall be reviewed by the SBI at periodical interval of 6 months or so and the contractors with unsatisfactory performance and also those who do not to respond to **4(FOUR) consecutive tender in their respective category** enquiries of the SBI without informing any valid reasons will be removed from the panel without notice and no correspondence will be entertained in this regard. Such contractors if any found in existing panel shall not be eligible for fresh empanelment in the SBI for next 3

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years, thereafter, if they wish they can apply afresh for empanelment in prescribed format.

- (ix) The contractors should be equipped with necessary infrastructure like building construction equipment, machinery and tools, labour strength etc.
- (x) The contractor is required to furnish their PAN No, GSTIN Registration details of firm with GSTIN No. etc. to the SBI along with supporting documents.
- (xi) The contractor should furnish the registration details for the EPF, ESI and the Labour license details under the Labour Contract Act. 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 branches.
- (xii) 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.
- (xiii) The panel of contractors will be valid for the entire Odisha state and contractors will be entitled to participate anywhere within Odisha states, subject to receipt of NIA from the SBI.
- (xiv) The SBI is invariable inviting online tenders for its projects. Thus, the contractor will have to submit valid e-mail ID, cell no. and Digital Certificate to enable the firms for participation in the online procurement/e-tendering.
- (xv) 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.
- (xvi) The firm/ contractor should be profit making during last three financial years ending 31.03.2023.
- (xvii) 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.
- (xviii) All the pages of application shall be duly signed with stamp of firm by the contractors, else their application shall be summarily rejected.

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- (xix) The intending applicants are categorically advised to submit the empanelment documents strictly in the attached formats only. The information required should be neatly filled/typed in **each and every columns 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 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.
- (xx) The applicants are categorically advised to refrain from mentioning the remark “AS PER ATTACHEMENT/ENCLOSURES” in their applications and annexures to avoid rejection of their applications.
- (xxi) Applications received will be screened periodically by the SBI at interval of 6 months or as and when need arises with the sole discretion of the SBI and no correspondence will be entertained in this regard.
- (xxii) 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.
- (xxiii) The applicant applying for catering services & Integrated Facility Management services must hold valid kitchen license/certificate from health department/ Municipal Authority and certificate from Food safety and standard Authority of India (FSSAI) for catering Services in the name of the firm applied for empanelment.
- (xxiv) **Additional criteria for supply of air-conditioners and maintenance:**  
Air- conditioning works comprises of all type of AC works such as Hi-wall split, Cassette, Ductable, VRF including supply and maintenance. Contractors/dealers/vendors should have & furnish the valid authorization certificate issued by the AC manufacturing company only for sales/service of Hitachi/Carrier/Voltas/BuleStar/LG/Daikin/MitsubishiElectric/”O”General/Toshiba/ Pana sonic make. Original Equipment Manufacturers (OEMs) of above mentioned companies are also eligible to apply and they need not to submit the authorization letter.
- (xxv) **Additional criteria for UPS maintenance including battery Bank(SMF/Tubular :**  
UPS supplier (OEMs) or their authorized dealer/vendors are eligible to apply for this empanelment. Valid authorization certificate issued by the UPS manufacturing company only for service of must be submitted along with application.
- (xxvi) After completion of empanelment process, the successful vendors/contractors under the trade of (i), (ii), (iii), (iv) & (iv) need to submit one time EMD, which is 2 % of respective upper value of specified project cost limit. If a vendors/contractors

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empaneled under multiple trades need to submit the EMD separately. The panel of contractors/vendors already empaneled by SBI Bhubaneswar circle and submitted their one time EMD to the Bank for interior trade in the year 2017 and for civil construction project for the period 2018-2021, need to submit afresh the one time EMD to the Bank. However, the old EMD already retained with Bank may be collected from Manager (P&E), 2<sup>nd</sup> floor, LHO through proper procedure of the Bank.

7. The eligible and interested parties may download prescribed application form and other details from our website of vendors [Empanelment of Vendors - SBI In the News](#) under the head of "Empanelment of vendors". The application in the prescribed format with all supporting documents in sealed envelope (A-3/A-4) and superscripted as '**APPLICATION FOR EMPANELMENT OF CONTRACTORS IN ODISHA STATE FOR TRADE ..... & CATEGORY.....**' shall be submitted at the office of The Assistant General Manager (P&E), 2<sup>nd</sup> Floor, Local Head Office, III/1, P.T J.N Marg, Bhubaneswar-751001. The applications so received from the contractors shall be examined and evaluated by a Committee in the SBI.
8. 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/Bank/SBI etc. Hence, merely fulfilling the prescribed minimum prequalification criteria shall not entitle the contractor for their empanelment with the SBI.**
9. 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.
10. An applicant can submit their application only once in a year. Repetitive applications shall automatically be rejected/discarded.
11. Separate applications are required to be submitted with supporting documents for each trade. Single application submitted for more than one Trade shall not be entertained. **However, the vendor need to submit a willingness letter on their head for applying more one category under that trade.**
12. Canvassing in any form including bringing influence from any person/agency/Officials/authorities shall lead to disqualification for the empanelment exercise.

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13. **The application will be accepted through ‘Speed Post or Courier or Hand delivery (with acknowledgment). No other mode of delivery will be accepted.** Completed applications must reach this office by speed post on or before **28<sup>th</sup> August, 2023**. Applications received after due date will not be entertained during the current exercise (Postal/Courier delay, if any, will not be considered). The applications received after due date may be considered by the SBI not before 6 months after completion of current empanelment exercise, within its sole discretions of SBI. However, applicant shall not be entitled to raise any claim for the same and no correspondence shall be entertained in this regard.
14. The applicant do not having office at Odisha state need to set up their office within 1(ONE) month of their empanelment. All future correspondence in connection to work shall be done in that address. The vendors not having GST number of Odisha state will be not entertained for any work.
15. The SBI reserves the right to accept or reject any or all the applications without assigning any reason thereof and no correspondence will be entertained in this regard.

**Assistant General Manager,  
P&E, State Bank of India,  
LHO, Bhubaneswar**

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**STATE BANK OF INDIA**  
 PREMISES & ESTATE DEPARTMENT,  
 LOCAL HEAD OFFICE, 2<sup>ND</sup> FLOOR, III/1, Pt. J N MARG,  
 BHUBANESWAR-751001

**EMPANELMENT OF CONTRACTORS / VENDORS / AGENCIES**  
**APPLICATION FORM**

**(Please strike-off which is not applicable)**

(APPLIED FOR EMPANELMENT OF .....CONTRACTORS)

TRADE : .....

CATEGORY: .....

1	a) Name of the Applicant / Firm / Organization	
	b) Full Postal Address of Firm	
	c) Contact Details (i) Phone No.(Landline) (ii) Mobile No.  (iii) Fax No.  (iv) e-mail Id	..... ..... ..... .....
2	Year of Establishment  (Enclose certified copies of documents as an evidence – ENCLOSURE ‘A’)	

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3	<p>Constitution of Firm</p> <p>(Enclose certified copies of documents as an evidence - ENCLOSURE 'B')</p>	<p>Sole proprietorship/ Partnership /Private Ltd. / Public Ltd. / Any other (Please specify)</p>
4	<p>Name of the Proprietor/ Partners / Directors of the Organization / Firm with Qualification.</p> <p>(Enclose certified copies of documents as an evidence - ENCLOSURE 'C')</p>	
5	<p>Name/s of Authorized Signatory / Directors / Partners with Designation and Contact No.</p>	
6	<p>Mode of Authorization</p> <p>(Enclose certified copies of documents as an evidence - ENCLOSURE 'D')</p>	<p>Resolution / Partnership Deed / Registered Power of Attorney / Proprietor / Any Other (Please specify)</p>
7	<p>Details of Registration with Registrar of Companies/ Registrar of Firms. Whether Partnership Firm, Company, etc. Name of Registering Authority, Date and Registration Number.</p> <p>(Enclose certified copies of documents as an evidence - ENCLOSURE 'E')</p>	

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8	<p>Whether registered with Govt./Semi Govt/Banks/CPWD/Municipal Authorities or any other Public Organization and if so, in which class and since when?</p> <p>(Enclose certified copies of documents as an evidence – ENCLOSURE 'F')</p> <p>Name of Organisation</p> <p>Category</p> <p>No. &amp; Date of Registration</p> <p>Name of Organisation</p> <p>Category</p>	YES / NO
	<p>No. &amp; Date of Registration</p> <p>Name of Organisation</p> <p>Category</p> <p>No. &amp; Date of Registration</p>	
9	<p>Number of years of experience in the field and details of work in any other field.</p>	
10	<p>Yearly turnover of the organization during last 3 years (year wise) and furnish audited balance sheet and Profit &amp; Loss A/c. (Audited) for the last 3 years.</p> <p>(Enclose certified copies of documents as an evidence – ENCLOSURE 'G')</p>	<p>2020-21: Rs.....</p> <p>2021-22: Rs.....</p> <p>2022-23: Rs.....</p> <p><b>Average:</b> Rs.....</p>
11	<p>Banker's Details</p> <p>(i) Banker's Name:</p>	

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	(ii) Full Postal Address:  (iii) Telephone No.:  (iv) Account No.:  (v) Type of Account:	..... ..... ..... ..... ..... ..... ..... ..... ..... .....
12	Solvency Certificate from the Bankers (For minimum amount of 30% of the upper limit of the category applied for). Certificate No Date Amount Name of the Bank & Branch (Enclose certified copies of documents as an evidence – ENCLOSURE ‘H’)	..... ..... ..... .....
13	Registration with Government Authorities: (Enclose certified copies of documents as an evidence – ENCLOSURE ‘I’)  (i) Income Tax (PAN) No.  (ii) Goods & Service Tax (GST) No.	..... ..... .....
	(iii) Labour License  (iv) ESI  (v) EPF	..... ..... .....

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14	Whether last three years IT returns filed  (Please enclose certified copies of the I T return of 2016-17, 2017-18, 2018-19 – ENCLOSURE ‘J’)	
15	Details of major works executed & completed during last 7 years in Central Govt./State Govt./Financial Institutions/PSUs	Please fill up enclosed Annexure ‘K’ & enclose copies of work order and satisfactory completion certificates.
16	Details of major works under execution in Central Govt./State Govt./Financial Institutions/PSUs.	Please fill up enclosed Annexure ‘L’ & enclose copies of LOI /work order / agreement
17	Details of Key Personnel Permanently employed. (ANNEXURE ‘M’)  (i) Technical Personnel  (ii) Other Personnel	.....  .....
18	Manpower on payroll (in case of empanelment for Integrated Facility Management Work).  (Payroll must be supported with EPF and ESIC payment slip paid for the latest month - ENCLOSURE ‘N’)	
19	Whether the applicant possess valid Electrical license issued by the competent authority of the Central/State Govt. for Electrical works as applicable to the respective category (HT/LT/supervisory) of Contractors issued in the name of Proprietor/Partner/Director of applied firm. ( <u>in case of empanelment for Electrical contractor only</u> )  (Enclose certified copies of documents as an evidence – ENCLOSURE ‘O’)	

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20	<p>Whether applicant possess valid kitchen license from Health Department/Municipal Corporation and Food safety and standard Authority of India Certificate ( In case of empanelment for catering Services )</p> <p>( Enclose Certificate copies of documents as an evidence - ENCLOSURE 'P' )</p> <p>(i) Area of kitchen approved by Municipal Corporation</p>	<p>.....Sq. Ft</p>
21	<p>Furnish the names of -3- responsible persons along with their designation, address, contact no., etc., for whose organization, you have completed the above-mentioned jobs and who will be in a position to certify about the quality as well as performance of your organization.</p> <p>(ANNEXURE 'S')</p>	
22	<p>Information relating to whether any litigation is pending before any Arbitrator for adjudication of any litigation or else any litigation was disposed of during the last seven years by an arbitrator. If so, the details of such litigation are required to be submitted.</p> <p>(ANNEXURE 'T')</p>	
23	<p>Declaration regarding near relatives working in the State Bank of India.</p> <p>(ANNEXURE 'U')</p>	

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24	<p>Whether the applicant possess valid authorization certificate issued by the AC manufacturing company only for sales/service of Hitachi/Carrier/Voltas/BuleStar/LG/Daikin/Mitsubishi Electric/"O"General/Toshiba/Panasonic make. OEM applying directly need not to submit the certificate.</p> <p><u>(in case of empanelment for Air conditioning work only)</u> (ANNEXURE 'V')</p>	
25	<p>Whether the applicant possess valid authorization certificate issued by UPS manufactures. OEM applying directly need not to submit the certificate.</p> <p><u>(in case of empanelment for UPS AMC vendors only)</u> (ANNEXURE 'ZA')</p>	

**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/SBI 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 :**

**DATE :**

**SIGNATURE OF CONTRACTOR  
NAME & DESIGNATION**

Signature of Contractor with Seal

**ANNEXURE – K**

**LIST OF MAJOR WORKS EXECUTED AND COMPLETED IN CENTRAL GOVT./STATE GOVT./FINANCIAL INSTITUTIONS/PSUs BODY DURING LAST 7 YEARS AS ON 31.03.2023**

(Enclose supporting documents i.e. Work order, Satisfactory Completion Certificate and proof of payment 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 executed	Stipulated Date / Time for Completion	Actual Date / Time for Completion	If Work Left Incomplete or Terminated (Furnish reasons)

(Add separate sheet if required)

Note:

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

Name of Authorized Signatory

Sign & seal of the applicant

Signature of Contractor with Seal

**ANNEXURE – L**

**LIST OF MAJOR WORKS UNDER EXECUTION**

(Enclose Copies of Work Orders Issued by Clients)

S. No.	Name of Work	Work being executed for (Name of the Organisation 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:

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

Name of Authorized Signatory

Sign & seal of the applicant

Signature of Contractor with Seal

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**ANNEXURE – M**

**DETAILS OF KEY PERSONNEL (PERMANENT EMPLOYEE), GIVING DETAILS ABOUT THEIR TECHNICAL QUALIFICATION & EXPERIENCE INCLUDING THEIR IN-HOUSE ESTABLISHMENT**

S. No.	Name	Qualification	Experience	Particulars of Work Done	Employed in Your Firm Since	Any Other Information

(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

Signature of Contractor with Seal

**ANNEXURE – S**

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

S. No.	Name of the Official	Organization & Address	Contact Numbers	E-mail ID

(Add separate sheet if required)

Notes:

1. Information 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

Signature of Contractor with Seal

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

Year	Award for or against Applicant	Name of Client	Cause of Litigation and Matter of Dispute	Disputed Amount	Actual Awarded Amount

(Add separate sheet if required)

Notes:

1. Information 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

Signature of Contractor with Seal

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**ANNEXURE – U**

**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

Signature of Contractor with Seal

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**CHECK LIST**

(Please tick whichever applicable)

<b>SR. NO.</b>	<b>PARTICULARS</b>	<b>SUBMITTED (Y or N)</b>	<b>Remarks</b>
1	Application Form		
2	Enclosure A		
3	Enclosure B		
4	Enclosure C		
5	Enclosure D		
6	Enclosure E		
7	Enclosure F		
8	Enclosure G		
9	Enclosure H		
10	Enclosure I		
11	Enclosure J		
12	Annexure K		
13	Annexure L		
14	Annexure M		
15	Enclosure N		
16	Enclosure O		
17	Enclosure P		
18	Annexure S		
19	Annexure T		
20	Annexure U		

Signature of Contractor with Seal

21	Annexure V		
22	Annexure W		
23	Annexure X		
24	Annexure Y		
25	Annexure Z		

Name of Authorized Signatory

Sign & seal of the applicant

Date:

Place:

Signature of Contractor with Seal

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**To be pasted/superscripted on cover page of envelope**

<b>Name of the firm with address</b>		
<b>Name of the Authorized representative</b>		
<b>Email ID</b>		
<b>Contact No. Mobile</b>		
<b>Applied for</b>	<b>Name of the Trade</b>	
<b>Name of Category/ies</b>		

Signature of Contractor with Seal

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