

Emp No	SBI/HYD/2024-25/020
Date:	01.05.2024



**Local Head Office, Premises & Estate Department,
Bank Street, Koti, Hyderabad-500 001. Ph: 040-23466340/19**

Invites applications for

**EMPANELMENT OF CONTRACTORS FOR HORTICULTURE WORKS UNDER SBI,
HYDERABAD CIRCLE**

**The Assistant General Manager (P&E),
STATE BANK OF INDIA,
Premises and Estate Department,
Local Head Office, Bank Street, Koti,
HYDERABAD – 500 001.
040-23466340/19
[agmpre.lhohyd@sbi.co.in;](mailto:agmpre.lhohyd@sbi.co.in)
[agmcivil.lhohyd@sbi.co.in;](mailto:agmcivil.lhohyd@sbi.co.in)**

EMPANELMENT NOTICE

State Bank of India, Premises & Estate Department, Local Head Office, Bank Street, Koti, Hyderabad - 500 001 invites applications for empanelment of contractors in prescribed format for Horticulture Works for SBI, Hyderabad Circle.

1)	Empanelment application form available for download from the websites:	1) https://www.sbi.co.in under "SBI in the News" link "Empanelment of vendors" 2) " https://etender.sbi "															
2)	Availability for download from the above website	From 01.05.2024 to 21.05.2024															
3)	Last date and time for submission of online applications in e-tender portal	21.05.2024 by 3.00 P.M.															
4)	Date and Time of opening of online applications:	21.05.2024 at 3.10 P.M.															
5)	For any queries or support in connection with the online Submission of applications, please contact our E-procurement solutions agency	<p>e-Procurement technologies Limited, Ahmedabad:</p> <p style="text-align: center;"><u>For e-Tender Support for Bidders</u></p> <table border="1"><tr><td>Fahad Khan</td><td>fahad@eptl.in</td><td>6352631766</td></tr><tr><td>Utkarsh Pal</td><td>utkarsh@eptl.in</td><td>6352632098</td></tr><tr><td>Manish Pathak</td><td>manish.p@eptl.in</td><td>9265562819</td></tr><tr><td>Mubassera Mansuri</td><td>mubassera@eptl.in</td><td>7859800621</td></tr><tr><td>Hiral Purohit</td><td>hiral.purohit@eptl.in</td><td>6352631968</td></tr></table> <p>Email: etender.support@sbi.co.in</p> <p><u>For Registration / DSC Verification / Profile Approval:</u> For Profile activation, Digital Signature Certificate verification please send mail to harsh.dalwadi@abcprocure.com or call to 079 68136866, +91 6353217080 For any Guidance/ Assistance of event submission, Please contact on above numbers or download the manuals from website homepage https://etender.sbi/SBI to know the Minimum system requirement, DSC settings, submission process.</p>	Fahad Khan	fahad@eptl.in	6352631766	Utkarsh Pal	utkarsh@eptl.in	6352632098	Manish Pathak	manish.p@eptl.in	9265562819	Mubassera Mansuri	mubassera@eptl.in	7859800621	Hiral Purohit	hiral.purohit@eptl.in	6352631968
Fahad Khan	fahad@eptl.in	6352631766															
Utkarsh Pal	utkarsh@eptl.in	6352632098															
Manish Pathak	manish.p@eptl.in	9265562819															
Mubassera Mansuri	mubassera@eptl.in	7859800621															
Hiral Purohit	hiral.purohit@eptl.in	6352631968															
6)	SBI reserves the right to accept or reject any or all applications without assigning any reasons.																
7)	For Clarifications Please Contact: <u>040-23466340/19</u> <u>aqmpre.lhohyd@sbi.co.in; aqmcivil.lhohyd@sbi.co.in;</u>																

**The Asst. General Manager (P&E)
State Bank of India**

EMPANELMENT OF CONTRACTORS FOR HORTICULTURE WORKS

State Bank of India, Premises & Estate Department, Local Head Office, Bank Street, Koti, Hyderabad - 500 001 invites applications for empanelment of contractors in prescribed format for Horticulture Works for SBI, Hyderabad Circle. The category and eligibility criteria are as under:-

Sl.No	Category	Eligibility criteria
1	Up to Rs. 10 lakhs	<p>1. Average annual financial turnover during the last 3 years preceding current financial year ended 31st March 2023 should not be less than Rs.3.00 lakhs.</p> <p>2. Should have successfully completed similar works during the last 7 years ending last day of month previous to the one in which application is submitted (ie., the completed works from 01.05.2017 to 30.04.2024 shall only be considered), as under:-</p> <p>(a) Three works, each costing not less than Rs.4.00 lakhs [or]</p> <p>(b) Two works, each costing not less than Rs.5.00 lakhs [or]</p> <p>(c) One work costing not less than Rs.8.00 lakhs.</p>

Definition of similar works:

All qualitative successful completion of Horticulture works like providing lawns, Green covers, Trees, Creepers, Flower beds, Shrubs, Hedges, Grass pavers, Gazebos, in and around the lawn area, & road pathways., etc., of specified magnitude for Central Government Department / State –Govt Dept/ Semi Govt dept/ PSU / MNC'S /reputed client which are acceptable to Bank.

- (i) **The works executed under sub-contracts will not be considered.**
- (ii) **Only supply of lawns, Green covers, Trees, Creepers, Flower beds, Shrubs, Hedges, Grass pavers, Gazebos will not be considered.**

Other Mandatory Conditions:

- i) The Firm should be well established for a minimum period of 3 years as on 30.04.2024,
- ii) Applicants shall have an office in Telangana State or ready to open office in the state of Telangana within 2 months from the date of intimation. Empanelment letter will be issue after submitting the valid proof of office establishment in Telangana.
- iii) Applicants shall submit documentary proof of all credentials to support experience, turnover, qualifications etc. and applications without required credentials shall summarily be rejected.
- vi) The applicants should have valid **PAN, GST numbers & Digital Signature Certificate of Class-3.**
- viii) The applicant/firm should not be blacklisted or included in negative list or terminated of their services in the past by any scheduled Bank / PSU /Corporate body / Govt. body. No partner / proprietor of the applicant should have been a director / Partner / Proprietor in an entity that been blacklisted or included in negative list in the past by any scheduled Bank/PSU/Corporate body/ Govt. body. An undertaking / Certificate to this effect should be submitted in the application. If the bank finds the undertaking / Certificate provided by the applicant to be false/forged at any time, including during the term of the empanelment (If empanelled), the applicant will be immediately disqualified / terminated by the bank. The undertaking for the same should be submitted as per the Annexure-III.

GENERAL TERMS & CONDITIONS:

1. The Bank is inviting online tenders for its projects. Thus, the contractor will have to submit valid e-mail ID, cell no. and Digital Certificate class-3 to enable the firms for participation in the online procurement/e-tendering.
2. For assessing the Annual Turnover of the last 3 years, contractor must submit valid documents viz certificate from registered CA, copy of Income Tax Return, copies of IT assessment order, Profit & Loss Account and Audited Balance Sheet for the last 3 years.
3. The intending applicants are categorically advised to submit the empanelment documents strictly in the attached formats only through online portal "<https://etender.sbi>" and scanned copies (in PDF format only) to be uploaded where ever it is specified. The information required should be filled/typed in each and every column and rows of the Formats.
The applications received with "partly filled formats" not containing desired information in each and every columns/ points/row of various annexures and where they have written "enclosed/yes/submitted/uploaded etc.," instead of filling the numerical/required data shall be treated as INCOMPLETE and such applications shall be summarily rejected without any reference to the applicant and at the applicant's risk and responsibility.
4. The prequalification criteria mentioned above are only provisional. Thus, the empanelment of contractors in each category shall be considered by the Bank purely on merits, performance of the contractor in timely execution of the project with quality, feedback / confidential reports of the firms/applicant received from other employers etc. Hence, merely fulfilling the prescribed minimum prequalification criteria shall not entitle the contractor for their empanelment with the Bank.
5. The Bank reserves its right to empanel contractor as per its needs in each category. The empanelment of contractors shall be considered on merits within the sole discretion of the Bank and cannot be claimed as right by the applicant and no correspondence shall be entertained by the Bank in this regard.
6. Canvassing in any form including bringing influence from any person/agency/Officials/authorities shall lead to disqualification for the empanelment exercise.
7. The Bank 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.
8. Empanelment does not mean allotment of works/tenders.
9. The Bank may choose to carry out physical inspection of works mentioned by the applicants in their application forms, in addition to calling for confidential reports from the respective employer/client/department to ascertain their capability and quality of works.
10. The performance of all the empanelled contractors shall be reviewed by the Bank periodically and the contractors with unsatisfactory performance and also those who do not respond to tender enquiries of the SBI for a period of **6 months**, disciplinary action shall be initiated as per Banks norms, without informing any valid reasons and no correspondence will be entertained in this regard.
11. 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. If the contractor do not have an account with SBI, they may open a Bank account with SBI for easiness of transactions.

12. Site inspection of the previous works shall be done for the shortlisted applications and confidential information will be obtained from the previous clients for further process.
13. Selected applicants will be intimated of their empanelment. The panel will be in force for **three years** or **new empanelment whichever is later**, subjected to review at regular intervals.
14. Applicants found eligible for more than one category are requested to apply only for the higher category and will be eligible for the lower categories automatically.
15. The eligible and interested parties shall download prescribed application form and other details from our website: "<https://sbi.co.in/web/sbi-in-the-news/empanelment-of-vendors>"
 - Submission of online application at following website: "<https://etender.sbi>".
16. Corrigendum/amendment, if any would be hosted on the website only. Hence, prospective applicants are advised to visit website regularly for the above purpose.

Bank reserves right to reject any or all applications without assigning reasons thereof.

Assistant General Manager (P&E)

ANNEXURE - I

WORK COMPLETED DURING THE LAST SEVEN YEARS
(FROM 01.05.2017 TO 30.04.2024)

Sl no	Name of the work and location	Contract Amount	PO Number and Date of Award	Stipulated Date of Completion	Actual Date of Completion	Actual value of completion in ₹	Name & Address, contact	Contact number of the client	Email Id of the client.
1									
2									
3									
4									
5									

Note: (1) Request to upoad the maximum 5 highest value of the works executed in the above period.

(2) Request you to fill the all the data as required and not mention enclosed, submitted, Yes, No etc.

Please attach evidence like copy of award letter / completion certificate given by client / architect. Please also attach colored photographs of completed work.

Signature with seal

Name:

Place:

Date:

ANNEXURE - II

WORKS ON HAND

Name of the Work and Location	Contract Amount	Date of Award	Stipulated Date of Completion	Present Status	Name & Address of Client	Name & Phone Nos Of client's Contact Person	Name, Address & Phone nos Of architect

Signature with seal

Name:

Place:

Date:

DECLARATION

1. All the information furnished by me/us here above is correct to the best of my knowledge and belief.
2. I/We have no objection if enquiries are made about the work listed by me/ us in the accompanying sheets/ annexures.
3. I/We agree that the decision of Bank in selection of 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 Pan India during last 7 year from the date of application.
5. I hereby confirm that all information, particulars, copies of certificates & testimonials in connection with my empanelment are correct and genuine. I am, therefore, liable to face appropriate actions as deemed fit by the Bank in the event of any of the information, particulars, copies of certificates and testimonials are not found correct and genuine.

Place:
Date:

Signature of the contractor with seal

ANNEXURE "A"

BIO-DATA OF THE PROPRIETORS/ PARTNERS / ASSOCIATES / DIRECTORS

(Use one sheet per official)

1.	Name	:	
2.	Date of Birth	:	
3.	Professional Qualifications	:	
4.	Professional Experience	:	
5.	Professional Affiliation	:	
6.	Associated with the firm since	:	
7.	Membership in	:	
8.	Details of Published papers in Magazine	:	
9.	Details of cost effective methods/ designs adopted in the projects	:	
10.	Exposure to new materials/Techniques	:	

Note: Please enclose relevant copies of documents.

Signature of the Applicant
(with seal)

Date:

Place:

APPLICATION FORM
TO BE FILLED IN ONLINE PORTAL (i.e, <https://etender.sbi>)

Sn o	Details	<u>Please fill the data (Don't mention as Enclosed/YES/ NO/ Submitted etc.)</u>	Type of Document to be Uploaded	<u>Attachment</u>
1)	Name of the Firm			
2)	Constitution of the Firm (Proprietorship/Partnership/Com pany)			
3)	Date, month & year of Establishment of the firm		shop Establishment/c ompanies registration/part nership deed	U
4)	GST Number		GST	U
5)	PAN Number		PAN	U
6)	Contact person name			
7)	Mobile Numbers & Telephone numbers			
8)	Email ID			
9)	Registered Office Address			
10)	Communication Address			
11)	Local Address in Telangana		Enclose valid proof	U
12)	Name of Partners /Associates /Directors.			
13)	Bio-data of Partners / Associates / Directors. Bio- data to be given in the Uploaded format		Annexure-A	U
14)	Whether registration / obtention of licence from Govt. Authorities e.g. labour dept., ESIC, etc. are in place			

15)	Weather MSE (Medium Small Enterprises) registered, If so mention number and date.		Enclose MSE valid certificate	
16)	Weather Startup firm, if so please furnish the number, If so mention number and date.		Enclose valid start up certificate	
17)	Detailed description of high value of three works done during last 7 years, as per the criteria given. (i.e. name of organization, value of work done and date of completion) Copies of work orders, completion certificates must be enclosed.		Annexure I	
18)	Name and value of other similar major works on hand in PSU / Banks / Govt. Organizations / Software firms.		Annexure-II	
19)	Banker's Name			
20)	If you are registered in panel of organization/statutory bodies such as CPWD, PWD, MES, Banks etc. furnish their names, category and date of registration.		Enclose if any empanelment with other organizations	
21)	Declaration regarding near relatives working in the Bank.			
22)	Names and addresses of the persons who will be in position to certify about the quality as well as performance of your organization.			
23)	Declaration (Annexure-III)		Annexure-III	
24)	Turnover			
	FY 2022-23	₹	Certificate issued by CA/ Profit & Loss statement	
	FY 2021-22	₹	Certificate issued by CA/ Profit & Loss statement	
	FY 2020-21	₹	Certificate issued by CA/ Profit & Loss statement	
26)	<u>WORK-1</u>			
	<u>Work Order Details for Work-1</u>			

	Name of the Work		Work order (work-1)	
	Work Order No			
	Work Order Amount			
	Work Order Date			
	<u>Work Completion Details for Work-1</u>		Completion Certificate (work-1)	
	Work Completion Value			
	Work Completion Date			
	Client Name			
	Client Address			
	Client Mobile Number and landline			
	Client official email ID:			
27	<u>WORK-2</u>			
	<u>Work Order Details for Work-2</u>		Work order (work-2)	
	Name of the Work			
	Work Order No			
	Work Order Amount			
	Work Order Date			
	<u>Work Completion Details for Work-2</u>		Completion Certificate (work-2)	
	Work Completion Value			
	Work Completion Date			
	Client Name			
	Client Address			
	Client Mobile Number and landline			
	Client official email ID:			
28	<u>WORK-3</u>			
	<u>Work Order Details for Work-3</u>		Work order (work-3)	
	Name of the Work			
	Work Order No			
	Work Order Amount			
	Work Order Date			
	<u>Work Completion Details for Work-3</u>		Completion Certificate (work-3)	
	Work Completion Value			
	Work Completion Date			
	Client Name			
	Client Address			
	Client Mobile Number and landline			
	Client official email ID:			
29	<u>WORK-4</u>			
	<u>Work Order Details for Work-4</u>		Work order (work-4)	
	Name of the Work			
	Work Order No			
	Work Order Amount			

	Work Order Date			
	<u>Work Completion Details for Work-4</u>		Completion Certificate (work-4)	📎
	Work Completion Value			
	Work Completion Date			
	Client Name			
	Client Address			
	Client Mobile Number and landline			
	Client official email ID:			
30	<u>WORK-5</u>			
	<u>Work Order Details for Work-5</u>		Work order (work-5)	📎
	Name of the Work			
	Work Order No			
	Work Order Amount			
	Work Order Date			
	<u>Work Completion Details for Work-5</u>		Completion Certificate (work-5)	📎
	Work Completion Value			
	Work Completion Date			
	Client Name			
	Client Address			
	Client Mobile Number and landline			
	Client official email ID:			

NOTE: Separate sheets, photographs, documents, etc. requirement to the proposed work in support of above can be uploaded.