

NIT NO	PRE202512004
DATE	19.12.2025



**STATE BANK OF INDIA**  
**PREMISES & ESTATE DEPARTMENT**  
**CHENNAI CIRCLE**

**INVITES APPLICATIONS FOR**

EMPANELMENT OF ELECTRICAL SAFETY AUDITORS &  
ELECTRICAL SAFETY AUDITING FIRMS FOR CONDUCTING  
ELECTRICAL SAFETY AUDIT (ESA) OF BANK'S BRANCHES &  
OFFICES IN TAMILNADU & PUDUCHERRY

Assistant General Manager,  
Premises & Estate Department,  
4th Floor, LHO,  
State Bank of India,  
16, College Lane, Nungambakkam,  
CHENNAI-600 006  
Phone No:044-28308415 / 8404  
Email: [agmpre.lhoche@sbi.co.in](mailto:agmpre.lhoche@sbi.co.in) / [agmelec.lhoche@sbi.co.in](mailto:agmelec.lhoche@sbi.co.in)

**PART – I**  
**NOTICE INVITING APPLICATION (NIA) FOR EMPANELMENT**

State Bank of India (SBI), Premises & Estate Department, Local Head Office, Chennai invites applications for the following work in Tamil Nadu & Puducherry.

1	Name of Work	EMPANELMENT OF ELECTRICAL SAFETY AUDITORS & ELECTRICAL SAFETY AUDITING FIRMS FOR CONDUCTING ELECTRICAL SAFETY AUDIT (ESA) OF BANK'S BRANCHES & OFFICES IN TAMILNADU & PUDUCHERRY
2	Applications can be downloaded from	<p><a href="https://sbi.co.in/web/sbi-in-the-news/emppanelment-of-vendors">https://sbi.co.in/web/sbi-in-the-news/emppanelment-of-vendors</a></p> <p>Corrigendum/amendment, if any would be published in the website only. Interested applicants are advised to visit the above website regularly till the last date of submission.</p>
3	Address for submitting completed applications along with the required enclosures.	Assistant General Manager (P&E), State Bank of India, 4 <sup>th</sup> Floor, Local Head Office, No.16, College Lane, Nungambakkam, Chennai - 600 006
4	Last date & time for receipt of Applications	<b>03.01.2026</b> up to 6.00 pm.
5	Contact number for any clarification, if required	044 2830 8404 / 044 2830 8415 (from 10AM to 5.00 PM on all working days)
6	Emailid for communication:	agmelec.lhoche@sbi.co.in; kirubakran.s@sbi.co.in
<p>SBI has the right to accept/reject any/all applications without assigning any reasons.</p> <p>For and behalf of State Bank of India</p> <p>Assistant General Manager (P&amp;E) State Bank of India, LHO, Chennai Circle</p>		

**PART – II**  
**ELIGIBILITY CRITERIA**

**A. INDIVIDUAL ELECTRICAL SAFETY AUDITORS**

i) <b>Minimum Professional qualification</b>	B.E or B.Tech or BSc (Engineering) with Electrical Engineering or Electrical & Electronics Engineering or Power systems Engineering or Electrical power Engineering  (OR) Diploma holders in Electrical Engineering or Power Engineering
ii) <b>Minimum Experience:</b>  Previous Experience in electrical installations and safety related work in any Industries / Factories / Pharma Companies / Government departments / PSUs / Financial Institutions / Scheduled Commercial Banks / Insurance Companies / MNCs / IT firms / Reputed Corporate Companies.	1) 3 years experience for Graduate Engineers post qualification 2) 5 years Experience for diploma holders post qualification 3) Retired employees having experience in any of the establishments mentioned can also apply subject to age limit
iii) Maximum Age limit	Not more than 65 years old.
iv) Electrical Supervisory license	Preferred

**B. ELECTRICAL SAFETY AUDITING FIRMS:**

i) The firms should be a current legal entity ie.,a registered company/partnership firm / proprietorship with a minimum 3 years of experience in the field of Electrical Safety Audit, as on 30.11.2025.	Copy of Shop establishment certificate issued by the local authorities / MSME / Udyog Aadhar in case of proprietorship or copy of partnership deed in case of partnership firm or Certificate of Incorporation and Certificate of Commencement of business in case of Public Limited Company or Certificate of incorporation in case Private Limited Company, issued by the Registrar of Companies. The copies should be self-attested by the authorized person with seal and signature.
<b>ii) Minimum Experience:</b>  ESA firm should have experience in Electrical Safety Audit and the contract should have been successfully completed for any Industries / Factories / Pharma	Copies of PO/WO and satisfactory Completion Certificate from the client mentioning the value of completed work has to be submitted.

Cmpnies / Government departments / PSUs / Financial Institutions / Scheduled Commercial Banks / Insurance Companies / MNCs / IT firms / Reputed Corporate Companies. during the last 3 years ending on 30.11.2025.	
<p>iii) <b><u>Turnover:</u></b>            ESA firm should have a minimum of Rs.3 Lakhs annual average turnover during last three financial years. (Financial year 2022-23, 2023-24 &amp; 2024-2025)</p>	A certificate from the Chartered Accountant confirming the turnover details for the last 3 financial years i.e., from FY 2022-23 to FY2024-2025 shall be submitted.
<p>iv) ESA firm should have the following necessary registrations which are current and active.</p> <ul style="list-style-type: none"> <li>i) PAN</li> <li>ii) GST</li> </ul>	Copy of self-attested PAN Card and GST Registration to be submitted.
v) Qualifications for Electrical Auditors employed by the Consultant Firms	Electrical Auditors deputed by the firm for the purpose of conducting electrical audit should meet the eligibility criteria of the individual Electrical Safety Auditors given above.

**Note:**

1. All applicants whether individual or firm must have a valid Digital Signature Certificate (Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.) for participating in the online tendering process.
  - All interested applicants who do not have a digital signature now shall apply for new Digital signature and confirm the same.
  - All interested applicants whose digital signature needs renewal or revalidation shall arrange for the same and confirm.
2. The Applicant / Firm should not be blacklisted or terminated or included in negative list, 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. 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.

## **PART – III**

### **INSTRUCTIONS TO THE APPLICANTS / CONSULTING FIRMS**

#### **1. Scope of Empanelment:**

State Bank of India, Chennai Circle wishes to conduct Electrical Safety Audit (ESA) of its branches and Offices in Tamilnadu and Puducherry and proposes to create a panel of Auditors / Auditing firms for the said purpose. Applications are invited from eligible Electrical Safety Auditors / Electrical Auditing Firms who satisfy the eligibility criteria given in this NIA.

**2. Locations:** The proposed Electrical Safety Audit is to be carried out in the Branches, Administrative offices, Regional offices, Business Units, Local Head Office, Training Centres, Guest Houses, etc. in the State of Tamil Nadu & Puducherry.

#### **3. Preparation of Application:**

i) The applicants shall read the NIA carefully and submit the duly filled in application form along with the required documents in support of their credentials. Partially filled applications or non-submission or part submission of relevant documents will not be considered. Cutting or overwriting shall be duly attested.

##### **ii) Documents To be Submitted by the Individual Electrical Auditor**

- a. **Page nos 1-11** of this empanelment notice duly signed and stamped
- b. **Application form 1** duly filled and signed by the applicant
- c. Printout of the Undertaking duly signed by the Applicant
- d. Self-attested copy of Degree / Diploma certificate
- e. Self attested copy of experience certificates
- f. Self attested copy of Supervisory license issued by Competent Authority of the State or Central govt. (if available)
- g. Self-attested copy of the Relieving letter / Service certificate, retired as an Electrical Engineer from Government departments / SBI / PSB / PSU, provided they are not barred from re-employment in the bank.
- h. Self-attested Copy of the Aadhar card.
- i. Self-attested Copy of the PAN card and GST Registration certificate.

##### **iii) Documents to be Submitted by the Consultant Firm**

- a. **Page nos 1-11** of this empanelment notice duly signed and stamped
- b. **Application form 2** duly filled and signed by the authorized signatory
- c. Printout of the Undertaking (in letterhead) duly signed by the authorised signatory of the firm
- d. Certificate from the CA confirming the turnover from the Audit business for the 3 Financial years ending 31.03.2025.
- e. Copy of the completion certificate & work order of the completed works.
- f. Copy of valid Registration Certificate
- g. Copy of valid PAN and GST Registration
- h. List of registration or empanelment with Govt. / PSU where works completed.
- i. Copy of the letter of Authority / Board authorizing the signatory to apply for and on behalf of the firm/company

#### **4. Submission of Application and supporting Documents:**

i) The applications along with the above documents should be submitted in a sealed ENVELOPE duly marked on the outside as,

**“EMpanelment OF ELECTRICAL SAFETY AUDITORS / CONSULTANTS / FIRMS FOR CONDUCTING ELECTRICAL SAFETY AUDIT (ESA) OF OFFICES / BRANCHES IN TAMILNADU & PUDUCHERRY-2026.”**

- ii) The envelope shall be addressed to the Bank and deliver at the address given in this NIA and should have name and address of the Auditor / firm on the cover.
- iii) If the envelope is not sealed and marked, the Bank will assume no responsibility for the application's misplacement or its premature opening.
- iii) Any inter-lineation, erasures or overwriting shall be valid only if these are initialled by the person signing the application.

**5. Deadline for Submission of Applications:**

- a. Applications must be received by the Bank at the address specified before the date and time mentioned in the NIA.
- b. In the event of the specified date for submission of Applications being declared a holiday for the Bank, the Applications will be received upto the appointed time on the next working day.
- c. In case the Bank extends the scheduled date of submission of Application, the Applications shall be submitted by the time and date rescheduled. All rights and obligations of the Bank and Applicants will remain the same.
- d. Bank will not be responsible for late receipt due to postal delay, strikes or any other reasons.
- e. Any Application received after the due date / time will not be considered.

**6. Selection Process:**

- a) Bank will evaluate the applications for empanelment based on Professional Qualification, Age, and working experience of the applicant. The applicants must submit the relevant and sufficient documentary evidence, work completion certificates, work order, etc. meeting the eligibility criteria. If required, Bank may call for submission of additional documents to verify the claims of eligibility criteria and for verification of the original documents.
- b) If required, Bank may carryout physical inspection of works mentioned by the applicants in their application and obtain feedback from the respective previous employer / departments to ascertain their capability and quality of works. The applicant shall agree and authorize the Bank to obtain the feedback from the clients of the applicant and to verify the work executed by them.
- c) If deemed necessary the Bank may seek clarifications on any aspect from the Auditor / firm. However, that would not entitle the Auditor / firm to change or cause any change in the substances of the application already submitted.
- d) Hence, merely fulfilling the prescribed minimum prequalification criteria shall not entitle the applicant for their empanelment with the Bank and no claims in this regard will be entertained.
- e) Only short listed applicants would then be invited by the Bank to participate in the competitive online tendering process for finalizing the fees for conducting Electrical Safety Audit per branch.

**7. Contacting the Bank:**

- i. No Auditor / firm shall contact the Bank on any matter relating to his / its application, from the time of opening of Applications to the time, the list is finalised.
- ii. Any effort by any applicant to influence the Bank in its decisions on application evaluation may result in the rejection of his application. Canvassing in any form including bringing influence from any person / agency / Officials / authorities shall lead to disqualification of the firm in the empanelment exercise.

**8. Conditional applications are not acceptable.**

9. **Period of Empanelment:** Selected applicants will be intimated of their empanelment. The panel will be in force for three years or new empanelment whichever is later, subject to review at regular intervals. Empanelment does not mean allotment of works/tenders. The performance of all the empanelled Auditors shall be reviewed by the Bank periodically and the Auditors with unsatisfactory performance and also those who do not respond to tender enquiries of SBI for continuous 2 tenders, action shall be initiated as per Banks norms and no correspondence will be entertained in this regard.

10. **Right to Verification:**

The Bank reserves the right to verify any or all of the statements made by the Auditor / firm in the application and to inspect the Auditor / firm's facility, if necessary, to establish to its satisfaction about the Auditor / firm's capacity/capabilities to perform the job.

**PART – IV : TERMS & CONDITIONS**  
**(FOR INDIVIDUAL AUDITORS AND CONSULTING FIRMS)**

1. All the applicants should be equipped with necessary infrastructure in their established Office preferably in Tamilnadu / Puducherry with regards to measuring instruments, tools, staff strength, computer, required software, etc. The Electrical Safety auditors should be equipped with laptops and a data card for connectivity, by themselves or supplied by the Consultant Firm.

2. **Audit personnel to be employed by the firm:**

- i) If the Audit firm is allotted the work by the Bank, the firms should submit the details of the Auditor(s) proposed to be deployed to Bank's sites in the format (application form 1) along with the supporting documents and obtain the Authorisation letter from the Bank (AO/RBO) before commencing the Audit work.
- ii) Bank reserves the right to reject any persons to be employed by the auditor / firm at the discretion of the Bank.
- iii) Once the contract is awarded, if they wish to change any of the Auditors, the auditor / firm will inform the Bank in writing, submit details of the new auditor in the prescribed format along with the supporting documents and obtain the Bank's prior approval, well in time so that the audit work is not hampered.
- iv) The firms shall employ only Indian Nationals. The Auditor/Consultant/Firm shall ensure that the character and antecedents of the personnel engaged by them are duly verified before such engagement.
- iii) The firm shall not engage any Electrical Safety Auditor whose age is more than 65 years.
- iv) The Electrical Safety Auditor should be Physically and medically fit to carry out the work mentioned in the scope of work. If the auditor is found medically unfit at a later stage, the contract will be terminated against suppressing the fact of being medically unfit and the EMD paid by auditor / consulting firm will be forfeited.
- v) Without Authorisation letter from the respective offices, the auditor shall not commence the audit work.
- vi) The Consultant Firm should issue valid Company Identity cards to all the personnel deployed for the Audit work under this contract.
- viii) The Auditors shall not be allowed to stay / reside at Bank's premises.
- ix) The Auditors should be able to communicate in Tamil and English Languages.

3. **No Employee and Employer relationship:** All personnel engaged by the Auditor/Consultant/Firm will be on the payrolls of the Auditor/Consultant/Firm and there will be no Employee and Employer relationship between the personnel engaged by the auditor/consultant/firm and the Bank.

4. **Sub-contracting:** The Auditor/Consultant/Firm will not sub-contract or permit any other person to perform any of the work either in part or full

5. **Auditing firm's sole responsibility:** The Bank shall not be liable nor answerable in respect of any claims or demands in respect of any matter or on any account which may be raised by the said personnel so engaged by the Auditor/Consultant/Firm and it shall be the sole responsibility and liability of the Auditor/Consultant/Firm to answer all such claims or demands of the said personnel so engaged, under any law as may be applicable from time to time. The Bank shall have no liability in this regard.

6. **Distribution of work:**

i) Bank reserves the right to distribute the work among the empaneled Auditor / firms / firms considering the quantum and nature of work.

ii) Bank reserves the right to allocate any region or branch as per their requirement of Administrative units, RBOs to the Empanelled Auditor / firms, even if they have opted for other regions.

7. **Submission of Audit report:** After completion of Electrical Audit of the Branch / Office of SBI, the Electrical Auditor should prepare the Electrical Audit Report, duly signed by him along with his seal and acknowledged by the Branch Manager along with branch seal, in three copies and submit the audit report to (i) Branch Manager, (ii) Regional Manager of the respective RBO / Office and (iii) Electrical Engineer at AO or LHO, Chennai within 15 working days through Speed post / Courier or the scan copy of the Electrical Audit Report shall be sent through email using his registered email id.

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

9. **Payment of Audit fees:** Payment will be made at the respective Regional Business Offices ( R B O ) after successful completion and submission of Electrical safety audit reports duly acknowledged by the Branch Manager of the audited premises. No advance is payable. TDS as applicable will be deducted

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

11. **Safety of Auditors and Protection of property:**

i) The External Auditor (Individuals) and Auditor of the Firm shall protect SBI's properties from damage or loss during the course of conducting Electrical Safety Audit. He shall make good any such damage, injury, loss due to his fault or negligence except which are due to causes beyond his control. He shall take adequate care and steps for protection of the adjacent properties. The firm shall take all precautions for safety and protection of his employees and shall comply with all applicable provisions of Government and local bodies' safety laws and building codes to prevent accidents, or injuries to persons or property or adjacent property to his place of work. The Auditor/Consultant/Firm shall take insurance covers at his own cost.

- ii) Any damage to the Bank's property, equipment's under testing and measurement during the Electrical safety audit will be charged to the Electrical safety auditors or Firm.
- iii) Bank is not responsible for accidental injury of any of the operating personnel involving in the audit procedure. Personnel should be well trained and should have adequate knowledge in Electrical Safety aspects and handling of electrical safety equipment.
- iv) The Auditor/Firm shall be responsible for any loss due to theft / pilferage and / or damage to the Bank's property when such damage is, in the opinion of the Bank, caused due to negligence, carelessness or any fault on the part of the Auditing firm or his employees engaged for the Services.

**12. Adherence to Safety Norms:**

- i) The Auditor/Firm shall provide and ensure sufficient personal protection gears like safety shoes, hand gloves, first-aid box, etc. are being used by their personnel while carrying out works.
- ii) In no case, safety norms shall be violated. Even in case of urgency, when temporary rectification is done, etc. no such compromise is allowed as regards to safety provisions.
- iii) The firms shall provide adequate safety training to the auditors to avoid any untoward incident while auditing the branch
- iv) The Bank shall not be liable for any compensation in case of any fatal injury / death caused to the auditor /consultant firm's employees while performing / discharging their duties / visiting Bank's premises for inspection or otherwise. The Auditor/Firm shall alone be fully responsible for safety and security & insurance or life insurance of their personnel.

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

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

15. **Local Laws, Acts, Regulations** - The auditor / firm shall comply with the provision of all regulatory requirements including the latest requirements of all the Acts, laws, any other regulations that are applicable to the execution of the contract, including but not limited to the following:

- i) Minimum Wages Act, 1948 (Amended)
- ii) Payment of Wages Act 1936 (Amended)
- iii) Workmen's Compensation Act 1923 (Amended)
- iv) Contract Labour Regulation and Abolition Act 1970 and Central Rules 1971(Amended)
- v) Apprentice Act 1961 (Amended)

- vi) Industrial Employment (Standing Order) Act 1946 (Amended)
- vii) Personal Injuries (Compensation Insurance) Act 1963 and any other modifications
- viii) Employees' Provident Fund and Miscellaneous Provisions Act 1952 and amendments thereof

**16. Confidentiality:**

The Auditor / firm shall treat as confidential all data and information about SBI's branches and Offices, obtained in the process of audit exercise, in strict confidence and will not reveal such information to any other party without prior written approval of the Bank.

**17. Auditor / firm's obligations:**

- i. The Auditor / firm is obliged to work closely with the Bank's staff and abide by directives issued by the Bank from time to time and complete auditing activities.
- ii. The Auditor / firm will abide by the job safety measures prevalent in India and will free the Bank from all demands or responsibilities arising from accidents or loss of life, the cause of which is the Auditor / firm's negligence. The Auditor / firm will pay all indemnities arising from such incidents and will not hold the Bank responsible or obligated.
- iii. The Auditor / firm is responsible for managing the activities of its personnel or sub-contracted personnel (where permitted) and will hold itself responsible for any misdemeanors.

**18. Removal from Panel:**

Bank reserves the right to de-panel the Electrical Safety auditors / firms at any stage if found to be below par, failure to respond, Non commitment and Non completion of the assigned task as per tender terms and conditions or due to administrative reasons / revision of qualifications etc.

**19. Conflict of Interest:**

Applicants shall not have a conflict of interest that affects the empanelment Process. Any applicant found to have a Conflict of Interest shall be disqualified. In the event of disqualification, the Bank shall be entitled to forfeit and appropriate the Bid Security, as mutually agreed upon genuine estimated loss and damage likely to be suffered and incurred by the Bank

**20. Termination for Default:**

The Bank, without prejudice to any other remedy for breach of Contract, by a written notice of not less than 15 (fifteen) days sent to the Auditor / firm, may terminate the Contract in whole or in part:

- i) If the Auditor / firm fails to deliver and perform any or all the Services within the period(s) specified in the Contract, or within any extension thereof granted by the Bank; or
- ii) If the Auditor / firm fails to perform any other obligation(s) under the contract; or
- iii) Laxity in adherence to standards laid down by the Bank; or
- iv) Discrepancies/deviations in the agreed processes and/or Services.; or
- v) Violations of terms and conditions stipulated in this NIA.

**21. Termination for Insolvency:**

The Bank may, at any time, terminate the Contract by giving written notice to the Auditor/firm, if the Auditor/firm becomes Bankrupt or insolvent or any application for bankruptcy, insolvency or winding up has been filed against it / him by any person. In this event, termination will be without compensation to the Auditor / firm, provided that

such termination will not prejudice or affect any right of action or remedy, which has accrued or will accrue thereafter to the Bank.

**22. Termination for Convenience:**

The Bank, by written notice of not less than 15 (fifteen) days sent to the Auditor / firm, may terminate the Contract, in whole or in part, at any time for its convenience. The notice of termination shall specify that termination is for the Bank's convenience, the extent to which performance of the Auditor / firm under the Contract is terminated, and the date upon which such termination becomes effective.

**23. Disputes / Arbitration:**

All disputes or differences whatsoever arising between the parties out of or in connection with this contract or in discharge of any obligation arising out of the Contract (whether during the progress of work or after completion of such work and whether before or after the termination of this contract, abandonment or breach of this contract), shall be settled amicably. If however, the parties are not able to solve them amicably, either party (SBI or Auditor / firm), give written notice to other party clearly setting out there in specific dispute(s) and/or difference(s) and shall be referred to a sole arbitrator mutually agreed upon, and the award made in pursuance thereof shall be binding on the parties. In the absence of consensus about the single arbitrator, the dispute may be referred to joint arbitrator; one to be nominated by each party and the said arbitrators shall nominate a presiding arbitrator, before commencing the arbitration proceedings. The arbitration shall be settled in accordance with the applicable Indian Laws. Any appeal will be subject to the exclusive jurisdiction of courts at Chennai.

The Auditor / firm shall continue work under the Contract during the arbitration proceedings unless otherwise directed by the Bank or unless the matter is such that the work cannot possibly be continued until the decision of the arbitrator is obtained.

Arbitration proceeding shall be held at Chennai, India, and the language of the arbitration proceedings and that of all documents and communications between the parties shall be in English.

**24. Bank's Right to Accept Any application and to Reject Any or All applications:**

The Bank reserves the right to accept or reject any application in part or in full or to cancel the empanelment process and reject all applications at any time, without incurring any liability to the affected Auditor / firm or any obligation to inform the affected Auditor / firm of the grounds for the Bank's action. Bank's decision shall be final and binding on all concerned. The empanelment of Auditors 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.

**25. Governing Language:** The governing language shall be English.

**26. Applicable Law:** The Contract shall be interpreted in accordance with the laws of the Union of India and shall be subject to the exclusive jurisdiction of courts at Chennai.

## **UNDERTAKING**

(1. *Auditing Firm to take printout in the letter head of firm and sign and submit*)  
(2. *Individual Auditors applying for empanelment to sign in the printout and submit*)

To

Assistant General Manager (Premises & Estate),  
State Bank of India,  
Premises & Estate Department,  
4<sup>th</sup> Floor, Local Head Office, 16, College Lane,  
Nungambakkam, Chennai-600 006

**Dear Sir,**

### **EMPANELMENT OF ELECTRICAL SAFETY AUDITORS / CONSULTANTS / FIRMS FOR CONDUCTING ELECTRICAL SAFETY AUDIT (ESA) OF OFFICES / BRANCHES IN TAMILNADU & PUDUCHERRY**

I / We have examined the above NIA, the receipt of which is hereby duly acknowledged and subsequent pre-Bid clarifications/ modifications / revisions, if any, furnished by the Bank and I / we offer to provide Electrical Audit Services for the Bank. I / We shall abide by the terms and conditions spelt out in the NIA. I / We shall participate and submit the commercial Bid through online tendering to be conducted by the Bank's authorized service provider, on the date advised to us.

2. While submitting this application, I / we certify that:

i) The undersigned is authorized to sign on behalf of the firm and the necessary support document delegating this authority is enclosed to this application.

ii) I / We declare that we are not in contravention of conflict of interest obligation mentioned in this NIA.

3. If our offer is accepted, I / we undertake to complete the formalities for providing Services within the period specified by the Bank.

4. I / We undertake that we will not resort to canvassing with any official of the Bank, connected directly or indirectly with the empanelment process to derive any undue advantage. I / We also understand that any violation in this regard, will result in disqualification.

5. I / We certify that I / we have not made any changes in the contents of the NIA document read with its amendments/clarifications provided by the Bank, submitted by me / us in my / our application.

6. It is further certified that the contents of my / our application are factually correct. I / We also accept that in the event of any information / data / particulars proving to be incorrect, the Bank will have the right to disqualify me / us. I / We understand that if

any false information is detected at a later date, any future contract made between myself / ourselves and State Bank of India, on the basis of the information given by me / us can be treated as invalid by the Bank and I / We will be solely responsible for the consequences.

7. I / We understand that you are not bound to accept any application you may receive and you may reject all or any Bid without assigning any reason or giving any explanation whatsoever.

8. I / We hereby undertake that our name does not appear in any "Caution" list of RBI / IBA or any other regulatory body.

9. I / We also confirm that we have not been "blacklisted" by any Bank / PSU / State or Central Govt departments for any reasons.

10. I / We confirm that we do not have any litigation / cases pending against us in connection with the execution of works for any Bank / PSU / State or Central Govt departments.

11. I / We hereby undertake and agree to abide by all the terms and conditions stipulated by the Bank in the NIA document.

Yours Faithfully,

Signature of the authorized person:

Name of the authorized person:

Designation/Stamp:

**Application Form 1 (For Individual Electrical Auditors)**

a.	Name of the Auditor/Applicant		
b.	Educational Qualifications	Name of Degree / Diploma	
		Year of Passing	
		Name of Institution	
		Certificate number	
		Date of Certificate	
c.	Telephone / Mobile Contact No.		
d.	Email Id.		
e.	Aadhar No.		
f.	PAN No.		
g.	GST No. if any.		
h.	Address for Communication		
i.	Permanent Address		
j.	Electrical supervising license from concerned licensing authority of the State or Central govt.(if available)	Name of License	
		Issued by	
		Valid upto	
		License number	

**k. Details of Previous Employment:**  
(Work Experience certificate to be enclosed)

Sl. No.	Name of the Organization	Post held	From	To	Nature of duties performed

**Application Form 2 (for ESA Firms)**

a.	Name of the Electrical Safety Audit Firm	:	
b.	Address of the Firm	:	
c.	Year of Establishment	:	
d.	Constitution of the Firm	:	i) Proprietorship ii) Partnership firm iii) Private Limited Company iv) Public Limited Company
e.	Company Registration Number of the firm in case of Private or Public limited Company	:	
f.	PAN & GST Number	:	
g.	Name & Details of Partners / Associates	:	
h.	Name of the Contact Person	:	
i.	Mobile Number of contact person and alternative number	:	
j.	Email id of contact person	:	

**LIST OF ELECTRICAL SAFETY AUDIT WORKS COMPLETED DURING THE LAST 3 YEARS ENDING 30.11.2025 (Give top 5 works valuewise)**

Sr. No	Name of the client, Contact person, Phone Number, email id., of the Client	Name of the premises or building where Electrical safety audit was conducted	HT or LT Installation	Date of Electrical safety audit

**Note:** If multiple buildings were done in one work order, please mention number of buildings or locations against the order.

**List of Electrical Safety Auditors Employed by the Consulting Firm:**

S.No.	Name of Electrical Auditors Employed by the firm	Qualification	Years of Experience post qualification	Contact details (Mobile No. & email id)