

TENDER ID : LHOPAT/P&E/2025-26/08/001
DATE : 18.08.2025



**STATE BANK OF INDIA
PREMISES & ESTATE DEPARTMENT,
8TH FLOOR, LOCAL HEAD OFFICE,
GANDHI MAIDAN, PATNA-800 001**

CONTACT No. 0612-2820820, 2820827

NOTICE INVITING APPLICATION FOR EMPANELMENT OF ELECTRICAL SAFETY AUDITORS IN BANK UNDER THE GEOGRAPHICAL AREA OF PATNA CIRCLE IN THE STATE OF BIHAR & JHARKHAND

State Bank of India, Local Head Office, Patna intend to invite applications for empanelment of electrical safety auditors in the Bank's branches / Offices/ establishment under the geographical area of Bihar & Jharkhand. The details are as under for a period of three years from the date of empanelment.

1. Name of Work	Empanelment of Electrical Safety Auditor for State Bank of India, Patna Circle (Bihar & Jharkhand) Tender ID: LHOPAT/P&E/2025-26/08/001
2. Availability of Application forms :	Application forms and other documents can be downloaded from the Bank's website https://bank.sbi <link> SBI in the News>Show More>Empanelment of Vendors and the SBI e-tender portal website : https://www.tenderwizard.com/SBIETENDER from 19.08.2025 to 18.09.2025 till 15:00 Hrs
3. Last Date & Time of submission of application on online e-tender portal :	Online uploading of signed and scanned copies of all documents with the application forms through the SBI e-tender portal website : https://www.tenderwizard.com/SBIETENDER Upto 15:00 Hrs on 18.09.2025.

4. Date and time of opening of online application	18.09.2025 at 16:30 Hrs
5. For clarification and other details	Please contact : Manager (Electrical):- 0612-2820827, 9480358158 Email id – agmpe.lhopat@sbi.co.in
6. Agency for arranging online bidding	<u>M/S Antares Systems Limited.</u> 1 st floor, Old Bank of India compound, M/22 Building, Road No. 25, S.K. Nagar, Patna-800001 Contact Person: Mr Rakesh Kumar Mobile : 9771414548, Email: r.rakeshkumar@antaressystems.com
7. Validity of Empanelment list	Three years from the date of issue of empanelment letter.
8. In case the date of opening of tenders is declared as a holiday, the tenders will be opened on the next working day at the same time.	
9. SBI has the right to accept/reject any/all tenders/empanelment without assigning any reasons.	

All the existing empaneled Contractors/Electrical Auditors/Firms who intend to be empaneled again need to apply afresh.

**The Assistant General Manager
State Bank Of India
Local Head Office , Patna
8th Floor ,Premises & Estate Department
West Gandhi Maidan, Patna-800001
Bihar**

E-TENDERING INSTRUCTIONS TO BIDDERS

General

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

Instructions

1. Tender Bidding Methodology:

Electronically Sealed Bid System – Two Stage - Two Envelopes’

2. Broad outline of activities from Bidders prospective

1. Procure a Digital Signing Certificate (DSC)
2. Register on the e-Procurement portal : <https://www.tenderwizard.com/SBIETENDER>
(The contractors need to upload scan copy of their valid empanelment letter in the portal otherwise their registration would be cancelled)
3. Create Users and assign roles on the above portal
4. View Notice Inviting Tender (NIT) on the above portal
5. Download Official Copy of Tender Documents from the above portal
6. Clarification to Tender Documents on the above portal
7. Bid-Submission on the above portal
8. Attend Public/Limited Online Tender Opening Event (TOE) on the above portal
– Opening of Technical-Part
9. Post-TOE Clarification on the above portal (Optional)
– Respond to SBI’s Post-TOE queries
10. Attend Public/Limited Online Tender Opening Event (TOE) on the above portal
– Opening of Financial-Part (Only for Technical Responsive Bidders)

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

3. Digital Certificates

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

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

4. Registration

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

Note: After successful submission of Registration details please contact to the Helpdesk of the portal to get your registration accepted/activated.

Help Desk:

Contact Person:

Mr. Rakesh Kumar Tel. No.9771414548,

Email ID – r.rakeshkumar@antaressystems.com

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

The entire bid-submission would be online on the portal. Broad outline of submissions are as follows:

- Submission of Bid Security/ Earnest Money Deposit (EMD) & Cost of Bid Document
- Submission of digitally signed copy of Tender Documents/ Addendum
- Power of Attorney, · Two Envelopes,- Technical-Part, Each of the above electronic envelopes consists of Main bid and Electronic form (both mandatory) and bid Annexure (Optional).

NOTE: Please note that above e-Tendering system is an automatically time locked system which will be locked immediately as soon as due date and time is over and will not accept any offer after that. So, the tenderers are strictly advised to do their process well before the due date and time to avoid any such instances.

6. Tender Opening Event (TOE)

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

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

7. Minimum Requirements at Bidders end

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

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

**The Assistant General Manager
State Bank Of India
Local Head Office , Patna
8th Floor ,Premises & Estate Department
West Gandhi Maidan, Patna-800001
Bihar**

A) MINIMUM ELIGIBILITY FOR ELECTRICAL SAFETY AUDIT

1) QUALIFICATION OF EXTERNAL ELECTRICAL AUDITORS / CONSULTING FIRMS

a) QUALIFICATION FOR ELECTRICAL SAFETY AUDITORS

i) Should have graduation with 03 years of experience in electrical installations and safety related work.

OR

Should have valid supervising license from concerned licensing authority of the State or Central Govt with minimum 05 years of experience in electrical installation and safety related work.

OR

A Retired Electrical Engineer from SBI group, PSUs , Central and State Govts, employed as electrical engineers who dealt with electrical installations and safety related work and not banned from re-employment.

ii) Should be less than 65 years age as on 30.06.2025.

b) QUALIFICATION FOR CONSULTING FIRMS (ELECTRICAL SAFETY AUDITOR)

i) The **average annual turnover** of the firm during last 3 financial years (2021-22 , 2022-23, 2023-24) should be at least **Rs 30.0 lacs** for electrical installation and safety related consultancy and advisory services and not from sale of the electrical equipment, verifiable from audited balance sheet if other wise, CA certificate to this effect may be submitted with the Balance sheet.

ii) Should have been in electrical engineering / consultancy business for minimum 3 years.

iii) Electrical auditors detailed by the firm for electrical audit in SBI should have qualification as mentioned at Para 1(a)i & 1a(ii). The firm should give a certificate to this effect to the Auditors detailed by them, on their letter pad, duly countersigned by the designated electrical engineer at LHO/AO. This certificate should be produced to the BM before commencing electrical audit of the Bank.

Only those applicants who possess the above eligibility criteria should apply, along with documentary proof.

Scope of Work: -

Scope of work includes on the following measures:

- (a) Physical inspection of the Bank premises with reference to applicable Indian standards, Indian Electricity Rules and other relevant codes of Practice & identifying electrical fire hazards (shocks, fires, etc.) as per Bihar/Jharkhand Electrical Inspectorate and SBPDCL/NBPDCL/JBVNL Ltd Guidelines.
- (b) Review of protection devices such as MCCB/MCB/ELCB system of the electrical installation and whether the performance is satisfactory or not. Review of adequacy of Wires/Cable sizes based on actual load current measurements, insulation resistance, tightness of terminations.
- (c) Review of electrical accidents to identify root cause of the accidents, if happened any review the EPM (Electrical Preventive Maintenance) program if any, in the Bank Premises to suggest recommendations as per applicable standards.
- (d) To evaluate the earthing system (installation and maintenance) in the plant based on IS 3043 and to suggest recommendations including the measurement of Earth resistance.
- (e) Check for any loose contacts at the mains switches, DB, Switch boards etc.
- (f) Inspection of UPS and batteries for its adequacy in the capacity for the load requirement of the branch.
- (g) Reliability of the electrical distribution system with the equipment's like air conditioners, UPS's, Generators etc. Checking whether the AMC of these items are in place.
- (h) Evaluating whether the demand load is within the sanctioned load with proper load balancing.
- (i) Verification of the operation of system room Air conditioners with timer mechanism.
- (j) Report must consist of your Observations on account of the Electrical fire safety and various Measures suggesting for the improvement of the safety existing systems.
- (k) Preparation of Safety audit report and submission within the completion period in triplicate with non-scale layout of the branch including denomination of the areas used by you for auditing. Report must consist of the single line diagram of existing electrical system including marking the position of critical faults needing immediate attention. Above reports should be duly acknowledged by the branch in complete form.
- (l) Review of the Existing condition of the HT transformer, Substation, Main panels, Load break switch.
- (m) Thermo graphic images of DB's, panel boards shall be enclosed with the report.

I. Submission of Reports:-

- (a) Submission of Time Sheet to be signed by Branch Head, on Bank's specified format
- (b) Submission of Single line diagram of existing electrical system including marking the position of critical faults needing immediate attentions.
- (c) Submission of Electrical Audit report on Bank's prescribed formats The reports should be in 4 copies duly acknowledged by the branch in complete form along with the proof such as photographs of the audited premises during course of the work.

4. Application should be submitted with a covering letter as per enclosed format. The detailed information to be furnished in application form shall be signed by a person on behalf of the auditor/ Firm, who is duly authorized to do so. Each page of the application shall be properly signed and stamped. Application containing false or inadequate information is liable to be rejected.

5. Auditors/Firms already empaneled with the Bank needs to apply fresh for empanelment in electrical auditor. Any clarification required by the Bank regarding the application should be furnished within the stipulated time instructed by the Bank, failing which the Bank reserves the right to cancel the application for empanelment without assigning any reason thereof.

6. The empanelment will be valid for three (03) years only. The performance of the auditor will be reviewed at least once in the year. The list of empaneled auditors will be sent to Zonal Offices / Regional Business Offices and other Corporate Centre establishments. **The Bank may invite price bid after empanelment under rate contract for every financial year i.e. for FY 2025-26, 2026-27 & 2027-28 and may award RBO/AO accordingly.**

7. Bank reserves the right to de-panel the Safety Auditor/contractor/vendor at any stage in the event of failure of non-response, non-commitment and non-completion of the assigned task as per tender terms and conditions

All the application with the above mentioned supporting documents must be submitted in such a way that the first page of the application must start with index mentioning the page numbers for the supporting documents enclosed. Each page of the application must be provided with numbering and index should be prepared accordingly.

Delays in submission of application due to network irregularities /or any other at any stage will not be considered.

Application must have the following enclosures:

- >Forwarding letter as per enclosed format ,**
- >Duly filled application form as per enclosed format**
- >Address proof documents ,**
- >Professional qualification and work experience documents as per in 1a**
- >Date of birth proof**
- >Turn-over documents (balance sheet & Profit & Loss sheet in case of firm)**
- >Electrical supervisor license,**
- >Duly signed copy of instruction to the applicants.**
- >Details of bio-data of auditor (confirming 1a(i) and 1a(ii) on letter pad of consultancy firm , applicable for consultancy firm only)**

**The Assistant General Manager
State Bank Of India
Local Head Office , Patna
8th Floor, Premises & Estate Department
West Gandhi Maidan, Patna-800001
Bihar**

Mail id: agmpe.lhopat@sbi.co.in

Tel: 0612-2820820 , 2820827

INSTRUCTIONS TO ALL THE APPLICANTS

1. Intending applicants are required to submit their applications online **e-tender portal** through with full bio-data giving details about. All the application with the above mentioned supporting documents **must be submitted online through e-tender portal** <https://www.tenderwizard.com/SBIETENDER>

2. **The document must be arranged in the order, first forwarding letter, page index, application form, Address proof documents, professional qualification as mentioned in 1a , work experience documents , turn-over documents balance sheet & Profit & Loss sheet in case of firm , Work experience details with work order , electrical supervisor license, date of birth proof etc. The numbering should be provided for each page and index must be prepared accordingly mentioning the page numbers for the supporting documents enclosed.**

3. Decision of the Bank in regard to selection of Auditors/Firms/Organizations will be final. The Bank is not bound to assign any reason for acceptance/ rejection of any applications.

4. Each page of the application shall be signed. The application shall be signed by persons/ persons on behalf of the organization having necessary authorization/ Power of Attorney to do so (Certified copies to be enclosed).

5. If the space in the Performa is insufficient for furnishing full details, such information may be supplemented on separate sheets of paper, stating therein the part of the pro forma and serial number. Separate sheets shall be used for each part. However, the format shall be as per pro forma.

6. Applications containing false, incomplete and/or inadequate information are liable to be rejected. Also mere fulfillment of eligibility criteria does not guarantee selection.

7. While filling online application, clarification, if any, may be obtained from the office of **AGM (P&E), State Bank of India, 8th Floor, Local Head Office, Patna, Gandhi Maidan, Patna -800 001**

8. Applicants selected in the Bank's panel will be informed about the same after finalization of the panel.

9. Canvassing in any form in connection with selection is strictly prohibited and the application of such persons/organizations who resort to canvassing will be liable for rejection.

10. Incomplete/partly filled applications without relevant enclosures may not be considered for evaluation. Disputes, if any, regarding the empanelment shall be within the jurisdiction of Court in Patna.

Signature of the Applicant with address & seal

APPLICATION FORM
EMPANELMENT OF ELECTRICAL SAFETY AUDITOR

1	Name of the Consultancy Firm / Electrical Safety Auditors	
2	Address with (a) Phone No. Landline with STD code (b) Mobile Email-ID:	
3	Name of the document proof for above mentioned address (telephone bill / electricity bill / Aadhaar card/ Voter Id card/ Passport etc.	
4	Constitution of the Firm (Proprietorship/Partnership/Company)	
5	Year of establishment (in case of firm only)	
6	Name of Directors/Partners/Proprietor	
7	Name of Person who will audit the branch (please attach bio-data with coloured photo passport size of auditor confirming on point no. 1a(i) and 1a(ii) of tender page no.6 on letter pad of consultancy firm , applicable for consultancy firm only)	
8	Whether registered with the Registrar of companies/Registrar of firms. if so, mention number and date	
9	GST Registration Details (applicable in case of consultancy firm)	
10	PAN NO.(attach proof)	
11	GST NO. .(attach proof)	
12	For Electrical consultants applying for Electrical Audit shall submit the documentary proof for an average annual turnover of not less than Rs. 30 lacs during the past 3 years, ending on 31st March 2024 for Electrical related consultancy and advisory services and not from sale of equipments. (verifiable from audited balance sheet, if otherwise, CA certificate to this effect may be submitted with	

	the balance sheet). (Proof to be submitted)	
	i) 2021-2022	Rs.
	ii) 2022-2023	Rs.
	iii) 2023-2024	Rs
13	<p>Details of major works of similar nature completed during last 7 years in PSU/Banks/GovtOrganizations/Software firms by the Applicant during the last 7 years as on 30.06.2025,. Details to be given in enclosed format (Annexure B)(for all other Applicants).</p> <p>If the Applicant is an Electrical contractor furnish the details of similar works executed during last 5 years in PSU/Banks/Govt Organizations/Software firms by the Applicant.</p>	
14	List of Technical Personnel employed with profession experience and qualification.	
15	List of other staff employed.	
16	List of office equipment's owned by the Firm.	
17	Banker's Name	
18	List of registration with other Organizations	
19	If, You are an retired official from SBI, PSB or PSU	
	Name of organization where worked	
	Designation	
	Date of Birth	
	Date of appointment	
	Date of retirement	
20	If you have graduation with 03 years of experience in electrical installation and safety related work (applicable for electrical safety auditor only)	
	a) (Please mention the details of professional qualification and year passed out enclose the copy of degree)	

	b) (Please mention the details of organization where worked and enclose the copies of work experience e.g appointment letter etc)	
21	Enclose copy of valid Electrical supervisor license (applicable only for the firms/contractors applying for empanelment as electrical safety auditor) ((Supervisory – HT (A) & LT (B All MV)category).) Please specify the License whether HT or LT	License No. Valid up to.
22	Whether any Civil Suit/litigation arisen in works executed during the last 10 years. If yes, please furnish the name of the project, employer, nature of work, contract value work order and brief details of litigation Give name of the Court, place and status of pending litigation.	
23	Whether willing to work anywhere in the Geographical area of Patna Circle	
24	Declaration regarding near relatives working in the Bank	

I/We have read and understood the Press notice, Empanelment Notice & this Application form along with Annexure and my/our firm full fills the ELIGIBILITY CRITERIA as described in the notice.

I/We hereby confirm and certify that the information given above is correct and true and the enclosures annexed herewith are genuine to the best of my / our knowledge.

I/We are authorized to sign and submit these documents for Empanelment.

I /We understand that if at any stage it is found / noticed by the Bank that any information thus provided by us is untrue / incorrect partly or fully and in case of receipt of adverse / unsatisfactory report from other clients / Bankers, the Bank may not consider our application and / or may de-list us and / or may take any appropriate action against us.

I /We also understand that partly / wrongly filled application and / or applications not on prescribed pro-forma or / or applications not accompanying relevant documents / enclosures / annexure are liable to be summarily rejected by the Bank.

I / We understand that this is merely an application & does not entitles us to be necessarily empanelled by the Bank and Bank reserves the right to reject all and / or any application without assigning any reason whatsoever.

SEAL OF THE FIRM

(SIGNATURE OF AUTHORIZED SIGNATORY)

PLACE :

NAME :

DATE:

INSTRUCTION FOR APPLICATION FORM:

a. Information has to be filled up specifically in this format. Please write down the values of the turn over return details, Please do not write remark "As indicated in the Brochure or enclosed"

b. Applicants not providing the details or with insufficient details shall be rejected.

c. All pages shall be signed and stamped with the rubber seal of the establishment. The person/persons who will be signing the tender documents on behalf of the organization must have necessary authorization/ Power of Attorney to do so.

d. If the space in the pro forma is insufficient for furnishing full details, such information shall be supplemented on separate sheet of paper, stating therein the part of the pro forma and serial number. Separate sheet shall be used for each part.

FORWARDING LETTER

Date:
ref no.

The Assistant General Manager
State Bank of India
Eight Floor, Premises & Estate
Local Head Office, Patna
Gandhi Maidan
Patna– 800 001.

Dear Sir

Sub: Application for empanelment of Electrical safety auditor

- 1) I/We have read and understood the Empanelment Notice and Instructions appended to the application Pro forma and I/We understand that if any false information is detected at a later date, any future contract made between ourselves and the State Bank of India, LHO, Patna on the basis of the information given by me/us will be treated as invalid by the State Bank of India.
- 2) I/We agree that the decision of the State Bank of India in selection of the auditors will be final and binding on me/us.
- 3) All the information furnished is correct to the best of my/our knowledge and belief.
- 4) I/We also agree that I/we have no objection if enquiries are made about the works listed by me/us in the accompanying sheets or any other inquiry on the information furnished herewith in the accompanying sheets.

Signature:

Name:

Designation:

Address with Seal