NOTICE

INVITING EXPRESSION OF INTEREST (EOI) FOR

PRE-QUALIFICATION OF SIGNAGE SOLUTION PROVIDERS

FOR

REPLACING / PROVIDING EXTERNAL SIGNAGES WITH PRINTABLE FLEX

MATERIAL USING INKJET PRINTING PROCESS FOR THE SBI BRANCHES /

OFFICES ACROSS INDIA

(Application to be submitted on any working day on or before the last date

at the following address )

State Bank of India

Premises Department, Corporate Centre,

9th floor, State Bank Bhavan,

Madame Cama Road,

Mumbai – 400 021.

Last date and time for submission: 14th Dec. 2017, 3.00 pm
## INDEX

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Description</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>WEBSITE NOTICE</strong></td>
<td></td>
</tr>
<tr>
<td>A</td>
<td>Brief Particulars of Work</td>
<td>3</td>
</tr>
<tr>
<td>B</td>
<td>Eligibility Criteria for Prequalification</td>
<td>4</td>
</tr>
<tr>
<td>1.6</td>
<td>Evaluation Criteria</td>
<td>6</td>
</tr>
<tr>
<td>2.0</td>
<td>Instruction to Applicants</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td><strong>Annexures</strong></td>
<td></td>
</tr>
<tr>
<td>i</td>
<td>Letter of Transmittal</td>
<td>15</td>
</tr>
<tr>
<td>ii</td>
<td>Application Form</td>
<td>17</td>
</tr>
<tr>
<td>iii</td>
<td>Bio-data of the Directors / Partners / Key Associates</td>
<td>20</td>
</tr>
<tr>
<td>iv</td>
<td>Form ‘A’ - Financial Information</td>
<td>21</td>
</tr>
<tr>
<td>v</td>
<td>Form ‘B’ - Details of All ‘Similar’ works completed</td>
<td>23</td>
</tr>
<tr>
<td>vi</td>
<td>Form ‘C’ - ‘Similar’ projects on hand - Under execution or awarded</td>
<td>24</td>
</tr>
<tr>
<td>vii</td>
<td>Form ‘D’ - Performance report for ‘Similar’ Major completed works</td>
<td>25</td>
</tr>
<tr>
<td>viii</td>
<td>Form ‘E’ - Declaration (to be given by the applicant who have downloaded the PQ document from the web )</td>
<td>26</td>
</tr>
<tr>
<td>ix</td>
<td>Form ‘F’ - Details of Key Personnel</td>
<td>27</td>
</tr>
<tr>
<td>x</td>
<td>Form ‘G’ - Details of Plant &amp; Machinery</td>
<td>28</td>
</tr>
<tr>
<td>xi</td>
<td>Form ‘H’ - Proforma on ISO Certification or others</td>
<td>29</td>
</tr>
<tr>
<td>xii</td>
<td>Check List - Eligibility criteria and Annexures</td>
<td>30</td>
</tr>
</tbody>
</table>
WEBSITE NOTICE

Dt : 07.12.2017

A. BRIEF PARTICULARS OF THE WORK

1. STATE BANK OF INDIA proposes to replace the existing external signage of its Branches/Offices/ ATMs located in metro Cities spread across the country with the new design of signage with printable flex using inkjet printing process. The scope may be increased based on the future requirements of the bank to cover the Branches / Offices / ATMs in India.

2. The 1st Phase of proposed exercise comprises of approximately 4054 Branches / offices and about 11050 ATMs located in Metro cities.

3. Brief Scope of Work: Printing, mounting and installation of Bank’s signage as per detailed technical specifications using approved quality of printable substrate (flex). The signage to match approved PANTONE shade with permissible colour deviation factor DELTA-E not exceeding 2.5, printed with Canon/ Epson/ Xerox/ Kodak or equivalent approved make inkjet printer preferably using eco-friendly inks with minimum 5 years warranty for colour fastness etc. under exterior variable weather condition. GI Boxing to fix the flex with complete LED lighting module also to be provided. Other micro details of specifications will be furnished at the time of price bid. The vendor shall be responsible for furnishing 5 years written warranty in Bank’s prescribed format.

   Testing & certification: The vendor shall certify fabrication of Bank’s signage as per prescribed technical specifications including use of approved and specified material and printing. In addition, the Bank may chose to go for 2-5% sample testing of signage on random basis for various materials and print quality used from any approved laboratory at the Vendor’s cost which shall be recovered or adjusted from the bills or dues of approved vendor. The Bank shall also be at liberty to ask approved vendor to submit copies/ original invoices/ bills of flex, ink and other raw materials used in the signage in support of their claim having used specified quality material only.

4. The tentative estimated cost of the proposed work is expected to be about Rs. 5.13 Crores per Circle considering about 13 Circles covering Metro Cities.

5. The proposed work has to be completed in all respects on FAST TRACK. The time allowed for completion of the total project is 4 months including monsoon period from the date of entering into a Rate Contract.

6. SBI intends to pre-qualify the Original Manufacturers of Printable Flex having requisite qualifying experience and infrastructure for Inkjet printing specified in the pre-qualification documents for completion of work.

7. Further, SBI also intends to finalise the Circle wise competitive lowest tender rates (L-1) with the pre-qualified Vendors for the proposed work as per the criteria and details mentioned in the tender. However, suitable “Rate Contract Agreement” shall be
entered into by the various Circles of the Bank PAN India as per Draft agreement provided by the Corporate Centre.

8. All drawings / artwork for the proposed Signage shall be made available by the authorized design consultant of the Bank. However, It shall be sole responsibility of the Vendor to conduct necessary site survey at respective Branches/Offices/ATMs to assess the following in consultation with the Circle/Branch functionaries prior to supply of material to the site:

   a. Site conditions.
   b. Proposed Location and height of Signage in the Branches/Offices/ATMs.
   c. Supporting infrastructure required to install the Signage at any height.
   d. Size of Signage etc.
   e. Type of the signage i.e. Back-lit.

   The Work shall, in general, be executed according to General Conditions of Contract for SBI works.

9. Work shall, in general be executed as per specification; special Technical Specifications etc. as specified by the Bank’s approved Design Consultant. However for all specialized items of work the Vendor shall be required to engage specialized agencies for such items of work with prior approval of SBI / Design Consultant as per the criteria in the tender document.

10. The Contractual scheduled completion period for the proposed work shall be 4 months from the date of issue of work order or date of entering into a Rate Contract by the Circle whichever is later. The scheduled completion period shall be inclusive of monsoon period.

11. The proposed rate contract shall be valid for a period of one year from the date of issue of work order.

B. ELIGIBILITY CRITERIA FOR PREQUALIFICATION:

   i. The Vendor should be Original Manufacturers of Printable Flex.

   ii. The Vendor should either be a manufacturer for the specified products in India or should have an authorized office as well as distribution network on PAN India basis covering almost all State Capital and other major centers.

   iii. Either the printable Flex manufacturer or their authorized distributor in India can directly bid in the RFP. However, both of them cannot participate in the pre-qualification/bidding process.

   iv. An authorized Agency/Distributor should submit, along with their application, authorization letter from the Original Manufacturer (for specified Printable Flex) to the effect that in case authorized Agency/Distributor is not able to perform contractual obligations as per contract during contract period, the Original Manufacturer shall own full responsibility to comply all contractual obligations relating to the captioned work.

   v. The Vendor/OEM should be in the business of Manufacturing, supplying, installing and maintaining of Flex Signage Systems in India for last 7 years (minimum).
vi. SBI will be installing Signage Systems across the length and breadth of the country. Thus, the Vendor / Original Manufacturer must have their Authorized support centers in all State Capital, Union Territories and all Major Cities in India. A list of such authorized Service Agencies to be furnished along with detailed postal address and Name & contact numbers of the authorized person.

vii. The applicant should be a well-established and reputed establishment (for a minimum period of 7 years) engaged in the Signage Solutions for Banks, Financial Institutions, MNCs, Government Organizations / undertakings etc.

viii. The applicant should have satisfactorily completed “similar” works of magnitude as specified below during the last 7 years ending 31.10.2017. This should be certified by an Officer not below the rank of Superintending Engineer / Chief Project Manager or equivalent of the Organization for whom the work has been done.

   a. Three similar completed works each costing not less than Rs. 2.05 crores during the last 7 years ending 31.10.2017.
      OR

   b. Two similar completed works each costing not less than Rs 2.57 crores during the last 7 years ending 31.10.2017.
      OR

   c. One similar completed works costing not less than Rs. 4.10 crores during the last 7 years ending 31.10.2017.

NOTE:

- “Similar works” under this clause shall mean “successful supply & installation of signage boards with printable flex using Inkjet printing process as indicated above for Banks, Financial Institutions, MNCs, Government Organizations / undertakings, reputed private organizations etc.

- “Cost of work” shall mean actual gross value of completed “similar” work including all the components executed under single contract of Signage solutions. The applicant shall submit a copy of final Bill certificate of each project executed by them, during the said period.

- “Applicant” means proprietary concern, partnership firm, private or public limited company applying for pre-qualification.

- “Employer” or “Client” or “Bank” means State Bank of India.

ix. The applicant should have **average annual financial turnover of Rs. 1.54 Crores** under signage division / vertical **during the last 3 years** ending 31/03/17. This should be duly audited and certified by a Chartered Accountant (Copy to be attached). Year in which no turnover is shown would also be considered for working out the average.

x. The applicant **should not have incurred loss** in last three or more consecutive years during the last five years ending 31/03/2017, duly certified by a Chartered Accountant (Copy to be attached). The firm should not be under liquidation, court receivership or similar proceedings.
xi. The applicant should have a **solvency of Rs. 1.54 Crores** certified by a Scheduled Bank (Original copy to be attached). The Solvency Certificate should not have been obtained earlier than 31/03/2017. In case, the applicant is not able to supply the solvency certificate in original, the same should be attested by a Notary.

xii. The applicant should have **adequate in-house plant and machinery** required for specified inkjet solutions with lamination, if desired, for the proper and timely execution of the job. The details of the same shall be furnished duly authenticated as per the format enclosed in the annexure Form G. The applicant can also get the inkjet printing done through the authorized vendors specified in the tender condition no. (xiii) hereinafter.

xiii. In case, the applicant does not possess the necessary printing solutions on their own, the **details of the arrangements made by them on back to back basis should be furnished with authentic supporting documents** including name(s), address and contact numbers of the agencies, details of their experience in the field, magnitude of jobs handled (supporting work orders / completion certificates) to be attached. However, the responsibility for timely execution of job, quality of work, specified warranty/guaranty period shall remain with the Vendor/OM only.

xiv. The applicant should have sufficient number of Technical and Administrative employees on their roles for the proper execution of the contract as per the format enclosed in the annexure Form F.

*Note: Only such vendors who fulfill the aforesaid eligibility criteria need to apply. Joint ventures and/or consortium are not allowed are not accepted.*

**C. EVALUATION CRITERIA FOR PRE-QUALIFICATION:**

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

- The eligibility criteria prescribed hereinabove (in respect of experience of similar class of works completed) shall be scrutinized and the applicant’s eligibility for pre-qualification for the work be determined.

- Only the applicants who meet the eligibility criteria specified as above will be further evaluated on the basis of details furnished by them.

- If necessary, the authorized **representatives of Bank will visit Projects sites** which are recently executed / being executed by the applicants, in order to evaluate the performance of the applicants. In such case, the applicant will be required to obtain/give them necessary permission / facilities and arrangements for site visit as required.

- On the basis of the prequalification criteria mentioned above and after the evaluation of the applicants based on the site visit report, credentials submitted by the applicants, confidential reports obtained from various clientele (wherever necessary), applications will be shortlisted. Thus, **shortlisted applicants will be considered as the pre-qualified vendors** subject to verification of relevant documents and tenders for the captioned work will be invited by us from the prequalified vendors only.

- Bank reserves the right to accept or reject any or all applications without assigning any reason thereof. Bank also reserves the right to restrict the list of prequalified...
vendors to any number deemed suitably by it. *This prequalification does not bind SBI to award any job/project to the prequalified vendors.*

- The broad criteria interalia for prequalification will also include the following parameters:
  - Quality Consciousness
  - Quality of finishes
  - Timely execution
  - Integrity as regards working
  - Ease in setting extra work, if any
  - Litigation, if any, involving Arbitration/court of Law.
  - Financial soundness
  - Magnitude of work undertaken
  - List of work executed.
  - Establishment, plant and equipment.
  - Performance report from other employers
D. INSTRUCTIONS TO APPLICANTS

GENERAL INSTRUCTIONS:

i. Please read these instructions carefully before filling up the application form.

ii. The application must be submitted in the proforma to be downloaded from our website without editing the text whatsoever. Any violation of this condition shall render the application invalid.

iii. The Application form have to be submitted in the prescribed format in sealed covers along with other details etc. The sealed covers super scribed with the legend “Prequalification of Signage Solution Providers for Replacing / Providing External Signage for the SBI Branches / offices / ATMs across India” should be submitted before the scheduled date and time.

iv. Letter of Transmittal along with all the annexures and necessary documents / details as sought in a separate sealed cover supported by prescribed annexures containing other details etc. as mentioned.

(i) Contents PQ Documents:

The application form is to be submitted in a sealed cover Envelope I) together with the annexures ( I, A, B, C, D, E,F ) as required duly sealed and signed along with the certified and attested true copies of following documents.

- Proof of establishment / constitution of the Company
- List and addresses of their offices.
- List of works executed during last 7 years for Govt. / Semi-Govt. / Financial Institutions / Banks / leading organizations along with details and supporting proof viz., copies of work orders, satisfactory completion certificates etc.
- Certificate/ proof of empanelment / enlistment in other Organizations / Govt. / Semi-Govt. / Public sector undertakings / Banks (if any).
- Feedback report/ satisfactory completion certificate (during last 7 years) From few clients. (May be furnished as per the format enclosed in Annexure D).
- Audited balance sheets for last 3 years certified by Chartered Accountants.
- details of tools and equipments, if any, to be used in the project.
- Declaration (To be furnished in the letter head of organization as per the format enclosed in Annexure-F).
- General Conditions of Contract.
- Special Conditions of Contract.

(ii) The applicant should seal and sign each page of the application and its annexures / documents.

(iii) The duly filled-in documents shall be received upto 15.00 Hrs. on 14th Dec. 2017 by SBI at the below mentioned address in sealed envelope superscribed “Prequalification of Signage Solution Providers” for Replacing / Providing External Signage for the SBI Branches / offices / ATMs across India".
(iv) The last date for submission of completed application form in the prescribed format at this office will be upto 15.00 Hrs. on 14th Dec. 2017 to the office of Dy. General Manager (Premises), State Bank of India, 9th floor, Corporate Centre, Madame Cama Road, Nariman Point, Mumbai – 400 021.

(v) The applicant is advised to visit the various Branches of SBI located in Metro Areas spread across the respective Circles of SBI, at his own cost, and examine it and its surroundings by himself, collect all information that he considers necessary for proper assessment of the prospective assignment.

(vi) All information called for in the enclosed forms should be furnished against the relevant columns therein. If, for any reason, information is required to be furnished on separate sheet, this fact should be mentioned against the relevant column. Even if no information is to be provided in a column, a “Nil” or “no such case” or “Not Available” entry should be made in that column. If any particulars/queries are not applicable in case of the applicant, it should be stated as “Not Applicable”.

(vii) The applicants may please note that giving incomplete/unclear information called for in application forms, or making any changes in the prescribed forms, or deliberately suppressing any information, may result in disqualification of the applicant summarily. Such incomplete applications received shall not be entertained. Application made by telex/telegram also will not be entertained.

(viii) Overwriting and using of correcting fluid should be avoided. Corrections, if any, should be made by neatly crossing out and shall be rewritten with initials and date. Pages of the document have to be numbered. Additional sheets, if any added by the vendor, should also be numbered by him. They should be submitted as a package with signed letter of transmittal.

(ix) The applicant may furnish any additional information, which he thinks is necessary to establish his capabilities to successfully complete the envisaged work. He is, however, advised not to furnish superfluous information. No information shall be entertained after submission of Expression of Interest document unless it is called for by the Employer.

(x) A soft copy of all the details furnished (Submittals) by the Applicant shall also be submitted in CD / DVD along with the application in digital format.

(xi) References, information and certificates from the respective clients certifying suitability, technical know-how or capability of the applicant should be signed by an officer not below the rank of Superintending Engineer/Chief Project Manager or equivalent.

(xii) Documents submitted in connection with pre-qualification will be treated as confidential and will not be returned.

(xiii) The Bidder shall also submit PRE-CONTRACT INTEGRITY PACT along with technical Bid as prescribed by the Govt. of India duly signed by the Bidder on each
LETTER OF TRANSMITTAL

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

ORGANISATIONAL INFORMATION - BIODATA

Applicant is required to submit the information in respect of his organization (in Application form) and Bio-data of the Directors / Partners / Key associates.

FINANCIAL INFORMATION

Applicant should furnish the following financial information as per the format as mentioned in Form ‘A’:

(a) Banker’s Details, Chartered Accountant, Annual financial statement for the last three years (in Form ‘A’) should be supported by audited balance sheets and profit and loss accounts duly certified by a Chartered Accountant, as submitted by the applicant to the Income Tax Department.

(b) Name and address of the banker’s identification of individuals familiar with the applicant’s financial standing and a banker’s statement on availability of credit.

(c) Solvency Certificate.

EXPERIENCE IN SIMILAR WORKS HIGHLIGHTING MAJOR PROJECTS

Applicant should furnish the following:

i. List of all “Similar” works successfully completed during the last seven years (in Form “B”).

ii. This list is to be substantiated with the documentary evidences such as copies of work orders, certified final bill copy, satisfactory completion certificate obtained from client etc. without which, the projects mentioned in the format may not be considered for scrutiny.

iii. List of works completed before seven years may be mentioned in separate sheet if the applicant intends to do so.

iv. List of the ‘Similar’ works under execution or awarded (in Form “C”)

v. Particulars of ‘Similar’ Major projects completed (as mentioned in Form ‘B’) indicating the performance of the applicant duly authenticated / certified by an officer not below the rank of Superintending Engineer/Chief Project Manager or equivalent should be furnished separately for each major work completed. (in Form “D”)
ORGANISATIONAL INFORMATION – OTHERS

- Number of Technical and Administrative Employees in the organization and how they would be involved in this work (in Form F).
- Details of ISO certification or others (in Form “H”).

WAREHOUSES, PRINTING EQUIPMENTS & SOLUTIONS:

- The applicant should furnish the list of printing equipments, warehouses etc. (in Form ‘G’). The applicant shall also furnish the particulars of other infrastructure details which he proposes to use for carrying out the work on FAST TRACK basis.

TENDER SUBMISSION

- After evaluation of applications for pre-qualification, based on the eligibility criteria, list of qualified/shortlisted vendors will be prepared.
- The RFP document shall be issued to the list of qualified/shortlisted vendors, pursuant to which the vendors would have to submit their bid as mentioned hereinabove.
- The pre-qualified vendors would be invited to submit indicative bid for the proposed work.
- Based on the indicative price Bid/Estimated unit rate, the Bank will decide Start Bid Price and Decrement Value to decide the final rate through e-Reverse Auction bidding process in the usual manner.

(1) The SBI reserves the right to:-

(a) Reject any or all of the applications without assigning any reason.
(b) Distribute the work amongst lowest 3 (i.e. L1, L2 and L3) bidders in 50:30:20 proportions on the accepted and approved rates of the L-1 bidder within its sole discretion.
(c) Amend the scope and value of contract to the applicant.
(d) Verify the particulars furnished by the applicant independently. If any information furnished by the applicant is found incorrect at any stage of the project, the Bank will be at liberty to debar such vendor(s) from participation in future tendering / taking up of work in SBI in future, besides cancellation of their tender. Moreover, the Bank will not pay any damages/compensation to such vendor or firm or the concerned person. Further, any breach of this condition by the applicant would also render him liable to be removed from the approved list of vendors of SBI.
(e) Restrict the list of pre-qualified vendors to any number deemed suitable by it, if too many applications are received satisfying the basic Pre-Qualification criteria.
(f) Cancel the EOI process without specifying any reason whatsoever.

(2) Even though an applicant may satisfy the above requirements, he would be liable for disqualification if he has:

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

(3) Corrigendum / addendums (if any) to this notice shall only be available / posted on SBI’s website

(4) The applicants who have down-loaded the PQ document from the website, should read the following important instructions carefully before submitting the PQ documents:-

i. The applicants should see carefully & ensure that the complete PQ document contains the pages in all in the PQ document.

ii. The printout of PQ document should be taken on ‘A 4’ size paper only & the printer settings, such that document is printed as appearing in the web & there is no change in formatting, number of pages etc.

iii. The applicant should ensure that no page in the down-loaded PQ document is missing.

iv. The applicant should ensure that all pages in the down-loaded PQ document are legible & clear & are printed on a good quality paper.

v. The applicant should ensure that every page of the down-loaded PQ document is signed by applicant with stamp (seal) of the applicant company and all the blanks are filled by the Applicant, suitably.

vi. The applicant should ensure that the down-loaded PQ document is properly bound and sealed before submitting the same and any correction / addition / alteration / omission are made in the PQ document by the applicant, it shall be treated as non – responsive and the application shall be similarly rejected.

vii. The applicant shall furnish a declaration as per the format to this effect that no addition / deletion / corrections have been made in the PQ document submitted and it is identical to the PQ document appearing on Website.

viii. The applicant who has downloaded the PQ document from website should read carefully & sign the declaration given on the Form E before submitting the PQ document.

ix. In case of any doubt in the down-loaded PQ document, the same should be got clarified from the SBI or Design Consultants before submitting the PQ document.

x. The Company or firm or any other person shall not be permitted to seek pre-qualification for the work, in case, his near relative(s) (directly recruited or on deputation in SBI & is / are posted in any capacity either non-executive or executive employee in Mumbai. Near relative(s) for this purpose is/are defined as –

   i) Member of Hindu Undivided family (HUF).
   ii) They are Husband and wife.
   iii) The one is related to other in the manner as father, mother, son(s) & son’s wife (daughter-in-law), Daughters(s), Daughter’s husband (son-in-law), brother(s), brother’s wife, sister(s), sister’s husband (brother-in-law).
The applicant (principal vendor) shall also intimate the names of persons who are working with him in any capacity or are subsequently employed by him or who are near relative to any executive employee/Gazetted officer in the STATE BANK OF INDIA.

xi. Efforts on the part of the applicant or his agent to exercise influence or to pressurize the employer would result in rejection of application. Canvassing of any kind is prohibited.
LETTER OF TRANSMITTAL

(Performa to be typed on the letter head of the Applicant)

To
The Dy. General Manager (Premises),
STATE BANK OF INDIA,
Premises Department, Corporate Centre,
9th floor, State Bank Bhavan,
Madame Cama Road,
Mumbai 400 021

Sub: Submission of Expression of Interest (EOI) for Prequalification of Signage Solution Providers for Replacing / Providing External Signages with printable flex material using inkjet printing process for the SBI Branches / offices across India

Dear Sir,

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

a. I/We hereby certify that all the statements made and information supplied in the Application Form, enclosed forms- A to H, Checklist and accompanying statements are true and correct.

b. I/We have furnished all information and details necessary for pre-qualification and have no further pertinent information to supply.

c. I/We submit the requisite certified solvency certificate and authorize the DGM (Premises), STATE BANK OF INDIA to approach the Bank issuing the solvency certificate to confirm the correctness thereof if they so desire. I/We also authorize DGM (Premises), STATE BANK OF INDIA to approach individuals, employers, firms and corporation to verify our competence and general reputation.

d. I/We also submit prescribed declaration in respect of downloaded PQ document.(Applicable only in case of application on downloaded PQ document)

e. I/We submit the following certificates in support of our suitability, technical know-how & capability for having successfully completed the following works:

<table>
<thead>
<tr>
<th>SL.NO</th>
<th>Name of Work</th>
<th>Certificate from</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

f. In case at any stage later, information/details submitted by me / us is / are found to be incorrect / false / fabricated, SBI shall have the absolute right to disqualify / reject the
application out-rightly and also debar me / us in participating in any future tenders without any prior intimation to me / us.

g. I have read all the Terms and Conditions/prequalification criterion etc. and agree to abide by the decision of the Bank in all respect.

Enclosures:
.

Seal of applicant
Date of submission

Signature of Applicant
1. Name of the organization : 

2. Address : 

3. Name, Telephone Nos. including Mobile and e-mail id of contact person : 

4. Fax No. : 

5. Constitution of the Firm (whether Public or private company / firm / Proprietary) : 

6. Year of Establishment (Supporting document to be submitted) : 

7. Whether registered with the Registrar of Companies / Registrar of firms. (if so, mention number and date and supporting documents to be submitted) : 

8. Registration with Govt. Authorities : 
   - Income-tax (PAN) No. : 
   - Goods & Service tax no. (GST) : 
   - EPF Regn. No. : 
   - ESI Regn. No. : 
   - TIN / VAT No. : 

9. Names of Directors / Proprietor / Partners / Associates : 

10. Bio-data of Directors / Partners / Associates, Details may be given in the format mentioned below :
11. Amount of service tax paid year-wise during last 3 financial years ending 31.03.2013 :

12. Details of ‘Similar’ Class of works completed during the last 7 years. :
   (Details may be given in the enclosed format - Form ‘B’)

13. Details of ‘Similar’ Class of works on hand Under execution / awarded. :
   (Details may be given in the enclosed format - Form ‘C’)

14. List of Professionals / Technical / Non-technical Personnel employed permanently :
   (Details may be given in the enclosed format - Form ‘F’)

15. Details of Plant & Machinery / Manufacturing unit/ tools / equipments owned by the company :
   (Details may be given in the enclosed format - Form ‘G’)

16. Banker’s Name & address :
   (Enclose solvency certificate from the bankers)

17. Latest Income Tax Clearance Certificate to be enclosed :

18. List of empanelment / enlistment / registration with other Organizations / statutory bodies etc
   (If so, furnish their names, category and date of registration:

---

Page 18  
Signature & Seal of Applicant
19. Annual turnover for the last 3 financial years (year-wise) ending 31.03.2017

<table>
<thead>
<tr>
<th>Financial Year</th>
<th>Annual Turn Over</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY 2016-17</td>
<td></td>
</tr>
<tr>
<td>FY 2015-16</td>
<td></td>
</tr>
<tr>
<td>FY 2014-15</td>
<td></td>
</tr>
</tbody>
</table>

20. Detailed list of Offices/Branches/Authorised Service centres in Metro Cities (Supporting documents to be submitted to prove the presence): 

21. Name and address of the persons who will be in a position to certify about the quality as well as performance of your firm: 

**Note:** Please enclose separate sheets for additional information, photographs, and documents.

Signature of the applicant with seal
Date:
Place:
BIO-DATA OF THE DIRECTORS/PARTNERS/ KEY ASSOCIATES

1. Name : 

2. Date of Birth : 

3. Associates with the organization since: 

4. Professional Qualification : 

5. Professional Experience : 

6. Professional Affiliation : 

7. Membership in : 

8. Details of Published papers in Magazine / Journals (if any) : 

9. Details of cost effective methods/ innovative techniques adopted in the projects : 

10. Exposure to new materials/ Technology : 

Signature of Applicant
FINANCIAL INFORMATION

I. Banker Details

Name of the Bank : 
Branch with Address : 
City : 
Contact person in the Bank : 
Contact Details : 

II. Details of Chartered Accountant

Name : 
Address : 
Registration details of accountant : 
Contact Number : 
E-mail address : 

III. Financial Analysis – Details to be furnished duly supported by figures in Balance Sheet/Profit and Loss Account for the last Five years duly certified by the Chartered Accountant, as submitted by the applicant to the Income-Tax Department (Copies to be attached).

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>(i) Gross Annual turn-over in Construction works</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(ii) Profit/Loss</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(iii) Financial position:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(a) Cash</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(b) Current Assets</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(c) Current Liabilities</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(d) Working capital (b-c)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(e) Current Ratio: (Current Assets/Current Liabilities (b/c))</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(f) Acid Test Ratio: (Quick Assets/Current Liabilities (a/c))</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

IV. Income Tax clearance Certificate

V. Solvency certificate from Bankers (Schedule Bank ) of Applicant.
VI. Financial arrangements for carrying out the proposed work

Signature of Charted Accountant with seal

Signature of Applicant(s) with Seal
## DETAILS OF ALL ‘SIMILAR’ WORKS COMPLETED DURING THE LAST FIVE YEARS ENDING BY 31<sup>ST</sup> MARCH 2017.

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Name of work/project &amp; location</th>
<th>Owner or Client</th>
<th>Date of Agreement with the owner</th>
<th>Scope of work executed</th>
<th>Volume of the work in sqft basis.</th>
<th>Cost of project work in Crores</th>
<th>Date of commencement as per contract &amp; actual date of commencement</th>
<th>Stipulated Date of completion &amp; Actual date of completion</th>
<th>Litigation/Arbitration pending/In progress with details (if any)</th>
<th>Name and address with contact No. of Officer of client to whom reference shall be made</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Signature of Applicant**

Note:
Actual date of completion of the project should be within 7 years ending 31.10.2017 for taking into eligibility consideration. The projects mentioned in the above format shall be sorted in the order of cost of the project (Descending order)
**FORM ‘C’**

### ‘SIMILAR’ PROJECTS ON HAND - UNDER EXECUTION OR AWARDED

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of work/project &amp; location</th>
<th>Client / Owner (Mention Govt / Semi Govt / PSU / Autonomous / Private)</th>
<th>Type of Client / Owner</th>
<th>Date of Agreement with the owner</th>
<th>Volume of the work in sqft</th>
<th>Cost of project work in Crores</th>
<th>Date of commencement as per contract &amp; actual date of commence ment</th>
<th>Stipulated Date of completion</th>
<th>Upto date percentage of progress of work complete d</th>
<th>Delay in progress (if any) and reasons thereof</th>
<th>Name and address with contact No. of Officer of client to whom reference shall be made</th>
<th>Remarks (Indicate whether any show cause notice issued or Arbitration initiated during the progress work)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Signature of Applicant**

**Note:**

The projects mentioned in the above format shall be sorted in the order of cost of the project (Descending order)
PERFORMANCE REPORT FOR ‘SIMILAR’ MAJOR COMPLETED WORKS  
(REFERRED TO IN FORM ‘B’)

1. Name of the work/ Project & Location.

1. Scope of work.  
   a. Number of floors in Basement.  
   b. Number of floors in Superstructure.

2. Agreement No & Date.

3. Estimated Cost / Tendered Cost

4. Actual Value of work done

5. Date of commencement  
   a. Stipulated date of commencement.  
   b. Actual date of commencement.

6. Date of completion  
   a. Stipulated date of completion.  
   b. Actual date of completion.

7. Amount of compensation levied for delayed completion if any.

8. Performance report based on  
   Quality of Work, : Very Good / Good / Fair / Poor  
   Time Management, : Very Good / Good / Fair / Poor  
   Resourcefulness : Very Good / Good / Fair / Poor  
   Financial Soundness : Very Good / Good / Fair / Poor  
   Technical Proficiency : Very Good / Good / Fair / Poor

Superintending Engineer /  
Chief Project Manager or Equivalent &  
(Name of Organization),  
Date

Note:  
1. The performance report is to be submitted separately for all major works mentioned in Form ‘B’.  
2. The performance report preferably be submitted in the above Performa. In case, different performa is used, the applicant shall ensure that the report / certificate shall contain all the above information / details
FORM ‘E’

DECLARATION

(TO BE GIVEN BY THE APPLICANT WHO HAVE DOWNLOADED THE PQ DOCUMENT FROM THE WEB)

It is to certify that:

1. I / We have submitted the PQ document in the proforma as downloaded directly from the web site & there is no change in formatting, number of pages etc.

2. I / We have submitted PQ document which are same / identical as available in the website.

3. I / We have checked that no page is missing and all pages as per the index and checklist are available & that all pages of PQ document submitted by us are clear & legible.

4. I / We have signed (with stamp) all the pages of the PQ document before submitting the same.

5. I / We have sealed the PQ documents properly before submitting the same.

6. I / We have read carefully & understood the instructions to the applicants.

7. I / We have not made any modification / corrections / additions /deletions etc in the PQ documents downloaded from web by me / us. In case at any stage later, it is found there is difference in our downloaded PQ documents from the original and / or any documentation, SBI shall have the absolute right to disqualify / reject the application out-rightly and also debar me / us in participating in any future tenders without any prior intimation to me / us.

Signature of Applicant
DETAILS OF KEY TECHNICAL AND ADMINISTRATIVE PERSONNEL EMPLOYED IN THE ORGANIZATION

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Designation</th>
<th>Total Number</th>
<th>Names</th>
<th>Educational Qualification</th>
<th>Professional Experience</th>
<th>Length of continuous service with employer in years</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
</tr>
</tbody>
</table>

Note:
1. Details of Technical personnel shall be provided qualification-wise
2. Organization chart of the company, additional information about Technical and administrative personnel, if any, may be submitted on separate sheet
3. Professional experience in terms of High rise residential structures shall be mentioned separately.

Signature of Applicant
**DETAILS OF PLANT & MACHINERY, MANUFACTURING UNITS, TOOLS AND EQUIPMENTS LIKELY TO BE USED IN CARRYING OUT THE WORK.**

<table>
<thead>
<tr>
<th>Sr. No</th>
<th>Name of the Tools / Machinery / Equipment</th>
<th>Unit</th>
<th>Make / Model / Capacity or Type</th>
<th>Age in years</th>
<th>Condition of the unit</th>
<th>Ownership Status (mention the quantity)</th>
<th>Current location</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Presently owned</td>
<td>To be purchased</td>
<td>Leased</td>
</tr>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>7</td>
<td>8</td>
<td>9</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Signature of Applicant**

**Note:**

1. Details shall be submitted separately for (i) Earth moving equipment, (ii) Hoisting / lifting equipment, (iii) Equipments for foundation works, (iv) Equipment for concrete works, building works, (v) Manufacturing units etc..

2. Use extra sheet if required
FORM ‘H’

PROFORMA ON ISO CERTIFICATION OR OTHERS (IF ANY)

1. Year of Certification
2. Name and Address of Certifying Agency
3. Name of Management Representative
4. Validity of Certificate

Signature of Applicant
## [A] CHECK LIST: ELIGIBILITY CRITERIA REQUIREMENTS

(Put Tick Mark as applicable)

<table>
<thead>
<tr>
<th>S.No</th>
<th>Parameter</th>
<th>Yes / No</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Do you satisfy requirement of Clause B(i)</td>
<td>Yes / No</td>
</tr>
<tr>
<td>2</td>
<td>Do you satisfy requirement of Clause B(ii)</td>
<td>Yes / No</td>
</tr>
<tr>
<td>3</td>
<td>Do you satisfy requirement of Clause B(v)</td>
<td>Yes / No</td>
</tr>
<tr>
<td>4</td>
<td>Do you satisfy requirement of Clause B(vii)</td>
<td>Yes / No</td>
</tr>
<tr>
<td>5</td>
<td>Do you satisfy requirement of Clause B(viii) (a) OR</td>
<td>Yes / No</td>
</tr>
<tr>
<td>6</td>
<td>Do you satisfy requirement of Clause B(viii) (b) OR</td>
<td>Yes / No</td>
</tr>
<tr>
<td>7</td>
<td>Do you satisfy requirement of Clause B(viii) (c) OR</td>
<td>Yes / No</td>
</tr>
<tr>
<td>8</td>
<td>Do you satisfy requirement of Clause B(ix)</td>
<td>Yes / No</td>
</tr>
<tr>
<td>9</td>
<td>Do you satisfy requirement of Clause B(x)</td>
<td>Yes / No</td>
</tr>
<tr>
<td>10</td>
<td>Do you satisfy requirement of Clause B(xi)</td>
<td>Yes / No</td>
</tr>
<tr>
<td>11</td>
<td>Do you satisfy requirement of Clause B(xii) OR</td>
<td>Yes / No</td>
</tr>
<tr>
<td>12</td>
<td>Do you satisfy requirement of Clause B(xiii)</td>
<td>Yes / No</td>
</tr>
</tbody>
</table>

Signature of Applicant
## [ B ] CHECK LIST: Details of Enclosures.

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

**Signature of Applicant**