

STATE BANK OF INDIA
LOCAL HEAD OFFICE
CHENNAI

EMPANELMENT OF CONTRACTORS FOR FIRE HYDRANT AND SPRINKLER SYSTEM

State Bank of India, Chennai Local Head Office proposes to empanel contractors / agencies for supply, installation, commissioning, repairs and maintenance work of Fire Hydrant and Sprinkler System at its offices in Tamilnadu & Pondichery.

Further details and application form can be downloaded from our Bank's website www.sbi.co.in under "Procurement, Empanelled service providers & others > Empanelment of vendors". Agencies having registered office / branch in Tamilnadu / Pondichery only should apply.

The agencies with necessary experience in installation of water based Fixed Fire Fighting System work will be considered for empanelment. Applications in sealed cover super-scribing the work should be submitted by 3.00 PM on 29.09.2018 to the Assistant General Manager (Circle Security), State Bank of India, Chennai LHO.

Incomplete applications as well as the applications not submitted in the given format are liable to be rejected. Bank reserves the right to reject any or all the applications without assigning any reasons.

This document consists of the following:

- a) Notice inviting applications for empanelment of contractors / agencies
- b) General rules and instructions to the applicants.
- c) Category of Empanelment
- d) Scope of work and eligibility criteria for each category.
- e) Application format for empanelment

Assistant General Manager (Circle Security)

NOTICE INVITING APPLICATION

State Bank of India, Circle Security Department, Local Head Office, Chennai – 600 006 invites applications for empanelment from the eligible agencies for supply, installation, commissioning, repairs and maintenance work of Fire Hydrant and Sprinkler System at its offices in Tamilnadu and Pondichery as per following schedule.

1	NAME OF THE WORK	Empanelment of contractors for Supply, Installation, Commissioning, repairs and maintenance work of Fire Hydrant and Sprinkler System at its offices in Tamilnadu & Pondichery.
2	Date of commencement	07.09.2018
3	Last date for document collection	29.09.2018
4	Last Date and Time for submission of Tender	3.00 PM on 29.09.2018
5	Address at which the Tenders are to be submitted	Assistant General Manager,(Circle Security) State Bank of India, Circle Security Department, Local Head Office, 4 th Floor, 16, College Lane, Chennai – 600 006
6	Place / Time of opening Tenders	4.00 PM on 29.09.2018, Assistant General Manager,(Circle Security) State Bank of India, Circle Security Department, Local Head Office, 4th Floor, 16, College lane, Chennai – 600 006
7	Validity of Empanelment	3 years
	For Further clarification, if any, please contact AGM (Fire Safety) on Tel. No. 044 – 28308471, on Email id: fo.lhoche@sbi.co.in. Only the agencies meeting the eligibility criteria may download the Tender Application form, from the Bank's website www.sbi.co.in under "Procurement, Empanelled service providers & others > Empanelment of vendors". In case the date of opening of tenders is declared as holiday, the applications will be opened on the next working day at the same time.	

SBI has the right to accept / reject any / all empanelment applications without assigning any reasons.

Assistant General Manager (Circle Security)

Signature of the Contractor / Firm

GENERAL RULES AND INSTRUCTIONS TO THE APPLICANTS:

Generally, the routine works of the Bank are awarded/procurements are made by calling competitive tenders/quotations from the empanelled contractors/suppliers, and in case of emergent work/works of small magnitude, the Bank may opt to award the work/procure supply from any of the empanelled agencies, depending on the exigencies of the work, on nomination basis and also has the right for open tendering process for any particular work, depending on the nature & magnitude of the work.

The document as detailed hereunder has to be filled in and completed in all respects and submitted by the intending applicants within the stipulated time & date and as per instructions given in the Notice inviting applications. The details of the applicants and their experience shall be furnished in the prescribed "Application Format" only. Wherever required and the space provided is not sufficient, particulars can be furnished in Annexure but such details shall be clearly mentioned in the respective columns of the Application Format. Each page of the document shall be signed by the applicant or their authorised representatives. No costs incurred by the applicant in applying, in providing necessary clarifications or attending criteria discussions, conferences or site visits will be reimbursed by the Bank.

Documentary proof with respect to the details furnished in the application form regarding eligibility criteria shall be furnished along with application form. In this regard, copies of the work order and completion certificate must be submitted (Copies of the documents should be attested by the concerned authorities / Gazetted Officer). Incomplete application without proper proof for establishing their credentials will be summarily rejected and no correspondence will be entertained in this regard.

If the application is made by a partnership firm, a certified copy of the partnership deed, current address of the firm and the full names and current addresses of all partners of the firm shall also accompany the application.

If the application is made by a limited company, it shall be signed by a duly authorised person holding the power of attorney for signing the application or duly authorised person as per the Board resolution passed by the company, in which case certified copies of the power of attorney / Board resolution and the certification of incorporation, Memorandum of Articles of Association shall accompany the application.

The empanelment shall be made for specific category. However, contractors / firms empanelled in higher category shall be eligible for works in lower category also.

Signature of the Firm / Contractor

The evaluation will be based on the experience of the contractor / Firm and their financial capabilities and may also include inspecting the works completed / undertaken by them for which, necessary coordination shall be made by them. Based on the details furnished and inspection of works, eligibility criteria, the contractors / firms will be empanelled. Decision of the Bank regarding selection / rejection for empanelment will be final and binding and no further correspondence will be entertained. The empanelled contractors will only be informed by post.

If, information and details furnished by applicants are found to be false at any time in future or any information withheld, which comes to the notice of the Bank at a later date, the empanelment of such applicant will be cancelled immediately.

The Bank reserves its right to reject any / or all the applications without assigning any reasons thereof.

The Bank has the right to add or remove the contents in the application till the last date of application by way of corrigendum. Any such modification as notified in the Bank's website shall be considered as due notice to the parties concerned.

Signature of the Contractor / Firm

CATEGORIES

S.No	CLASSIFICATION OF WORK	CATEGORY	VALUE OF WORK
1	Contractors for Fixed Fire Fighting System and other allied (like repairs and maintenance) work	A	Up to Rs.10.00 Lakhs
		B	Above Rs.10.00 Lakhs and Up to Rs. 50.00 Lakhs

SCOPE OF THE WORK

The panel of Fire fighting systems contractors will be mainly used for new installations, repairs and maintenance works of existing systems, liaisoning with State Fire Service departments for obtaining Fire Licence / NOC etc. wherever required for various offices /branches of the Bank.

ELIGIBILITY CRITERIA

S.No	CATEGORY (A)	
1	Fire fighting system works Up to Rs.10.00 Lakhs	<p>a) Financial</p> <p>i. The firm should have an average annual financial turnover during the last 3 years preceding financial year ended 31st March 18 not less than Rs.3.00 lakhs in the business of installation and maintenance of water based fixed fire fighting system like Fire Hydrant, wet riser and sprinkler systems (copy of audited balance sheet to be enclosed).</p> <p>ii.The firm shall have earned profit for the similar field / business during last three years (copy of audited profit & Loss statement to be enclosed).</p> <p>b) Work Experience</p> <p>i. The firm should be in the business / field of supply installation, maintenance and servicing of fixed water based fire fighting systems for not less than 7 years as on the date of submission of the tender.(copy of work orders should be enclosed as proof of evidence to this effect).</p> <p>ii. Should have successfully completed installation work of Fire Hydrant and Sprinkler system for Central Govt./ State Govt./ Nationalised Financial Institutions / PSUs / MNCs / reputed organisations etc. during the last 7 years as on 31.08.2018 matching any of the below referred condition.</p> <p>(a)Three works, each costing not less than Rs.4.00 Lakhs or (b)Two works, each costing not less than Rs.5.00 Lakhs or (c) One work costing not less than Rs.8.00 Lakhs.</p> <p>iii. The firms should have at least one office in Tamilnadu / Pondichery.</p>

S.No	CATEGORY (B)	
2	Fire fighting system Above Rs.10.00 Lakhs and Up to Rs. 50.00 Lakhs	<p>a) Financial</p> <p>i. The firm should have an average annual financial turnover during the last 3 years preceding financial year ended 31st March 18 not less than Rs.15.00 lakhs in the business of installation and maintenance of water based fixed fire fighting system like Fire Hydrant, wet riser and sprinkler systems (copy of audited balance sheet to be enclosed).</p> <p>ii.The firm shall have earned profit for the similar field / business during last three years (copy of audited profit & Loss statement to be enclosed).</p> <p>b) Work Experience</p> <p>i. The firm should be in the business / field of supply installation, maintenance and servicing of fixed water based fire fighting systems for not less than 7 years as on the date of submission of the tender.(copy of work orders should be enclosed as proof of evidence to this effect).</p> <p>ii. Should have successfully completed installation work of Fire Hydrant and Sprinkler system for Central Govt./ State Govt./ Nationalised Financial Institutions / PSUs / MNCs / reputed organisations etc. during the last 7 years as on 31.08.2018 matching any of the below referred condition. (a)Three works, each costing not less than Rs.20.00 Lakhs or (b)Two works, each costing not less than Rs.25.00 Lakhs or (c) One work costing not less than Rs.40.00 Lakhs.</p> <p>iii. The firms should have at least one office in Tamilnadu / Pondichery.</p>

Signature of contractor/ Firm

OTHER CONDITIONS:

- a) Applicant should have all statutory mandatory registrations.
- b) Applicant should submit documentary proof of all the credentials to support experience, turnover etc. Applications without required credentials shall summarily be rejected.
- c) Applicants should have rendered similar nature of works for public sector undertakings/reputed organisations /Sate / Central Govt., PSU Banks etc.
- d) **Applicant found eligible for both the categories are requested to apply only for the higher category (one application) and will be considered for the lower category also.**
- e) Vendors should be willing to undertake AMC in respect of existing as well as new systems anywhere in the Circle.
- f) Site inspection of the previous works shall be done and confidential information will be obtained from the previous clients for further process of the applications.
- g) Prequalified applicants will be intimated of their empanelment after conclusion of the process. The panel will be in force for three years. The performance of the contractors / agencies will be periodically reviewed from time to time for determining their continuation or removal from the panel. Tender notifications will be sent to empanelled firms during the above period.
- h)The empanelment does not guarantee award of any work. As and when requirement arises our offices will send requisition to empanelled vendors.

The enclosed application format duly filled in with copies of credentials shall be sealed in an envelope boldly super-scribing **“Application for Empanelment of contractors / agencies for supply, installation, commissioning, repairs and maintenance work of water based fixed fire fighting systems for the category_____”** and submitted to the under mentioned address so as to reach before 3.00 PM on or before 29.09.2018.

Bank has the right to call for additional information in case of requirement. Bank reserves the right to reject any or all applications without assigning any reasons thereof. Bank also reserves the right to cancel this empanelment process any time due to any administrative reasons.

Assistant General Manager (Circle Security)
State Bank of India
Local Head Office
Circle Security Department, 4th Floor
16, College Lane,
Chennai – 600 006

Signature of contractor / Firm

APPLICATION AND ANNEXURES FOR EMPANELMENT OF CONTRACTORS FOR FIRE FIGHTING SYSTEM AND OTHER ALLIED (REPAIRS AND MAINTENANCE) WORKS.

1	Name of the contractor / Agency /Firm	
2	Address	
	a)Phone No.	
	b)Mobile No	
	c)Email-id	
3	Year of Establishment	
4	Status of the firm whether company/Firm/proprietary.	
5	Name of the Director/Partners/proprietor	
6	Whether Registered with Registrar of the companies/Registrar of firms. If so, mention number and date.	
7	Name and address of Bankers	
8	Whether Registered for GST,If so, Registration No and date (enclose copy)	
9	Whether an assessee of Income Tax, if so, mention PAN number.	
10	Whether Registration/ obtention of licence from State / Central Govt. authorities e.g. labour dept, ESIC etc. are in place (enclose copies)	
11	If you are registered in panel of organisation/ statutory bodies such as CPWD, PWD,MES, Banks etc, furnish their names, category and date of registration	
12	Addresses & Contact Details of Branch offices in Tamilnadu & Pondichery	a) b) c)

Signature of the contractor / Firm

13	Detailed description of high value of three works done during last 7 years, as per criteria given.(i.e. name of organisation, value of work done and date of completion) Copies of work orders, completion certificates must be enclosed.													
14	Annual Turnover and Profit for the last 3 years	<table border="1"> <thead> <tr> <th><u>Financial Year</u></th> <th><u>Turn over</u></th> <th><u>Profit</u></th> </tr> </thead> <tbody> <tr> <td>i) 2015 – 2016</td> <td></td> <td></td> </tr> <tr> <td>ii)2016 – 2017</td> <td></td> <td></td> </tr> <tr> <td>iii)2017 – 2018</td> <td></td> <td></td> </tr> </tbody> </table>	<u>Financial Year</u>	<u>Turn over</u>	<u>Profit</u>	i) 2015 – 2016			ii)2016 – 2017			iii)2017 – 2018		
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i) 2015 – 2016														
ii)2016 – 2017														
iii)2017 – 2018														
15	Names and addresses of the persons who will be in position to certify about the quality as well as performance of your organisation.													
16	Whether willing to work anywhere in the State of Tamilnadu / Pondicherry or mention places where you are willing to work.													
17	Whether any relatives working in the Bank? If yes, give details.													

I / We hereby confirm that all information, particulars, copies of certificates and testimonials in connection with my empanelment are correct and genuine. I / We am/are therefore, liable to face appropriate action as deemed fit by the Bank in the event of any of the information, particulars, copies of certificates and testimonials are not found correct and genuine.

Signature with seal

Place:

Name:

Date:

Note: enclose certified copies of all relevant documents in support of the information furnished above.

Signature of contractor / Firm

WORK COMPLETED DURING LAST SEVEN YEARS

ANNEXURE 3

Name of the work and location	Contract Amount	Date of award	Stipulated date of completion	Actual date of completion	Name and address of Client	Name & Phone Nos of Client's contact person	Name, address & Phone nos. of Architect

Please attach copy of work completion certificates given by client as a proof of evidence.

Please also attach coloured photographs of completed works.

Signature of contractor/ Firm

WORKS IN HAND

ANNEXURE 4

Name of the work and location	Contract Amount	Date of award	Stipulated date of completion	Present Status	Name and address of Client	Name & Phone Nos of Client's contact person

Please attach copy of work orders given by client as a proof of evidence.

Signature of the contractor / Firm

(Forwarding letter to the Bank on the Firm's Letterhead)

To
The Assistant General Manager (Circle Security)
State Bank of India
Local Head Office
Circle Security Department, 4th Floor
16, College Lane,
Chennai – 600 006

Dear Sir,

Sub: Empanelment of Firms / Contractors for Supply, Installation, Commissioning, Repairs and maintenance work of Fire Hydrant and Sprinkler systems.

With reference to your tender notice published in your website on 07.09.2018 , having examined and understood, the instructions, terms and conditions forming part of the application form, we hereby enclose our offer for empanelment of firm for the captioned subject as detailed in your referred application form, having accepted all terms and conditions.

We also confirm that the offer shall remain valid for 90 days from the last date for submission of the offer.

We understand that the Bank is not bound to accept the offer either in part or in full and that the Bank has the right to reject the offer without assigning any reason whatsoever.

Yours faithfully,

Authorised Signatory

(Name & Designation, seal of the firm)

INSTRUCTIONS TO ALL THE APPLICANTS

1. Intending applicants are required to submit their applications with full bio data giving details about.
2. The documents must be arranged in the order first forwarding letter, page index, application form, Address proof documents, work experience documents, turnover documents, balance sheet and profit and loss sheet in case of firm, work experience details with work order. The numbering should be provided for each page and the index must be prepared accordingly mentioning the page numbers for the supporting documents enclosed.
3. Decision of the bank in regard to selection of firms / contractors will be final. The Bank is not bound to assign any reason for acceptance / rejections of any applications.
4. Each page of the application shall be signed. The application shall be signed by persons on behalf of the organisation having authorisation / power of attorney to do so (certified copies to be enclosed)
5. Applicants are required to submit originals for verifications as and when asked by the bank.
6. If the space in the proforma is insufficient for furnishing full details, such information may be supplemented on separate sheets of paper, stating therein that the part of the proforma and serial number. Separate sheets shall be used for each part. However the format shall be as per proforma.
7. Applications containing false, incomplete and / or inadequate information are liable to be rejected. Also mere fulfilment of eligibility criteria does not guarantee selection.
8. While filling the application, clarifications, if any, may be obtained from the Assistant General Manager (Fire Safety), State Bank of India, Local Head Office, Chennai – 600 006, on Phone No.044-28308471, Email id - fo.lhoche@sbi.co.in.
9. Applicants prequalified will be informed about the same after finalisation of the panel.
10. Canvassing in any form in connection with the selection is strictly prohibited and the application of such persons / organisations who resort to canvassing will be liable to rejection.
11. 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 Chennai.

Signature of the applicant with address and seal

Signature of contractor / Firm

CHECKLIST FOR DOCUMENTS

S.No	Documents Required	Enclosed status (Yes / No)
1	Covering Letter as per format (Annexure 1)	
2	Application as per format (Annexure 2)	
3	Registration certificate of the firm	
4	Registration certificate under shop and establishment act	
5	Registration of the firm with Govt. Authorities such as Labour Department /ESIC etc.	
6	Audited Balance sheet for last three years i.e. 2015-16, 2016-17, 2017-18	
7	Profit & Loss statement for last three years i.e. 2015-16, 2016-17, 2017-18	
8	GST Registration	
9	Income Tax Returns for the assessment years for the last three years & Acknowledgement copy)	
10	Work completion certificates for the completed works during last seven years. (Annexure 3)	
11	Works in hand (copies of work orders to be enclosed) (Annexure 4)	
12	Empanelment by CPWD/PWD/MES/PSBs/PSUs & reputed organisations (copies to be enclosed)	
13	Reference sites, names and addresses of contact persons / Architects	
14	List of technical persons in your organisation	

Signature of contractor / Firm