

Tender ID	PRCSB/BHU/2021-22/01
Date	09.11.2021



**STATE BANK OF INDIA  
LOCAL HEAD OFFICE, BHUBANESWAR  
III/1 Pt JN MARG, BHUBANESWAR**

**SBI INVITES APPLICATIONS FROM ELIGIBLE, COMPETENT AND RESOURCEFUL VENDORS, FIRMS COMPANIES ETC. FOR EMPANELMENT AS VENDOR/ AGENCY FOR PARTICIPATING IN TENDERS FOR UNDERTAKING PUBLICITY ACTIVITIES FOR SBI BHUBANESWAR CIRCLE.**

**THE AGENCIES WITH NECESSARY EXPERIENCE IN THE RESPECTIVE AREAS WILL BE CONSIDERED FOR EMPANELENT PROVIDED THEY MEET THE CRITERIA FOR PRE-QUALIFICATION MENTIONED IN THE APPLICATION.**

**AGM (PR & CSB)  
STATE BANK OF INDIA,  
LOCAL HEAD OFFICE,  
PT. JN MARG,  
BHUBANESWAR -751001**

**TELE NO: 0674- 6772122**

**Email: [agmprcsb.lhobhu@sbi.co.in](mailto:agmprcsb.lhobhu@sbi.co.in)**

**NOTICE INVITING APPLICATION**

SBI INVITES APPLICATIONS FROM ELIGIBLE, COMPETENT AND RESOURCEFUL VENDORS, FIRMS COMPANIES ETC. FOR EMPANELMENT AS VENDOR/ AGENCY FOR PARTICIPATING IN TENDERS FOR UNDERTAKING PUBLICITY ACTIVITIES FOR SBI BHUBANESWAR CIRCLE.

1	<b>Name of the work</b>	<b>EMPANELMENT OF VENDORS FOR SECURITY &amp; FIRE SAFETY EQUIPMENT</b>
2	Application Processing Fee	NIL
3	Date and Time where application forms are available	Available from <b>09.11.2021 to 29.11.2021 03.00 P.M.</b> at <a href="https://bank.sbi">https://bank.sbi</a> under procurement news/ "Empanelment of Vendors"
4	Date , Time and venue of Pre-bid meeting	<b>18.11.2021</b> at 11.30 A.M. at PR& CSB Department, SBI, LOCAL HEAD OFFICE BHUBANESWAR, III/1 Pt JN Marg, Bhubaneswar-751001. Any changes in the pre-bid meeting date will be intimated separately in the Corrigendum.
5	Posting of clarifications on bank.sbi	<b>22.11.2021</b>
6	Time and last date of submission of application in physical form	Up to <b>3.00 P.M. on 29.11.2021</b>
7	Place & Address for submission of application form/contact person /telephone no	Application should be submitted physically at the Address:  AGM (PR & CSB) STATE BANK OF INDIA, LOCAL HEAD OFFICE, III/1 Pt JN MARG, BHUBANESWAR -751001 <b>0674- 6772122</b>
8	Date, Time and Place of opening of applications	On <b>30.11.2021</b> at <b>11.00 AM.</b> onwards AGM (PR & CSB) STATE BANK OF INDIA, LOCAL HEAD OFFICE, III/1 Pt JN MARG, BHUBANESWAR -751001 email id : <a href="mailto:agmprcsb.lhobhu@sbi.co.in">agmprcsb.lhobhu@sbi.co.in</a>

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

**AGM (PR & CSB)  
STATE BANK OF INDIA,  
LOCAL HEAD OFFICE,  
III/1 Pt JN MARG ,  
BHUBANESWAR -751001**

**Request for Proposal****Empanelment of competent and resourceful Vendor/ Agency, Companies for empanelment as vendor/ agency for participating in tenders for undertaking publicity activities (Hoarding) for SBI Bhubaneswar Circle in the state of Odisha**

STATE BANK OF INDIA, (a corporate body constituted under the SBI Act 1955 and having one of its Local Head Office, at Bhubaneswar, hereinafter referred to as 'The Bank' which expression shall include its successor and assignees) intends to prepare a panel of reputed, reliable and experienced Vendors/ Agencies for publicity activities (Hoarding) in the State of Odisha.

Interested parties/ individuals may apply on Application Forms. **All existing empanelled vendors have to apply afresh.** The Application Forms can be downloaded from the Bank's **website <https://bank.sbi/> under 'Empanelment of Vendors' in 'Procurement' menu.**

The completed applications, along with their enclosures & documentary proof, received at the office of the undersigned as per schedule of events shall only be processed. No applications will be received thereafter. The above timeline holds good even for all the postal/courier deliveries. As such the Bank does not hold any responsibility for the any delay during transit, whatsoever.

The Bank reserves the right to accept or reject any Application in part or in full or to cancel the Empanelment Process and reject all Applications at any time without assigning any reason to the Vendor or Vendors or any obligation to inform the Vendor or Vendors of the grounds of the Bank's action.

The applicants should visit the above website at frequent intervals for any corrigendum up to closing hours of submission of applications.

AGM (PR & CSB)

**SCHEDULE OF EVENTS:**

S.No	Schedule of Events	Time Lines
01	Application for Empanelment Document Availability	Application for Empanelment can be downloaded from website <a href="https://bank.sbi">https://bank.sbi</a> under 'Empanelment of Vendors in 'Procurement' menu from <b>09.11.2021 onwards</b>
02	Pre-Bid Meeting	<b>18.11.2021 at SBI LHO BHUBANESWAR at 11.30 A.M.</b> Any changes in the pre-bid meeting date will be intimated separately in the Corrigendum.
03	Last date and time for submission of Applications for Empanelment.	Upto <b>03.00 P.M. on 29.11.2021</b> at the Contact Address given below
04	Opening of Applications for Empanelment and preliminary scrutiny of documents	<b><u>COMMENCES FROM 11.00 AM on 30.11.2021</u></b>
05	Technical Presentation and Product Demonstration	Will be intimated later to the shortlisted applicants
06	Contact Address	AGM (PR & CSB) STATE BANK OF INDIA, LOCAL HEAD OFFICE, III/1 Pt JN MARG , BHUBANESWAR -751001
07	Contact Phone	<b>0674- 6772122</b>
08	Contact Email	<a href="mailto:agmprcsb.lhobhu@sbi.co.in">agmprcsb.lhobhu@sbi.co.in</a>

### **IMPORTANT INSTRUCTIONS**

1. All Applications for Empanelment must be accompanied by documents/ papers as specified in the Notification.
2. Bank reserves the right to change the dates mentioned in this RFP document, which will be uploaded in the website as corrigendum.
3. The information provided by the vendors in response to this RFP document will become the sole property of SBI and will not be returned. SBI reserves the right to amend, rescind or reissue this RFP and all amendments will be advised through our website and such amendments will be binding on them.
4. Please note that all the information desired needs to be provided. Incomplete information would lead to disqualification/ non-consideration of the proposal.
5. **Conditional Applications will not be considered** and will be rejected summarily.
6. Each page of the RFP documents along with its enclosures needs to be signed by the Authorized signatory with company seal affixed.
7. Application received after due date and hours will not be entertained. Postal delay, if any, will not be considered.

**DISCLAIMER**

1. This RFP is not an offer by State Bank of India, but an invitation to receive responses from the eligible Applicants. No contractual obligation, whatsoever, shall arise from the RFP process unless and until a formal contract is signed and executed by duly authorized official(s) of State Bank of India with the selected Applicant.
2. The purpose of this RFP is to provide the Applicant(s) with information to assist in the formulation of their proposals. This RFP does not claim to contain all the information each Manufacturers/ Firms/ Companies/ Dealers/ Vendors may require. Each Manufacturers/ Firms/ Companies/ Dealers/ Vendors should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this RFP and where ever necessary, obtain independent advice/clarifications. Bank makes no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this RFP. Bank may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this RFP.
3. The Bank, its employees and advisors make no representation or warranty and shall have no liability to any person, including any Manufacturers/ Firms/ Companies/ Dealers/ Vendors or Applicant under any law, statute, rules or regulations or tort, for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the RFP and any assessment, assumption, statement or information contained therein or deemed to form or arising in any way for participation in the Empanelment process.
4. The Bank also accepts no liability of any nature, howsoever caused arising from reliance of any Applicant upon the statements contained in this RFP.
5. The issue of this RFP does not imply that the Bank is bound to select an Applicant or to appoint the selected Applicant, as the case may be, for the project and Bank reserves the right to reject all or any of the Applicants or Applications for Empanelment without assigning any reason whatsoever.
6. The Applicant is expected to examine all instructions, forms, Terms and Conditions and specifications in the RFP. Failure to furnish all information required in the Application for Empanelment or to submit an Application for Empanelment not substantially responsive to the Application for Empanelment in all respect will be at the Applicants risk and may result in rejection of the Application for Empanelment.

## INTRODUCTION

1. **BROAD SCOPE OF WORK:** To prepare a panel of competent and resourceful Vendor/ Agency for participating in tenders for undertaking publicity activities for SBI Bhubaneswar Circle in the state of Odisha in the following two categories:

Category	Value of work
Cat-A	Up to Rs 20.00 lakh
Cat-B	Rs 20.00 lakh and up to Rs 60.00 lakh

2. **ELIGIBILITY CRITERIA:** Eligibility criteria for each of the following should be fulfilled for for Empanelment in each category. **Not fulfilling any one of the criteria will result in rejection of Application for Empanelment.**

### 2.1 Minimum Eligibility Criteria.

SL No	Category	Years in Business	Avg. Turnover during last 3 years	One similar work in last 7 years	Two similar work in last 7 years	Three similar work in last 7 years
(a)	(b)	(c)	(d)	(e)	(f)	(g)
				80% of (b)	50% of (b)	40% of (b)
I	Cat-A (up to Rs 20.00 lakh)	7 years	6.00 lakh	16.00lakh	10.00 lakh	8.00 lakh
II	Cat-B (Rs 20.00 lakh and up to Rs 60.00 lakh)	7 years	18.00 lakh	48.00lakh	30.00 lakh	24.00 lakh

2.2 The intending Applicant should have experience of having successfully completed similar works involving letting out and erection of hoardings on rent etc with Govt. / semi-Govt. / PSU / Statutory bodies during last 7 years (as on 31.03.2021); out of which at least one work must have been completed during the last 3 years from the date of publication. Following documentary proof should be provided in support of work done:

- (a) Work Completion Certificate issued by the Competent Authority.
- (b) Satisfactory Performance Certificates from the clients in original.
- (c) Work order copies/ agreement/invoices/ payment advises shall be submitted by bidders.

2.3 In the absence of above documents / certificates, the Application for Empanelment will be **summarily rejected**.

2.4 It is necessary for agencies to possess valid license for erection and letting out job in Odisha and must submit copy of such License(s).

2.5 **ANNUAL TURNOVER:** The Vendor desirous of empanelment with the Bank should have an average Annual Turnover as per Para 2.1 above for the past three years ending 31<sup>st</sup> March 2021, i.e. 2018-19, 2019-20 and 2020-21. Self-attested copy of Balance sheet for last 3 years prepared by Chartered Accountant showing Annual Turnover.

2.6 Vendors/ Agencies must have valid PAN and GSTIN Number and should have complied with all applicable statutory provisions/ obligations. The Vendor/ Agency must furnish self-attested photocopy of GST registration certificate.

2.7 **SOLVENCY CERTIFICATE:** The vendor should submit latest solvency certificate worth Rs 6 Lakh for Cat-A and Rs 18.00 lakh for Cat-B, certified by a scheduled Bank(please refer Annexure-IV). **It should not be older than six months from the date of submission.**

2.8 The applications from intending Agencies /Vendor who are under arbitration/ litigation with our Bank or have been black listed/ de-listed/ depanelled for past 02 years by any Government/ Semi Government/ Nationalized Public Sector Banks/ Public Sector Undertaking (PSUs) / Financial Institutes (FIs)/ Corporate Offices will not be considered for Empanelment. An Affidavit to this effect needs to be submitted by the vendor as per Bank's requirement.

3. **INHERENT COST FOR EMPANELMENT:** The participating Applicants shall bear all the costs associated with or relating to the preparation and submission of their Applications for Empanelment including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstration or presentations which may be required by the Bank or any other costs incurred in connection with or **relating** to their Application for Empanelment. The Bank shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by an Applicant regardless of the conduct or outcome of the Empanelment process.

4. **CLARIFICATION / AMENDMENT OF RFP DOCUMENT:**

4.1 All the doubts raised by the Agency/ Vendor will be clarified during Pre-bid meeting.

4.2 No individual clarification will be sent to the Agency/ Vendor. It is the responsibility of the vendor to check the website before final submission of applications.

4.3 Relaxation in any of the terms contained in the empanelment process, in general, will not be permitted, but if granted by Bank, the same will be put up on Bank's Website.

4.4 All Agency/ Vendor must ensure that such clarifications / amendments have been considered by them before submitting the application. Bank will not take responsibility for any omissions by Agency/ Vendor.

4.5 The empanelment document prepared by the Agency/ Vendor, as well as all correspondence and documents relating to the empanelment process exchanged by the Agency/ Vendor and the Bank and supporting documents and printed literature shall be submitted in English.

4.6 SBI reserves the right to amend, rescind or reissue the RFP at any time prior to the submission of applications. The Bank, for any reason, whether on its own initiative or in response to a clarification requested by a prospective applicant, may modify the empanelment document, by amendment which shall be made available to the applicants by way of corrigendum/ addendum. The interested applicants are advised to check the Bank's website regularly till the date of submission of empanelment document specified in the schedule of events and ensure that



clarifications/amendments issued by the Bank, if any, have been taken into consideration before submitting the application. Such amendments/clarifications, if any, issued by the Bank will be binding on the participating applicants. Bank will not take any responsibility for any such omissions by the applicants.

4.7 All the related queries will be answered only in the pre-bid meeting.

## 5. **THE APPLICATION:**

5.1 Applicant / Firm must mention the name of the Area / District in the application form (Refer: Annexure-I, II & III) for which they wish to apply for. **Only one (Single) application is required to be submitted for all the places.**

5.2 The Agency/ Vendor is expected to examine all instructions, forms, terms & conditions and specifications in the Application for Empanelment. Failure to furnish all information required for the Empanelment process or to submit an application not substantially responsive to the Empanelment process in every respect will be at the Agency/ Vendor's risk and may result in the rejection of the Application .

5.3 The Empanelment application should be addressed to the The AGM (PR & CSB), SBI, LHO, Bhubaneswar at the address given in the RFP. The inner envelopes shall also be addressed to the same office. All envelopes should prominently indicate the name and address of the Agency/ Vendor on the cover.

5.4 The Empanelment application shall be typed or written in indelible ink and shall be signed and stamped by the Agency/ Vendor or a person or persons duly authorized to bind the Agency/ Vendor to the Contract. The name and designation of the person or persons signing the Bids with their signature on last page and signature/ initials and stamp should be put on all pages of the Bids, except for un-amended printed literature.

5.5 Any inter-lineation's, erasures or overwriting shall be considered as invalid application. The Bank reserves the right to reject applications not conforming to the above.

5.6 If the envelope is not properly sealed and marked, the application will be rejected.

**5.7 All papers / documents/ attachments of the application must be serially numbered, indexed and flagged.**

5.8 The information provided by the Applicants in response to this RFP will become the property of SBI and will not be returned. Incomplete information in empanelment application may lead to non-consideration of the proposal.

## 6. **SUBMISSION OF APPLICATIONS**

6.1 Applications must be submitted at the address specified, not later than the date & time specified in the RFP.

6.2 In the event of the specified date for submission of applications being declared a holiday for the Bank, the empanelment documents will be received up to the appointed time on the next working day.

6.3 The Bank may, at its discretion, extend the deadline for submission of applications by amending the empanelment documents, in which case, all rights and obligations of the Bank and Manufacturer/ Firm/ Company/ Dealer/ Vendor previously subject to the deadline will thereafter be subject to the extended deadline.

7. **LATE APPLICATIONS:** Any application received after the deadline for submission of applications prescribed, will be rejected and returned unopened to the Manufacturer/ Firm/ Company/ Dealer/ Vendor. SBI is not responsible for courier/ postal/air delays.

8. **EXTENSION OF DEADLINE FOR SUBMISSION OF APPLICATIONS:** The Bank at its discretion may extend the deadline for submissions of applications. A reasonable time will be given, after pre-bid meeting, to incorporate necessary amendments, if any, in preparing the applications.

9. **PERIOD OF VALIDITY OF EMPANELMENT APPLICATIONS:**

9.1 Applications shall remain valid for a period of 180 days from the date of opening. An application valid for a shorter period may be rejected by the Bank as non-responsive.

9.2 In exceptional circumstances, the Bank may solicit the Agency/ Vendors' consent to an extension of the period of validity. The request and the responses thereto shall be made in writing.

9.3 The Bank reserves the right to call for fresh applications for empanelment at any time during the validity period, if considered necessary.

10. **PRELIMINARY EXAMINATION:**

10.1 The Bank will examine the applications to determine whether they are complete, required formats have been furnished, the documents have been properly signed, and the empanelment documents are generally in order.

10.2 Prior to the detailed evaluation, the Bank will determine the responsiveness of each application to the Empanelment Process. For purposes of these Clauses, a responsive application is one, which conforms to all the terms and conditions of the RFP without any deviations.

10.3 The Bank's determination of an applicants' responsiveness will be based on the contents of the application itself, without recourse to extrinsic evidence.

10.4 If an applicant is not responsive, it will be rejected by the Bank and may not subsequently be made responsive by the Manufacturer/ Firm/ Company/ Dealer/ Vendor by correction of the non-conformity.

11. **SHORTLISTING/ CATAGORISATION:**

11.1 Only those Agencies/ Vendors and Applicants who have been found to be in conformity of the eligibility terms and conditions would be taken up by the Bank for further shortlisting as per the categories applied.

11.2 Bank reserves the right to verify the photocopies of documents submitted by the applicants with the originals.

## 12. **EMANELMENT OF THE AGENCY/VENDOR:**

12.1 Those Agency/ Vendors who are shortlisted will be eligible for **empanelment in the Bank for period of 03 years.** The validity of empanelment may be renewed at the discretion of the Bank on the existing terms and conditions for another one year, provided that the vendor performance is found to be satisfactory during the period of empanelment. That until a formal contract is prepared and executed, this offer, together with the Bank's written acceptance thereof and the Bank's notification of award shall constitute a binding contract between Bank and successful Agency/ Vendor.

12.2 The performance of the Agencies/ Vendors will be reviewed on yearly basis. The Agencies/ vendors have to submit their consent in writing for working with Bank as per the Terms and Conditions of this RFP on their company letter head, signed and affixed with seal by the authorized person. It is to note that after the completion of a year if the vendor does not get depanelled notice from the Bank, it will constitute that the vendor empanelment continues in the Bank for another one year.

12.3 **The vendor empanelled with State Bank of India will have to open an account with State Bank of India in which all cash transaction with Bank will be routed.** If the vendor does not have an account with State Bank of India, the same is required to be opened within 07 days after getting empanelled with the Bank, in the absence of which, they shall not be allowed to participate in the Commercial bid.

13. **BANK'S RIGHT TO ACCEPT ANY APPLICATION AND TO REJECT ANY OR ALL APPLICATIONS:** The Bank reserves the right to accept or reject any Application in part or in full or to cancel the Empanelment Process and reject all Applications at any time prior to contract without assigning any reason to the Vendor or Vendors or any obligation to inform the Vendor or Vendors of the grounds the Bank's action.

**FORM OF APPLICATION**

**Applied for (Name the place/District)**

(Apply for all the places on a **Single** application form)

1. Name of the organization :
2. Address :
  
- Name of authorized person :
- Phone no. :
- Mobile no. :
- Fax no. :
- E-mail id :
  
3. Year of establishment :
4. Status of the firm whether company / firm / proprietary) :
5. Name of Directors/Partners/Proprietor:
6. Whether registered with the Registrar of Companies / Registrar of firms. :  
If so, mention number and date.
7. Name and address of Banker (Enclose Banker's Solvency certificate clearly mentioning the financial capability) and self-attested copy of Balance sheet for last 3 years prepared by Chartered Accountant showing Annual Turnover :

Seal & Signature of Vendor

8. Whether registered for Sales / Trade Tax purposes.  
If so, mention TIN number with date.  
Also furnish Photocopy of registration certificate &  
Self-attested copy of Up to date VAT clearance certificate:
  
9. Whether an assesses of Income Tax.  
If so, mention PAN number with date.  
Also furnish Photocopy of Registration certificate &  
Self-attested copy of latest Income Tax Return :
  
10. If, you are registered in the panel of other  
organizations / statutory bodies such as  
Banks, BSNL, Reliance etc. furnish their  
names / category and date of registration.
  
11. Detailed description and value of works done  
during the last 5 years (vide annexure-II)  
(i.e. name of the client, value of work done,  
period and date of completion etc):  
Enclose copy of work-order & completion certificate
  
12. Annual turnover for the last 3 years:  
(Enclose copy of Balance sheet)
  
13. Names and addresses of the persons who  
will be in a position to certify about the  
quality as well as performance of your  
organisation. :

14.

(a) Address of Show Room / Manufacturing & Erection unit with Phone no.

(b) Details of Personnel & list of Equipments :  
suiting the required criteria :

(c) Work License no. :

( Furnish a photocopy of license)

15. Declaration about near relatives working in the Bank:

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

Place:

Signature with seal of the contractor

Date:

Name:

**Note:** Furnish self-certified Photocopies / Xerox of all the relevant documents / certificates / testimonials in support of the details furnished above.

**Annexure - II****PARTICULARS IN RESPECT OF WORKS EXECUTED FOR THE LAST 5 YEARS**

Sr no.	Name of work/ project with address	Description & Nature of work executed	Name & address of client	Value of the work	Period of completion	Actual time of completion	Name of Architect/ consultant	Yearly turnover
1	2	3	4	5	6	7	8	9

**NOTE:**

- (a) Please enclose evidence like copy of Award of work and completion certificate issued by the client/Consultant.
2. Please furnish information in this format only. Do not write 'as per enclosed sheet'

**Annexure-II****PARTICULARS IN RESPECT OF WORKS ON HAND**

Sr no.	Name of work and Location	Description & Nature of work	Contract Amount	Date of Award	Stipulated date of completion	Present status	Name & address of client with Phone no.	Name & Address of consultant with phone no.
1	2	3	4	5	6	7	8	9

**NOTE:**

1. Please enclose evidence like copy of Award of work issued by the client / Consultant.
2. Please furnish information in this format only. Do not write 'as per enclosed sheet'



**Annexure – IV**

**SOLVENCY CERTIFICATE**

**TO WHOM SO IT MAY CONCERN**

This is to certify that, to the best of our knowledge and information that M/s .....  
of (Address).....  
.....is a customer of our Branch. The conduct of the account  
maintained by the M/s ..... with us is satisfactory.  
We consider, he is solvent to the extend of Rs .....

It is also certified that the information is furnished without any risk and responsibility on our part  
in any respect whatsoever, more particularly either as a guarantor or otherwise.

This certificate is issued on the specific request of the customer.

Branch Manager

Branch \_\_\_\_\_

Date: