



TENDER ID: MUM20211014

PREMISES & ESTATE DEPARTMENT, LHO MUMBAI METRO

3RD FLOOR, SYNERGY BUILDING, G- BLOCK,
BANDRA KURLA COMPLEX, MUMBAI-400 051

**NOTICE INVITING APPLICATION FOR EMPANELMENT OF WATER TANKER
SUPPLIERS/ SCRAP DEALERS**

State Bank of India, Local Head Office Mumbai Metro Circle, Mumbai intends to empanel contractors / vendors / agencies on an ongoing basis for the above mentioned works for branches/ offices under SBI's Administrative Offices in Mumbai under Mumbai Metro Circle. The eligibility criteria, terms and conditions, application format and other detail/requirement are as under:

S. No.	Description	
1.	Name of Work	<u>EMPANELMENT OF WATER TANKER SUPPLIERS/ SCRAP DEALERS</u>
2.	Nature of Work	Empanelment
3.	Cost of Tender Documents	
4.	Date of issue of application Documents Form Bank's Website	01.10.2021 to 15.11.2021 www.sbi.co.in Under <Link>Procurement News.
5.	Last date & time for submission of Application	15.11.2021 by 5.00 pm
6.	Address at Which Application (Hard Copy) has To be Submitted.	The Assistant General Manager (P&E), LHO Mumbai Metro, State Bank of India, 3rd Floor, Synergy Building, Bandra Kurla Complex, Mumbai – 400 051. Ph- 022-26445665
7.	Place of opening of application	The Assistant General Manager (P&E), LHO Mumbai Metro, State Bank of India, 3rd Floor, Synergy Building, Bandra Kurla Complex, Mumbai – 400 051. Ph- 022-26445665

8. Application can be downloaded from the bank's website www.sbi.co.in (Link) under "SBI in the News" link "Empanelment of vendors". It shall be responsibility of the contractor/vendor to arrange and ensure that all pages of the bid are properly bound separately, tenders in loose pages may be disqualified.

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9. The bidder shall sign and stamp each page of the tender document thereby ensuring the number and sequence of all pages.

10. No conditions other than mentioned in the tender will be considered.

11. The Bank reserve their rights to accept or reject any or all the tenders, either in whole or in part without assigning any reason(s) for doing so and no claim / correspondence shall be entertained in this regard.

12. Applicant must have its office in Mumbai. Proof of office address must be enclosed with application.

**Assistant General Manager (P&E),
State Bank of India, LHO Mumbai Metro**

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(I) MINIMUM ELIGIBILITY CRITERIA:

(Table – 'A')

S N	Trade	Category	Specified Project Cost Limit (Amount in Rupees)	*Similar Work Executed/Completed During Last 7 Years	**Average Turnover of Last 3 Years (Minimum)	Experience of Firm
(i)	Water Tanker Supplier	WT-A	Above Rs. 1 lakh & Upto Rs. 3 lakh per month	One work of Rs.2.4 lakh or Two works of Rs.1.5 lakh or Three works of Rs.1.2 lakh each per month	Turnover Rs.10 lakh	5 years
		WT-B	Up to Rs.1 lakh per month	One work of Rs.0.8 lakh or Two works of Rs.0.5 lakh or Three works of Rs.0.4 lakh each per month	Turnover Rs.3.6 lakh	
(ii)	Sale of Old Furniture / Fixture	SF	Up to Rs.5 lakh	One work of Rs.4 lakh or Two works of Rs.2.5 lakh or Three works of Rs.2 lakh each	Rs.1.5 lakh	5 years

- A. (*) Applicants should have experience in having successfully completed similar work (single order) during last 5 or 7 years of value as prescribe in table 'A' above for Government/Semi-Government/PSUs/Banks/Government Financial Institutions. The information must be supported with the copies of work orders, etc.
- B. (**) Applicants should have minimum average annual turnover prescribed in above table during last 3 years ending on 31st March of last financial year.

The application not fulfilling any of the above minimum eligibility criteria will be summarily rejected and no further processing will be carried out.

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(II) GENERAL CONDITIONS:

- (i) The applicant applying for more than one category shall need to ensure that: -
- They must fulfill the eligibility criteria for each category of the work individually and
 - Applicant should submit single application for one Trade mentioning the highest category in the Trade applied for. If the applicant is not eligible for the same, the applicant will be considered for lower categories as per his eligibility.
 - Applicants mentioning more than one Trade in the same applications shall be disqualified without notice.
- (ii) **The contractors/vendors empaneled by SBIIMS/SBI in the past need to apply afresh, else their name will not be considered for empanelment.**
- (iii) The applicant must submit sufficient documentary evidence/work completion certificates etc. meeting the above-mentioned criteria from the Govt./Semi-Govt./PSUs/Banks/Government Financial Institutions during last 5 years (as stipulated in table 'A').
- (iv) The applicant should be bona-fide resourceful and well experienced contractor/agency/firm registered with Banks/PWD/CPWD/MES/RLY/PSUs for carrying out the captioned works for pre-qualification at different places in Mumbai.
- (v) The applicant should not have been disqualified / debarred / terminated on account of poor or unsatisfactory performance / blacklisted from any Governments, Semi-governments, PSUs, Banks or any other organisations including any of the Offices/Branch of State Bank of India/SBIIMS during last 5 years from the date of publication / application of this notice. A suitable declaration to be submitted on the Letter Head of the Firm duly signed by the Authorized Signatory only. The application of disqualified/debarred/blacklisted/terminated on account of poor or unsatisfactory performance applicant shall be summarily rejected.
- (vi) The performance of all the empaneled contractors shall be reviewed by the Bank at periodical intervals of 6 months or so and the contractors with unsatisfactory performance and also those who do not to respond to three consecutive tender enquiries, without informing any valid reasons will be removed from the panel without notice and no correspondence will be entertained in this regard. Such contractors shall not be eligible for fresh empanelment in the Bank for next 3 years, thereafter.
- (vii) The contractor is required to furnish their PAN No, GSTIN Registration details of firm with GSTIN No. etc. to the Bank along with supporting documents.

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- (viii) The panel of contractors will be valid for the entire Mumbai Metro Circle and contractors will be entitled to participate anywhere within the Mumbai Metro Circle, subject to receipt of NIT.
- (ix) For assessing the Annual Turnover of the last 3 years, contractor must submit valid documents viz copy of Income Tax Return, copies of IT assessment order, Profit & Loss Account and Audited Balance Sheet for the last 3 years.
- (x) All the pages of application shall be duly signed with stamp of firm by the contractors, else their application shall be summarily rejected.
- (xi) The intending applicants are categorically advised to submit the empanelment documents strictly in the attached formats only. The information required should be neatly filled/typed in **each and every columns and rows** of the Formats. *The applications received with "partly filled formats" not containing desired information in each and every columns/points/row of various annexures shall be treated as INCOMPLETE and such applications shall be **summarily rejected without any reference to the applicant and at the applicant's risk and responsibility.***
- (xii) *The applicants are categorically advised to refrain from mentioning the remark "AS PER ATTACHEMENT/ENCLOSURES" in their applications and annexures to avoid rejection of their applications.*
- (xiii) Applications received will be screened periodically at interval of 6 months or as and when need arises with the sole discretion of the Bank and no correspondence will be entertained in this regard.
- (xiv) All the details must be incorporated in the application form downloaded from the State Bank of India's website. Incomplete information / not fully filled form will be rejected.

III. The eligible and interested parties may download prescribed application form and other details from our website of vendors www.sbi.co.in <link> **empanelment of vendors** The application in the prescribed format with all supporting documents in sealed envelope and superscribed as **'APPLICATION FOR EMPANELMENT OF WATER TANKER SUPPLIERS/ SCRAP DEALERS IN MUMBAI METRO CIRCLE FOR TRADE & CATEGORY.....'** shall be submitted at the office of The Assistant General Manager (P&E), 3RD Floor, Synergy Building, G-Block, Bandra Kurla Complex, Bandra East, Mumbai-400 051. The applications so received from the contractors shall be examined and evaluated by a Committee in the Bank/SBI at every 6 months interval.

IV. The prequalification criteria mentioned above is minimum. Thus, the empanelment of contractors in each category shall be considered purely on merits, performance of the contractor in timely execution of the project with quality, feedback / confidential reports of the firms/applicant received from other employers etc. Hence, merely fulfilling the prescribed

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minimum prequalification criteria shall not entitle the contractor for their empanelment with the Bank/SBI.

V. The Bank/ SBI reserves its right to empanel contractor as per its needs in each category & trade. The empanelment of contractors shall be considered on merits within the sole discretion of the Bank and cannot be claimed as right by the applicant and no correspondence shall be entertained by the Bank/ SBI in this regard.

VI. An applicant can submit their application only once in a year. Repetitive applications shall automatically be rejected/discarded.

VII. Separate applications are required to be submitted with supporting documents for each category. Single application submitted for more than one category shall not be entertained.

VIII. Canvassing in any form including bringing influence from any person/ agency/ Officials/ authorities shall lead to disqualification for the empanelment exercise.

IX. The applications received will be processed once in every 6 (six) months on an ongoing basis. The Bank/ SBI preserve their rights to process applications even earlier depending upon its need irrespective of periodicity mentioned herein. However, applicant shall not be entitled to raise any claim for the same and no correspondence shall be entertained in this regard.

X. The Bank/ SBI reserves the right to accept or reject any or all the applications without assigning any reason thereof and no correspondence will be entertained in this regard.

**Assistant General Manager (P&E)
LHO, Mumbai Metro**

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PREMISES & ESTATE DEPARTMENT, LHO MUMBAI METRO

EMPANELMENT OF WATER TANKER SUPPLIERS/ SCRAP DEALERS

APPLICATION FORM

(Please strike-off which is not applicable)

(APPLIED FOR EMPANELMENT OFCONTRACTORS)

TRADE :

CATEGORY:

1	a) Name of the Applicant / Firm / Organization	
	b) Full Postal Address of Firm	
	c) Contact Details (i) Phone No. (ii) Mobile No. (iii) Fax No. (iv) e-mail Id
2	Year of Establishment (Enclose certified copies of documents as an evidence – ENCLOSURE 'A')	
3	Constitution of Firm (Enclose certified copies of documents as an evidence – ENCLOSURE 'B')	Sole proprietorship/ Partnership /Private Ltd. / Public Ltd. / Any other (Please specify)

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4	Name of the Proprietor/ Partners / Directors of the Organization / Firm with Qualification. (Enclose certified copies of documents as an evidence – ENCLOSURE 'C')	
5	Name/s of Authorized Signatory / Directors / Partners with Designation and Contact No.	
6	Mode of Authorization (Enclose certified copies of documents as an evidence – ENCLOSURE 'D')	Resolution / Partnership Deed / Registered Power of Attorney / Proprietor / Any Other (Please specify)
7	Details of Registration with Registrar of Companies/ Registrar of Firms. Whether Partnership Firm, Company, etc. Name of Registering Authority, Date and Registration Number. (Enclose certified copies of documents as an evidence – ENCLOSURE 'E')	
8	Whether registered with Govt./Semi Govt/Banks/CPWD/Municipal Authorities or any other Public Organization and if so, in which class and since when? (Enclose certified copies of documents as an evidence – ENCLOSURE 'F')	YES / NO
	Name of Organisation Category No. & Date of Registration Name of Organisation Category No. & Date of Registration	

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	Name of Organisation Category No. & Date of Registration	
9	Number of years of experience in the field and details of work in any other field.	
10	Yearly turnover of the organization during last 3 years (year wise) and furnish audited balance sheet and Profit & Loss A/c. (Audited) for the last 3 years. (Enclose certified copies of documents as an evidence – ENCLOSURE 'G')	2018-19: Rs..... 2019-20: Rs..... 2020-21: Rs..... Average: Rs.....
11	Banker's Details (i) Banker's Name: (ii) Full Postal Address: (iii) Telephone No.: (iv) Account No.: (v) Type of Account:
12	Registration with Government Authorities: (Enclose certified copies of documents as an evidence – ENCLOSURE 'H') (i) Income Tax (PAN) No. (ii) Goods & Service Tax (GST) No. (iii) Labour License
13	Whether last three years IT returns filed (Please enclose certified copies of the IT return of 2018-19, 2019-20, 2020-21 – ENCLOSURE 'I')	

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14	Details of major works executed & completed during last 5 years in Central Govt./State Govt./Financial Institutions/PSUs.	Please fill up enclosed Annexure 'J' & enclose copies of work order and satisfactory completion certificates.
15	Details of major works under execution in Central Govt./State Govt./Financial Institutions/PSUs.	Please fill up enclosed Annexure 'K' & enclose copies of LOI /work order / agreement
16	Furnish the names of -3- responsible persons along with their designation, address, contact no., etc., for whose organization, you have completed the above-mentioned jobs and who will be in a position to certify about the quality as well as performance of your organization. (ANNEXURE 'L')	
17	Information relating to whether any litigation is pending before any Arbitrator for adjudication of any litigation or else any litigation was disposed of during the last seven years by an arbitrator. If so, the details of such litigation are required to be submitted. (ANNEXURE 'M')	
18	Declaration regarding near relatives working in the State Bank of India. (ANNEXURE 'N')	

DECLARATION:

1. All the information furnished by me/us here above is correct to the best of my knowledge and belief.
- 2) I/We have no objection if enquiries are made about the work listed by me/ us in the accompanying sheets/ annexures.
- 3) I/We agree that the decision of SBI in selection of contractors will be final and binding to me/ us.
- 4) I/We hereby confirm that our firm/agency/company has not been disqualified / debarred / blacklisted by any Governments, Semi-governments, PSUs, Banks including any of the Offices/Branch of State Bank of India/SBIIMS during last 5 year from the date of application.

Signature of Contractor
With Seal



5) I/We hereby confirm that all information, particulars, copies of certificates and testimonials in connection with my/our empanelment are correct and genuine. I am / We are, therefore, liable to face appropriate actions as deemed fit by the Bank/ SBI in the event of any of the information, particulars, copies of certificates and testimonials are not found correct and genuine. I/We have read the instructions appended to the proforma and I/we understand that if any false information is detected at a later date, the empanelment shall be cancelled at the discretion of the Bank.

PLACE :

DATE :

**SIGNATURE OF CONTRACTOR
NAME & DESIGNATION
SEAL OF ORGANISATION**

Signature of Contractor
With Seal



ANNEXURE – G

FINANCIAL INFORMATION

I. BANK DETAILS

Name of the Bank :
Branch with Address :
City :
Contact Person in the Bank :
Contract 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).

SN	YEARS	2018-19	2019-20	2020-21
(i)	Gross Annual Turnover in Facility Management Works			
(ii)	Profit/Loss			
(iii)	Financial Position			
	a. Cash			
	b. Current Assets			
	c. Current Liabilities			
	d. Working Capital (b-c)			
	e. Current Ration			
	f. Acid Test Ratio (Quick Assets/Current Liabilities (a/c))			

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 Chartered Accountant with seal

Signature of Applicant with Seal

Signature of Contractor
With Seal



ANNEXURE – J

LIST OF MAJOR WORKS EXECUTED AND COMPLETED IN CENTRAL GOVT./STATE GOVT./FINANCIAL INSTITUTIONS/PSUs DURING LAST 5 YEARS

(Enclose supporting documents i.e. Work order and Satisfactory Completion Certificate Obtained from the Clients)

S. No.	Name of Work	Work executed for (Name of the Organization with Brief Address of Concerned Office & Contact No.)	Nature of Work	Location of the Work	Actual Value of the Work	Stipulated Date / Time for Completion	Actual Date / Time for Completion	If Work Left Incomplete or Terminated (Furnish reasons)

(Add separate sheet if required)

Note:

1. Information has to be filled up specifically in this format.
2. For certificates, the issuing authority shall not be less than an Executive in charge.

Name of Authorized Signatory

Sign & seal of the applicant

Signature of Contractor
With Seal



ANNEXURE – K

LIST OF MAJOR WORKS UNDER EXECUTION

(Enclose Copies of Work Orders Issued by Clients)

S. No.	Name of Work	Work being executed for (Name of the Organisation with Brief Address of concerned office & Contact No.)	Nature of Work	Location of the Work	Actual Value of the Work	Date of Commencement	Likely Date of Completion	If Work Left Incomplete or Terminated (Furnish reasons)

(Add separate sheet if required)

Note:

- Information has to be filled up specifically in this format.

Name of Authorized Signatory

Sign & seal of the applicant

Signature of Contractor
With Seal



ANNEXURE – L

**DETAILS OF THREE RESPONSIBLE CLIENTS / PERSONS TO WHOM THE MAJOR
WORKS CARRIED OUT BY THE APPLICANT**

S. No.	Name of the Official	Organization & Address	Contact Numbers	E-mail ID

(Add separate sheet if required)

Notes:

1. Information has to be filled up specifically in this format.
2. Indicate other points, if any, to show your technical competence to indicate any important point in your favour.

Name of Authorized Signatory

Sign & seal of the applicant

Signature of Contractor
With Seal



ANNEXURE – M

**DETAILS OF LITIGATION / ARBITRATION CASES RESULTING FROM THE
CONTRACTS EXECUTED IN THE LAST SEVEN YEARS OR CURRENTLY UNDER
EXECUTION**

Year	Award for or against Applicant	Name of Client	Cause of Litigation and Matter of Dispute	Disputed Amount	Actual Awarded Amount

(Add separate sheet if required)

Notes:

1. Information has to be filled up specifically in this format.
2. Indicate other points, if any, to show your technical competence to indicate any important point in your favour.

Name of Authorized Signatory

Sign & seal of the applicant

Signature of Contractor
With Seal



ANNEXURE – N

DECLARATION REGARDING NEAR RELATIVES WORKING IN THE STATE BANK OF INDIA

I/We.....S/o/D/o.....
.....Residing at
.....

..... hereby certify that none of our relatives(s) as defined in the Tender document is/are employed in the State Bank of India as per details given in tender document. In case at any stage, it is found that the information given by me is false/incorrect, the State Bank of India shall have the absolute right to take any action as deemed fit, without any prior intimation to me.

(The near relatives are members of a Hindu undivided family/husband and wife/ the one related to the other in the manner as father, mother, son(s) and son’s wife (daughter-in-law), daughter(s), husband (son-in-law), brother(s) and brother’s wife, sister(s) & sister’s husband (brother-in-law).

Place :

Date :

Signature of Applicant with Seal

Name in Capital Letters:

Address:

Signature of Contractor
With Seal



CHECK LIST

(Please tick whichever applicable)

SR. NO.	PARTICULARS	SUBMITTED (Y or N)
1	Application Form	
2	Enclosure A	
3	Enclosure B	
4	Enclosure C	
5	Enclosure D	
6	Enclosure E	
7	Enclosure F	
8	Enclosure G	
9	Enclosure H	
10	Enclosure I	
11	Enclosure J	
12	Annexure K	
13	Annexure L	
14	Annexure M	
15	Enclosure N	

Name of Authorized Signatory

Sign & seal of the applicant

Date:

Place:

Signature of Contractor
With Seal