



**TENDER ID: AMR/2023/01/014**

**Date: 16.01.2023**

**PREMISES & ESTATE DEPARTMENT, LHO AMARAVATI**

2<sup>nd</sup> FLOOR, GUN FOUNDRY BUILDING,  
ABIDS, HYDERABAD - 500 001

**NOTICE INVITING APPLICATION FOR EMPANELMENT OF CONTRACTORS FOR  
WATER PROOFING APPLICATORS**

**Last date and time for submission of applications is**

**28.02.2023 by 3.00 P.M.**

The Assistant General Manager  
Premises and Estate Department  
Local Head Office, Amaravati Circle  
2nd floor, Gunfoundry, Abids,  
Hyderabad - 500 001  
Phone: 040 – 2338 7365/364/297  
[agmpe.lhoand@sbi.co.in](mailto:agmpe.lhoand@sbi.co.in)



### **EMPANELMENT NOTICE**

State Bank of India, Local Head Office Amaravati, Hyderabad intends to empanel contractors / vendors / agencies on an ongoing basis under various categories for its water proofing applicators for branches / offices under Amaravati Circle.

**Applicant should submit single application for respective 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 i.e. one application for one Trade.**

The eligibility criteria, terms and conditions, application format and other detail/requirement are as under:

1)	Empanelment application form available for download from the websites:	<a href="https://bank.sbi">https://bank.sbi</a> under “SBI in the News” link “show more” under “Empanelment of vendors” or <a href="https://sbi.co.in/web/sbi-in-the-news/empanelment-of-vendors">https://sbi.co.in/web/sbi-in-the-news/empanelment-of-vendors</a>
2)	Availability for download from the above website	<b>From 16.01.2023 to 28.02.2023 up to 3.00 P.M</b>
3)	Last date and time for submission offline application	<b>28.02.2023 by 3.00 P.M.</b>
4)	Address for submission of applications	Premises and Estate Department, 2 <sup>nd</sup> Floor, Gun foundry Building, Abids, Hyderabad-500 001
5)	Date and Time of Pre-bid meeting	<b>21.02.2023 at 11.00 A.M</b> at Premises and Estate Department, 2 <sup>nd</sup> Floor, Gun foundry Building, Abids, Hyderabad-500 001
6)	Date and Time of opening of applications:	<b>28.02.2023 at 4.00 P.M.</b>
7)	SBI reserves the right to accept or reject any or all applications without assigning any reasons thereof, even after opening and no claim or correspondence shall be entertained in this regard.	
8)	For Clarifications Please Contact: <b><u>040-233887503/706/364/365/290/297/234</u></b> <a href="mailto:agmpe.lhoand@sbi.co.in">agmpe.lhoand@sbi.co.in</a> ;	

9) The intending applicants are categorically advised to submit the empanelment documents strictly in the attached formats only. The information required should be filled in each and every column 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.

10) **The applicant should fill the detailed data in the given application form. Do not mention enclosed/ yes/ no/ submitted, etc.** The applicant should sign and stamp each page of the application & annexure thereby.

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- 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 Andhra Pradesh / Hyderabad. Proof of office address must be enclosed with application.
  - 13) **Definition of similar works:** All qualitative successful completion of WORKS of specified magnitude for Central Government Department / State –Govt Dept/ Semi Govt dept/ PSU / MNC'S which are acceptable to Bank.
- Note:** i) The works executed under sub-contracts will not be considered.  
ii) The maintenance works (AMC, Hiring) will not be considered for evaluation.  
iii) The work order value should be exclusive of GST.
- 14) The applicants should have valid **PAN, GST, ESI, EPF numbers & Digital Signature Certificate of Class-3.**
  - 15) **MSE Firms Exemptions:** The firms applying under MSE category must be registered under Central Govt., in relevant category and will be exempted from (i) Turn over (ii) Experience in works; however, the firm should be well established for a minimum period of 3 years and fulfill all other terms & conditions.
  - 16) **Startups Exemptions:** The firms applying under startups category must be registered under Central Govt., in relevant category and will be exempted from (i) Turn over (ii) Experience in works (iii) Establishment, however, the firm should fulfill all other terms & conditions.
  - 17) The firms applying under MSE or Startups shall be empaneled only for basic category **(i.e, the firms who are exempted for turn over & experience shall be eligible for works up to 10 lakhs category only).** The valid certificates should be produced.
  - 18) The applicant/firm should not be blacklisted or included in negative list or terminated of their services in the past by any scheduled Bank / PSU /Corporate body / Govt. body. No partner / proprietor of the applicant should have been a director / Partner / Proprietor in an entity that been blacklisted or included in negative list in the past by any scheduled Bank/PSU/Corporate body/ Govt. body. An undertaking / Certificate to this effect should be submitted in the application. If the Bank finds the undertaking / Certificate provided by the applicant to be false/forged at any time, including during the term of the empanelment (If empaneled), the applicant will be immediately disqualified / terminated by the Bank.
  - 19) If any company/Firm Director/Partner having more than one company/ Joint Venture/ Sister Concern, bidder should apply for each trade in the name of any one of Single Company/ Joint Venture/Sister Concern Only. If we found more than one application from the same/ common Promotor, Partner, Proprietor, Director, Then the Bank reserve its right for summerly reject the other company applications.

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

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**(I) MINIMUM ELIGIBILITY CRITERIA:**

(Table – 'A')

S N	Trade	Category	Eligibility Limit (Amount in Rupees)	*Similar Work Executed/Completed During Last 7 Years ending on 30.09.2022	**Average Turnover of Last 3 years (Minimum) & Solvency Required	Experience of Firm
(I)	<b>Water proofing applicators</b>	WP1	Above Rs. 25 lakhs & up to Rs.50 lakh	One work of Rs.40 lakh or Two works of Rs.25 lakh or Three works of Rs.20 lakh each	Rs.15 lakh	7 years
		WP2	Up to Rs.25 lakh	One work of Rs.25 lakh or Two works of Rs.12.5 lakh or Three works of Rs.10 lakh each	Rs.7.5 lakh	

- (\*) Applicants should have experience in having successfully completed similar work (single order) during last 7 years of value as prescribe in table 'A' above for Government/Semi-Government/PSUs/Banks/Government Financial Institutions/MNC'S which are acceptable to Bank. The information must be supported with the copies of Work Order, Satisfactory Completion Certificate, etc.
- (\*\*) Applicants should have minimum average annual turnover prescribed in above table during last 3 years ending on 31<sup>st</sup> March of last financial year.
- The applicants should submit Solvency of specified value issued by any Scheduled Bank. The Solvency Certificate should not have been issued prior to 1<sup>st</sup> April, 2022.

**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: -
  - a. They must fulfill the eligibility criteria for each category of the work individually and
  - b. Applicant should submit single application 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.
- (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/ MNC/ Financial Institutions during last 7 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/ MNC which are acceptable by the Bank for carrying out the captioned works for pre-qualification at different places in Andhra Pradesh / Telangana.
- (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 organizations including any of the Offices/Branch of State Bank of India/SBIIMS during last 7 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 applicant applying for electrical works must hold valid A-class electrical license from the Competent Government Authority issued in the name of Proprietor/Partner/Director of applied firm and should enclose photocopy thereof for verification. Agencies with valid Electrical License from other States applying for this empanelment should obtain valid Electrical License from the Electrical License Board of Andhra Pradesh / Telangana State before applying, else will be rejected.
- (vii) The Bank may choose to carryout physical inspection of works mentioned by the applicants in their application forms in addition to calling for confidential reports from the respective employer/department to ascertain their capability and quality of works.
- (viii) 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

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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.

- (ix) The contractors should be equipped with necessary infrastructure like building construction equipment, machinery and tools, labour strength, etc.
- (x) The contractor is required to submit their copies of PAN No, GSTIN Registration details of firm with GSTIN No. etc. with supporting documents.
- (xi) The contractor should upload the registration details for the EPF, ESI and the Labour license details under the Labour Contract Act. Further, the selected contractors shall be bound to make payment to their workmen through their Bank account and preferably to have their Bank account in State Bank of India branches.
- (xii) Preference will be given to those contractors who have history of timely completion of works/projects taken up by them during the last 7 years. The contractors prone to delay the projects without valid reasons may be disqualified by the Bank within its sole discretion.
- (xiii) The panel of contractors will be valid for the entire **Amaravati Circle** and contractors will be entitled to participate anywhere under the controlled offices/ Branches, et., under Amravati Circle, subject to receipt of NIT.
- (xiv) For assessing the Annual Turnover of the last 3 years, contractor must upload 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.
- (xv) The firm/ contractor should be profit making during last three financial years ending 31.03.2022 (Not mandatory for works up to Rs. 10.00 lakh).
- (xvi) The applicant shall agree and authorize the Bank/SBI to obtain the confidential report from the clients of the applicant contractors, to obtain credit opinion from the Bankers and to verify the works executed by the contractors.
- (xvii) All the pages of application shall be duly signed with stamp of firm by the contractors, else their application shall be summarily rejected.
- (xviii) The intending applicants are categorically advised to upload 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 uploaded with "partially 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.**

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- (xix) 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.
- (xx) All the details must be incorporated in the application form downloaded from the State Bank of India's website/ <https://bank.sbi>.
- (xxi) The eligible and interested parties may download prescribed application form and other details from our website of vendors <https://bank.sbi> under "SBI in the News" link "show more" under "Empanelment of vendors" or <https://sbi.co.in/web/sbi-in-the-news/empanelment-of-vendors>

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

IV. The SBI shall be empaneling contractors on merit in each category subject to verification of their credentials / inspection of work for quality, infrastructure, feedback from previous / present client etc. and no correspondence/communication shall be entertained in this regard.

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

IX. 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, Amaravati Circle**

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## **APPLICATION FORM**

**(Please strike-off which is not applicable)**

**(APPLIED FOR EMPANELMENT OF CONTRACTORS FOR WATER PROOFING APPLICATORS FOR CATEGORY OF ..... Lakhs)**

(Specify only one higher eligible category. If not eligible under the specified category, SBIIMS may consider the application for including in the qualifying category as per eligibility criteria)

Willingness to empanel under other lower categories (**Please circle** the appropriate category. Tender notices for the selected categories alone shall be invited)

WP1	WP2
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1.	Name of the Applicant / Firm / Organization	
2.	Full Postal Address of Firm	
3.	Contact Person	
4.	Phone & Mobile no	
5.	e-mail Id	
6.	Goods & Service Tax (GST) Number. (Enclose certified copies of documents as an evidence – ENCLOSURE ‘A’)	
7.	PAN Number. (Enclose certified copies of documents as an evidence – ENCLOSURE ‘B’)	
8.	ESI Number. (Enclose certified copies of documents as an evidence – ENCLOSURE ‘C’)	
9.	EPF Number. (Enclose certified copies of documents as an evidence – ENCLOSURE ‘D’)	

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10.	MSE registration, if so, mention number & date(Enclose certified copies of documents as an evidence – ENCLOSURE ‘E’)	
11.	Weather startup firm, if so please furnish the number and date (Enclose certified copies of documents as an evidence – ENCLOSURE ‘F’)	
12.	Year of Establishment of firm/ Company  (Enclose certified copies of documents as an evidence – ENCLOSURE ‘G’)	
13.	Constitution of Firm  (Enclose certified copies of documents as an evidence – ENCLOSURE ‘H’)	Sole proprietorship/ Partnership /Private Ltd. / Public Ltd. / Any other (Please specify)
14.	Name of the Proprietor/ Partners / Directors of the Organization / Firm with Qualification.  (Enclose certified copies of documents as an evidence – ENCLOSURE ‘I’)	
15.	Name/s of Authorized Signatory / Directors / Partners with Designation and Contact No.	
16.	Mode of Authorization  (Enclose certified copies of documents as an evidence – ENCLOSURE ‘J’)	Resolution / Partnership Deed / Registered Power of Attorney / Proprietor / Any Other (Please specify)
17.	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 ‘K’)	
18.	Whether registered/empanelled with Govt./Semi Govt/Banks/CPWD/Municipal	YES / NO

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	<p>Authorities or any other Public Organization and if so, in which class and since when?</p> <p>(Enclose certified copies of documents as an evidence – ENCLOSURE ‘L’)</p> <p>a. Name of Organisation Category No. &amp; Date of Registration</p> <p>b. Name of Organisation Category No. &amp; Date of Registration</p> <p>c. Name of Organisation Category No. &amp; Date of Registration</p>	
19.	Number of years of experience in the field and details of work in any other field.	
20.	<p>Yearly turnover of the organization during last 3 years (year wise) and furnish audited balance sheet and Profit &amp; Loss A/c. (Audited) for the last 3 years.</p> <p>(Enclose certified copies of documents as an evidence – ENCLOSURE ‘M’)</p>	<p>2019-20: Rs.....</p> <p>2020-21: Rs.....</p> <p>2021-22: Rs.....</p> <p><b>average:</b> Rs.....</p>
21.	<p>Banker’s Details</p> <p>(i) Banker’s Name:</p> <p>(ii) Full Postal Address:</p> <p>(iii) Telephone No.:</p> <p>(iv) Account No.:</p> <p>(v) Type of Account:</p>	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
22.	Whether last three years IT returns filed	Enclose ST-3 form

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	(Please enclose certified copies of the I T return of 2019-20, 2020-21, 2021-22 – ENCLOSURE ‘N’)	
23.	Declaration regarding near relatives working in the State Bank of India.	(ANNEXURE ‘A’)
24.	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 ‘B’)
25.	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 ‘C’)
26.	Declaration under Rule 144 (XI) of General Financial Rules of 2017 vide order no. F. No. 6/8/2019/PPD dated 23 July 2020`	(ANNEXURE ‘D’)
27.	Details of major works executed & completed during last 7 years in Central Govt. /State Govt. /Financial Institutions/PSUs.  i.e., from 1 <sup>st</sup> Jan 2015 to 31 <sup>st</sup> Dec 2022	Please fill up enclosed Annexure ‘E’ & enclose copies of work order and satisfactory completion certificates.
28.	List of Major works on hand as on  31.03.2022	(ANNEXURE ‘F’)
29.	Signed copy of Declaration	(ANNEXURE ‘G’)

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30.	Details of Key Personnel Permanently employed  (i) Technical Personnel  Other Personnel	(ANNEXURE 'H')  .....  .....
31.	Signed copy of Application	Signed copy of empanelment application

**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 for empanelment 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 7 year from the date of application.
- 5) I/We hereby confirm that all information, particulars, copies of certificates and testimonials submitted 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 SBIIMS 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 SBIIMS.

**PLACE :**

**DATE:**

**NAME & DESIGNATION**

Signature of Contractor with seal

**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

**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 – C**

**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

Declaration-Cum- Certificate on the Letter Head of Bidder Regarding Restrictions on Procurement From Bidders From A Country Or Countries, On Grounds Of Defence In India, Or Matters Directly Related Thereto, Including National Security.

**Restrictions under Rule 144 (XI) of General Financial Rules 2017 of Ministry of Finance, India order no. F. No 6/18/2019/PPD dated 23<sup>rd</sup> July 2020**

I/We have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India;

I/We, the bidder (Specify full name -----) certify that we are NOT from such a country OR, if from such a country, has been registered with Competent Authority.

I/We hereby certify that we fulfil all requirements in this regard and is eligible to be considered.

(Signature of Authorized Signatory along with Seal)

Name of authorized signatory:

Designation of Authorized signatory:

List of Evidences enclosed:

1. Copy of certificate of valid registration with the Competent Authority (Score out if not applicable)
2. ....
3. ....
4. ....

Date:

Place:

Signature of Contractor with seal



**LIST OF MAJOR WORKS EXECUTED AND COMPLETED IN CENTRAL GOVT./STATE GOVT./FINANCIAL INSTITUTIONS/PSUs/MNC ENDING 31.12.2022**

(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

**LIST OF MAJOR WORKS UNDER EXECUTION/ IN HAND**

(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:

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

Name of Authorized Signatory

Sign & seal of the applicant

Signature of Contractor with seal

**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 Bank 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 anywhere in India during last 7 year from the date of application.
5. I confirm that, I have applied only one application in single trade against all my Joint Venture/ Sister Concern companies/ firms.
6. I hereby confirm that all information, particulars, copies of certificates & testimonials in connection submitted with my empanelment application 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:  
Date:

Signature of the contractor with seal

Signature of Contractor with seal

**DETAILS OF KEY PERSONNEL (PERMANENT / CONTRACTUAL EMPLOYEE), GIVING DETAILS ABOUT THEIR TECHNICAL QUALIFICATION & EXPERIENCE INCLUDING THEIR IN-HOUSE ESTABLISHMENT**

(Add separate sheet if required)

S. No.	Name	Qualification	Experience	Particulars of Work Done	Employed in Your Firm Since	EPF No.

**Total Number of employees in the organization:** \_\_\_\_\_

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