



**Premises Dept.,  
State Bank of India, Corporate Centre  
Nariman Point, Mumbai-400021**

NIT/CC/PQ/2023-24/SBB/KN/01 DATED 26.01.2024

**PRE-QUALIFICATION OF CONTRACTORS  
For “Structural retrofitting and restoration works of State Bank Bhavan  
building, Nariman Point, Mumbai”**

Last date for submission of Tender : 3.00 PM (IST) on 15.02.2024  
Opening of PQ and Technical Bid : 3.30 PM (IST) on 15.02.2024

**Submitted By :**

Name of Bidder : \_\_\_\_\_

Address of Bidder : \_\_\_\_\_

GSTN No. of Bidder : \_\_\_\_\_

Date : \_\_\_\_\_

**The Dy. General Manager (Premises),  
Premises Dept., State Bank of India, Corporate Centre,  
Nariman Point, Mumbai- 400021**

**Consultants:-**

**M/s BJ Mehta Architectural & Structural Consultant Pvt. Ltd., Mumbai**

## **SECTION-I- GENERAL INFORMATION**

### **TENDER DOCUMENT**

Applications are invited by State Bank of India from eligible contractors for the Structural Retrofitting and restoration works for State Bank Bhavan building, Nariman point, Mumbai-400021

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## **NOTICE FOR PRE-QUALIFICATION OF CONTRACTORS**

Applications are invited by State Bank of India from eligible contractors / contracting firms for carrying out Structural Retrofitting and restoration works of State Bank Bhavan building, Nariman point, Mumbai-400021

1. Interested applicants should apply on the prescribed format (which can be downloaded from SBI website <https://bank.sbi/web/sbi-in-the-news/procurement-news>).
2. Interested applicants may submit the duly filled Application forms, annexures & relevant documents as detailed therein. For further details, refer forms, annexures & checklist enclosed. Pre-qualification documents / Tender document (Hard copies) shall be submitted to the following address on or before 15.02.2024 **3.00 PM**.
3. Corrigendum/ Addendum, if any, would be hosted only on the Bank's website. Hence, prospective applicants are advised to visit website regularly for above purpose.

Your Faithfully,

**Deputy General Manager (Premises)**

### **3) NOTICE INVITING TENDER**

Applications are invited by SBI for the Structural Retrofitting and Restoration works for State Bank Bhavan building, Nariman point, Mumbai-400021. Hard copies of application form along with all relevant documents are to be submitted, **duly spirally bounded, with all pages signed & stamped.**

The details of Tender are as under:-

**(Technical and Price Bids shall be released to only those Contractors who will be eligible by SBI in Pre-Qualification)**

<b>S.No.</b>	<b>Particulars</b>	<b>Description</b>
1	Name of the work	Structural Retrofitting and Restoration works of State Bank Bhavan building, Nariman point, Mumbai
2	Time allowed for Completion of Work	4 Months from the 15 <sup>th</sup> day of the date of award of work.
3	Date of availability of tender documents	From 26.01.2024- 15.02.2024 Available at <a href="https://sbi.co.in/web/sbi-in-the-news/procurement-news">https://sbi.co.in/ web/sbi-in-the-news /procurement-news</a> . Technical and Price bids will be issued to pre-qualified contractors only.
4	Last date & time for submission of tender document	Up to 3.00 PM on <b>15.02.2024</b>
5	Address for submission	It is sole responsibility of the bidder to ensure submission of their tender document / application in the format by stipulated date and time at the following address:-  The Deputy General Manager (Premises) 9 <sup>th</sup> floor, State Bank Bhavan, Nariman Point, Mumbai- 400 021.
6	Date and Time of opening of PQ applications	3.30 PM on <b>15.02.2023</b> (if for any reasons the bids are not opened on stipulated date, then revised date will be advised to the applicants)
7	<b>Submission of PQ Bid document</b>	<b>1)</b> Contractors shall download the entire PQ Bid document from Bank's website to get acquainted with the eligibility criteria, selection procedure and terms & conditions and shall compulsorily submit all the Documents without fail duly signed and stamped by their authorized signatory. <b>2)</b> Failing to submit PQ document as stated above, the tender will be rejected. <b>3)</b> Bidder shall submit the original copy duly signed PQ bid document and seal it in an envelope and mark the envelope as "PQ Bid for Structural retrofitting and

		restoration of State Bank Bhavan building, Mumbai". The said envelope shall clearly bear the name, address, contact number and email ID of the Bidder.
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1. The contractor has to provide their E-mail ID, contact nos. and postal address in the bid documents. Henceforth, all official communication from SBI shall be through E-mail also. The SBI reserves the right to cancel or postpone or modify the PQ bidding process at any stage without assigning any reason.
2. Tender can be downloaded from the bank's website at <https://sbi.co.in/web/sbi-in-the-news/procurement-news>. It shall be responsibility of the contractor to arrange and ensure that all pages of Tender Documents are properly arranged with spiral bounding and in order. Submission of bids in improper manner may be disqualified.
3. The contractor shall sign and stamp each page of the Tender document thereby ensuring the number and sequence of all pages as also all supporting documents, annexures, copies of proofs, certificates, statements etc. without which the document shall not be considered by the SBI for scrutiny.
4. No conditions other than mentioned in the Tender will be considered, and if given they will have to be withdrawn. Conditional tenders are liable to rejection.
5. In case the date of opening of e-tenders is declared as a holiday, the Bids will be opened on the next working day at the same time. If for any reasons the bids are not opened on stipulated date, then revised date will be advised to the applicants.
6. SBI has the right to accept / reject any / all e-tenders without assigning any reasons and no correspondence shall be entertained in this regard.

For any clarifications / queries, the prospective bidder shall contact:-

1. Consultants M/s. BJ Mehta Architectural & structural consultants, Mumbai-
  - a. Mr. BJ Mehta- 9320151471
  - b. Mr. Rahul Mehta-9769380667
  - c. Email- [bjmehtaassociates1989@yahoo.co.in](mailto:bjmehtaassociates1989@yahoo.co.in); [engg.dept@bjmehta.com](mailto:engg.dept@bjmehta.com);
2. Premises department, State Bank of India, Corporate Centre, Mumbai
  - a. Concerned Engineer- Mr. Karthik Narayanan, Manager (Civil)- 9446695524
  - b. Email- [dgmpremises.cc@sbi.co.in](mailto:dgmpremises.cc@sbi.co.in);

Yours Faithfully,

Deputy General Manager (Premises)

#### **4) BRIEF PARTICULARS OF THE WORK**

State Bank Bhavan is the Corporate Centre of State Bank of India and is about 50-year-old building. The scope of works which will be included in the tender shall contain items for retrofitting and restoration / repairs for the building which includes the following:-

- (i) Dismantling the existing granite flooring on exterior area (i.e. driveway and parking) of ground floor of the premises and carrying out **waterproofing works using Poly Urethane (PU) coating** method to the slab over the brickbat coba after providing proper slope. After waterproofing works, the floor level shall be brought back to the original shape by **providing granite flooring**.
- (ii) **Strengthening of damaged structural members** by treating with polymer modified mortar, concrete jacketing, fibre wrapping methods, cementitious grouting, epoxy grouting etc.
- (iii) **Replastering of affected structural members** and retaining walls.
- (iv) **Terrace waterproofing and crack filling** etc.

The proposed work has to be completed in all respects as per detailed drawings, specifications and statutory approvals if any, within 4 months from the date of start of the project. As the work will be carried out in working office conditions, it will be done in phases by cordoned off the working area.

SBI intends to pre-qualify the competent Contractors having requisite qualifying experience and infrastructure and financial capability to undertake the work as specified in the pre-qualification documents for completion of the project in the prescribed scheduled time.

## **5) ELIGIBILITY CRITERIA FOR PREQUALIFICATION:**

The intending contractor should comply the following minimum eligibility criteria for pre-qualification for the proposed project: -

**5.1 EXPERIENCE:** The applicant should be a well-established and reputed firm engaged in the specialized works for structural retrofitting and restoration works for old multi-storied (minimum 10 floors) buildings for a minimum period of 7 years. The eligible applicant should also has carried out similar structural retrofitting and restoration works for **Residential or Commercial building of Central Govt. Dept. or State Govt. Dept. or Semi Govt. Dept. or PSU or Public sector Banks or Public limited (Listed) Company.**

**5.2** Reputed Sole Proprietorship Partnership, Private Limited, Public Limited or Co-op. Body etc. firms or Company may apply.

**5.3** The applicant should have satisfactorily completed “similar” works of magnitude as specified below during the last 7 years ending last day of the month previous to the one in which applications are invited should be either of the following:

- a) Three similar satisfactorily completed works each costing not less than Rs. 2.05 crore (Excluding GST) OR
- b) Two similar completed works each costing not less than Rs 2.56 Crore (Excluding GST) OR
- c) One similar completed works costing not less than Rs 4.10 crore (Excluding GST)

**5.4 “Similar works”** under this clause shall means “successful completion of structural retrofitting and restoration of a multi-storied building (minimum 10 floors<sup>##</sup>) project of above specified magnitude for **Residential or Commercial building for Central Govt. Dept. or State Govt. Dept. or Semi Govt. Dept. or PSU or Public sector Banks or Public limited (Listed) Company.**

<sup>##</sup> Floors means basements, stilt / ground and upper floors excluding terrace floor.

**5.5 “Cost of work”** shall mean actual gross value (Excluding GST) of completed “similar” work including all the components executed under the contract. The applicant shall submit the documents as per clause 5.5.1 and clause 5.5.2 as mentioned below, of each project executed by them, during the said period duly supported by performance certificates of clients.

**5.5.1** A certified copy of Tax invoice or certified Final Bill from respective client.

**5.5.2** Completion Certificate or Virtual Completion certificate from respective client.

Above mentioned certificates should be availed by the Contractor on or before the last date of submission of Tender. Virtual Completion/Completion Certificate, Performance Certificate should be certified by an Officer not below the rank of Executive Engineer / Chief Project Manager or equivalent of the Organization or



to be certified by Director / Partner /Proprietor, in case of Private Clients, for whom the work has been done.

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

5.7“Employer” means State Bank of India, abbreviated as SBI.

5.8**TURNOVER:** The applicant should have average annual financial turnover of Rs **1.54 Crore** during the last 3 financial years ending 31.03.2023. This should be duly audited and certified by a Chartered Accountant (Copy to be attached). Year in which no turnover is shown would also be considered for working out the average. The turnover of the applicant for past 3 years shall be duly certified by a Chartered Accountant.

5.9The firm should not be under liquidation, court receivership or similar proceedings.

5.10 The applicant should have a solvency of Rs 1.50 Crore - certified by a Scheduled Bank (Original copy to be attached). The Solvency Certificate should not have been issued earlier than 31.03.2023.

5.11 The applicant should have adequate in-house plant and machinery required for the proper and timely execution of the job. The details of the same shall be furnished duly authenticated as per the format enclosed in the Form G.

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

5.13 Only such vendors who fulfil the aforesaid eligibility criteria need to apply. Joint ventures and/or consortium are not allowed and not accepted.

## **6) EVALUATION CRITERIA FOR PRE-QUALIFICATION:**

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

- 6.1 The eligibility criteria prescribed herein above (in respect of experience of similar class of works completed) shall be scrutinized and the applicant’s eligibility for pre-qualification for the work be determined. Only the applicants who meet the minimum of eligibility criteria specified as above will be further evaluated on the basis of details furnished by them.
- 6.2 If necessary, the authorized representatives of SBI and Structural Consultant will visit Projects sites which are recently executed / being executed by the applicants who gets shortlisted Based on submitted documents, in order to evaluate the performance of the applicants and quality of work. In such case, the applicant will be required to obtain/give them necessary permission / facilities and arrangements for site visit as required. SBI / Consultant shall also seek confidential reports of the applicant from their selected clients.

- 6.3 On the basis of the prequalification criteria mentioned above and after the evaluation of the applicants based on the site visit report, credentials submitted by the applicants, satisfactory Virtual Completion / completion certificates in respect of “Similar work” as spelt out above, confidential reports obtained from various clientele (wherever necessary) etc., applications will be shortlisted. These shortlisted applicants shall be considered as the prequalified vendors. **The Technical Bid & Price Bid for the Project shall be issued to these pre-qualified vendors only.**
- 6.4 Merely fulfilling the prescribed minimum prequalification criteria does not entitle the applicant for shortlisting, which is subject to the verification of documents/information furnished by the applicants, inspection of work, quality and timely execution of project, seeking confidential performance reports from the client, etc.
- 6.5 The broad criteria inter-alia for prequalification will also include the following parameters:
- Quality Consciousness.
  - Quality of finishes.
  - Timely execution.
  - Integrity as regards working.
  - Ease in setting extra work, if any.
  - Litigation, if any, involving Arbitration/court of Law.
  - Financial soundness.
  - Magnitude of work undertaken.
  - List of work executed.
  - Personnel Establishment, plant and equipment.
  - Performance report from other employers.
  - Past experience with SBI.
- 6.6 Bank reserves the right to accept or reject any or all applications without assigning any reason thereof. **This prequalification does not bind SBI to award any job/project to the prequalified vendors.**

## **7 INSTRUCTIONS TO APPLICANTS**

### **7.1 GENERAL INSTRUCTIONS:**

- 7.1.1 Please read these instructions carefully before filling up the application form.
- 7.1.2 The application must be submitted in the proforma to be downloaded from SBI website without editing the text whatsoever. Any violation of this condition shall render the application invalid.
- 7.1.3 Letter of Transmittal along with all the annexures and necessary documents / details as sought in a separate sealed cover supported by prescribed annexures containing other details etc. as mentioned.

## 7.2 Contents PQ Documents:

- i. The Documents are to be submitted online by uploading signed by authorized signatory, stamped & dated i.e. scanned copies of application form, PQ EOI, along with all relevant documents and annexures.
  - ii. In addition to above documents, original or certified and attested true copies of following documents need to be submitted.
    - Proof of establishment / constitution of the Company (duly attested).
    - List and addresses of their offices (duly attested).
    - List of works executed during last 7 years along with details and supporting proof viz., copies of work orders, satisfactory completion certificates, etc. (duly attested).
    - Certificate/ proof of empanelment / enlistment in other Organizations / Govt. / Semi Govt. / Public sector undertakings / Banks (if any) (duly attested).
    - Feedback report/ satisfactory completion certificate in respect of “Similar work” as mentioned above (during last 7 years) from clients. (May be furnished as per the format enclosed in Annexure D).
    - Audited balance sheets and P & L Account - for last 3 years certified by Chartered Accountants and turnover certificate issued by Chartered Accountants (in original).
    - Details of tools and equipment, if any, to be used in the project (duly attested).
    - Declaration (To be furnished in the letter head of organization as per the format enclosed in Annexure-E).
    - Solvency certificate in original.
  - iii. The applicant/authorized signatory should sign & stamp each page of this Tender document, application form, forms and its annexures / documents and submit the same before **3.00 PM on 15.02.2024** at the below mentioned address in sealed envelope super-scribed **“Prequalification of Contractors for Proposed Structural Retrofitting and restoration works of State Bank Bhavan building, Mumbai.”**
- The Dy. General Manager (Premises)  
9<sup>th</sup> floor, Premises department,  
State Bank Bhavan, Corporate Centre,  
Nariman Point, Mumbai – 400 021
- iv. The applicants are advised to visit the site at his/their own cost to examine the site & local conditions during office hours on working days and collect all information that is considered necessary before participating in the Tender Process.
  - v. All information called for in the enclosed forms should be furnished against the relevant columns therein. If, for any reason, information is required to be furnished on separate sheet, this fact should be mentioned against the relevant column. Even if no information is to be provided in a column, a “Nil” or “no such case” or “Not

Available” entry should be made in that column. If any particulars/queries are not applicable in case of the applicant, it should be stated as “Not Applicable”.

- vi. The applicants may please note that giving incomplete/unclear information called for in application forms, or making any changes in the prescribed forms, or deliberately suppressing any information, may result in disqualification of the applicant summarily.
- vii. Applications are to be (a) submitted offline in hard copies only.
- viii. Overwriting and using of correcting fluid should be avoided. Corrections, if any, should be made by neatly crossing out and shall be rewritten with initials and date.
- ix. All Pages of the document have to be numbered. Additional sheets, if any added by the vendor, should also be numbered by him. They should be uploaded as a package with signed letter of transmittal. The documents uploaded should be indexed and numbered. If uploaded documents are in unstructured manner, such applications may be summarily rejected.
- x. The applicant may furnish any additional information, which he thinks is necessary to establish his capabilities to successfully complete the envisaged work. No information shall be entertained after submission of Tender document unless it is called for by the Employer. However, Bank /Consultant may request for additional, supporting documents, details if required.
- xi. References, information, and certificates from the respective clients certifying suitability, technical know-how or capability of the applicant should be signed by an officer not below the rank of Executive Engineer / Chief Project Manager or equivalent of the Organization or to be certified by Director/Partner/Proprietor, in case of Private Clients, for whom the work has been done.
- xii. Documents submitted in connection with pre-qualification will be treated as confidential and will not be returned.

### **7.3 PRE-QUALIFICATION BID DOCUMENT**

- i. The pre- qualification document is available on the web site of SBI, <https://sbi.co.in/web/sbi-in-the-news /procurement-news>.
- ii. The duly filled-in Pre-Qualification Document should be submitted in hard copy duly signed and stamped by the Authorized Signatory and submit to the stipulated address.
- iii. Bank reserves the right to accept or reject any or all applications without assigning any reason thereof. This pre-qualification does not bind SBI to award any job/project to the pre-qualified contractors

### **7.4 LETTER OF TRANSMITTAL**

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

## **7.5 ORGANISATIONAL INFORMATION - BIODATA**

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

7.6 Miscellaneous Instructions: -

- i) Registration under the contract labour Act: The registration for on-going project may be provided for consideration.
- ii) Joint ventures and/or consortium are not allowed and shall not be accepted.

## **8. FINANCIAL INFORMATION**

Applicant should furnish the following financial information as per the format as mentioned **in Form 'A' of this section**:

- (a) Banker's Details, Firm's Chartered Accountant details, Annual financial statement for the last seven financial years (**in Form 'A'**).
- (b) Audited balance sheets and profit and loss accounts of last three years ending on **31.03.2023**) duly certified by a Chartered Accountant, as submitted by the applicant to the Income Tax Department.
- (c) Name and address of the banker's identification of individuals familiar with the applicant's financial standing and a banker's statement on availability of credit.
- (d) Solvency Certificate from a scheduled Bank.

## **9. EXPERIENCE IN SIMILAR WORKS HIGHLIGHTING MAJOR PROJECTS**

Applicant should furnish the following:

- i. List of all "Similar" works successfully completed during the last *seven years* (**in Form "B"**). Further supplementary information on completed major works to be submitted in Form B1.
- ii. This list is to be substantiated with the documentary evidence such as certified copies of work orders, certified final bill and or Tax Invoice copy, satisfactory completion certificate obtained from client etc. without which, the projects mentioned in the format may not be considered for scrutiny.
- iii. List of the 'Similar' works under execution or awarded (**in Form "C"**).
- iv. **Form D** – Performance Report Particulars of 'Similar Works' of the Major projects completed (as mentioned in **Form B**) should be furnished separately for each major work completed.

## **10) ORGANISATIONAL INFORMATION**

Number of Technical and Administrative Employees in the organization and how they would be involved in this work is to be mentioned. (**in Form F of this Section**).

The SBI reserves the right to: -

- (a) Reject any or all of the applications without assigning any reason.
- (b) Verify the particulars furnished by the applicant independently. If any information furnished by the applicant is found incorrect / forged at any stage of the project, the SBI will be at liberty to debar such Contractor(s) from participation in future Tendering / taking up of work in SBI in future, besides cancellation of their Tender. Moreover, the SBI will not pay any damages/compensation to such vendor or firm or the concerned person. Further, any breach of this condition by the applicant would also render him liable to be removed from the approved list of vendors of SBI.
- (c) Cancel the Tender process without specifying any reason whatsoever.

11. Even though an applicant may satisfy the above requirements, he would be liable for disqualification if he has: -

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

**12. Corrigendum / addendum (if any) to this Tender shall only be available / posted on SBI's website only.**

13. The applicants who have downloaded the PQ document from the website, should read the following important instructions carefully before submitting the PQ documents: -

- i. The applicants should see carefully & ensure that the downloaded PQ document contains all the pages of the PQ document.
- ii. The printout of PQ document should be taken on 'A 4' size paper only & the printer settings, such that document is printed as appearing in the web & there is no change in formatting, number of pages etc.
- iii. The applicant should ensure that no page in the PQ document is missing.
- iv. The applicant should ensure that all pages in the submitted PQ document are numbered and are legible, clear & are printed on a good quality paper.

- v. The applicant should ensure that every page of the submitted PQ document is signed by applicant with stamp (seal) of the applicant company and all the blanks are filled by the Applicant, suitably.
- vi. The applicant should ensure that the filled in PQ document along with all supporting documents, annexures, certificates, etc.is uploaded in structured manner with proper index and numbering of pages. Any correction / addition / alteration / omission made in the PQ document by the applicant, it shall be treated as non – responsive and the application shall be summarily rejected.
- vii. The applicant shall furnish a declaration as per the format to this effect that no addition / deletion / corrections have been made in the PQ document submitted and it is identical to the PQ document appearing on Website.
- viii. The applicant who has downloaded the PQ document from website should read carefully & sign the declaration given on the Annexure E before Uploading the PQ document.
- ix. In case of any doubt in the PQ document, the same should be got clarified from the SBI /Consultant before submitting the PQ document.
- x. The Company or firm or any other person shall not be permitted to seek pre-qualification for the work, in case, his near relative(s) (directly recruited or on deputation in SBI is / are posted in any capacity either non-executive or executive employee in SBI PAN India. Near relative(s) for this purpose is/are defined as
  - i) Member of Hindu Undivided family (HUF).
  - ii) They are Husband and wife.
  - iii) The one is related to other in the manner as father, mother, son(s) & son's wife (daughter-inlaw), Daughters(s), Daughter's husband (son-in- law), brother(s), brother's wife, sister(s), sister's husband (brother-in-law).

The applicant (principal vendor) shall also intimate the names of persons who are working with him in any capacity or are subsequently employed by him or who are near relative to any executive employee/officer in the SBI.

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

Date :

Place :

Sign & Stamp of Applicant/  
Authorized Signatory.

*“FORMS”*  
*“ANNEXURES”*  
&  
*“CHECK – LIST”*



**LETTER OF TRANSMITTAL (Pre-Qualification)**  
(Performa to be typed on the letter head of the Applicant)

The Dy. General Manager (Premises),  
Premises dept. 9<sup>th</sup> floor,  
State Bank Bhavan, Nariman point,  
Mumbai- 400021

**Sub: Submission of Documents for Prequalification of Contractors for carrying out Structural retrofitting and restoration of State Bank Bhavan building, Nariman Point, Mumbai**

Dear Sir,

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

- a. I/We hereby certify that all the statements made and information supplied in the Application Form, enclosed forms - A to L, Checklist and accompanying statements are true and correct.
- b. I/We have furnished all information and details necessary for pre-qualification and have no further pertinent information to supply.
- c. I/We submit the requisite certified solvency certificate and authorize the Dy. General Manager (Premises), Corporate Centre, SBI to approach the Bank issuing the solvency certificate to confirm the correctness thereof if they so desire.
- d. I/We also authorize Dy. General Manager (Premises), Corporate Centre, SBI to approach individuals, employers, firms and corporation to verify our competence and general reputation.
- e. I/We also submit prescribed declarations in respect of downloaded PQ document. (Applicable only in case of application on downloaded PQ document)
- f. I/We submit the following certificates in support of our suitability, technical know-how & capability for having successfully completed the following works:

S.No.	Name of Work	Certificate from

- g.** In case at any stage later, information/details submitted by me / us is / are found to be incorrect / false / fabricated, SBI shall have the absolute right to disqualify / reject the application out-rightly and also debar me / us in participating in any future Tenders, EOI without any prior intimation to me / us.
  
- h.** I have read all the Terms and Conditions/ pre-qualification criterion etc. and agree to abide by the decision of the Bank in all respect.

Enclosures:

Seal of applicant firm:

Date of submission:

Sign & Stamp of Applicant/  
Authorized Signatory

### **APPLICATION FORM**

Sl No	Particulars	Details		
1	Name of the contractor Firm/ company:			
2	Type of Organization (whether Sole Proprietorship, Govt, PSU, Partnership, private Limited or Co-op. body etc.)			
3	Year of establishment of the Firm/company			
4	Whether registered with the registrar of companies / registrar of firms (if so, mention number & date of registration, and submit supporting documents)			
5	Year since the firm/ company is in the line of business/ activity of construction of multistorey residential/ commercial buildings.			
6	Official/ registered address of the Firm / Company			
7	Correspondence address of the Firm / Company			
8	Email-ID of the firm/company			
9	Landline number (with STD code) of the office/ Firm			
10	Mobile number of the Office/ Firm/ Company			
11	Name, mobile number & email ID of contact persons : i. ii. iii. iv. v.	Name	Address	Email
12	Name/s of Partners / Proprietor/ Directors/ Key Person of The Firm (Details of address, contact number, qualification etc. to be submitted as per the Biodata form)			
13	Address of office in Mumbai/ Navi Mumbai / Thane/ Palghar, if available.			
14	Whether Firm is having ISO Certification? Mention details			

15	Whether member of any professional Body / Association. Please give details& enclose certificate viz. IGBC	
16	GST Registration number (Photocopy to be attached)	
17	PAN No. <b>Furnish of Copies IT Clearance Certificates</b> (Photocopy to be attached)	
18	Registration for EPF/ RPFC (Photocopy to be attached)	
19	Registration for ESIC (Photocopy to be attached)	
20	Registration under the Contract Labour Act	
21	Registration number under Labour Welfare Act	
22	Professional Tax registration no.	
23	Educational qualification of the Proprietor/ Partner/ Director/Key Person i) ii) iii) iv) v)	Name
		Education Qual.
24	Average annual turnover of the Company as per Audited Balance Sheets as on 31st March 2021, 2022, 2023. (details of turnover during previous F.Y. to be submitted as per format given in Annexure <b>A</b> )	2020-21: 2021-22: 2022-23: ----- Average:
25	Total number of Similar Works of Residential / Commercial projects completed in last seven years.	
26	Details of Similar works of Residential / Commercial Projects completed during the last 7 years, as per format given in Annexure (Copies of work orders & completion certificates must be enclosed).	As per format: Annexure <b>B, B (SUP) 1 &amp; C</b>
27	Value of Single Largest Project for Similar Work for Residential / Commercial project completed in the last 7 years and its details.	
28	Details of Similar work under execution	As per format Form C.

29	Financial Information as per format given at Form A (Enclose copies of audited balance sheet and profit & loss statements and CA Certificate)	As per format Form A.
30	Number of years of experience in the structural retrofitting works of residential / commercial buildings.	
31	Name and address of Bankers and position of financial soundness (Enclose solvency certificate or other relevant papers/documents, refer Annexure J).	As per Annexure J.
32	Details of skilled work force provided.	As per format Annexure F.
33	Details of equipment, tools, plants & machinery, etc. available with the firm –	As per format Annexure G.
34	Please Mention blacklisted and / or blacklisting proceedings pending with any client. Details of the same, with reasons, to be furnished.	
35	Details of disputes /litigation, if any, during the period of last 07 years ending <b>last day of the month previous to the one in which applications are invited</b> . If yes, please provide details thereof, with reasons.	
36	Whether any penalty imposed by law enforcing agencies such as Labour Department, Sale Tax, GST, Municipal Corporations, Development Authorities, etc.	
37	Details of penalty / liquidated damage imposed by any client for defective / delayed / noncompletion of work or violation of terms of the contract, during the last 7 years ending last day of the month previous to the one in which applications are invited. If yes, please provide details thereof, with reasons.	
38	Whether firm had been barred from participating in the bidding process or kept in cooling period/under suspension by any client, during the last 7 years, <b>ending last day of the month previous to the one in which applications are invited</b> . If yes, please provide details thereof, with reasons.	

39	Please indicate details of any bankruptcy/winding up of proceedings at any point of time in past.	
40	Covering cum declaration / confirmation letter as per Annexure-E	
41	If, you are registered in the panel of other organizations/statutory bodies such as CPWD, PWD, MES, Banks, PSU, Public Ltd. Co. (Listed Co.), etc., furnish their Names, category and date of registration.	
42	Names, addresses, email ID & Mobile No. of two or more persons who will be in a position to certify about the quality as well as performance of your organization.	i) ii)
43	Declaration regarding Near Relatives working in the Bank.	
<p>I/We hereby confirm that all information, particulars, copies of certificates and testimonials in connection with my empanelment/ shortlisting are correct and genuine. I/we 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.</p>		
<p>Place: Date:</p> <p>Signatory/Applicant</p> <p style="text-align: right;">Sign &amp; Stamp of Authorized Name: Designation:</p>		
<p>Note: Furnish Xerox certified copies of all relevant documents in support of the Information furnished above.</p>		

## **BIO-DATA OF THE DIRECTORS/PARTNERS/ KEY ASSOCIATES**

1. Name :
2. Date of Birth :
3. Associates with the organization since:
4. Professional Qualification :
5. Professional Experience :
6. Professional Affiliation :
7. Membership in :
8. Details of Published papers in Magazine / Journals (if any):
9. Details of cost-effective methods/  
innovative techniques adopted in the projects:
10. Exposure to new materials/ Technology:
11. Details of address, email ID & Contact No.:

**Signature of Applicant/Authorized Signatory**

**FORM A FINANCIAL INFORMATION**

**i) Banker Details**

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

**ii) Details of Chartered Accountant**

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

**iii) Financial Analysis** – Details to be furnished of the Annual financial statement for the last seven years. It should be supported by audited balance sheets and profit and loss accounts (of last three years ending on **31.03.2023**) duly certified by a Chartered Accountant, as submitted by the applicant to the Income Tax Department.

<b>YEARS</b>	<b>2016-17</b>	<b>2017-18</b>	<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>
(i) Gross Annual turn-over in Construction works							
(ii) Profit/Loss							
(iii) Financial position:							
(a) Cash							
(b) Current Assets							
(c) Current Liabilities							
(d) Working capital (b-c)							
(e) Current Ratio: (Current Assets/Current Liabilities (b/c))							



<b>YEARS</b>	<b>2016-17</b>	<b>2017-18</b>	<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>
(f) Acid Test Ratio (Quick Asset/Current Liability (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

Sign & Stamp of Authorized  
Signatory/ Applicant with seal

**FINANCIAL YEAR WISE TURNOVER DETAILS FOR THE LAST 7 YEARS.**

Sr. No. (A)	Financial year (B)	Turnover Amount of the firm (in Rs.) (C)	Remarks/ reason for abnormal fluctuations in two continuous F.Y.
1	2022-23		
2	2021-22		
3	2020-21		
4	2019-20		
5	2018-19		
6	2017-18		
7	2016-17		

Signature of Chartered Accountant

Sign & Stamp of Authorized Signatory

/ Applicant with seal

**FORM 'B'**

**DETAILS OF ALL 'SIMILAR' WORKS COMPLETED DURING THE LAST SEVEN YEARS ENDING LAST DAY OF THE MONTH PREVIOUS TO THE ONE IN WHICH APPLICATIONS ARE INVITED**

1	2	3	4	5	6	7	8	9	10	11	12
S. No.	Name of Work / project & location	Owner or sponsoring organizations	Date of Agreement with the owner	Scope of work executed	Built up area of the project in sqm.	Cost of project in Crores	Date of commencement as per contract & actual date of commencement	Stipulated Date of completion & Actual date of completion	Litigation / Arbitration pending/in progress with details (if any)	Name and address with contact No. of Officer of client to whom reference shall be made	Remarks

Note: Actual date of completion of the project should be within 7 years ending last day of the month previous to the one in which applications are invited for taking into eligibility consideration. The projects mentioned in the above format shall be sorted in the order of cost of the project (Descending order)

**Signature of Applicant/ Authorized Signatory**

**FORM B (Sup) SUPPLEMENTARY INFORMATION ON COMPLETED MAJOR WORKS (QUALIFYING WORKS AS PER ELIGIBILITY CRITERIA)**

1. Name of work
2. Location
3. Client's name and address
4. Consultants name and address.
5. Scope of work.
  - a. Number of floors in Basement.
  - b. Number of floors in Superstructure.
  - c. Height of the building (m).
  - d. Built up area. (Sqm)
    - i. Basement.
    - ii. Superstructure
6. Time taken for Total Project.
9. Specialized service, if any, provided, with cost details,
10. Specialized Tools & Plant deployed for the project.
11. Project Management organization structure.
12. Number of shift and its duration adopted in execution.
13. Systems adopted for timely completion of the project.

**Signature of Applicant/ Authorized Signatory**

**FORM 'C'- 'SIMILAR' PROJECTS ON HAND - UNDER EXECUTION OR AWARDED**

1	2	3	4	5	6	7	8	9	10	11	12	13
Sl. No.	Name of work/ project & location	Client / Owner details	Type of Client / Owner (Mention Govt/ / Semi Govt / PSU / Autonomous / Private)	Date of Agreement with the owner	Built up area of the project in sqm	Cost of project work in Crores	Date of commencement as per contract & actual date of commencement	Stipulated Date of completion	Up to date percentage of progress of work completed	Delay in progress (if any) and reasons thereof	Name and address with contact No. of Officer of client to whom reference shall be made	Remarks (Indicate whether any show-cause notice issued or Arbitration initiated during the progress work)

**Signature of Applicant/ Authorized Signatory**

Note: The projects mentioned in the above format shall be sorted in the order of cost of the project (Descending order)

**FORM 'D'- PERFORMANCE REPORT FOR 'SIMILAR' MAJOR COMPLETED WORKS (REFERRED TO IN FORM 'B)**

1. Name of the work/ Project & Location-
2. Scope of work. –
3. Agreement No & Date.
4. Estimated Cost / Tendered Cost
5. Actual Value of work done
6. Value of Extra Items Executed
7. Date of commencement
  - a Stipulated date of commencement.
  - b Actual date of commencement.
8. Date of completion
  - a Stipulated date of completion.
  - b Actual date of completion.
9. Amount of compensation levied for delayed completion if any.
10. Performance report based on
  - i Quality of Work: Very Good / Good / Fair / Poor
  - ii Time Management, : Very Good / Good / Fair / Poor
  - iii Resourcefulness : Very Good / Good / Fair / Poor
  - iv Financial Soundness : Very Good / Good / Fair / Poor

- v Technical Proficiency : Very Good / Good / Fair / Poor
- vi QA / QC at Works. : Very Good / Good / Fair / Poor
- vii Safety & Health Measures at Work : Very Good / Good / Fair / Poor
- viii Ability to Work within Contract's Allotted Cost : Very Good / Good / Fair / Poor

Superintending Engineer /  
Chief Project Manager or Equivalent

Date :

(Name of Organization) :

Note:

1. The performance report is to be submitted separately for all major works mentioned in Form 'B'.
2. **The performance report preferably be submitted in the above Performa. In case, different proforma is used, the applicant shall ensure that the report / certificate shall contain all the above information / details.**

**DECLARATION (Pre-Qualification)**

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

The Dy. General Manager (Premises),  
Premises Dept.,  
State Bank of India,  
Corporate Centre, 9<sup>th</sup> floor,  
Nariman Point, Mumbai -400021

**Sub: Submission of Tender Document for Proposed structural retrofitting and restoration of State Bank Bhavan building, Nariman Point, Mumbai**

Dear Sir,

It is to certify that:

1. I / We have submitted the PQ document in the proforma as down-loaded directly from the web site & there is no change in formatting, number of pages etc.
2. I / We have submitted PQ document which are same / identical as available in the website.
3. I / We have checked that no page is missing and all pages as per the index and checklist are available & that all pages of PQ document submitted by us are clear & legible.
4. I / We have signed (with stamp) all the pages of the PQ document before submitting the same.
5. I / We have sealed the PQ documents properly before submitting the same.
6. I / We have read carefully & understood the instructions to the applicants.
7. I / We have not made any modification / corrections / additions /deletions etc in the PQ documents downloaded from web by me / us. In case at any stage later, it is found there is difference in our downloaded PQ documents from the original and / or any documentation, SBI shall have the absolute right to disqualify / reject the application out- rightly and also debar me / us in participating in any future Tender / EOI without any prior intimation to me / us.

Place :

Date :

Sign & Stamp of Authorized Signatory/Applicant



**FORM 'F'- DETAILS OF KEY TECHNICAL AND ADMINISTRATIVE PERSONNEL EMPLOYED IN THE ORGANIZATION**

Sr. No.	Designation	Total Number	Names	Educational Qualification	Professional Experience	Length of continuous service with employer in years
1	2	3	4	5	6	7

**Signature of Applicant/ Authorized Signatory**

Note:

1. Details of Technical personnel shall be provided qualification-wise.
2. Organization chart of the company, additional information about Technical and administrative personnel, if any, may be submitted on separate sheet.

**FORM 'G' DETAILS OF PLANT & MACHINERY, MANUFACTURING UNITS, TOOLS AND EQUIPMENTS LIKELY TO BE USED IN CARRYING OUT THE WORK.**

Sr. No	Name of the Tools / Machinery / Equipment	Unit	Make / Model / Capacity or Type	Age in years	Condition of the unit	Ownership Status (mention the quantity)			Current location	Remarks
						Presently owned	To be purchased	Leased		
1	2	3	4	5	6	7	8	9	10	11

**Signature of Applicant/ Authorized Signatory**

**Annexure – ‘I’**

**Declaration-Cum- Certificate on the Letter Head of Bidder Regarding Restrictions on Procurement From Bidders From A Country Or Countries, On Grounds Of Defense 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 23rd 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 fulfill all requirements in this regard and is eligible to be considered.

(Signature of Authorised Signatory along with Seal)

Name of authorised signatory:

Designation of Authorised signatory:

List of Evidences enclosed:

Copy of certificate of valid registration with the Competent Authority (Score out if not applicable)

1. ....

2. ....

Date:

Place:

**SOLVENCY CERTIFICATE (FORMAT) WITH BANK'S DETAIL**

This is to certify that M/s. \_\_\_\_\_ having address \_\_\_\_\_ is a customer of our bank and banking with us for the last \_\_\_\_\_ years. Presently, the firm has availed undernoted banking facility/ies:

Sl. no.	Facility	Type of a/c	Present balance	Average balance during last 6 months

2. The conduct of firm's & key person's account have found to be satisfactory. As per the basis of credit facilities provided to the firm/ turnover in the accounts/ details available with us, the firm can be treated as good for any engagement up to a limit of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_)

3. This certificate is issued on the basis of bank's record/ transactions with the bank, without any guarantee or responsibility on the bank or any of the officers, with confirmation that facts mentioned herein as per our record.

**(Signature of Branch Manager with Seal) Note:**

1. Banker's certificate should be on the letter head of the scheduled commercial bank.
2. In case of partnership firm, certificate to include names of all partners as recorded with the Bank.

**PROFORMA ON ISO CERTIFICATION OR OTHERS (IF ANY)**

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

**Form 'L'- DECLARATION OF SITE INSPECTION (Pre- Qualification)**

I/We have inspected the site State Bank Bhavan building at Nariman Point, Mumbai and I/We have made me/ us fully acquainted with the local conditions in and around the sites of works and the proposed work.

I/We hereby declare that I/ We have carefully gone through the conditions laid down in the Pre – Qualification Document, Application Forms, Instructions to Tenderers/ applicants, General Rules, Terms And Conditions Of Contract, Declarations, Technical Details, Forms & Annexures, etc. and have clearly understood the same and on the basis of the same I/ We have applied & submitted our Pre-qualification Application Forms & related documents.

We accept all the terms and conditions of Tender Application Forms documents. We will abide by the same mentioned in the EOI - Application Forms.

I/ We hereby declare that, in particular during execution of all works at site; it will be my/ our sole responsibility to strictly adhere to/meticulously follow the Instructions to tenderers, General Rules, Terms and Conditions of Contract, Safety Code, Technical Details, etc.

I/ We hereby declare that I/ We shall obtain necessary permissions in time and also shall uniformly maintain such progress as may be directed by the employer to ensure completion of same within the target date/ time as mentioned in the EOI - Application Forms document.

Date:  
Applicant

Signature and seal of Authorized Signatory/

Place :

**Witness: (with Name)**

- 1.
- 2.

### **DETAILS OF ENCLOSURES**

SI No	Enclosure	Submitted
1	Proof showing experience of minimum 7 years (Completion certificates prior to 1 <sup>st</sup> January 2017)	Yes / No
2	Proof of carrying out qualifying works as per eligibility criteria within last 7 years for Central / State / Semi Govt. Organizations / departments/ PSUs / Public Sector Banks / Public listed companies.	Yes / No
3	Constitution of the firm (Registration certificate / memorandums)	Yes / No
4	Certified copy of tax invoice / final bill from Clients	Yes / No
5	Completion certificate from clients	Yes / No
6	Turnover certificate from Chartered Accountant with audited balance sheet for past 3 years	Yes / No
7	Solvency certificate (original)	Yes / No
8	List of similar works completed during last 7 years	Yes / No
9	List of similar works in hand / ongoing projects	Yes / No
10	List of manpower	Yes / No
11	List of plant & machineries	Yes / No
12	Proof of Registration under contract labour act	Yes / No
13	Biodata of Directors / Partners	Yes / No
14	Declarations (3 No.s) in Company's letter head	Yes / No