

EMP NO	AC/SBI/NEWDELHI/2024
Date:	04.07.2024



Local Head Office, Premises & Estate Department,5th Floor,D-Block,11 Parliament Street New Delhi-110001. Ph: 011-23407531

Application Document for

EMPANELMENT OF VENDORS/CONTRACTORS/AGENCIES/FIRMS FOR AIRCONDITIONING WORKS WITHIN GEOGRAPHICAL AREA

(i.e. Delhi State, Sonipat & Gurugram Districts, Western Uttar Pradesh& Uttarakhand)

OF NEW DELHI CIRCLE OF STATE BANK OF INDIA

**The Assistant General Manager,
STATE BANK OF INDIA,
Premises and Estate Department,
Local Head Office, sansad marg,
NEW DELHI – 110001.
011-23407531
agmpre.lhodel@sbi.co.in;
cmelectrical.lhodel@sbi.co.in;**

EMPANELMENT NOTICE

State Bank of India, Premises & Estate Department, Local Head Office, Sansad Marg, NEW DELHI - 110001 invites applications for empanelment of consultants for HVAC works in prescribed format for consultancy services under SBI, NEW DELHI Circle.

1)	Empanelment application form available for download from the websites:	1) https://bank.sbi under "SBI in the News" >>> Empanelment of vendors. 2) " https://etender.sbi "															
2)	Availability for download from the above website	From 05.07.2024 to 24.07.2024															
3)	Last date and time for submission of online applications in e-tender portal	30.07.2024 by 3.00 P.M.															
4)	Date and Time of opening of online applications:	30.07.2024 at 3.10 P.M.															
5)	For any queries or support in connection with the online Submission of applications, please contact our E-procurement solutions agency	e-Procurement technologies Limited, Ahmedabad: <u>For e-Tender Support for Bidders</u> <table border="1"><thead><tr><th>Sr. No</th><th>Name</th><th>Mobile No.</th></tr></thead><tbody><tr><td>1</td><td>Utkarsh Pal</td><td>6352632098</td></tr><tr><td>2</td><td>Sandhya Vekariya</td><td>6352631968</td></tr><tr><td>3</td><td>Mubassera Mansuri</td><td>7859800621</td></tr><tr><td>4</td><td>Trupti Patel</td><td>6352632310</td></tr></tbody></table> <p>Email: etender.support@sbi.co.in <u>For Registration / DSC Verification / Profile Approval:</u> For Profile activation, Digital Signature Certificate verification please send mail to harsh.dalwadi@abcprocure.com or call to 079 68136866, +91 6353217080 For any Guidance/ Assistance of event submission, Please contact on above numbers or download the manuals from website homepage https://etender.sbi/SBI to know the Minimum system requirement, DSC settings, submission process.</p>	Sr. No	Name	Mobile No.	1	Utkarsh Pal	6352632098	2	Sandhya Vekariya	6352631968	3	Mubassera Mansuri	7859800621	4	Trupti Patel	6352632310
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6)	SBI reserves the right to accept or reject any or all bids without assigning any reasons thereof, even after opening of the bids.																
7)	For Clarifications Please Contact: 011-23407531 agmpre.lhodel@sbi.co.in ; cmelectrical.lhodel@sbi.co.in ;																

The Asst. General Manager (P&E)
State Bank of India

ELIGIBILITY CRITERIA:

Sl.No.	Category	Eligibility criteria
Ac-1	Up to Rs.100 lakhs	<p>1. Average Annual financial turnover during the last 3 years, ending 31st March 2024 should not be less than Rs. 30 lakhs which shall be determined from Form ST-3 .</p> <p>2. Should have completed project of similar nature/ value/magnitude during the <u>last 7years</u> shall only be considered from 01.07.2017 to 30.06.2024).</p> <p>Valid GST and PAN number</p> <p>(a) Three works, each costing not less than Rs. 40 lakhs.</p> <p style="text-align: center;">[or]</p> <p>(b) Two works, each costing not less than Rs 50 lakhs.</p> <p style="text-align: center;">[or]</p> <p>(c) One work costing not less than Rs. 80 lakhs.</p>
Ac-2	Up to Rs.50 lakhs	<p>1. Average Annual financial turnover during the last 3 years, ending 31st March 2024 should not be less than Rs. 15 lakhs which shall be determined from Form ST-3.</p> <p>2. Should have handled completed project of similar nature/ value/magnitude during the last 7years shall only be considered from 01.07.2017 to 30.06.2024)</p> <p>Valid GST and PAN number</p> <p>(a) Three works, each costing not less than Rs. 20 lakhs.</p> <p style="text-align: center;">[or]</p> <p>(b) Two works, each costing not less than Rs 25 lakhs.</p> <p style="text-align: center;">[or]</p> <p>(c) One work costing not less than Rs. 40 lakhs.</p>
Ac-3	Up to Rs.25 lakhs	<p>1. Average Annual financial turnover during the last 3 years, ending 31st March 2024 should not be less than Rs7.5 lakhs which shall be determined from Form ST-3.</p> <p>2. Should have handled completed project of similar nature/ value/magnitude during the last 3 years shall only be considered from 01.07.2017 to 30.06.2024).</p> <p>(a) Three works, each costing not less than Rs. 10 lakhs</p> <p style="text-align: center;">[or]</p> <p>(b) Two works, each costing not less than Rs 12.50 lakhs</p> <p style="text-align: center;">[or]</p> <p>(c) One work costing not less than Rs. 20 lakhs</p> <p>Valid GST and PAN number</p>

Ac-4	Up to Rs.10 lakhs	<p>1. Average Annual financial turnover during the last 3 years, ending 31st March 2024 should not be less than Rs 3 lakhs which shall be determined from Form ST-3.</p> <p>2. Should have handled completed project of similar nature/ value/magnitude during the last 3 years shall only be considered from 01.07.2017 to 30.06.2024.</p> <p>(a) Three works, each costing not less than Rs. 4 lakhs [or]</p> <p>(b) Two works, each costing not less than Rs 5 lakhs [or]</p> <p>(c) One work costing not less than Rs. 8 lakhs</p> <p>Valid GST and PAN number</p>
Ac-5	Up to Rs.5 lakhs	<p>1. Average Annual financial turnover during the last 3 years, ending 31st March 2024 should not be less than Rs 1.5 lakhs which shall be determined from Form ST-3.</p> <p>2. Should have handled completed project of similar nature/ value/magnitude during the last 3 years shall only be considered from 01.07.2017 to 30.06.2024.</p> <p>(a) Three works, each costing not less than Rs. 2 lakhs [or]</p> <p>(b) Two works, each costing not less than Rs 2.5lakhs [or]</p> <p>(c) One work costing not less than Rs. 4 lakhs</p> <p>Valid GST and PAN number</p>
AC-6	Repair and Maintenance upto Rs 2 Lakhs	Should and Valid GST and PAN number and should have handled similar works. Should have qualifies AC technician.

DEFINITION OF SIMILAR WORKS:

All qualitative successful completion of Consultancy services for HVAC works such as designing, preparing technical specifications, Heat load calculations, preparation of Estimates, rate analysis, Tender document, monitoring the work quality & schedule, testing of materials, certification of bills, etc. related to works like supply & installation of Air conditioning equipment, specified magnitude for Central Government Department / State –Govt. Dept/ Semi Govt. dept/ PSU / MNC'S /reputed client which are acceptable to Bank.

Note:

- The work orders and completion certificates for the same should be produced. Also the firm should have Dealership/Distributorship/OEM of Air-conditioners of Any established AC company except lowest category. Vendor should have qualified AC technician on permanent basis of which details need to be furnished on mandatory basis. Vendor to enclosed solvency certificate equivalent to 30 % of the related category except AC-5 and AC-6 categories.

OTHER MANDATORY CONDITIONS:

- i) The firm should be well established for a minimum period of 7 **years** as on 30.06.2024.
- ii) **All the existing empaneled contractor need to apply afresh.**
- iii) Applicants shall have an office in New Delhi State or should open office in the state of New Delhi within 2 months from the date of intimation. Empanelment letter will be issue after submitting the valid proof of office establishment in New Delhi.
- iv) Applicants shall submit documentary proof of all credentials to support experience, turnover, qualifications etc. and applications without required credentials shall summarily be rejected.
- vi) The applicants should have valid **PAN, GST numbers & Digital Signature Certificate of Class-3.**
- vii) 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 empanelled), the applicant will be immediately disqualified / terminated by the bank. The undertaking for the same should be submitted as per the Annexure-D.

GENERAL TERMS & CONDITIONS:

1. The Bank is inviting online tenders for its projects. Thus, the consultant will have to submit valid e-mail ID, cell no. and Digital Certificate class-3 to enable the firms for participation in the online procurement/e-tendering.
2. For assessing the Annual Turnover of the last 3 years, consultant must submit valid documents viz certificate from registered CA, copy of Income Tax Return, copies of IT assessment order, Profit & Loss Account and Audited Balance Sheet for the last 3 years.
3. The intending applicants are categorically advised to submit the empanelment documents strictly in the attached formats only through online portal "<https://etender.sbi>" and scanned copies (in PDF format only) to be attached where ever it is specified. The information required should be filled/typed 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 and where they have written “Enclosed/YES/Submitted/Uploaded etc.,” instead of filling the numerical/required data 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.













4. The prequalification criteria mentioned above are only provisional. Thus, the empanelment of consultants in each category shall be considered by the Bank purely on merits, performance of the consultant 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 consultant for their empanelment with the Bank.
5. The Bank reserves its right to empanel consultants as per its needs in each category. The empanelment of consultants 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 in this regard.
6. Canvassing in any form including bringing influence from any person / agency / Officials /authorities shall lead to disqualification for the empanelment exercise.
7. The Bank 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.
8. Empanelment does not mean allotment of works/tenders.
9. The Bank may choose to carry out physical inspection of works mentioned by the applicants in their application forms, in addition to calling for confidential reports from the respective employer/client/department to ascertain their capability and quality of works.
10. The performance of all the empaneled Vendors shall be reviewed by the Bank periodically and the Contractors with unsatisfactory performance and also those who do not respond to tender enquiries of the SBI for a period of **6 months**, disciplinary action shall be initiated as per Banks norms, without informing any valid reasons and no correspondence will be entertained in this regard.
11. The consultant should furnish the registration details for the EPF, ESI and the Labour license details under the Labor Contract Act, if applicable. Further, the selected consultants 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. If the consultant does not have an account with SBI, they may open a Bank account with SBI for easiness of transactions.
12. Site inspection of the previous works shall be done for the shortlisted applications and confidential information will be obtained from the previous clients for further process.
13. Selected applicants will be intimated of their empanelment. The panel will be in force for three years or new empanelment whichever is later, subjected to review at regular intervals.
14. Applicants found eligible for more than one category are requested to apply only for the higher category and will be eligible for the lower categories automatically.

15. The eligible and interested parties shall download prescribed application form and other details from our website: "<https://sbi.co.in/web/sbi-in-the-news/empanelment-of-vendors>"
Submission of online application at following website: "<https://etender.sbi>"
16. Corrigendum/amendment, if any would be hosted on the website only. Hence, prospective applicants are advised to visit website regularly for the above purpose.








Bank reserves right to reject any or all applications without assigning reasons thereof.

Assistant General Manager (P&E)

APPLICATION FORM
TO BE FILLED IN ONLINE PORTAL (i.e, <https://etender.sbi>)

SI No		Fill the Data	Type of Document to be enclosed	Attachment
1.	Name of the Firm			
2.	Constitution of the Firm (Proprietorship/Partnership/Company)			
3.	Date, month & year of Establishment of the firm		shop Establishment/companies registration/partnership deed	
4.	GST Number		GST	
5.	PAN Number		PAN	
6.	Contact person name			
7.	Mobile Numbers & Telephone numbers			
8.	Email ID			
9.	Registered Office Address			
10.	Communication Address			
11.	Local Address in New Delhi		Enclose valid proof	
12.	Name of Partners/Associates/Directors.			
13.	Bio-data of Partners/Associates/Directors. Bio-data to be given in the Uploaded format		Annexure-A	
14.	Amount of service tax paid year wise during last 3 financial year ending on 31 st March of the current year with income tax return Form ST-3 as document proof		Enclose ST-3 form	
15.	Name and value of major projects completed during the last 7 years ending on 30 th April of the year. Details may be given in the enclosed format.		Annexure - 'B'	
16.	Name and value of major projects in hand . Details may be given in the enclosed format.		Annexure - 'C'	
17.	Name & value of other major works		If any Enclose	
18.	Dealership certificate		If any enclose	
19.	Details of qualified AC technician associated with the firm along with technical qualification		enclose	
20.	List of technical personnel employed		enclose	

21.	List of other personnel employed		enclose	U
22.	List of consultants engaged by the firm (Address, telephone numbers and email ID etc. are to be furnished)		enclose	U
23.	List of office equipment owned by the company		enclose	U
24.	Bankers Name			
25.	Latest Income tax clearance to be enclosed		IT clearance	U
26.	a) List of registration or empanelment with other organization. b) List of completion certificates etc. from clients for completed /ongoing projects. c) Certified copies of the letter of intent for award of work from reputed private/MNC/PSUs etc.		Enclose	U
27.	Particulars of participation in competition and award of if any received.		Enclose	U
28.	Turnover			
29.	FY 2022-23/FY2024-24	₹	Certificate issued by CA/ Profit & Loss statement	U
30.	FY 2021-22	₹	Certificate issued by CA/ Profit & Loss statement	U
31.	FY 2020-21	₹	Certificate issued by CA/ Profit & Loss statement	U
32.	<u>WORK-1</u>			
	<u>Work Order Details for Work-1</u>		Work order (work-1)	U
	Name of the Work			
	Work Order No			
	Work Order Amount			
	Work Order Date			
33.	<u>Work Completion Details for Work-1</u>		Completion Certificate (work-1)	U
	Work Completion Value			
	Work Completion Date			
	Client Name			
	Client Address			
	Client Mobile Number and landline			
	Client official email ID:			
34.	<u>WORK-2</u>			
	<u>Work Order Details for Work-2</u>		Work order (work-2)	U
	Name of the Work			
	Work Order No			
	Work Order Amount			
	Work Order Date			
35.	<u>Work Completion Details for Work-2</u>		Completion Certificate	U
	Work Completion Value			

	Work Completion Date		(work-2)	
	Client Name			
	Client Address			
	Client Mobile Number and landline			
	Client official email ID:			
36.	WORK-3			
	<u>Work Order Details for Work-3</u>		Work order (work-3)	
	Name of the Work			
	Work Order No			
	Work Order Amount			
	Work Order Date			
37.	<u>Work Completion Details for Work-3</u>		Completion Certificate (work-3)	
	Work Completion Value			
	Work Completion Date			
	Client Name			
	Client Address			
	Client Mobile Number and landline			
	Client official email ID:			
38.	WORK-4			
	<u>Work Order Details for Work-4</u>		Work order (work-4)	
	Name of the Work			
	Work Order No			
	Work Order Amount			
	Work Order Date			
39.	<u>Work Completion Details for Work-4</u>		Completion Certificate (work-4)	
	Work Completion Value			
	Work Completion Date			
	Client Name			
	Client Address			
	Client Mobile Number and landline			
	Client official email ID:			
40.	WORK-5			
	<u>Work Order Details for Work-5</u>		Work order (work-5)	
	Name of the Work			
	Work Order No			
	Work Order Amount			
	Work Order Date			
41.	<u>Work Completion Details for Work-5</u>		Completion Certificate (work-5)	
	Work Completion Value			
	Work Completion Date			
	Client Name			
	Client Address			
	Client Mobile Number and landline			
	Client official email ID:			
42.	Signed copy of Declaration		Annexure-D	

Signature with seal

Name:

Place:

Date

SOLVENCY CERTIFICATE
SAMPLE FORMAT

This is to certify that to the best of my knowledge and information, M/s
(Firm name).....having its ad-
dress athaving
marginally noted address, a customer of our bank is/are respectable and firm can be treated as
good for any engagement up to a limit of Rs.....(Ru-
pees.....)

This certificate is issued without any guarantee or responsibility on the bank or any of the
officers.

(Signature of Branch Manager with Seal)

Note:

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

ANNEXURE - B

WORK COMPLETED DURING THE LAST SEVEN YEARS
(FROM 01.07.2017 TO 30.06.2024)

Only those works to be mentioned which are as per eligibility criteria
Works should be filled up in descending order of dates starting from latest work

S. No.	Name of the work and location	Contract Amount	WO Number and Date of Award	Stipulated Date of Completion	Actual Date of Completion	Actual value of completion in ₹	Name & Address, Of Client	Contact number of the client	Email Id of the client.
1									
2									
3									
4									
5									

- (1) Information must be filled up by Typing specifically in this format only
(2) Additional rows / sheets may be added

Name of Authorized Signatory :

Signature with seal

Place:

Date:

ANNEXURE – C

**DETAILS OF ACTION OF BLACKLISTING / DEBARRING / DE-PANELING / SUS-
PENDING BY GOVT./ SEMI-GOVT./ PSU/ PSB/ CORPORATE HOUSES DURING
LAST THREE YEARS
(FROM 01.07.2021 TO 30.06.2024)**

Date, Month & Year of Action	Name, Address, Mail Id of Client	Exact action & Period	Reasons for Action

- (1) Information must be filled up by Typing specifically in this format only
- (2) Additional rows / sheets may be added

Name of Authorized Signatory :

Signature with seal

Place:

Date:

ANNEXURE – D

**DETAILS OF LITIGATION / ARBITRATION CASES RESULTING FROM THE
CONTRACTS EXECUTED IN THE LAST SEVEN YEARS
(FROM 01.07.2017 TO 30.06.2024)**

Name & Address of client with whom you have / had the litigation / arbitration	Year in which case / litigation / arbitration initiated	The case / litigation / arbitration initiated by you or client	Disputed / claimed Amount (In Lakh)	Status of the case / litigation / arbitration as on date.

- (1) Information must be filled up by Typing specifically in this format only
(2) Additional rows / sheets may be added

Name of Authorized Signatory

Signature with seal

Place:

Date:

ANNEXURE – E

DECLARATION REGARDING NEAR RELATIVES WORKING IN STATE BANK OF INDIA

Name of Bank Staff Related to Applicant	Designation	Office/Branch & Place of Posting	Relation with the Applicant

- (1) Information must be filled up by Typing specifically in this format only
- (2) Additional rows / sheets may be added
- (3) Near Relatives means Father, Mother, Father-in-law, Mother-in-law, spouse, brother, sister, brother-in-Law, Sister-in-law, son, son-in-law, daughter, daughter-in-law.

Name of Authorized Signatory:

Signature with seal

Place:

Date:

DECLARATION

1. All the information furnished by me/us here above is correct to the best of my knowledge and belief.
2. I/We also agree that I/We have no objection if inquiries are made by the Bank regarding any of the information/details furnished by me/us in the application and/or annexures and/or by way of attachments/enclosures etc.
3. I/We understand & agree that the decision of Bank regarding empanelment will be final and binding on me / us. We also understand & agree to that this process is for empanelment purpose only without any assurance from the Bank that we will be empaneled and/or awarded any work and /or will be invited to participate in bid.
4. I/we understand and agree that in case if at any stage or time, it is found by the Bank that any of the information/details/enclosures/undertakings/certificates/testimonials furnished/submitted/attached by me / us is wholly or partly wrong/incorrect and/or I/we have concealed any facts/figures related to empanelment, the Bank at its sole discretion may take appropriate action against us/our firm including excluding/dropping/deleting the name of our firm from the empanelment list, in case we have been empaneled.
5. I/We confirm that we have read & understood contents of entire Application Documents. We further confirm & undertake that the instructions, terms, conditions etc mentioned in these application documents are acceptable and binding on me / us

Name of Authorized Signatory:

Signature with seal

Place:

Date:

: