

STATE BANK OF INDIA
LOCAL HEAD OFFICE
WEST GANDHI MAIDAN, PATNA

**NOTICE FOR EMPANELMENT OF CIVIL, ELECTRICAL, INTERIOR & FURNISHING
AND HORTICULTURE CONTRACTORS TO WORK AT DIFFERENT LOCATIONS IN THE
STATE OF BIHAR & JHARKHAND**

State Bank of India, Local Head Office, Patna invites application(s) to empanel contractor(s) under different Trades [(a) Civil work, (b) Interior & Furnishing work and (c) Electrical work (d) Horticulture] under categories (AAA to F) for undertaking Civil/Interior/Electrical works/Horticulture, separately, at Bank's branches/offices and residential premises in the State of Bihar and Jharkhand.

The Contractors with necessary experience in their respective areas will be considered for the Bank's empanelment.

Detailed application forms and further details for empanelment can be downloaded from Bank's website www.sbi.co.in under "PROCUREMENT NEWS" from 05.12.2024 to 11.01.2025 and should be submitted on or before 11.01.2025, at the address mentioned at the end of notice.

1. The limits for empanelment of contractors are :-

<u>Category</u>	<u>Civil Work</u>	<u>Interior and Furnishing work</u>	<u>Electrical work</u>	<u>Horticulture work</u>
AAA	Below Rs. 5.0 Crores	Below Rs. 5.0 Crores	Below Rs. 1.0 Crore	Up to Rs.10.00 lacs
AA	Up to Rs. 3.0 Crores	Up to Rs. 3.0 Crores	Up to Rs. 50.00 lacs	
A	Up to Rs. 1.0 Crores	Up to Rs. 1.0 Crores	Up to Rs. 30.00 lacs	
B	Up to Rs. 50.00 lacs	Up to Rs. 50.00 lacs	Up to Rs. 20.00 lacs	
C	Up to Rs. 20.00 lacs	Up to Rs. 20.00 lacs	Up to Rs. 10.00 lacs	
D	Up to Rs. 10.00 lacs	Up to Rs. 10.00 lacs	Up to Rs. 5.00 lacs	
E	Up to Rs. 5.00 lacs	Up to Rs. 5.00 lacs	Up to Rs. 3.00 lacs	
F	Up to Rs. 1.00 lac	Up to Rs. 1.00 lac	Up to Rs. 1.00 lac	

2. Eligibility Criteria:

i. Experience of having successfully completed similar works, preferably including sanitary and water supply in civil trade, interior & furnishing work, Horticulture and Electrical Design, Installation, Commissioning, Testing and execution of various electrical works, especially electrical work related to building complex/Centers of Excellence with energy efficient/environment friendly/technology ready features during last 07 years ending last day of month previous to the one in which application are invited, should be either of the following :-

- a) Three similar completed works costing not less than the amount equal to 40% of the maximum value under each category, applied for **OR**
- b) Two similar completed works costing not less than the amount equal to 50% of the maximum value under each category, applied for **OR**
- c) One similar completed works costing not less than the amount equal to 80% of the maximum value under each category, applied for.
- d) Period of empanelment shall be for 3 years from the date of approval by the competent authority.

NOTE: At least one work of the above a), b) or c) should have been successfully completed within last 03 years till 31.03.2024.

Definition of similar works – Related works done in/ Commercial establishment/ Hospital/ Nationalized Bank/ Institutional Organization/ Large Private sector establishment/ PSUs/ Central/ State Govt. Department etc.

ii. Higher category empaneled contractor can participate in the lower category tenders. However, lower category contractor cannot participate in the higher category tenders.

iii. Must have a valid PAN, GST as applicable.

iv. The average annual financial turnover of Contractors (Civil/Interior/Electrical during last 03 years ending 31.03.2024 should be at least equal to 30% of the category in which they wish to apply.

v. The Firm/ Agency/Organization should have or willing to have well established office in at least (01) One city of Bihar or in Jharkhand State.

vi. The applicant shall agree and authorize SBI to obtain the confidential report from the clients of the applicant, to obtain an idea about the quality of work executed and to obtain credit opinion from applicant's bank.

vii. In case of Electrical Contractors the firm should have a valid Electrical Contractor's license under HT/LT & Supervisory License for various works issued by the competent authority of the Central/State Govt. for Electrical works as applicable to the respective category of Contractors. However, agencies having IT license will be considered for the Sub-station works and works relating to HT line. Agencies with valid Electrical License from other states applying for this empanelment should obtain valid Electrical License from the Electrical License Board of Bihar & Jharkhand prior to issue of tender papers.

viii. Should have experience of minimum of 07 years as on 31.03.2024.

ix. The applicant must possess necessary statutorily required certificates, which may be registered with Labour Deptt, ESIC, EPF, GST etc..

- x. **Solvency Certificate** or any other certificate of financial capability acceptable to Bank of minimum 30% of upper limit of respective category issued in current financial year from the applicants Banker has to be submitted.
- xi. Contractors having near relatives in the State Bank of India may not be considered for empanelment.
- xii. Contractors willing to apply for more than one trade, **should submit separate applications for each trade** such as civil, Electrical and Interior works, otherwise their application may be rejected.
- xiii. The agencies/firms/contractors applying for this empanelment **should Superscribe the Trade and Category of work** for which they are applying on the cover for the application e.g. CIVIL WORK CATEGORY "AAA".
- xiv. Intending contractors/firms are requested to submit application for one category as per the eligibility criteria with an option of their willingness to work in lower category, if applied for higher category. However, in the opinion of the Bank, if the credential and supporting documents of any such contractors are not found to be matching with the laid down criteria for a specific category applied for, these contractors may be considered for lower category.
- xv. The contractors already in Bank's panel need to apply afresh. Their empanelment will be reviewed with the eligibility criteria as above along with their performance in Bank so far. Their participation in Bank's tender/works in last 5(five) years will also be considered.
- xvi. Applications which are not properly filled may not be considered for processing and are liable to be rejected.
- xvii. Application received after stipulated last date (during working hours of the Bank) will not be considered.
- xviii. The empanelled contractors may also be engaged for ancillary works inter alia repair works of any nature.
- xix. **All the applicants must be registered in Government e-Market (GeM) portal.**

NOTE: The requisite eligibility criteria mentioned above may be exempted for category 'F'.

Applications complete in all respect along with relevant documents & in enclosed format duly super scribing

"APPLICATION FOR EMPANELMENT OF CONTRACTORS (CIVIL/ INTERIOR/ ELECTRICAL/HORTICULTURE) whichever applicable along with the Category applied for in sealed envelope should reach on or before 11.01.2025 at the following address.

The Assistant General Manager (P&E),
State Bank of India,
Premises & Estate Dept.
Local Head Office,
8th floor, West Gandhi Maidan,
Patna- 800001
Bihar

INSTRUCTIONS TO ALL THE APPLICANTS
CONTRACTORS FOR CIVIL/ INTERIOR/ ELECTRICAL/HORTICULTURE
FOR EMPANELMENT

1. Intending applicants are required to submit their applications with full bio-data giving details about their organization, experience, technical personnel in their organization, competence and adequate evidence of their financial standing etc. in the enclosed form which will be kept confidential.
2. While deciding upon the empanelment of Firms/Organizations, great emphasis will be given on the ability and competence of applicants to do good quality works within the specified time schedule and in close co-ordination with Bank as well as other agencies.
3. Decision of Bank in regard to selection of Firms/Organizations will be final. The Bank is not bound to assign any reason for acceptance/ rejection of any applications.
4. Each page of the application shall be signed. The application shall be signed by persons/ persons on behalf of the organization having necessary authorization/ Power of Attorney to do so (Certified copies to be enclosed).
5. If the space in the performa is insufficient for furnishing full details, such information may be supplemented on separate sheets of paper, stating therein the part of the performa and serial number. Separate sheets shall be used for each part. **However, the format shall be as per performa.**
6. Applications containing false, incomplete and/or inadequate information are liable to be rejected. Also mere fulfillment of eligibility criteria does not guarantee selection.
7. Applicants / Contractors selected in the SBI Patna Circle panel will be informed about the same after finalization of the panel.
8. Canvassing in any form in connection with selection is strictly prohibited and the application of such persons/organizations who resort to canvassing will be liable to rejection.
9. Applicants/ Contractors, who are already empanelled with SBI and are on the present panel need to apply afresh and no separate intimation, will be given to them. Firm/Organizations empanelled in a category shall also be considered for works under categories below it.
10. SBI reserves its right to reject any/all the applications without assigning any reasons, whatsoever therefore. Incomplete/partly filled applications without relevant enclosures may not be considered for evaluation. Disputes, if any, regarding the empanelment shall be within the jurisdiction of Court in Patna only.

11. It will not be binding on SBI to invite all the empanelled vendors to participate in bidding for various works. The Bank may prepare a select list of Contractors out of the empanelled vendors to participate in the bidding process of a/any work.

12. Bank is not responsible for the late receipt/ non receipt due to postal delay, strikes or any other reasons.

EMPANELMENT OF
CONTRACTORS
(CIVIL/ INTERIOR/ ELECTRICAL/HORTICULTURE)

(Please strike-off which is not applicable)

APPLICATION FORM

1	a) Name of the applicant/Firm/ Organization	
	b) Name of work applied for (with Category)	
	c) Full Postal Address of Firm	
	d) Contact Details (i) Phone No. (ii) Mobile No. (iii) Fax No. (iv) e-mail Id	
2	Year of establishment Please enclose documentary evidence (ANNEXURE- A)	
3	Constitution of Firm (Enclose certified copies of documents as evidence).(ANNEXURE- B)	Sole proprietorship/ Partnership /Private Ltd. / Public Ltd. / Any other (Please specify)
4	Name of the Proprietor/ Partners/ Directors of the organization/firm with qualification. Enclose certified copies of document as evidence. (ANNEXURE -C)	
5	Name/s of authorized signatory/Directors/Partners with designation and contact no.	
6	Mode of Authorization Enclose certified copies of document as evidence (ANNEXURE - D)	Resolution / Partnership Deed / Registered Power of Attorney / Proprietor / Any Other (Please specify)

7	Details of registration with Registrar of Companies/ Registrar of Firms/Other Authorities. Whether Sole proprietorship, partnership firm, company, etc. Name of registering authority, date and registration number Enclose certified copies of document as evidence. (ANNEXURE - E)	
8	Whether registered/empanelled with Govt./Semi Govt/Banks/CPWD/Municipal Authorities or any other Public Organization and if so, in which class and since when ? (Enclose certified copies of document as evidence). (ANNEXURE - F) Name of Organisation/Department Category No. & Date of Registration Name of Organisation/Department Category No. & Date of Registration Name of Organisation/Department Category No. & Date of Registration	YES / NO
9	No. of years of experience in the field and details of work in any other field.	
10	Yearly turnover of the organization during last 3 financial years (year wise) and furnish audited balance sheet and Profit & Loss A/c. (Audited) for the last 3 financial years. (ANNEXURE -G)	2021-22 2022-23 2023-24 Average :
11	Banker's Details (i) Banker's Name (ii) Full Postal Address (iii) Telephone No. (iv) Account No. (v) Type of Account	
12	PAN No. Enclose certified copy of document as evidence (ANNEXURE -H)	

13	GST No. Please enclose documentary evidence (ANNEXURE -I)	
14	Whether registration/ obtention of license from Govt. authorities e.g., labour deptt, EPF,ESIC, etc are in place.	
15	Whether last three years IT returns filed (Pl. enclose certified copies of the I T return of 2021-22, 2022-23, 2023-24) (ANNEXURE -J)	
16	Details of major works executed & completed during last 5 years. (ANNEXURE -K)	Please fill up the enclosed Annexure K together with copies of work completion certificates
17	Details of major works on hand (ANNEXURE - L)	Please fill up the enclosed Annexure L & attach copies of LOI /work order / agreement
18	Details of Key Personnel Permanently employed. (ANNEXURE -M) (i) Technical Personnel (ii) Other Personnel	Please fill up the enclosed Annexure M
19	Furnish the names of 03 responsible persons along with their designation, address, Tele. 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.	
20	Whether any Civil Suit/litigation arisen in works executed during the last 10 years. If yes, please furnish the name of the project, employer, nature of work, contract value, work order and brief details of litigation. Give name of the Court, place and status of pending litigation.	Attach a separate sheet if required.
21	Information relating to whether any litigation is pending before any Arbitrator for adjudication of any litigation or else any litigation was disposed off during the last ten years by an arbitrator. If so, the details of such litigation are required to be submitted.	
22	Whether the applicant possess valid Electrical Contractor's license for Electrical Installation Enclose documentary proof. (ANNEXURE-N)	

23	Declaration regarding near relatives working in the Bank.	
24	Category and value of work in which Contractors(Civil/Interior/Electrical/Horticulture).	

I/We have read and understood the Press notice, Empanelment Notice & this Application form along with Annexures and my/our firm fulfills the ELIGIBILITY CRITERIA as described in the notice or otherwise is competent to apply for the empanelment in the State Bank of India and is not debarred under any law for the time being in force from doing so.

I/We hereby confirm and certify that the information given above is/are correct and true and the enclosures annexed herewith are genuine to the best of my / our knowledge and belief.

I/We are authorized to sign and submit these documents for Empanelment.

I /We understand that if at any stage it is found / noticed by the Bank that any information thus provided by us is/are untrue / incorrect partly or fully and in case of receipt of adverse / unsatisfactory report from other clients / Bankers, the Bank may not consider our application and / or may de-list us and / or may take any appropriate action against us.

I /We also understand that partly / wrongly filled application and / or applications not on prescribed pro-forma and / or applications not accompanying relevant documents / enclosures / annexures are liable to be summarily rejected by the Bank.

I/ We confirm that all the Rules prevailing in the state, the Labour Laws, Risk Insurance obligations, State & Central Government statutory requirements are complied by us.

I / We understand that this is merely an application & does not entitle us to be necessarily empanelled by the Bank. The Bank reserves the right to reject all and / or any application without assigning any reason whatsoever.

SEAL OF THE FIRM

(SIGNATURE OF AUTHORIZED SIGNATORY)

PLACE :

NAME :

DATE:

Note : Please attached all the Annexures with relevant supporting documents.

ANNEXURE – K(FOR CONTRACTORS – **CIVIL/ INTERIOR/ ELECTRICAL/HORTICULTURE**)*(Please tick whichever applicable)***LIST OF MAJOR WORKS EXECUTED AND COMPLETED DURING LAST 7 YEARS AS ON
31.03.2024:**(Attach supporting documents)*(Add separate sheet if required)*

Notes:

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

Sr. No.	Name of work/project with addresses	Name & full postal address of the Client. Specify whether Govt. Under taking <i>along with name, address and contact Nos. of -2- persons (Executive Engineers or top officials of the organization).</i>	Contract amount (in Rs.) with copy of work order & completion certificate from project in-charge	Nature of Work	Stipulated time of completion (in months) Enclose clients certificate for satisfactory completion	Actual time of completion (in months)	Actual amount of the project cost, if increased, give reasons	Name & Address of Architect /Consultant	Remarks
1	2	3	4	5	6	7	8	9	10

2. For certificates, the issuing authority shall not be less than an Executive in charge.

Name of Authorized signatory

Sign & seal of the applicant

ANNEXURE – L(FOR CONTRACTORS – **CIVIL/ INTERIOR/ ELECTRICAL/HORTICULTURE**)*(Please tick whichever applicable)***LIST OF MAJOR WORKS ON HAND AS ON 31.03.2024:**

Sr. No .	Name of work/project with address	Name & full postal address of the owner. Specify whether Govt. under taking <i>along with name, address and contact Nos. of -2- persons (Engineers or top officials of the organization)</i>	Contract amount (Rs.) with copy of Work Order from project in-charge	Stipulated time of completion (Months)	Present status of the project	Name & Address of Architect/co nsultant	Any other relevant information
1	2	3	4	5	6	7	8

(Add separate sheet if required)

Notes:

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

Name of Authorized Signatory

Sign & seal of the applicant

ANNEXURE – M(FOR CONTRACTORS – **CIVIL/ INTERIOR/ ELECTRICAL/HORTICULTURE***(Please tick whichever applicable)***DETAILS OF KEY PERSONNEL (PERMANENT EMPLOYEE), GIVING DETAILS ABOUT THEIR TECHNICAL QUALIFICATION & EXPERIENCE INCLUDING THEIR IN HOUSE ESTABLISHMENT**

Sr · No ·	Name of Prop., Partners, Directors, Employees having Technical Qualification	Designation	Age	Qualification	Experience	Nature of works handled	Name of the projects handled along with amounts	Date from which employed in your organization	Indicate details of experience for similar projects
1	2	3	4	5	6	7	8	9	10

(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

CHECK LIST
(FOR CONTRACTORS – CIVIL/ INTERIOR/ ELECTRICAL/HORTICULTURE)
(Please tick whichever applicable)

Name of the Firm/Establishment:

Name of Work :

Category Applied for :

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

Name of Authorized Signatory

Date:

Place: