

Tender No	CC20240503
Date:	25.05.2024



PREMISES & ESTATE DEPARTMENT, CORPORATE CENTRE

9TH FLOOR, STATE BANK BHAVAN,
MADAME CAMA ROAD, MUMBAI-400 021

EMPANELMENT OF CONSULTANCY FIRM

FOR

ELECTRICAL, HVAC & AUDIO-VISUAL WORKS

APPLICATION FORM

**The Deputy General Manager (Premises),
State Bank of India,
Premises and Estate Department,
Corporate Centre, 9th Floor, State Bank Bhavan,
Madame Cama Road, Mumbai-400 021**

EMPANELMENT NOTICE

State Bank of India, Premises & Estate Department, Corporate Centre, 9th Floor, State Bank Bhavan, Madame Cama Road, Mumbai - 400021 invites online applications through e-tender portal for Empanelment of consultancy firm for Electrical, HVAC and Audio-Visual works in prescribed format for State Bank of India's Mumbai Offices.

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 each Trade.

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

1)	Date of availability Empanelment Application	From 25.05.2024 to 29.06.2024 On 1) https://www.sbi.co.in under "SBI in the News" link "Empanelment of vendors" 2) " https://etender.sbi "						
2)	Last date and time for submission of online applications.	Upto 29.06.2024 by 3.00 P.M, through e-tender portal "https://etender.sbi" <i>Note: 1. Applicant has to fill the details in bidder's response column of the application form on e-tender portal and has to upload the self-attested scan copies of supporting documents. 2. No need to upload scan copy of application form, also hard copy of application in sealed envelope will not be entertained.</i>						
3)	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: <b style="text-align: center;"><u>For e-Tender Support for Bidders</u> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Nandan Valera</td> <td style="width: 33%;">Nandan.v@eptl.in</td> <td style="width: 33%; text-align: center;">9081000427</td> </tr> <tr> <td>Khushboo Mehta</td> <td>khushboo.mehta@eptl.in</td> <td style="text-align: center;">9510813528</td> </tr> </table>	Nandan Valera	Nandan.v@eptl.in	9081000427	Khushboo Mehta	khushboo.mehta@eptl.in	9510813528
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Khushboo Mehta	khushboo.mehta@eptl.in	9510813528						
4)	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.							
5)	For Clarifications Please Contact: 022-22740972/40906 , dqmpremises.cc@sbi.co.in .							

9. The intending applicants are categorically advised to submit the empanelment documents only through online portal "<https://etender.sbi>" and scanned copies (in PDF format only) to be attached wherever 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 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. **Do not mention enclosed/ yes/ no/ submitted, etc.**

11. Do not send any hard copies to the office mentioned above.
15. The applicants should have valid **PAN, GST & Digital Signature Certificate of Class-3.**
16. **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.
17. **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.
19. 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.
20. 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.

**Deputy General Manager (Premises),
State Bank of India, Corporate Centre,
Madame Cama Road, Mumbai**

ELIGIBILITY CRITERIA (Table-A)

S N	Trade	Category	Specified Project Cost Limit (Amount in Rupees)	*Similar Work Executed/Completed During Last 7 Years	**Average Turnover of Last 3 Years (Minimum) & Solvency Required	Experience of Firm
(i)	Electrical Consultant	ECA	Above Rs. 50 lakh up to Rs.100 lakh	One work of Rs. 80 lakh or Two works of Rs.50 lakh or Three works of Rs.40 lakh each	Rs.1.20 Lakhs	7 years
		ECB	Up to Rs. 50 lakh	One work of Rs. 40 lakh or Two works of Rs. 25.0 lakh or Three works of Rs. 12.50 lakh each	Rs. 0.60 Lakhs	
(ii)	HVAC Consultant	HCA	Above Rs. 50 lakh up to Rs. 100 lakh	One work of Rs.80 lakh or Two works of Rs.50 lakh or Three works of Rs.40 lakh each	Rs.1.20 Lakhs	7 years
		HCB	Up to Rs. 50 lakh	One work of Rs. 40 lakh or Two works of Rs. 25.0 lakh or Three works of Rs. 12.50 lakh each	Rs. 0.60 Lakhs	
(iii)	Audio-Visual (AV) Consultant	ACA	Above Rs. 50 lakh up to Rs. 100 lakh	One work of Rs.80 lakh or Two works of Rs.50 lakh or Three works of Rs.40 lakh each	Rs.1.20 Lakhs	7 years
		ACB	Up to Rs. 50 lakh	One work of Rs. 40 lakh or Two works of Rs. 25.0 lakh or Three works of Rs. 12.50 lakh each	Rs. 0.60 Lakhs	

A. Separate application should be submitted / uploaded for Sr. No. (i), (ii) & (iii).

B. (*) 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/listed companies. The information must be supported with the copies of Work Order, Satisfactory Completion Certificate, etc.

- C. (**) Applicants should have minimum average annual turnover prescribed in above table during last 3 years ending on 31st March of last financial year.
- D. The firm should be profit making for at least two financial years out of last three financial years.
- E. In case of **Consultant for Electrical and HVAC works**, at least one of the Director(s) / Partner(s) / Proprietor of the firm shall be graduate in Electrical Engineering.
- F. Similarly, in case of **Consultant for Audio-Visual works**, at least one of the Director(s) / Partner(s) / Proprietor of the firm shall be graduate in Electronics / Instrumentation Engineering or Equivalent.
- G. Applicants shall have an office in Mumbai/ Navi Mumbai/ Thane or ready to open office within 2 months from the date of intimation. Empanelment letter will be issued after submitting the valid proof of office establishment in Mumbai/ Navi Mumbai/ Thane. An undertaking in this regard must be submitted by the firm on its letter head.
- H. The firms should have valid **PAN, GST and Digital Signature Certificate of Class-3**.

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

Definition of similar works for Electrical and HVAC works:

All qualitative successful completion of Consultancy services for Electrical & HVAC works respectively for each trade such as designing, preparing technical specifications, estimate, Tender document, monitoring the work quality & schedule, testing of materials, certification of bills, etc. related to works like Internal & external Electrification works such as supply, installation, testing & commissioning of LT panels, APFC, LT/HT cabling, SITC of Transformers, Switchgears, Switching accessories, Lighting, Earthing, Internal wiring / cabling for Air-conditioners, DG sets, UPS, Inverters, Raw power, etc., Lift works, HVAC works of specified magnitude for Central Government Department / State Govt. Dept / Semi Govt. Dept / PSU / Listed Companies / Govt. Financial Institutions / Nationalized Banks within India which are acceptable to the Bank.

Definition of similar works for Audio-Visual works:

All qualitative successful completion of Consultancy services for Audio-Visual (AV) works respectively for each trade such as designing, preparing technical specifications, estimate, Tender document, monitoring the work quality & schedule, testing of materials, certification of bills, etc. related to works like SITC of interactive Display panel, Integration of Matrix Switch / Splitter, Audio DSP Mixer, Audio Amplifier, Microphone, Speakers, Video conferencing camera, cabling etc. works of specified magnitude for Central Government Department / State Govt. Dept. / Semi Govt. Dept / PSU / Listed Companies / Govt. Financial Institutions / Nationalized Banks within India which are acceptable to the Bank.

Note:

- (i) The Consultants should have experience in Electrical, HVAC and Audio-Visual works mandatory for against respective trade.
- (ii) The work orders and completion certificates for the same should be produced. Also the firm should associate with Qualified Electrical Engineer for Electrical and HVAC works and Qualified Engineer (Electronics or Instrumentation or Equivalent) for AV works.
- (iii) For evaluation of experience criteria there should be work pertains to Electrical, HVAC and AV mandatorily for each work / project against respective trade.
- (iv) The Consultancy services for maintenance (AMC, Hiring) works will not be considered for evaluation.
- (v) The Consultancy services under sub-lets, Joint Venture will not be considered.
- (vi) The consultants preferably have valid Electrical Supervising License from the Competent Government Authority issued in the name of Proprietor/ Partner/ Director/one of their Employee of applied firm and should enclose photocopy thereof for verification.
- (vii) Agencies with valid Electrical supervising License from other States applying for this empanelment should obtain valid Electrical supervising License from the CEA / Maharashtra Electrical Inspectorate before applying for this empanelment.



Process Compliance Statement (Annexure II)

(The bidders are required to print this on their company's letter head and sign, stamp before emailing)

To,
E-Procurement Technologies Ltd. (Auction Tiger)
B-704 Wall Street – II,
Opp. Orient Club, Nr. Gujarat College, Ahmedabad – 380006.
Gujarat State, India

Sub: EMPANELMENT OF CONSULTANCY FIRM FOR ELECTRICAL, HVAC AND AUDIO-VISUAL WORKS.

Dear Sir,

This has reference to the Terms & Conditions for the E-Tendering mentioned in the Tender document.

This letter is to confirm that:

- 1) The undersigned is authorized representative of the company.
- 2) We have studied the Commercial Terms and the Business rules governing the E-Tendering as mentioned in RFP of SBI as well as this document and confirm our agreement to them.
- 3) We also confirm that we have taken the training on the auction tool and have understood the functionality of the same thoroughly.
- 4) We confirm that SBI and EPTL shall not be liable & responsible in any manner whatsoever for my/our failure to access & bid on the E-Tendering platform due to loss of internet connectivity, electricity failure, virus attack, problems with the PC, any other unforeseen circumstances etc. before or during the E-Tendering event.
- 5) **We also confirm that we have a valid digital signature certificate issued by a valid Certifying Authority.**
- 6) We also confirm that we will mail the price confirmation & break up of our quoted price as per Annexure III & Annexure IV within 24 hours of the completion of the E-tendering and the format as requested by SBI/ETL.
- 7) We, hereby confirm that we will honor the Bids placed by us during the E-Tendering process.

With regards,

Date:

Signature with company seal

Name:

Company / Organization:

Designation within Company / Organization:

Address of Company / Organization:

Scan it and send to this Document on allocation@eptl.in

GENERAL TERMS & CONDITIONS:

1. 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.
2. The prequalification criteria mentioned above are only provisional. Thus, the empanelment of Consultant 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.
3. The empanelment of Consultant 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.
4. Canvassing in any form including bringing influence from any person/agency/Officials/authorities shall lead to disqualification for the empanelment exercise.
5. 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.
6. Empanelment does not mean allotment of works/tenders.
7. 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.
8. The performance of all the empaneled Consultant shall be reviewed by the Bank periodically. In case of unsatisfactory performance Bank may at its discretion consider de-paneling / holiday listing the consultancy firm.
9. Selected applicants will be intimated of their empanelment. The panel will be In force for three years, subjected to review at yearly intervals.

EMPANELMENT EVALUATION MATRIX









- Maximum Score for Evaluation: 100 Marks
- Minimum marks required for qualifying: 60 Marks














(i) Number of Years of Experience	Max 15 Marks
(a) More than 7 years and up to 10 years	5 Marks
(b) More than 10 years and up to 15 years	10 Marks
(c) More than 15 years	15 Marks
(ii) Constitution of Firm	Max 15 Marks
(a) Sole Proprietary	5 Marks
(b) Partnership	10 Marks
(c) Private Limited/ Public Limited / LLP	15 Marks
(iii) Average Annual Turnover	Max 15 Marks
(a) More than 30% and up to 50% of (A)	5 Marks
(b) More than 50% upto 100 % of (A)	10 Marks
(c) More Than 100% of (A)	15 Marks
(iv) Value of Single Largest Project Completed in Last 7 Years	Max 20 Marks
(a) More than 40 % and up to 50% of (A)	5 Marks
(b) More than 50% and up to 80% of (A)	10 Marks
(c) More than 80% and up to 100% of (A)	15 Marks
(d) More than 100% of (A)	20 Marks
(v) Empaneled with Organizations	Max 10 Marks
(a) Govt / Semi Govt / PSUs / PSU Banks	10 Marks
(b) Listed Companies	5 Marks
(vi) Performance Report from Client	Max 15 Marks
(a) Good/Satisfactory	5 Marks
(b) Very Good	10 Marks
(c) Excellent/Outstanding	15 Marks
(vii) Registered Head / Branch Office	Max 10 Marks
(a) Mumbai / Palghar / Thane / Raigad Dist.	10 Marks
(b) Others	0 Marks

*(A) signifies the higher value of the applied category as stipulated in Table - 'A' of the Minimum Eligibility Criteria. (for e.g. If applied for the category Upto Rs.100 lakh, then 'A' is Rs.100 lakh).

Note: Out of the various applicant achieving minimum 60 Qualifying marks, maximum Top 20 consultants will be shortlisted on merit in each category based on the above evaluation.

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

SI No		Please fill the Data (Do not mention as enclosed/ Yes/ No/ Submitted, etc.)	Type of Document to be enclosed	Attachment
	Category Applied For			
1.	Name of the Firm			
2.	Constitution of the Firm	(Proprietorship / Partnership / Pvt. Ltd. / Public Ltd. / LLP)		
3.	Date, month & year of Establishment of the firm		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 Mumbai		Enclose valid proof	
12.	MSME Registration, if so, mention number & date (in same trade)		Enclose MSME valid certificate	
13.	Weather Startup firm, if so, please furnish the number and date.		Enclose valid certificate	
14.	Name of Partners/ Associates/ Directors			
15.	Bio-data of Partners/ Associates/ Directors. Bio-data to be given in the Uploaded format		Annexure-'A'	
16.	Electrical Supervising License Number from the Competent Government Authority: Mention License number with validity and Issuing Authority Name		Enclose Valid Registration Certificate	

17.	Bankers Name & Details			
18.	Weather registered/ empaneled with Central Govt./State Govt./ Financial Institutions/ PSU's/ Listed Companies, furnish their name, category and date of registration.		Enclose letters of empanelment	
19.	Declaration regarding near relatives working in the Bank		Annexure 'D'	
20.	Names and addresses of the persons who will be in position to certify about the quality as well as performance of your organization.		Annexure 'E'	
21.	Information relating to whether any litigation is pending before any Arbitrator for adjudication of any litigation or else any litigation was disposed during last 7 years by an arbitrator. If so, submit the details.		Annexure 'F'	
22.	Amount of service tax/GST 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	
23.	Turnover			
	FY 2023-24	₹	Certificate issued by CA/ Profit & Loss statement	
	FY 2022-23	₹	Certificate issued by CA/ Profit & Loss statement	
	FY 2021-22	₹	Certificate issued by CA/ Profit & Loss statement	
	Average Turnover	₹		
24.	List of major works completed during the last 7 years as on 31.05.2024		Annexure-'B'	
25.	List of Major works on hand as on 31.05.2024		Annexure-'C'	
26.	Signed copy of Declaration		Annexure-"G"	
27.	Details of Key Employees also mention total number of employees in the organization		Annexure-"H"	
28.	Signed copy of Application		Signed copy of Empanelment Notice	

Signature with seal



Name:

Place:

Date:

BIO-DATA OF THE PARTNERS / ASSOCIATES / DIRECTORS

SL NO	PARTICULARS	DETAILS
1	Name and email id:	
2	Associates with the firm since:	
3	Date of Birth/ Age:	
4	Professional Qualifications	
5	Professional Experience:	
6	Professional Affiliation	
7	Membership in :	
8	Details of Published papers: in Magazine	
9	Details of cost-effective methods/ designs adopted in the projects	
10	Exposure to new materials/ Techniques	
11	Details of Features of green buildings provided in the buildings	
12	Details of modern amenities provided in the buildings	

Signature of the Consultant with seal

Date:

Place:

ANNEXURE - B

EMPANELMENT OF CONSULTANCY FIRM- LIST OF WORK COMPLETED

LIST OF MAJOR WORKS (ELECTRICAL / HVAC) IN BUILDING CONSTRUCTION / RENOVATION WORKS AND AV WORKS COMPLETED DURING THE LAST 7 YEARS

Sr. No	Name of the client	Name of work	Location of the building / municipal limits	Tendered Value	Actual Project Cost after Completion	Start Date of Project	Date of completion	Remarks

Signature of the Consultant with seal

Date:

Place:

ANNEXURE - C

EMPANELMENT OF CONSULTANTURAL CONSULTANCY FIRM - WORK IN HAND

LIST OF MAJOR WORKS (ELECTRICAL / HVAC) IN BUILDING CONSTRUCTION / RENOVATION WORKS AND AV WORKS - IN HAND AS ON DATE

Sr. No .	Name of the client	Name of work	Location of the building / municipal limits	Tendered Value	Current Status of The Project	Start Date of Project	Scheduled Date of completion	Remarks

Signature of the Consultant with seal

Date:

Place:

ANNEXURE – D

**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:

ANNEXURE – E

DETAILS OF THREE RESPONSIBLE CLIENTS / PERSONS WITH 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

ANNEXURE – F

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

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 Consultant 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 Pan India during last 7 year from the date of application.
5. I hereby confirm that all information, particulars, copies of certificates & testimonials in connection with my empanelment 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:

Signature of the applicant / firm with seal

Date:

ANNEXURE – H

**DETAILS OF KEY TECHNICAL PERSONNEL (PERMANENT 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	Any Other Information

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