



NIT ID:AMR20240505
Date: 01.06.2024

**EMPANELMENT OF FIRMS DEALING WORK OF SUPPLY, INSTALLATION &
MAINTENANCE OF FIRE EXTINGUISHER**

STATE BANK OF INDIA, AMARAVATI, CIRCLE

INVITES APPLICATION

FOR

EMPANELMENT OF FIRMS FOR DEALING WORK OF SUPPLY, INSTALLATION
& MAINTENANCE OF FIRE EXTINGUISHER
AT SBI BRANCHES/OFFICES IN THE STATE OF
ANDHRA PRADESH & YANAM UNION TERRITORY

Note: Company/Firm should possess valid digital signature for rate tender participation

Last date for submission of Applications: 3:30 P.M. (IST) on 15.07.2024

Opening of Applications: 4:00 P.M (IST) on 15.07.2024

The Assistant General Manager (P&E)
State Bank of India
Premises & Estate Department
2nd Floor, SBI Amaravati LHO building,
Gun foundry, Abids
Hyderabad- 500001
Ph no. 040-23421706/23387220

NOTICE INVITING APPLICATIONS

State Bank of India invites applications for Empanelment of Company/Firms dealing supply, installation and maintenance of Fire Extinguisher. Supply & installation of New Fire extinguisher are required case to case basis and Annual Maintenance Contract of the existing fire extinguishers to be done for all (1472) branches/offices across the State of Andhra Pradesh, (LHO Amaravati), Hyderabad and Yanam Union territory. Contractors which are already empanel with SBI, Amaravati Circle can also apply as afresh.

| | | |
|----|--|--|
| 1 | Name of the work | EMPANELMENT OF COMPANY/FIRMS DEALING WORK OF SUPPLY, INSTALLATION & MAINTENANCE OF FIRE EXTINGUISHER AT SBI BRANCHES/OFFICES IN ANDHRA PRADESH, HYDERABAD (LHO AMARAVATI) & YANAM UNION TERRITORY |
| 2 | Value of the work | i) Up to 1 lakh ii) Up to 5 lakhs |
| 3 | Date and time where application forms are available | Available from 01.06.2024 to 15.07.2024 up to 3.30 PM At website www.sbi.co.in in news<procurement news. |
| 4 | Time and last date of submission of applications | Up to 3.30 PM on 15.07.2024 |
| 5 | Address for submission of application/contact person/telephone no/e mail address | Premises & Estate Department 2 nd Floor, SBI Amaravati LHO building, Gun foundry, Abids Hyderabad- 500001 Ph no. 040- 040-23421706/23387220 e-mail id:agmpe.lhoand@sbi.co.in |
| 6 | Date and time of pre-bid meeting | 25.06.2024 at 3.30 P.M at the above address. |
| 7 | Date, Time and place of opening of applications | On Monday, 15.07.2024 at 4:00 PM The Assistant General Manager (P&E) State Bank of India Premises & Estate Department 2 nd Floor, SBI Amaravati LHO building, Gun foundry, Abids Hyderabad- 500001 Ph no. 040-23421706/23387220 e-mail id: agmpe.lhoand@sbi.co.in |
| 8 | Validity period | 3 years from the issue of Empanelment letter |
| 9 | For any other queries/information | E-mail to agmpe.lhoand@sbi.co.in on or before 15.07.2024 |
| 10 | Cancellation of contract | In case services of a particular Company/Firm is found to be below par, his services could be discontinued by the bank, after giving due notice, as per instructions of the Bank. |

- i) Any clarifications sought after opening of the Applications will not be entertained at any cost. Firm should visit the website till last date of submission for changes/ corrigendum if any.
- ii) In case the date of opening of Applications is declared as a holiday, the Applications will be opened on the next working day at the same time.
- iii) The applicant must apply for empanelment for all categories. However, after scrutiny by the SBI External Fire Auditors/Consulting Firms shall be listed for empanelment in one/each category separately at the sole discretion of the bank..
- iv) The SBI reserves the right to cancel or postpone the Applications at any stage without assigning any reason.

Assistant General Manager (P&E)
State Bank of India
Premises & Estate Department
2nd Floor, SBI Amaravati LHO building,
Gun foundry, Abids
Hyderabad- 500001

**STATE BANK OF INDIA
PREMISES & ESTATE DEPARTMENT
LOCAL HEAD OFFICE AMARAVATI, HYDERABAD**

State Bank of India, Amaravati Circle, located at Hyderabad invites applications for empanelment of Company/Firm for work of supply, installation of new Fire Extinguishers as and when required as per Bureau of Indian Standards (IS:15683) (2018), latest amendment if any and Annual Maintenance Contract of existing fire extinguishers as per (IS: 2190) (2010), latest amendment if any of 1472 Branches/Offices across the State of Andhra Pradesh State & Yanam Union Territory. Full details and format for submission of application forms can be downloaded from our website: <https://bank.sbi> under "SBI in the News" link "Empanelment of vendors under procurement news. The contractors who are already there in the panel of SBI, should also submit application for the empanelment afresh.

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

(I) MINIMUM ELIGIBILITY CRITERIA:

(Table – 'A')

| S. No | Trade | Category | Eligibility Limit (Amount in Rupees) (excluding GST) | *Similar Work Executed/Completed During Last 7 Years ending on 31.03.2024 (excluding GST) | **Average Turnover of Last 3 Years (Minimum) (excluding GST) | Experience of Firm |
|-------|-------------------|----------|--|--|--|--------------------|
| (i) | Fire Extinguisher | C1 | Up to Rs. 1 lakh | One work of Rs. 80,000/- thousand or Two works of Rs. 50,000 each or Three works of 40,000/- thousand each | Rs.30 thousand | Min. 7 years |
| | | C2 | Up to 5 lakhs | One work of Rs. 4 Lakhs or Two works of Rs. 2.5 Lakhs each or Three works of 2 lakhs each | Rs 1.5 Lakhs | |

A. (*) Applicants should have experience in having successfully completed similar works of value as prescribed in Table 'A' above for Government/Semi-Government/ PSUs/ PSBs/ Financial Institutions/**reputed MNCs** during the last 7 years ending on 31.03.2024. The information must be supported with the copies of Work Order, Satisfactory Completion Certificate, etc., proof of payment /Form 26 AS etc.

B. (**) Applicants should have minimum average annual turnover prescribed in above table during last 3 years ending on 31st March of last financial year i.e., 31.03.2024.

The application not meeting any of the above minimum eligibility criteria will summarily be rejected without further communication in this regard.

FORMAT OF APPLICATION FORM FOR EMPANELMENT OF COMPANY/FIRM

FOR THE WORK OF SUPPLY, INSTALLATION & MAINTENANCE OF FIRE EXTINGUISHER

| | | | |
|---|---|--|--|
| 1 | a) Applied for empanelment of i) Category 1: Up to 01 Lakh ii) Category 2: Up to 5 Lakhs | | |
| 2 | Name of the Company/ Firm | | |
| | Complete Address with a) Phone No. Landline with STD code b) Mobile c) Email id | | |
| | Name of the documentary proof for above mentioned address (telephone bill/voter Id card/Aadhar card/passport etc.,) | | |
| 3 | Year of establishment (company/ Firm only) | | |
| | a) Name of Directors/proprietor/partners | | |
| | b) Name of skilled technicians | | |
| | c) Whether Registered with the Registrar of companies/Registrar of Firms, If so, mention number and date | | |
| | d) Tax Registration Details of Company/Firm | | |
| | I) PAN NO. | | |
| | II) GST NO. | | |
| | III) TRADE LICENSE NO. | | |
| 4 | Average Annual Turnover for the last 3 years (Enclose Profit & Loss Account and Balance Sheet for the year ending March – 2022, | | |

| | | | |
|----|--|-----|--|
| | March – 2023 & March – 2024) of Company/Firm. | | |
| | i) 2021-2022 | Rs. | |
| | ii) 2022-2023 | Rs. | |
| | iii)2023-2024 | Rs. | |
| 5 | Detailed description and value of similar works done during the last 7 years as on 31.03.2024. | | |
| 6 | 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. | | |
| 09 | Whether willing to work at branches/offices in the State of Andhra Pradesh. | | |
| 10 | Income tax return for the last 3 years (Enclose sheet) | | |
| | i) 2021-2022 | | |
| | ii) 2022-2023 | | |
| | iii) 2023-2024 | | |

I/We have read and understood the press notice, Empanelment Notice & this application form along with Annexure and my/our Company/Firm fulfills the eligibility criteria as described in the notice.

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

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

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

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

SEAL OF THE FIRM

(SIGNATURE OF THE AUTHORISED SIGNATORY)

DATE & PLACE:

NAME :

GENERAL CONDITIONS:

- (i) The applicants
 - a. Shall fulfill the eligibility criteria of the work individually.
 - b. Shall submit applications dealing with work for supply, installation & maintenance of fire extinguishers and certified copies of supporting documents including BIS (IS:)certificates of all type fire extinguishers.
- (ii) The contractors/vendors empaneled by SBI in the past need to apply afresh, else they will not be considered for empanelment.
- (iii) The applicant must submit sufficient documentary evidence/work completion certificates etc. meeting the above-mentioned criteria from the Govt./Semi-Govt./PSUs/Banks/Government Financial Institutions/reputed MNCs during last 7 years ending on 31.03.2024 (as stipulated in Table 'A').
- (iv) The applicant should be bona-fide resourceful and well experienced contractor/agency/firm registered / empaneled with Banks/ PWD/ CPWD/ MES/ RLY/ PSUs/ Insurance Companies/ Reputed Institutions/Reputed private firms & IT Companies.
- (v) The works executed under sub-contracts will not be considered.

Other Mandatory Conditions:

- (vi) The Firm (including MSE) should be well established for a minimum period of 3 years as on 31.03.2024, except Startups.
- (vii) All the existing empaneled Contractors need to apply afresh.
- (viii) Applicants shall have an office in Andhra State & Telangana or ready to open office in the state of Andhra Pradesh & Telangana within 2 months from the date of intimation. Empanelment letter will be issue after submitting the valid proof of office establishment in Andhra Pradesh & Telangana.
- (ix) Applicants shall submit documentary proof of all credentials to support experience, turnover, qualifications etc. and applications without required credentials shall summarily be rejected.
- (x) The applicants should have valid PAN, GST numbers & Digital Signature Certificate of Class-3.

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.

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.

- x) The firms applying under MSE or Startups shall be empaneled only for basic category (i.e, the firms who are exempted for turn over & experience shall be eligible for works up to 10 lakhs category only). The valid certificates should be produced.
- (xi) 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. The undertaking for the same should be submitted as per the Annexure-III.
- (xii) The applicant should not have been disqualified / debarred / terminated on account of poor or unsatisfactory performance / blacklisted from any Government, Semi-government, PSU, Banks or any other organizations including any of the Offices/Branch of State Bank of India during last 7 years as on the date of publication of this notice. A suitable declaration to be submitted on the Letter Head of the Firm duly signed by the vendor/ Authorized Signatory. The application of disqualified/debarred/blacklisted/terminated agency/contractor/vendor on account of poor or unsatisfactory performance shall be summarily rejected.
- (xiii) The SBI 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.
- (xiv) The performance of all the empaneled contractors shall be reviewed by the SBI periodically and the contractors with unsatisfactory performance and also those who do not respond to three consecutive tender enquiries without any valid reasons shall be removed from the panel without notice and no correspondence will be entertained in this regard.
- (xv)The contractor is required to furnish their PAN No, GST Registration details of firm etc. along with supporting documents.
- (xvi)The contractor should have a registered Office in Andhra Pradesh state.
- (xvii)The contractor should furnish the registration details for the EPF, ESI and the Labour license details under the Labour Contract Act. Further, the selected contractors shall be bound to make payment to their workmen through their Bank account and preferably to have their Bank account in State Bank of India branches. If the contractor do not have an account with SBI, they may open a Bank account with SBI for easiness of transactions.
- (xviii) Preference will be given to those contractors who have history of timely completion of works taken up by them during the last 7 years (as on 31.03.2024). The contractors prone to delay the works without valid reasons may be disqualified by the SBI within its sole discretion.
- (xix)The panel of contractors will be valid for three (3) years and contractors will be entitled to participate anywhere in the Amaravati Circle.

(xx) Contractor will have to submit valid e-mail ID, cell no. and Digital Certificate to enable the firms for participation in the online procurement/e-tendering. The contractors who gets empaneled in this empanelment process shall frequently visit Bank's website <https://bank.sbi> (Procurements News) for getting information regarding the tenders issued from Amaravati Circle.

(xxi) For assessing the Annual Turnover of the last 3 years, contractor must submit valid documents viz copy of Income Tax Return, copies of IT assessment order, Profit & Loss Account and Audited Balance Sheet for the last 3 years.

(xxii) The applicant shall agree to obtain the confidential report from the clients of the applicant contractors, to obtain credit opinion from the Bankers and to verify the work executed by the contractors. The applicant shall make necessary arrangements for the same.

(xxiii) All the pages of application shall be duly signed with stamp of firm by the contractors, else their application shall be summarily rejected.

(xxiv) The intending applicants are categorically advised to submit the empanelment documents strictly in the attached formats only. Any addition/ alteration to the application format shall lead to rejection of the application submitted by the contractor for the empanelment under this notice. The information required should be neatly filled/typed in **each and every columns and rows** of the Formats. **The applications received with "partly filled formats" or 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 intimation/ reference to the applicant and at the applicant's risk and responsibility.**

(xv) **The applicants are categorically advised to refrain from mentioning the remark "AS PER ATTACHEMENT/ENCLOSURES" in their applications and annexures to avoid rejection of their applications.**

(xvi) All the details must be incorporated in the application form downloaded from the State Bank of India's website. Incomplete applications / not fully filled form will be rejected.

III. The eligible and interested parties shall download prescribed application form and other details from our website

www.sbi.co.in <link> [SBI in the News](#) <link> [Show more](#) <link> [Empanelment of Vendors](#)

The application in the prescribed format with all supporting documents in sealed envelope and super scribed as '**APPLICATION FOR EMPANELMENT OF CONTRACTORS IN AMARAVATI CIRCLE FOR TRADE FIRE EXTINGUISHER AND CATEGORIES C1 & C2**' shall be submitted at the office of The Assistant General Manager(P&E), State Bank of India, Amaravati Local Head Office, 2nd Floor, Gun Foundry, Abids, Hyderabad-500001 before the due date and time for receipt of application.

- IV. The prequalification criteria mentioned above is minimum. Thus, the empanelment of contractors shall be considered by the SBI purely on merits, performance of the contractor in timely execution of the work with quality, verification of their credentials / inspection of work for quality, infrastructure feedback / confidential reports of the firms/applicant received from other employers etc. Hence, merely fulfilling the prescribed minimum prequalification criteria shall not entitle the contractor for their empanelment.
- V. Bank reserves its right to empanel contractor as per its needs in each category & trade. The empanelment of contractors shall be considered on merits within the sole discretion of the Bank and cannot be claimed as right by the applicant and no correspondence shall be entertained in this regard.
- VI. The contractor shall specify the category under the trade for which they are submitting the application for empanelment.
- VII. Canvassing in any form including bringing influence from any person/agency/Officials/authorities shall lead to disqualification of the applicant.
- VIII. 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.
- IX. Any amendments/ corrigendum for empanelment of contractors/ vendors shall be published in Bank's website only. Therefore, applicants are requested to visit Bank's website regarding modifications/ corrigendum issued.

Sd/-

ASSISTANT GENERAL MANAGER (P & E)

GENERAL TERMS & CONDITIONS:

1. The Bank is inviting online tenders for its projects. Thus, the contractor 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, contractor 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 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 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 contractors shall be considered by the Bank purely on merits, performance of the contractor in timely execution of the project with quality, feedback / confidential reports of the firms/applicant received from other employers etc. Hence, merely fulfilling the prescribed minimum prequalification criteria shall not entitle the contractor for their empanelment with the Bank.
5. The Bank reserves its right to empanel contractor as per its needs in each category. The empanelment of contractors shall be considered on merits within the sole discretion of
6. the Bank and cannot be claimed as right by the applicant and no correspondence shall be entertained by the Bank in this regard.
7. Canvassing in any form including bringing influence from any person/agency/Officials/authorities shall lead to disqualification for the empanelment exercise.
8. 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.
9. Empanelment does not mean allotment of works/tenders.
10. 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.

11. The performance of all the empaneled contractors 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.
12. The contractor should furnish the registration details for the EPF, ESI and the Labour license details under the Labour Contract Act. Further, the selected contractors shall be bound to make payment to their workmen through their Bank account and preferably to have their Bank account in State Bank of India branches. If the contractor do not have an account with SBI, they may open a Bank account with SBI for easiness of transactions.
13. 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.
14. 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.
16. 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>"
17. 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)

ANNEXURE - I

WORK COMPLETED DURING THE LAST SEVEN (7) YEARS
(FROM 31.03.2017 TO 31.03.2024)

| Sl n o | Nam e of the work and locat ion | Cont ract Amo unt | PO Number and Date of Award | Stipul ated Date of Comp letion | Actual Date of Completion | Actual value of complet ion in ₹ | Name & Addres s, contact Of Client | Contact number of the client | Email Id of the client. |
|--------------|---|----------------------------|---|--|---------------------------------|---|--|--|----------------------------------|
| 1 | | | | | | | | | |
| 2 | | | | | | | | | |
| 3 | | | | | | | | | |
| 4 | | | | | | | | | |
| 5 | | | | | | | | | |

Note:

(1) Request to upload the maximum 5 highest value of the works completed in the above period.

(2) Request you to fill the all the data as required and not mention enclosed, submitted, Yes, No etc.

Please attach evidence like copy of award letter / completion certificate given by client / architect. Please also attach colored photographs of completed work.

Signature with seal Name:

Place:

Date:

WORKS ON HAND

| Name of the Work and Location | Contract Amount | Date of Award | Stipulated Date of Completion | Present Status | Name & Address of Client | Name & Phone Nos Of client's Contact Person | Name, Address & Phone nos Of architect |
|-------------------------------|-----------------|---------------|-------------------------------|----------------|--------------------------|---|--|
| | | | | | | | |

Signature with seal

Name:

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 have no objection if enquiries are made about the work listed by me/ us in the accompanying sheets/ annexures.
3. I/We agree that the decision of Bank in selection of contractors will be final and binding to me/ us
4. I/We hereby confirm that our firm/agency/company has not been disqualified / debarred / blacklisted by any Governments, Semi-governments, PSUs, Banks including any of the Offices/Branch of State Bank of India 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 contractor with seal Date: