

TERMS & CONDITIONS

- a) The contractors applying for more than one category shall need to fulfil eligibility criteria for each category of the work individually.
 - b) The contractor is required to furnish their Pan, VAT/Sales Tax No., Registration details of firm with PAN No. TAN, Service Tax No. etc. The applicant is to furnish the registration details for the EPF/ESI and the Labour license details under the contract labour Act.
 - c) Preference will be given to those who have history of timely completion of works, taken up by them during the last 3 years. Relevant work orders and completion certificates for the same issued by the concerned department are to be furnished to fulfil the eligibility criteria.
 - d) Bank has planned for online procurement and contractor must submit the valid e-mail ID, Cell No. and Digital certificate as required by the tendering agency authorised by bank, to enable the firms for participation in the online procurement/e-tendering which is mandatory.
 - e) The applicant shall furnish the address of his local office and branch office (anywhere in India) with name and cell phone no. of the contact person. The contractor should submit the original documents for verification as and when called for,
 - f) For assessing the annual turnover of the last 3 financial years, contractor must submit the valid documents viz copy Income Tax certificates, audited balance sheet for the last 3 years.
 - g) The applicant should agree and authorize the Bank 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.
 - h) The contractors must submit all the necessary certificates and documents along with the application as per the enclosed check list to the address given below, in the prescribed format within the closing date of advertisement. The envelope containing application is to be super scribed the Name of the work and category for which the application is being submitted.,
 - i) The Bank shall not be responsible for the late receipt due to postal delay, strikes or any other reasons. The incomplete application is liable to be rejected summarily and Bank reserves its right to accept or reject any or all the applications without assigning any reasons thereof.
2. Any clarification required by the Bank regarding the application should be furnished within the stipulated time instructed by the Bank, failing which the Bank reserves the right to cancel the application for empanelment without assigning any reason thereof.
 3. The panel of qualified contractors will be valid for the entire Chandigarh Circle having jurisdiction in i.e. Punjab, Haryana, Himachal, J&K, Chandigarh, for a period of three years and the list of empanelled contractors will be reviewed once in every year to assess then performance of the company regarding the reliability, promptness of completion of work, quality of work delivered and compliance of Bank's technical parameters.
 4. Bank reserves the right to de-panel the qualified contractor at any stage during the validity period based on their performance and feedback from the various SBILDs under Chandigarh Circle.
 5. Mere submission of application & fulfilling of the requisite does not necessarily empanel you. Bank may select/ shortlist vendors as per its requirements.

Duly completed application on the prescribed format with required documents etc. should be submitted on or before **15.01.2020** up to 05.00 p.m. in the office of undersigned. The Bank reserves the right to accept or reject any or all applications without assigning any reason therefore.

ASSTT. GENERAL MANAGER

**OFFICE ADMIN DEPTT.,
STATE BANK OF INDIA,
LOCAL HEAD OFFICE,
SECTOR 17-A, CHANDIGARH.
PIN-160017.
LANDLINE NO-0172-4567381**

**APPLICATION FOR EMPANELMENT AS CONTRACTOR
FOR CATERING SERVICES**

1.	Name of the organization/Firms and name of the person authorized.	:	
2.	Address Phone No. (a) Landline with STD code (b) Mobile (c) Email-ID	:	
3.	Year of establishment	:	
4.	Status of the firm whether company/firm/proprietary.	:	
5.	Name of Directors/Partners/Proprietor	:	
6.	Whether registered with the Registrar of Companies/Registrar of firms. If so, mention number and date.	:	
7.	Name and address of Banker	:	
8.	TIN number and date	:	
9.	PAN number.	:	
10.	GST No.	:	
11	EPF No.	:	
12	ESI No.	:	
13	If, you are registered in the panel of other organizations/statutory bodies such as CPWD, PWD, MES, Banks etc., furnish their Names, category and date of registration	:	
14	Detailed description and value of works done during the last 3 years as on 31.03.2019, as per the criteria given. (i.e. name of organization, value of work done and date of completion)		

		:	
15	Annual turnover for the last 3 years (2016-2017, 2017-2018, 2018-2019)	:	
16	Names and addresses of the persons who will be in a position to certify about the quality as well as performance of your organization	:	
17	Whether willing to work anywhere in the States of Punjab, Haryana, U.T. Chandigarh, Himachal Pradesh and J&K or mention places where you are willing to work.	:	
<p>18 Declaration regarding near relatives working in the Bank: "I/we hereby certify that none of our relatives as per Bank's instructions are employed in State bank of India. In case at any stage, it is found that information given by me is false/incorrect, State Bank of India shall have absolute right to take any action as deemed fit, without any prior intimation to me.</p>			
<p>1. I hereby confirm that all information copies of certificates and 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 copies of certificates and testimonials are not found correct and genuine.</p>			
<p>2. I/We have no objection if inquiries are made about the works listed by me/us in the enclosed sheets/annexures.</p>			
<p>3. I/We agree that the decision of SBI in selection of contractors will be final and binding to me/us.,</p>			
<p>4. I/We also declare that I/We will not get myself/ourselves registered as contractor(s) in State Bank of India in more than one name</p>			
<p>5. I/We submit all the certificates and documents as mentioned in the checklist of the eligibility criteria and general conditions for empanelment</p>			
<p>6. I/We confirm that all the rules prevailing in the concerned State the Labour Laws, Risk Insurance obligations, State and Central Govt. statutory requirements etc. are complied by me/us.</p>			

PLACE :

DATE :

Signature with seal of the contractor

Note: Furnish Xerox certified copies of all relevant documents in support of the information furnished above.

PARTICULARS IN RESPECT OF WORKS EXECUTED FOR THE LAST 3 YEARS I.E. FOR THE PERIOD FROM 01.04.2016 TO 31.03.2019 INCLUDING WORK IN HAND.

Sr. No	Name of work/ project with addresses	Description of work executed	Name and address of the clientele	Nature of work	Period of completion	Actual time of completion	Name of the Architect/ Consultant	Yearly Turnover
1	2	3	4	5	6	7	8	9

Note:

- a) Furnish Xerox certified copies of performance certificates issued by the authorized official of the client, in regard to each and every work mentioned in the above list.

- b) The works executed and completed with the organizations of the central / state government departments, statutory bodies, public sectors such as CPWD, PWD, Irrigation, PHE, MES, Railways, Nationalized Banks etc. be given in the above list. Works executed with the private parties / private organizations may not be considered.

OTHER RELEVANT INFORMATION

Sr. No.	Particulars	No.	Year with the firm	Any other information
1.	Work force permanently employed			
2.	List of equipment in possession of the firm.			

STATE BANK OF INDIA

Applications are invited for empanelment of contractors on the Bank's panel for catering services for running canteen/mess etc. for LHO Chandigarh & SBILDs Establishments at different locations at Chandigarh, Panchkula, Patiala and Jammu, categories given hereunder: -

Description	Eligibility Criteria			
	Should have completed value of minimum works in the canteen/mess of Offices/Guest Houses / Hostels with Govt./Semi-Govt./PSU/ Banks/ Universities/Colleges/NGOs/ Statutory Bodies during the last 3 years as on 31.12.2019			Average turnover of the firm during the last 3 years for the period from 01.04.2016 to 31.03.2019
	One single work	Two single works	Three single works	
<u>Catering services</u>				
1. Up to 40 Lacs	32.00 lacs	20.00 lacs	16.00 lacs	12.00 lacs
2. Up to 15 Lacs	12.00 lacs	7.50 lacs	6.00 lacs	4.50 lacs

- Interested/eligible contractors including contractors already on Bank's panel may apply on the format which can be downloaded from our website – www.sbi.co.in under procurement news.
- Contractor interested in both categories, will apply separately for each category. The Bank reserves the right to accept or reject any or all applications without assigning any reason therefore.

**ASSTT. GENERAL MANAGER
OFFICE ADMIN. DEPTT.
LOCAL HEAD OFFICE,
SECTOR 17-A, CHANDIGARH.**

Check List for Contractor Empanelment: -

1. Contractor PAN No.
2. Registration details for the EPF/ESI and the labour licence.
3. Contractor VAT/Sales Tax No.
4. Firms PAN No.
5. Firms TAN/Service Tax No.
6. Firms GSTIN No.
7. Catering related work orders and completion certificates.
8. Valid e-mail ID, Cell No. and digital certificates.
9. Income tax certificate and audited balance sheet for the last 3 years.
10. Firms account details.