



EMPANELMENT OF CONTRACTORS
FOR CIVIL WORKS AND
REPAIR & MAINTENANCE WORKS

Last date for submission of Tender: **02.00 P.M. (IST) on 15.09.2025**

NIT No: THI/LHO/2025/26

The Assistant General Manager (Premises & Estate)
Premises & Estate Department
4th Floor, Local Head Office, State Bank of India
Poojappura-695012, Thiruvananthapuram
Phone No. 0471- 2192402, e-mail: agmpre.lhotri@sbi.co.in

(Name & Address of Contractor)

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**NOTICE INVITING APPLICATIONS FOR EMPANELMENT OF CONTRACTORS FOR
CIVIL WORKS AND REPAIR & MAINTENANCE WORKS**

SBI invites applications for Empanelment of Contractors for Civil works and Repair & Maintenance of its branches, offices and residences in Thiruvananthapuram Circle (entire Kerala state including Mahe & Lakshadweep). Further details, eligibility criteria and application form can be downloaded from Bank's website <https://bank.sbi/sbi-in-the-news/procurement-news>. The last date of receipt of application & other documents is on 15.09.2025 upto 2.00 PM. The Bank reserves its right to accept or reject any or all the application(s) without assigning any reason(s) whatsoever.

Thiruvananthapuram
Date: 10.08.2025

Sd/-
Assistant General Manager (P&E)

NOTICE INVITING APPLICATIONS FOR EMPANELMENT OF CONTRACTORS FOR CIVIL WORKS AND REPAIRS & MAINTENANCE WORKS

State Bank of India invites application for empanelment of Contractors/Vendors for undertaking Civil works including Plumbing & Sanitary; Repairs & Maintenance works (Civil Works, Sanitary & Plumbing) in different categories as under, separate for Bank's branches/offices and residences spread over entire State of Kerala including Mahe & Lakshadweep under the Thiruvananthapuram Circle of State Bank of India. The Contractors/Vendors with necessary experience in the respective category and those who fulfill the eligibility criteria will be considered for the empanelment.

Sl.No.	Category	Job Value
1	Civil works including Plumbing & Sanitary	
a	Category – I	Up to to Rs. 500 lakh
b	Category – II	Up to Rs. 300 lakh
c	Category – III	Up to Rs. 100 lakh
d	Category – IV	Up to Rs. 50 lakh
e	Category – V	Up to Rs.30 lakh
f	Category – VI	Up to Rs. 15 lakh
g	Repairs & Maintenance Works (Civil, Sanitary & Plumbing)	Up to Rs. 5 lakh

The existing empaneled Contractors/Vendors who are in Bank's panel **also need to apply afresh.**

Major Terms & Eligibility Criteria:

(1) Experience of having successfully completed * **similar works** (single order) during last 7(seven) years ending on 30.07.2025 should be as per the following:

(a) Three similar completed works each costing not less than the amount equal to 40% of the upper limit under each category, applied for

OR

(b) Two similar completed works each costing not less than the amount equal to 50% of the upper limit under each category, applied for

OR

(c) One similar completed work costing not less than the amount equal to 80% of the upper limit under each category, applied for.

The detailed breakup of the above-mentioned experience criteria, for various categories of work as applicable, are as under:

Table-A

Category of Works up to (Rs. in lacs)	(**) Min Average Annual turnover (Rs. in lacs) & Solvency Required	Minimum Eligibility Criteria		
		3 Similar works costing not less than (Rs. in lacs)	2 Similar works costing not less than (Rs. in lacs)	1 Similar work costing not less than (Rs. in lacs)
5	1.5	2	2.5	4
15	4.5	6	7.5	12
30	9	12	15	24
50	15	20	25	40
100	30	40	50	80
300	90	120	150	240
500	150	200	250	400

- A. *Definition of similar works (as per Annexure A) - means qualitative successful completion of WORKS of specified magnitude (as per Table-A) for Central Government Department / State –Govt Dept/ Semi Govt dept/ PSU / MNC'S which are acceptable to Bank/Nationalized Banks/ Reputed Institutional Organization/ Large Private sector establishments/ etc. The information must be supported with the copies of Work Order, Satisfactory Completion Certificate, Proof of payment/Form 26 AS etc.
- B. (**) Applicants should have minimum average annual turnover prescribed in the Table-A during last 3 financial years ending on 31.03.2025 and submit Solvency of specified value issued by any Scheduled Bank. The Solvency Certificate should not have been issued prior to 1st of February 2025.
- C. The applicant shall be either a company, partnership firm or a proprietorship concern having its registered office/functioning office in the State of Kerala.

(2) The average annual turnover of Contractors (Civil works) during last 3 years ending 31.03.2025 should be at least 30% of the upper value of the category in which they wish to apply.

(3) The applicants should submit Solvency of specified value issued by any Scheduled Bank. The Solvency Certificate should not have been issued prior to 01.02.2025.

(4) The eligibility criteria should be in the name of the applicant/firm only.

(5) The Contractor is required to furnish their PAN No, GSTN Registration details of firm with GSTN No. with relevant copies of the documents.

(6) The Contractor must comply with the rules and regulations for EPF, ESI and the Labour license etc. under the Contract Labour Rules and Regulation Act/any other rules or acts applicable for the above purpose.

(7) The Bank usually conducts online reverse auction/e-tendering and hence Contractor must possess valid E-mail ID, Mobile No and Digital Certificate etc. for participation in the online events.

(8) For Assessing the Annual Turnover of the last 3 financial years ending on 31.03.2025, 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 w.e.f FY 2021-22. Provisional balance sheet for the FY-2024-25 must also be submitted.

(9) 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.

(10) Startups Exemptions: The firms applying under startups category must be registered with Govt. of India., 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.

(11) **If the applicant is under MSE or Startups category as per clause no. 9 & 10**, it shall be considered for empanelment in the basic category **(i.e, the firms who are exempted under MSE/Startups shall be eligible for works up to 5 lakhs category only)**. The valid registration certificates is mandatory.

Applications complete in all respect along with relevant documents in Bank's format duly super-scribing "EMPANELMENT OF CONTRACTORS (write the name of applicable category of works)" along with the Category (Work Value) applied for in sealed envelope should reach at the following address latest by 15.09.2025 up to 2.00 pm. Bank will not be responsible for late receipt/ non receipt due to postal delay, bandh, strikes or any other reasons.

(s/d)

**The Assistant General Manager (Premises & Estate)
State Bank of India
Premises & Estate Department
4th Floor, Local Head Office
Poojappura-695012, Thiruvananthapuram**

Applications can also be dropped in the Tender Box kept in Ground floor, State Bank of India, Local Head Office, Poojappura, Thiruvananthapuram on or before the cut-off date & time.

The Bank reserves its right to accept or reject any or all the application(s) without assigning any reason(s) whatsoever.

Definition of similar works: -

1. Repairs & Maintenance works includes:

- a. Building repairs i.e (minor civil works, plastering work/Seepage & Leakage treatment/Painting work etc)*
- b. Annual Maintenance Contract for sanitary and plumbing works at offices/residential buildings. Plumbing repairing works /Cleaning works etc*
- c. Renovation work i.e Supply and installation of vitrified tiles/antiskid tiles/ceramic tiles/sanitary fittings after removing existing tiles/ external & internal sewerage pipelines.*
- d. Supply of items*
- e. Any other repairing work involving Civil, Sanitary & Plumbing.*
- f. Steel works, sheet roofing works etc.*

2. Civil works including Plumbing & Sanitary includes:

- a. Construction work related to office buildings/residential buildings.*
- b. Structural Addition and Alteration work of buildings including extension of existing building.*
- c. Construction of Currency Chest*
- d. Construction related to govt. scheme.*
- e. Installation of Borewell*
- f. Major repair/ reconstruction works.*
- g. Steel works/ sheet roofing works*

GENERAL CONDITIONS / INSTRUCTIONS FOR THE APPLICANTS

1. Intending applicants are required to submit their applications with full biodata 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. Contractors must submit the sufficient documentary evidence/work orders/Satisfactory completion certificates, etc. meeting the above-mentioned criteria from the Nationalized Banks / reputed Institutional Organization/ Large Private sector establishments/ PSUs/ Central & State Govt. Departments etc. regarding satisfactory performance of works completed during the last 7 years. For private works the Contractor must submit necessary proof of payment/ Form 26 AS.
3. Firm/Organization need not to apply for each category (Job value) of a specific work (e.g Civil Works, Repairs & Maintenance works) separately. The firm/organization applying for higher category will also be eligible to the lower category.
4. The Bank reserves the right to carryout physical inspection of works mentioned by the applicants in their application forms in addition to calling for confidential reports from the respective employer/departments to ascertain their capability, quality of works, genuineness of the documents submitted and such other relevant information which the Bank's deems necessary.
5. Decision of the Bank with regard to selection of Contractors will be final and binding on the applicants. The Bank is not bound to assign any reason for acceptance/ rejection of any application.
6. The Contractors are advised to have their Bank account in SBI and make payment to their workmen through Bank as far as possible.
7. The panel of Contractors will be applicable for the entire state of Kerala, Mahe & Lakshadweep and Contractors/Vendors will be entitled to participate in tenders anywhere within the state during the validity of the empanelment.
8. If the space in the proforma is insufficient for furnishing full details, such information may be supplemented on separate sheets of paper, stating therein the part of the proforma and serial number. Separate sheets shall be used for each part. However, the format shall be as per the prescribed proforma only.
9. Applications containing false, incomplete and/or inadequate information are liable to be rejected. Also mere fulfillment of eligibility criteria does not guarantee selection.
10. While filling up the application, clarification, if any, may be obtained from the office of Assistant General Manager (P&E), State Bank of India, 4th Floor, Local Head Office, Poojapura, Thriuvananthapuram on working days during office hours.

11. 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 for rejection.

12. Each page of the application shall be signed with seal by the applicant/authorized person (certificate of authorization to be submitted.)

13. Contractors who are already empaneled and wish to continue or upgrade the work category need to apply afresh. The existing panel of Contractors will remain in force till finalization of new panel, which will be notified in due course.

14. Bank reserves its right to reject any/all the application(s) without assigning any reason(s), whatsoever. Incomplete/partly filled application(s) without necessary enclosures will not be considered for evaluation.

15. Mere empanelment by itself will not confer any contractor of any right to get awarded any contract/work from the Bank.

16. Review of the panel may be done periodically as per Bank's policy.

Place:

Date:

Signature of the Applicant with address & seal

APPLICATION FORM
EMPANELMENT OF CONTRACTORS (CIVIL WORKS, REPAIRS & MAINTENANCE WORKS) (Please strike-off which is not applicable)

1	Name of the Applicant:	
2	Name & Category of work (Civil works, Repair & Maintenance works) applied for empanelment.	
3	Full Postal Address:	
4	Contact Details: (a) Landline with STD code: (b) Mobile No: (c) Email-ID :	
5	Year of establishment: Please enclose documentary evidence.	
6	Status of the firm whether company/firm/proprietary (Please specify): Enclose certified copies of documents as evidence.	
7	Name of Directors/Partners/Proprietor of the organization /firm. Enclose certified copies of documents as evidence.	
8	Name/s of authorized signatory/ Directors/ Partners with designation and contact no.:	
9	Mode of Authorization: Enclose certified copies of document as evidence.	
10	Details of registration with Registrar of Companies/ Registrar of Firms. Whether partnership firm, company, etc. Name of registering authority, date and registration number: Enclose certified copies of document as evidence.	

11	Whether registered 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. Name of Organization: Category: No. & Date of Registration:	
12	No. of years of experience in the field and details of work in any other field.	
13	Annual turnover of the organization during last 3 years (year wise) and furnish audited balance sheet (wherever necessary) and Profit & Loss A/c. for the last 3 financial years. Enclose certified copies of document for evidence.	FY 2021-22: Rs..... FY 2022-23: Rs..... FY 2023-24: Rs..... Average: Provisional FY 2024-25: Rs.
14	Solvency Certificate from the Bankers (For minimum amount of 30% of the upper limit of the category applied for). (i) Amount (ii) Date (iii) Name of Bank	
15	Banker's Details (i) Banker's Name (ii) Full Postal Address (iii) Telephone No. (iv) Account No. (v) Type of Account	
16	Whether an assessee of Income Tax. If so, mention PAN number. (Furnish copies of I.T. clearance certificate) Enclose certified copy of document as evidence.	
17	Whether last three financial years IT returns filed (Pl. enclose certified copies of the IT return of 2021-22,2022-23,2023-24)	
18	GST Registration No. & Date (Enclose certified copy of document as evidence.)	
19	Whether registration/ obtention of license from Govt. authorities e.g., labour deptt, ESIC, EPF etc are in place. Enclose certified copy of document as evidence.	

20	Description of three high value works done during the last 7 years (Both work orders and completion certificates should be enclosed).	
21	Detailed description of works done during the last 7 years. Fill the annexure as per enclosed (Annexure B). (Both work orders and completion certificates should be enclosed)	
22	Details of major works in hand (Annexure C) (work orders should be enclosed)	
23	Furnish the names of 3(three) responsible persons along with their designation, address, Tele. No., etc., who will be in a position to certify about the quality as well as your performance /performance of your firm	
24	Information relating to whether any litigation is pending before any Arbitrator for adjudication of any litigation or else any litigation was disposed of during the last seven years by an arbitrator. If so, the details of such litigation are required to be submitted. (Annexure D)	
25	Whether willing to work anywhere in the State of Kerala including Mahe & Lakshadweep.	
26	Declaration regarding near relatives working in State Bank of India. (Annexure E)	
27	Details of Key Personnel Permanently employed. (Annexure F) (i) Technical Personnel (ii) Other Personnel	
28	MSE registration, if so, mention number & date(Enclose certified copies of documents as an evidence)	
29	Weather startup firm, if so please furnish the number and date (Enclose certified copies of documents as an evidence)	

	<p>I hereby confirm that all information, particulars, 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, particulars, copies of certificates and testimonials are not found correct and genuine.</p>	
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I/We have read and understood the Press notice, Empanelment Notice & this Application form along with the terms and conditions fully.

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 understand that if at any stage it is found / noticed by the Bank that any information thus provided by us is untrue / incorrect partly or fully and in case of receipt of adverse / unsatisfactory report from other clients /

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

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 mere submission of the application does not entitle me/ us to be necessarily empanelled by the Bank and Bank reserves the right to reject all and or any application(s) without assigning any reason whatsoever. I/we understand that Bank's decision in this regard will be final and binding on me/us.

Place:

Signature & Seal of the Contractor

Date:

Name:

Note: Please enclose all the Annexure with relevant supporting documents.

ANNEXURE-B

(FOR CONTRACTORS – CIVIL WORKS, REPAIRS & MAINTENANCE WORKS)

(Please tick whichever applicable)

LIST OF MAJOR WORKS EXECUTED AND COMPLETED DURING LAST 7 YEARS

Enclose supporting documents

Sr. No.	Name of work/project with address	Nature of Work	Name & full postal address of the Client. Specify whether Govt. Undertaking along with name and	Contract amount (in Rs.) with copy of work order	Stipulated date for completion. Enclose clients completion certificate	Actual date of completion	In case of delay, time extension granted without LD (Yes /No)	Name & Address of Architect/ Consultant (if any)
1	2	4	3	5	6	7	8	9

(Add separate sheet if required)

Notes:

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

(FOR CONTRACTORS – CIVIL WORKS, REPAIRS & MAINTENANCE WORKS)

(Please tick whichever applicable)

LIST OF MAJOR WORKS UNDER EXECUTION

Enclose supporting documents

Sr. No.	Name of work/project with address	Nature of Work	Name & full postal address of the Client. Specify whether Govt. Undertaking along with name and address	Contract amount (in Rs.) with copy of work order	Stipulated time of completion (in months)	Present Status of the Project	Name & Address of Architect/Consultant (if any)	Remarks
1	2	3	4	5	6	7	8	9

(Add separate sheet if required)

Note: information has to be filled up specifically in this format.

Name of Authorized signatory
Sign & seal of the applicant

ANNEXURE – D

**DETAILS OF LITIGATION / ARBITRATION CASES RESULTING FROM THE
CONTRACTS EXECUTED IN THE LAST SEVEN YEARS OR CURRENTLY
UNDER EXECUTION**

Year	Awarded 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.

Name of Authorized Signatory

Sign & seal of the applicant

ANNEXURE – E

**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 us.

(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) of the proprietor/partner/director/key responsible person of the Applicant

Place :

Date :

Signature of Applicant with Seal

Name in Capital Letters:

Address:

ANNEXURE – F

**DETAILS OF KEY PERSONNEL (PERMANENTLY EMPLOYED), GIVING
DETAILS ABOUT THEIR TECHNICAL QUALIFICATION & EXPERIENCE**

S. No.	Name	Qualification	Experience	Particulars of Work Done	Employed in Your Firm Since	Any Other Information

(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 WORKS, REPAIRS & MAINTENANCE WORKS)

Name of the Firm/Establishment/Contractor/Vendor:

Name of the work:

Category Applied for:

SI No	Particulars	Submitted (Y or N)
1	Application Form	
2	Evidence for Year of establishment	
3	Evidence for Status of the firm	
4	Evidence of name of directors/partners/proprietor	
5	Evidence for Mode of Authorization	
6	Evidence for details of registration	
7	Evidence related to registration with govt/Semi-govt/banks/CPWD/Municipal Authorities	
8	Evidence of Annual Turnover	
9	Evidence of last three IT return	
10	GST registration certificate	
11	license from govt. departments	
12	Annexure B	
13	Annexure C	
14	Annexure D	
15	Annexure E	
16	Annexure F	

Place:

Date