



State Bank of India
Local Head Office, Guwahati
Premises & Estate Department
Dispur, Guwahati - 781006

EMPANELMENT OF CONTRACTORS/VENDORS

State Bank of India invites applications for Empanelment of Contractors/Vendors for different categories, for their branches; offices and residences spread over the seven North-East States (Arunachal Pradesh, Assam, Manipur, Meghalaya, Mizoram, Nagaland and Tripura) under the Guwahati Circle of State Bank of India. Intending applicants may download the application form, from Bank's website www.sbi.co.in under "Procurement News" or may collect the same from Premises & Estate Department, 3rd Floor, A Block, State Bank of India, Local Head Office, Dispur, Guwahati - 781006, Assam on all working days during office hours from **01.09.2025 to 30.09.2025**. The last date of submission of the application form and other documents complete in all respects is **30.09.2025 up to 2.00 pm**. The Bank reserves its right to accept or reject any or all the application(s) without assigning any reason(s) whatsoever.

Sd/-

Guwahati
Date: 31.08.2025

Assistant General Manager
(Premises & Estate)

Empanelment of Contractors/Vendors for
Civil works / Repairing works of Civil, Sanitary & Plumbing/
Interior & Furniture Works/ Electrical Works / Air-conditioning Works

State Bank of India invites application for empanelment of Contractors/Vendors for undertaking Civil works including Plumbing & Sanitary ; Repairing works (Civil Works, Sanitary & Plumbing); Interior & Furniture Works; Electrical Works and Air-conditioning Works in different categories as under, separate for Bank's branches/offices and residences in the Seven(7) Northeast States viz. Arunachal Pradesh , Assam, Manipur, Meghalaya, Mizoram , Nagaland and Tripura. 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	Repairs & Maintenance Works (Civil, Sanitary & Plumbing, Interior, Electrical and Air-Conditioning)	Up to Rs. 5 lakh
2	Civil works including Plumbing & Sanitary	
	Category – I	Above Rs. 300 lakh and up to Rs. 500 lakh
	Category – II	Above Rs. 100 lakh and up to Rs. 300 lakh
	Category – III	Above Rs. 50 lakh and up to Rs. 100 lakh
	Category – IV	Above Rs. 30 lakh and up to Rs. 50 lakh
	Category – V	Above Rs. 15 lakh and up to Rs. 30 lakh
	Category – VI	Up to Rs. 15 lakh
3	Interior & Furniture Work	
	Category – I	Above Rs. 300 lakh and up to Rs. 500 lakh
	Category – II	Above Rs. 100 lakh and up to Rs. 300 lakh
	Category – III	Above Rs. 50 lakh and up to Rs. 100 lakh
	Category – IV	Above Rs. 30 lakh and up to Rs.50 lakh
	Category – V	Above Rs. 15 lakh and up to Rs. 30 lakh
	Category – VI	Up to Rs. 15 lakh
4	Electrical Installation works	
	Category – I	Above Rs.50 lakh and up to Rs.100 lakh
	Category – II	Above Rs.30 lakh and up to Rs.50 lakh
	Category – III	Above Rs.20 lakh and up to Rs.30 lakh
	Category – IV	Above Rs. 10 lakh and up to Rs.20 lakh
	Category – V	Up to Rs. 10 lakh
5	Air-conditioning work (Supply, installation & Commissioning)	
	Category – I	Above Rs.50 lakh and up to Rs.100 lakh
	Category – II	Above Rs.30 lakh and up to Rs.50 lakh
	Category – III	Above Rs.20 lakh and up to Rs.30 lakh
	Category – IV	Above Rs. 10 lakh and up to Rs.20 lakh
	Category – V	Up to Rs. 10 lakh

Detailed application forms and further details for empanelment can be downloaded from Bank's website www.sbi.co.in under "PROCUREMENT NEWS" or can be collected free of cost, in person from the office of the undersigned on all working days during office hours from 26.08.2025 to 25.09.2025 . The existing empanelled Contractors/Vendors who are in Bank's panel also need to apply afresh.

IMPORTANT NOTICE:

1. All the existing empaneled Contractors who intend to be empaneled again need to apply afresh.

2. Incomplete applications as well as the applications not submitted in the given format, late submission are liable to be rejected. Bank reserves the right to reject any or all the applications without assigning any reasons.

3. Applicant should submit single application for respective Trade mentioning the highest category in the Trade intended to be empaneled. If the applicant is not found eligible for the intended category, the applicant will be considered for empanelment in the successive lower categories as per his eligibility. Firm/Organizations shall apply only for one category under same nature of work as per the empanelment criteria and they will be automatically become part of lower category works.

4. For example: If the vendor applied for category II of Interior & Furnishing works and after scrutiny the firm found eligible for category II, the firm will be automatically empaneled under other lower work value category III, IV, V & VI. Similarly, if a vendor applying for category-II is not qualifying for the eligibility criteria but fulfills the eligibility criteria of category- III or IV or any other lower category of the same trade then he/she may be empanelled in the eligible category, if the vendor agrees for the same.

NOTICE FOR EMPANELMENT OF CONTRACTORS/VENDORS (CIVIL / INTERIOR / ELECTRICAL / AIR CONDITIONING)

State Bank of India, Local Head Office, Guwahati, Assam publish the eligibility criteria for empanelment of Contractors/Vendors (Civil works including Plumbing & Sanitary; Repairing works (Civil, Sanitary & Plumbing) ; Interior & Furniture Works ; Electrical Installation & Maintenance Works and Air-conditioning Works) for related works in Bank's branches/ offices/ residences in the Seven(7) Northeast States viz. Arunachal Pradesh , Assam, Manipur, Meghalaya, Mizoram , Nagaland and Tripura

Major Terms & Eligibility Criteria:

(1) Experience of having successfully completed * **similar works** (single order) during last 7(seven) years ending on 31.07.2025 should be as per following:

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

OR

(b) Two similar completed works 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:

Category of Works up to (Rs. in lacs)	Min Average Annual turnover (Rs. in lacs)	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 works costing not less than(Rs. in lacs)
5	1.5	2	2.5	4
10	3	4	5	8
15	4.5	6	7.5	12
25	7.5	10	12.5	20
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

*Definition of similar works (**As per Annexure A**) - Related works for each category done in Nationalized Banks/ Reputed Institutional Organization/ Large Private sector establishments/ PSUs/ Central & State Govt. Departments etc.

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

(3) In case of Electrical Contractors/Vendors the firm should have a valid Electrical license for Electrical works issued by competent Govt. authority applicable to the respective category of Contractors/Vendors and must furnish a copy of the same with the application.

(4) The applicant for Air-conditioning works should be Authorized Dealer or Manufacturing Company for supply, installation, commissioning & annual maintenance of all type of Air-Conditioning at Offices/residential buildings. They should have full-fledged services centre's equipped with adequate skilled technical manpower and authorized spare parts dealerships. The applicant should have valid dealer certificate for sales and services from reputed manufactures of Air-Conditioners like Blue Star, Voltas, LG, Godrej, Daikin, Mitsubishi, Carrier, Aircon, Hitachi etc.

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

(6) The Contractor/Vendor should have a registered office/branch at any of the Northeast east states viz. Arunachal Pradesh , Assam, Manipur, Meghalaya, Mizoram , Nagaland and Tripura

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

(8) The Contractor/Vendor must comply with the rules and regulation while registering 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 .

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

(10) For Assessing the Annual Turnover of the last 3 years ending on 31.03.2025, Contractor/Vendor must submit valid documents viz. Copy of Income tax return, Copies of IT assessment order, Profit & Loss Account and Balance sheet for the last 3 years w.e.f 2022-2023. In case the annual turnover exceeds the threshold limit stipulated by Govt., audited balance sheet will have to be submitted. It implies that the date of establishment/inception of the firm should not be less than 3 years ending on 31.03.2022

(11) The contractor/vendors should submit all the relevant documents along with the application form in the prescribed format on or before **30.09.2025**. No further queries or applications/relevant documents will be accepted after expiry of the last submission date.

(12) The contractors/vendors which GSTIN has been blocked by Bank will not be eligible for empanelment in Bank. However if the contractor/vendor has filed the GSTIN and is being blocked due to mismatched for error in GST tax invoice, date, HSN code, Bill No. ,GST amount etc, the same will be eligible for the empanelment process.

(13) MSE Firms Exemptions: The firms applying under MSE category must be registered under Central Govt., in relevant category and will be exempted only 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.

(14) 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.

(15) If the applicant is under MSE or Startups category as per clause no. 13 & 14, 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.

(16) The contractors/vendors who have been debarred and his debarment is still in force till the submission date i.e 30.09.2025 will not be eligible in the empanelment process.

Applications complete in all respect along with relevant documents in Bank's format duly super-scribing "EMPANELMENT OF CONTRACTORS/VENDORS (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 30.09.2025 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.

**The Assistant General Manager (Premises & Estate)
State Bank of India
Premises & Estate Department
3rd floor, A Block, Local Head Office
Guwahati-781006, Assam**

Applications can also be dropped in the Tender Box kept in Premises and Estate Deptt., State Bank of India, Local Head Office , 3rd floor, Block "A" 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. Repair & Maintenance works includes:

A. CIVIL WORKS:

- a. Building repairs i.e (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.

B. INTERIOR & FURNITURE WORK:

- a. Repairing of existing furniture work at Offices and residential buildings.
- b. Minor renovation related to Interior & Furniture works at offices & residential building.
- c. Supply of furniture and furnishing items.

C. ELECTRICAL WORKS:

- a. Repair & Maintenance of existing electrical installation at Offices and residential buildings.

D. AIR-CONDITIONING WORKS:

- a. Repair & Maintenance of existing air-conditioning installation at Offices and residential buildings.

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

3. Interior & Furniture works:

- a. Creation and Installation of workstations /table/running tables/low height storage/full height storage /wall & column paneling /partition works/false ceiling for establishment of new offices/commercial establishment/hospitals/Banks etc

- b. *Renovation /Modification of existing interior layout.*
- c. *Supply& Installation of modular furniture at offices.*

4. Electrical Installation Work:

- a. *Internal electrical work including supply, installation of electrical fittings, appliances, external electrical works and Annual maintenance of electrical works at offices/residential buildings*
- b. *Experience only in external electrical works or supply of electrical fittings or external electrical work like installation of electric sub-station or Annual maintenance of electrical works would not be considered as experience in similar works. However, experience only in internal electrical works would be considered as experience in similar works.*

5. Air-Conditioning works:

- a. *Supply, installation, commissioning & annual maintenance of all type of Air-Conditioning at Offices/residential buildings.*

GENERAL CONDITIONS / INSTRUCTIONS FOR THE APPLICANTS

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. Contractors/Vendors must submit the sufficient documentary evidence/work orders/work 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.
3. Contractors/vendor shall apply for each work (e.g Repair & Maintenance, Civil, Interior, Electrical and A.C) separately otherwise their application will not be considered.
- 3(a) Firm/Organization need not to apply for each category (Job value) of a specific work (e.g Repair & Maintenance, Civil, Interior, Electrical and A.C) separately. The firm/organization applying for higher category will also be eligible to the lower category. However the applicant has to mention all the categories (Job value) which they are willing to apply for that specific work.
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 in regard to selection of Contractors/Vendors 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/Vendors 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/Vendors will be applicable for the seven North Eastern States (Arunachal Pradesh, Assam, Manipur, Meghalaya, Mizoram, Nagaland and Tripura) and Contractors/Vendors will be entitled to participate in tenders anywhere within these seven states 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 performa 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, 3rd Floor A Block, Local Head Office, Guwahati 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/Vendors who are already empanelled and wish to continue or upgrade the work category need to apply afresh. The existing panel of Contractors/Vendors 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. Review of the panel may be done periodically as per Bank's policy.

Place :

Date :

Signature of the Applicant with address & seal

**EMPANELMENT
OF
CONTRACTORS/VENDORS
(CIVIL/ INTERIOR/ ELECTRICAL/
AIR-CONDITIONING)**

(Please strike-off which is not Applicable)

APPLICATION FORM

EMPANELMENT OF CONTRACTORS (CIVIL/ INTERIOR/ ELECTRICAL/AIR-CONDITIONING)

(Please strike-off which is not applicable)

1	Name of the Applicant:	
2	Name & Category of work (Civil/Interior/Electrical/Air-conditioning) 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 Organisation: Category: No. & Date of Registration:	

12	Details registration of MSME/Start-up firm. Enclose certified copies of documents as evidence.	
13	No. of years of experience in the field and details of work in any other field.	
14	Annual turnover of the organization during last 3 years (year wise) and furnish audited balance sheet(whenever necessary) and Profit & Loss A/c. for the last 3 financial years. Enclosed certified copies of document for evidence.	2022-23 : 2023-24 : 2024-25 : Average:
15	Banker's Details (i) Banker's Name (ii) Full Postal Address (iii) Telephone No. (iv) Account No. (v) Type of Account. Enclose certified copies of documents as evidence.	
16	Whether an assesses 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 years IT returns filed (Pl. enclose certified copies of the IT return of 2022-23, 2023-24, 2024-25)	
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	Details 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)	
21	Details of major works in hand (Annexure C) (Both work orders and completion certificates should be enclosed)	
22	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	

23	Whether willing to work anywhere in the N.E States of Arunachal Pradesh, Assam, Manipur, Meghalaya , Mizoram, Nagaland and Tripura or mention places where you are willing to work (NE States).	
24	Enclose copy of valid Electrical Contractor's License and supervising license (applicable only for the firms/contractors applying for empanelment as electrical contractor) (Enclose certified copy of document as evidence.	
25	Valid authorization certificate for Air-Conditioning vendors (Enclose certified copy of document as evidence.	
26	Declaration regarding near relatives working in State Bank of India.	
27	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.	

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/ INTERIOR/ ELECTRICAL/AIR-CONDITIONING)

(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. Under taking along with name and address	Contract amount (in Rs.) with copy of work order	Stipulated time of completion (in months) Enclose clients completion certificate	Actual time of completion (in months)	Name & Address of Architect/Consultant(if any)	Remarks
1	2	4	3	5	6	7	8	9

(Add separate sheet if required)

Notes:

1. information has to be fitted 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/ INTERIOR/ ELECTRICAL/AIR-CONDITIONING)

(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. Under taking 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)

Notes:

1. information has to be fitted up specifically in this format.

Name of Authorized signatory

Sign & seal of the applicant

CHECK LIST**(FOR CONTRACTORS - CIVIL /INTERIOR/ELECTRICAL/AIR-CONDITIONING)**

Name of the Firm/Establishment/Contractor/Vendor:

Name of the work:

Category Applied for :

Sl 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	Electrical Contractor's license	
15	Authorization certificate for A.C certificate	

Place

Signature & Seal of contractor

Date

Name :