

**SBI INFRA MANAGEMENT SOLUTIONS PVT. LTD.**

(A Wholly Owned Subsidiary of SBI)

HEAD OFFICE

Ground Floor, Raheja Chamber, Free press Journal Marg, Nariman Point, Mumbai 400 021

**Part – I**

**(Technical Bid)**

**PRE-QUALIFICATION TENDER FOR APPOINTMENT OF ELECTRICAL CONSULTANT FOR INSTALLATION OF  
ADDITIONAL 1000 KVA TRANSFORMER IN 33KV/0.43KV SUBSTATION INSTALLATION OF 1010 KVA  
GENERATOR AND OTHER ALLIED WORKS AT GITC BUILDING, AT SECTOR 11, CBD BELAPUR, NAVI  
MUMBAI.**

**THROUGH E-TENDER**

Tender ID : **GIT201903018**

**TENDER SUBMITTED BY:**

NAME : \_\_\_\_\_

ADDRESS : \_\_\_\_\_

\_\_\_\_\_

GSTIN NO : \_\_\_\_\_

DATE : \_\_\_\_\_

**SBI INFRA MANAGEMENT SOLUTIONS PVT.LTD.**

**Circle Office, 1st Floor, 'C' wing State Bank Global IT Center,  
Plot no.8, 9, 10, Sector 11, CBD Belapur, Navi Mumbai 400614.**

**Tele:- 022 27537416**

**NOTICE INVITING TENDERS**

**SBI INFRA MANAGEMENT SOLUTIONS PVT.LTD, Circle Office, 1st Floor, 'C' wing State Bank Global IT Center, Plot no.8, 9, 10, Sector 11, CBD Belapur, Navi Mumbai 400614. Tele:- 022 27537416 INVITES APPLICATIONS FROM THE ELIGIBLE AGENCIES FOR PREQUALIFICATION OF ELECTRICAL CONSULTANT FOR INSTALLATION OF ADDITIONAL 1000 KVA TRANSFORMER IN 33 KV/0.43 KV SUBSTATION AND GENERATOR (1010KVA) AT STATE BANK OF INDIA, GLOBAL IT CENTER, BELAPUR, NAVI MUMBAI.**

1.	<b>NAME OF WORK</b>	PREQUALIFICATION OF ELECTRICAL CONSULTANT FOR INSTALLATION OF ADDITIONAL TRANSFORMER 1000KVA TRANSFORMER IN 33KV/0.43 KVA SUBSTATION AND GENERATOR (1010 KVA) AT STATE BANK OF INDIA, GLOBAL IT CENTER, BELAPUR, NAVI MUMBAI
2.	<b>APPLICATION FEES</b>	<b>Rs.2000</b> (Rupees Two Thousand Only) (Non-Refundable) This Non-Refundable amount to be paid only through <b>SB Collect Payment Portal</b> available in SBI's online Banking site i.e. <a href="https://www.onlinesbi.com">https://www.onlinesbi.com</a> After successful payment, submit a print of the receipt carrying a Reference no. along with the tender application. For further details, refer annexure-'O' enclosed. <b>Tender Id is GIT201903018.</b>
3.	<b>DATE OF COMMENCEMENT OF ISSUE OF TENDER DOCUMENTS AND AVAILABLE IN BANKS WEBSITE UPTO.</b>	<b>11<sup>th</sup> March 2019 to 02<sup>nd</sup> April 2019</b>
4.	<b>APPLICATION FORM AVAILABLE ADDRESS/WEBSITE</b>	THE ELIGIBILITY CRITERIA AND APPLICATION FORM CAN BE DOWNLOADED FROM BANK'S WEBSITE <a href="http://www.sbi.co.in">www.sbi.co.in</a> UNDER "PROCUREMENT NEWS"
5.	<b>ADDRESS AT WHICH THE APPLICATION FORM ARE TO BE SUBMITTED</b>	<b>SBI INFRA MANAGEMENT SOLUTIONS PVT.LTD.</b> <b>Circle Office, 1st Floor, 'C' wing State Bank Global IT Center, Plot no.8, 9, 10, Sector 11, CBD Belapur, Navi Mumbai 400614.</b>
6.	<b>LAST DATE &amp; TIME OF FORM SUBMISSION</b>	<b>02 APRIL 2019 BEFORE 03.00 PM</b>

**Contact to Bidders: -**

1) Vice President (Electrical), SBI Infra Management Services Pvt. Ltd, SBI GITC, Belapur, Navi Mumbai – Ph 022-27537416  
email-headgitc.sbiims@sbi.co.in

2) Vertical Head (Electrical), SBI Infra Management Services Pvt. Ltd. Ground Floor, Raheja Chambers,  
Free Press Journal Marg, Nariman Point, Mumbai- 21 Ph:022-22880258; [email-vhelect.sbiims@sbi.co.in](mailto:email-vhelect.sbiims@sbi.co.in)

SBIIMS RESERVES ITS RIGHTS TO ACCEPT/REJECT ANY/ALL APPLICATIONS WITHOUT ASSIGNING ANY REASON WHAT SO EVER AND NO CORRESPONDENCE SHALL BE ENTERTAINED IN THIS REGARD.

(MD & CEO),  
SBIIMS, MUMBAI

## **INSTRUCTIONS TO BIDDERS.**

1. State Bank of India (herein after referred to as 'SBI/The Bank' ) having its Corporate Centre at Mumbai and various other offices viz. LHOs/Administrative Offices/Branches/other offices, across the Country and abroad (collectively referred to as State Bank Group or 'SBG' hereinafter).
2. SBI Infra Management Solutions Pvt. Ltd. (hereinafter referred to as SBIIMS), a Wholly Owned Subsidiary of SBI, having its Head Office at Ground Floor, Raheja Chambers, Free Press Journal Marg, Nariman Point, Mumbai, undertaking Real Estate Management projects of SBI including Construction of Buildings, Interior Furnishing, Maintenance, Facility Management etc. Pan India.
3. SBIIMS, on behalf of SBI, intends to appoint through competitive bid, a reputed and experienced Project Consultant having expertise in providing end to end solution for Planning, Designing, Supervision of work of up gradation of Existing 33KV Substation with a 33KV/433V transformer along with all allied HT/LT switchgear, 1010 KVA generator and all other related works at GITC, CBD Belapur, Navi Mumbai.
4. The Consultant must be equipped with adequate expertise and experience in undertaking Planning, designing & implementing Electrical works (HT/LT), DG sets, integration of Building Management System, and all ancillary works/services required for a 33 KV substation.
5. The estimated Project cost is expected to be about Rs. 4.00 Crores excluding the GST.
6. The objective is to identify reputed and competent Project Consultant Firm for setting up of the /upgrading the existing 33 KV Substation, as envisaged above.
7. **Eligibility Criteria**

The Eligibility Criteria for Pre-Qualification of bidders is as under: -

- a. The bidder should be a Partnership Firms / Proprietary Firms / Limited Companies/ Government Organizations / PSUs / PSEs under Indian Laws with an established setup in India, preferably in Mumbai/Pune.
- b. The Bidders should have an average annual turnover of Rs120 Lakhs (Rupees One Hundred and Twenty Lakhs Only) during last three years on account of Consultation fee earned from the Consultancy Services rendered for Electrical Projects . Copies of the audited Annual Balance sheet of last three financial years – 2015-16, 2016-17& 2017-18 to be submitted in support of claims.
- c. The Bidder should have experience as Consultant in successfully handling similar projects of the following magnitude during the last seven years for Public Sector Undertakings / Govt Organisations/reputed Private Sector IT Companies/Banks/ Reputed national/ Multi-National Companies etc.:
  - i. Three similar projects each costing not less than 160 Lakhs.
  - OR
  - ii. Two similar projects each costing not less than 200 Lakhs.
  - OR
  - iii. One similar project costing not less than 320 Lakhs.

Similar projects means "Related Consultancy works for 33kv substation or above for Commercial/ Hospital/ Nationalized Bank/ Institutional Organization/ Large Private sector establishment/ PSUs/ Central/ State Govt. Department etc. HT/LT substation, DG Sets, BMS etc.

- d. The Bidder should have required capability and preferably in-house expertise to plan, design and supervise the execution of 33 KV substation including designing of (i) Electrical substation and internal/external electrical Installations, (ii) Standby Power Source including DG Sets and any other services required for the project.
- e. The bidder shall be responsible and prepared to engage expertise/consultants for all specialised services of the project for which in-house expertise is not available with them within the professional fee agreed and payable to them.
- f. The Bidder should have qualified & experienced technical team at its disposal for deployment at site for day to day supervision of the project during the execution of the project from date of commencement of work to handing over of the entire infrastructure to the SBI. The details of available technical staff, their qualification and domain experience in the projects related to build / consultancy should be attached.
- g. The Bidder should have all necessary licenses, permissions, consents, no objection certificates, approvals as required under the law for carrying out its/their business including those envisaged under the scope of this work.
- h. The Bidder should have valid GST Registration Certificate and PAN. Copies of supporting documents to be attached.
- i. The Bidder should not have been blacklisted by the Govt. of India Organisations / PSU / PSE / Govt. Depts./reputed Private Sector IT Companies etc. for breach of any applicable laws or violation of regulations or breach of contractual agreement or rendering unsatisfactory professional services during the last 7 (seven) years. (Self-declaration to be submitted by the bidder along with their application).
- j. The Bidder should be the sole applicant/bidder and not a consortium.
- k. Proprietor/Director/Partner of the applicant/firm should be a qualified Electrical Engineer holding bachelor's degree.

#### 8. Tender Processing Fee:

The intending bidders shall arrange to pay a non-refundable sum of Rs. 2000/- (Rupees Two Thousand only). Amount to be paid only through **SB Collect Payment Portal (ANNEXURE O)** available in SBI's online Banking site i.e. <https://www.onlinesbi.com> After successful payment, submit a print of the receipt carrying a Reference no. along with the tender application. For further details, refer annexure-O enclosed.

The bids received without Tender Processing fee may be summarily rejected within the sole discretion of SBIIMS and no correspondence shall be entertained by the SBIIMS in this regard.

#### 9. Scope of work under the EOI in brief:

The Duties / scope of work expected from the Project Consultant shall be: -

- i. Providing professional services for designing of 33KV substation and allied switch gears as per latest standards.
- ii. Taking instructions from SBI/SBIIMS, visiting site, preparing sketch scheme plans/designs for the project, working drawings, detailed Item Rate estimates supported with take-off sheets and standard Analysis of Rates for all major Items for the project including all services in accordance with standards, regulations, etc. (including carrying out necessary revisions till the designs are finally approved by the SBI/SBIIMS).
- iii. Assisting the Electrical Contractor to procure all mandatory permissions / approvals from the various Govt. authorities including Maharashtra Electricity Board, Electrical Inspectorate, any other regulators required.

- iv. Submitting PERT CHART / Bar Chart incorporating all the activities required for the completion of the project well in time.
- v. Preparing documents for pre-qualification of Contractors, scrutinising prequalification applications, submitting recommendations for prequalification of contractors for the project after inspection of work sites/office of various shortlisted applicants and extending all assistance to the SBIIMS in finalising the list of qualified contractors.
- vi. Preparing detailed tender documents/notices for various trades including Articles of agreement, special conditions, conditions of contract, specifications, bill of quantities, including detailed analysis of rates based on market rates, time and progress charts, etc. and seeking approval for the same from SBIIMS.
- vii. Inviting Tenders for various trades and services with the approval of SBIIMS, Analysing the tenders, preparing comparative statements, submitting reasoned recommendations along with due justification for acceptance of Tenders / rates contract for all the services as required.
- viii. Preparing contract documents for all contracts including arranging execution of contract agreements with the successful and approved Contractors/Vendors for all trades and ensuring its meticulous compliance during execution of the project.
- ix. Preparing detailed drawings, specifications and other documents as are necessary for proper execution of the works including issuing necessary clarifications, drawings etc. to the contractors/vendor for successful and timely completion of the project.
- x. Ensuring regular supervision of works, recording measurements, ensuring daily check on quality and specifications of the work being executed, ensuring on site / laboratory testing of materials as per contractual provisions and maintaining record thereof, ensuring compliance with all other standards etc. by deploying full time qualified Site Engineers for all works and services at their own cost within the fee payable.
- xi. Conducting thorough scrutiny and certification of contractor's bills including on site verification of 100% measurement for its correctness besides certifying execution of quality work strictly as per tender specifications, issuing periodical recommendations and certificates for payments to enable SBI/SBIIMS to make payments to the contractors and adjustments of all accounts between the contractors and the SBI.
- xii. The Consultant shall assume full responsibility for all measurements certified by them. It shall be mandatory on the part of the Consultant to check the measurements of various items to the extent of 100% of each item of work claimed, in each running bill.
- xiii. The Consultant shall be responsible for the Certification process and shall ensure that all the equipment and work carried out are as per the standard compliance.
- xiv. They shall perform all the services and discharge the obligations with due diligence, efficiency and economy in accordance with the generally accepted professional standards and practices.
- xv. The consultant shall act as faithful advisor and shall at all time support and safeguard legitimate interests of the SBI/SBIIMS.
- xvi. The consultant shall not accept any discounts etc. in connection with the activities to benefit himself.
- xvii. All the activities mentioned in the scope of work shall be carried out in consultation with and approval of SBI/SBIIMS team.
- xviii. The Consultant shall assist the employer in sending suitable replies to queries raised by CTE's.

## 10. Time of Completion

The Schedule time of completion and commissioning of proposed work is 8 Months including for submission of project report, drawings, specifications, estimate, tendering and execution of works etc. from the date of appointment of the Consultant.

### 11. Other Terms and conditions

Before submission of the bid, the bidders must thoroughly verify the eligibility criteria and ensure fulfilling all the terms and conditions. The copies of the relevant documents and certificates in proof of eligibility criteria, wherever required, are to be submitted, failing which the bids are liable to be rejected.

12. Bids which are incomplete and / or non-responsive will be rejected during evaluation. Bidders are requested to ensure that they provide all necessarily details while submitting the bids.
13. No price details are to be given in the bid. If any price details are found in the bid, it will be summarily rejected. The price bid will be called from qualified consultants through E- bidding.
14. SBI/SBIIMS reserves the right to accept / reject the offers or cancel the whole proceedings without assigning any reason whatsoever.
15. Late / Delayed offers shall not be accepted under any circumstances.
16. Incomplete offers will be summarily rejected. In case the specified date for the submission of offers being a holiday or declared holiday for SBI/SBIIMS, the bid-closing deadline shall stand extended to the next working day up to the same time.
17. SBIIMS shall not be responsible for delayed submission or non- submission of bid due to any reason whatsoever. The bidders are requested to submit the bid well before the due date & time of submission. SBI/SBIMS shall not be responsible for any technical problem in the system/postal delay etc.
18. Any attempt of direct or indirect negotiations on the part of the bidder with the authority to whom the bid has been submitted or the authority who is competent to finally accept/reject the same after the bid has been submitted or any endeavour to influence by any means for the acceptance of a particular bid will disqualify such bidders besides debarring him/them for further participation in the bid process of SBI/ SBIIMS.
19. The SBIIMS reserves the right to examine/ verify the supportive documents/reports furnished by the bidders by inspection of their work sites through visit by its officers and /or technical consultant appointed by the SBI/SBIIMS.
20. If any information or document provided in the response to this pre-qualification bid is found to be wrong subsequently, the bidder shall be disqualified.
21. The selected Project Consultant Firm shall not directly or indirectly bid for execution of any activity and if any involvement is found at any stage of contract, then the contract shall be cancelled with / without legal remedy.
22. The confidentiality of any or all the information shared in this context to the bidders has to be maintained and shall not be disclosed to any other agency without written permission from SBI/SBIMS.

23. The bidder shall not in any way be allowed to sublet the job in part or whole to any third party without written permission from the SBIIMS.
24. The Project Consultant appointed by the SBIIMS shall be single point contact for all the services / contracts of proposed work. It will be sole responsibility of the Consultant to extract services/ documents/working drawing etc. from their various specialised consultants in a time bound manner. The SBIIMS in no way be responsible for pursuing/interacting with such specialised agencies/consultants for the purpose.
25. All drawings/documents/estimates/ proposals/correspondence shall necessarily be signed by the authorised personnel of the approved Project Consultant Only.
26. This pre-qualification bid is not an offer by SBI/SBIIMS, but an invitation for bidder's response. No contractual obligation whatsoever shall arise from the EOI process.
27. **Process for Submission of Bids**
  - a. The response shall be addressed to Vice President and Circle Head, SBI Infra Management Services Pvt. Ltd, GITC Circle Office, Plot No 8,9,10, CBD Belapur, Navi Mumbai-400614
  - b. In case of any clarification, bidders can contact: -  
Vice President (Electrical), SBI Infra Management Services Pvt. Ltd, SBI GITC, CDB Belapur, Navi Mumbai – Ph 022-27537416.email-headgitc.sbiims@sbi.co.in
28. **Process for Evaluation of Bids**
  - a. The Bids will be initially evaluated for the eligibility based on the documents submitted in support of eligibility criteria specified hereinbefore and accordingly bidders fulfilling the various criteria shall be shortlisted.
  - b. All shortlisted bidders shall be advised to submit their Commercial offer (Price Bid) (in the prescribed format to be made available by SBIIMS at later date)
    - i. Price bid in the prescribed format.
29. SBIIMS reserves the right to accept any or reject all the applications without assigning any reasons therefor. No correspondence shall be entertained in this regard.
30. The decision of SBIIMS in this regard shall be the final and binding.
31. Corrigendum, if any, to this notice will be published on the Bank's website only. Applicants are requested in their own interest to keep a keen look out for corrigendum on the website.
32. Other Documents to be submitted
  - i. Board Resolution in favour of authorized person submitting and signing the bid.
  - ii. Power of Attorney/ Authorization Letter in case the authorized person delegates authority to another person of the company to sign the Bid documents.
33. At least one of the Directors/ Partners/ Proprietor should be graduate in Electrical Engineering holding Bachelors degree with minimum five (05) years' experience.

**INSTRUCTIONS TO THE APPLICANTS**  
**CONSULTANT FOR ELECTRICAL WORK**  
**FOR PREQUALIFICATION**

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. The applications not accompanying application fees of Rs. 2000/- shall be rejected at the sole discretion of the SBIIMS.
2. While deciding upon the prequalification, great emphasis will be given on the ability and competence of applicants to do good quality works within the specified time schedule and in close co-ordination with Bank and SBIIMS as well as other agencies.
3. Decision of the SBIIMS in regard to selection of Firms/Organizations will be final. The SBIIMS is not bound to assign any reason for acceptance/ rejection of any applications.
4. Each page of the application shall be signed. The application shall be signed by person/ persons on behalf of the organization having necessary authorization/ Power of Attorney to do so (Certified copies to be enclosed).
5. 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 Performa and serial number. Separate sheets shall be used for each part. **However, the format shall be as per Performa.**
6. Applications containing false, incomplete and/or inadequate information are liable to be rejected.
7. 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 to rejection.
8. SBIIMS reserves its right to reject any/all the applications without assigning any reasons, whatsoever therefore. Incomplete/partly filled applications without relevant enclosures may not be considered for evaluation. Disputes, if any, regarding the empanelment shall be within the jurisdiction of Court in Mumbai.
9. SBIIMS is not responsible for the late receipt/ non-receipt due to postal delay, strikes or any other reasons.

Signature of the Applicant with address & seal



**APPLICATION FORM**

**APPLICATION FOR PREQUALIFICATION OF ELECTRICAL CONSULTANT FOR INSTALLATION OF ADDITIONAL TRANSFORMER (1000KVA) AND GENERATOR (1010KVA) AT STATE BANK OF INDIA, GLOBAL IT CENTER, BELAPUR, NAVI MUMBAI .(Please strike-off which is not applicable)**

1	a) Name of the applicant/Firm/Organisation	
	b) Full postal address of Firm	
	c) Contact details i. Phone no. ii. Mobile no. iii. Fax no iv. Email id	
	d) Application fee details DD/Bankers cheque No. Date	
2	Year of establishment <b>Please enclose documentary evidence (ENCLOSURE A)</b>	
3	Constitution of firm ( <b>Enclose certified copies of documents as evidence</b> ) ( <b>ENCLOSURE B</b> )	Sole proprietorship/Partnership/Private Ltd./Public Ltd./Any Other(Please specify)
4	Name of the Proprietor/Partners/Directors of the organisation/firm with qualification. Enclose certified copies of document as evidence. ( <b>ENCLOSURE C</b> )	
5	a) Name/s of authorized signatory with designation	
	b) Bio Data of Partners/Directors ( <b>Enclose separate sheet as ENCLOSURE D</b> )	
6	Mode of Authorization Enclose certified copies of document as evidence ( <b>ENCLOSURE E</b> )	Resolution/Partnership Deed/Registered Power of Attorney/Proprietor/Any other (Please Specify)
7	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 copies of document as evidence) ( <b>ENCLOSURE F</b> )	YES/NO
8	a) Name of Organisation Category No. & Date of Registration	
	b) Name of Organisation Category No. & Date of Registration	
	c) Name of Organisation Category No. & Date of Registration	
9	No. of years of experience in the field and details of work in any other field. ( <b>ENCLOSURE G</b> )	
10	Yearly turnovers of the organisation during last 3 years (year wise) and furnish audited balance sheet and Profit & Loss A/C (Audited) for the last 3 years certified by the auditor ( <b>ENCLOSURE H</b> )	2015-16 2016-17 2017-18 AVERAGE

11	BANKER DETAILS: i. Banker's Name ii. Full Postal Address iii. Telephone no. iv. Account No. Type of Account	
12	PAN No. <b>Enclose certified copy of document as evidence (ENCLOSURE I)</b>	
13	Whether registered with sales tax department, if yes, give details. <b>Please enclose documentary evidence (ENCLOSURE J)</b>	
14	GST No. <b>Please enclose documentary evidence (ENCLOSURE K)</b>	
15	Whether last three years IT Returns files (Pl. enclose certified copies of the IT return of 2015-16, 2016-17, 2017-18) <b>(ENCLOSURE L)</b>	
16	Details of major works executed & completed during last 7 years. <b>(ANNEXURE M)</b>	
17	Details of major works on hand <b>(Annexure N)</b>	
18	The steps involved in making the payment through <b>SB Collect towards Cost of Tender.(Annexure O)</b>	

I/We have read and understood the Press notice, Prequalification Notice & this Application form along with Annexure. and my/our firm fulfils 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 understand that if at any stage it is found / noticed by the SBIIMS 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 / Bankers, the SBIIMS may not consider our application and / or may de-list us and / or may take any appropriate action against us.

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

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 this is merely an application & does not entitles us to be necessarily empanelled by the SBIIMS and SBIIMS reserves the right to reject all and / or any application without assigning any reason whatsoever.

SEAL OF THE FIRM PLACE :

(SIGNATURE OF AUTHORIZED SIGNATORY)

NAME :

DATE:

**Note : Please enclose all the Annexures with relevant supporting documents.**

**ANNEXURE – M**  
**(CONSULTANTS FOR ELECTRICAL WORK)**  
*(Please tick whichever applicable)*

**LIST OF MAJOR WORKS EXECUTED AND COMPLETED DURING LAST 7 YEARS:**

*(Enclose supporting documents)*

*(Add separate sheet if required)*

Sr no	Name of client	Nature of work	Estimated Value	Value on Completion	Name of the clients Project in charge	Date of Start & Completion	Actual Period of Completion	Final Value on completion on of Project	Reasons for variation/delay if any	Remarks (If any)
1	2	3	4	5	6	7	8	9	10	11

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 – N**  
**(CONSULTANTS FOR ELECTRICAL WORK)**  
*(Please tick whichever applicable)*

LIST OF MAJOR WORKS ON HAND:  
(Add separate sheet if required)

Sr No	Name of Client	Nature of Work	Estimated Value	Date of Strat & completion	Present Position	Remarks (If any)
1	2	3	4	5	6	7

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 O**

The steps involved in making the payment through **SB Collect towards Cost of Tender** are as under :-

1. The Vendor needs to use SBI internet banking site <https://www.onlinesbi.com/>.
2. Select "**SB Collect**" from Top Menu, that will lead to the next page:
3. "**Proceed**" will lead to the next page:
4. Select "**All India**" in "State of Corporate / Institution" & Select "**Commercial Services**" in "Type of Corporate / Institution".
5. "**Go**" will lead to the next page:
6. Select "**SBI Infra Management Solutions**" in Commercial Services Name and "**Submit**"
7. Select "**Tender Application Fee**" in "Payment Category" and enter the "**Tender ID**" exactly as we preloaded with characters in Uppercase only in place of Circle Codes.
8. The next Page will be ready with few of the Preloaded Tender Details:
9. The Vendor will have to fill up the fields properly and upon making the payment a receipt will be generated with a Reference No.

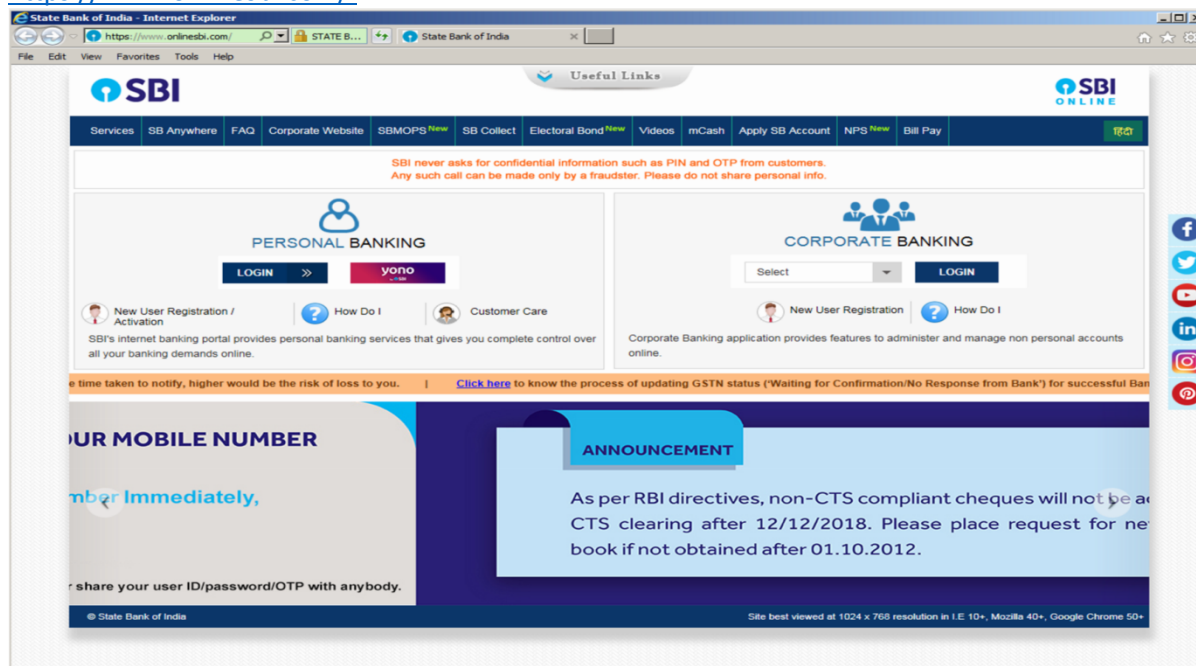
**NOTE :** Any type of vendor, whether dealing with SBI or other bank can use this SB Collect facility.

Even a contractor not dealing with any bank can use this portal and generate challan and deposit by cash in any SBI branch. The bank charges for cash deposit will be also borne by the vendor himself.

**Procedure for payment of Tender Fee through SB Collect payment portal:**

The portal link is available in SBI online banking site

<https://www.onlinesbi.com/>.



Select "**SB Collect**" from Top Menu, that will lead to the next page:



**“Proceed”** will lead to the next page:

Select **"All India"** in "State of Corporate / Institution " & Select **"Commercial Services"** in "Type of Corporate / Institution".

**“Go”** will lead to the next page:

Select **"SBI Infra Management Solutions"** in Commercial Services Name and

**“Submit”**

The screenshot shows the State Bank Collect website interface. At the top, there's a navigation bar with 'State Bank Collect' and 'State Bank Mops'. Below this, a header section displays the SBI logo and the company name 'SBI Infra Management Solutions Pvt Ltd' with its address. The main content area is titled 'Provide details of payment'. It features a dropdown menu for 'Select Payment Category' and a text input field for 'Enter Tender ID'. A 'Submit' button is located below these fields. A red box contains instructions: 'Mandatory fields are marked with an asterisk (\*)', 'The payment structure document if available will contain detailed instructions about the online payment process.', and 'Date specified(if any) should be in the format of 'ddmmyyyy'. Eg., 02082008'. The footer includes '© State Bank of India' and links for 'Privacy Statement', 'Disclosure', and 'Terms of Use'.

Select **"Tender Application Fee"** in "Payment Category" and enter the **"Tender ID"** exactly as we preloaded with characters in Uppercase only in place of Circle Codes. The next Page will be ready with few of the Preloaded Tender Details:

This screenshot shows the same State Bank Collect website, but now with preloaded tender details. The 'Select Payment Category' dropdown is set to 'TENDER APPLICATION FEE'. The 'Enter Tender ID' field contains 'MUM2019010005'. Below this, various fields are populated: 'Tender Name' (Corp 05), 'Open Date' (06-01-2019), 'End Date' (12-01-2019), and 'Amount in Rupees' (10000). There are empty input fields for 'Vendor Email ID', 'Vendor GST No', 'Vendor Mobile No', and 'Vendor Name'. A 'Remarks' field is also present. A red box contains instructions: 'Mandatory fields are marked with an asterisk (\*)', 'The payment structure document if available will contain detailed instructions about the online payment process.', and 'Date specified(if any) should be in the format of 'ddmmyyyy'. Eg., 02082008'. The footer includes '© State Bank of India' and links for 'Privacy Statement', 'Disclosure', and 'Terms of Use'.

The Vendor will have to fill up the fields properly and upon making the payment a receipt will be generated with a Reference No. Submit the printout of the Receipt, along with the Tender Application.

**CHECK LIST**  
**(CONSULTANTS FOR ELECTRICAL WORK)**  
*(Please tick whichever applicable)*

Name of the Firm/Establishment:

Name of Work :

SR. NO.	PARTICULARS	SUBMITTED (Y or N)
1	Application Form	
2	Enclosure A	
3	Enclosure B	
4	Enclosure C	
5	Enclosure D	
6	Enclosure E	
7	Enclosure F	
8	Enclosure G	
9	Enclosure H	
10	Enclosure I	
11	Enclosure J	
12	Enclosure K	
13	Enclosure L	
14	Enclosure M	
15	Annexure N	
16	Annexure O	

Name of Authorized Signatory

Sign & seal of the applicant

\*\*\*\*\*END OF TENDER\*\*\*\*\*