

STATE BANK OF INDIA
PUBLIC RELATIONS & COMMUNITY SERVICES BANKING DEPARTMENT
LOCAL HEAD OFFICE, GUWAHATI-6

EMPANELMENT OF VENDORS

TENDER NOTICE NO. : PR/EMP/2017-18/01 Prequalification applications category wise separately for empanelment of eligible vendors are invited for undertaking different publicity works in the states of Assam, Arunachal Pradesh, Manipur, Meghalaya, Mizoram, Nagaland and Tripura. Price Bids will be called separately at a later date only from the empanelled vendors for the respective categories.

Category-wise details of works are given below :

Category	Particular	Approximate Job Value per year
A	Outdoor Publicity / Event Management / Glow Sign Boards / Signage Boards	100 Lacs
B	Production of Audio / Visual, Advertisement in Print / Electronic Media	50 Lacs
C	Designing and Printing of Flex / Banner / Brochure / Leaflets / Posters / Booklet / Journals etc.	25 Lacs
D	Miscellaneous small jobs of urgent nature such as printing invitation card, stationeries for meeting, still photography with printing of photographs etc.	10 Lacs

Applications should reach us on or before 02.00 PM of 12.06.2017. The Bank reserves the right to accept or reject any or all application without assigning any reasons.

Part I : Eligibility Criteria / Terms & conditions

Part II : Application for empanelment

Part - I

Eligibility Criteria and General Terms & conditions of Empanelment

1. Requirement of solvency, value of work executed in last three years (i.e. from April, 2014 to March, 2017) and annual turnover is as under:

Messenger

Category	Minimum Amount of Solvency Certificate / Net Means proof (in Rs.) *	Minimum Single Value of One work Completed (in Rs.)#	(or) Minimum Single Value of each two works Completed (in Rs.)#	(or) Minimum Single value of each three works Completed (in Rs.)#	Minimum Average Annual Turnover of last 3 years (in Rs.)#
A	60 lacs	80 lacs	50 lacs	40 lacs	30 lacs
B	30 lacs	40 lacs	25 lacs	20 lacs	15 lacs
C	15 lacs	20 lacs	13 lacs	10 lacs	7.5 lacs
D	06 lacs	08 lacs	05 lacs	04 lacs	03 lacs

* Solvency Certificate should not be more than one year old on date.

Work order without completion certificate will not be considered for work experience

2. Vendors who are interested in submitting their application for qualification should have adequate exposure and expertise in undertaking such works. They should also have a team of specialists for completing the project and other allied works.

3. Completed application in all respect with credentials shall be submitted in different envelope super scribing "Application for pre-qualification of Vendors for _____ (Name of Category)" to **The Assistant General Manager (PR & CSB), State Bank of India, Local Head Office, Opposite Assam Sachivalay, Dispur, Guwahati – 6** on or before 02.00 PM of **12.06.2017**.

4. The applicant is required to furnish their PAN No., VAT/Sales Tax No., Registration details of firm with PIN No., Tan No., 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.

5. 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/offices are to be required to be furnished to fulfil the eligibility criteria.

6. The applicant must submit his valid E-mail ID & cell phone number.

7. The applicant shall furnish the address of his local office with name & cell phone no. of the contact person. The applicant should submit the original documents for verification as and when called for.

8. For Assessing the Annual Turnover of the last 3 years, applicant must submit the valid documents viz. copy of Income Tax Return, Profit & Loss Account and Balance Sheet for the last 3 years duly certified by the CA.

9. On Successful Empanelment of the contractors, the empanelled contractors shall deposit one time Earnest Money equivalent to the sum not less than 2% of the approximate annual job value, category wise separately in the form of STDR.

10. The applicant shall agree and authorise the Bank to obtain the confidential report from the clients of the applicant, to obtain credit opinion from the bankers and to verify the work executed by the applicant.

11. Separate applications to be submitted for each category.

12. 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 the right to accept or reject any or all applications without assigning any reasons thereof.

13. Applicant should produce confirmation in regard to having digital certificate for participating in E-procurement (Reverse Auction) as and when required by the bank.

14. The sealed offers will be opened on **19/06/2017 at 2.30 pm** at State Bank of India, Local Head Office, Guwahati in presence of the Authorized representatives of the applicant.

Assistant General Manager (PR & CSB)

STATE BANK OF INDIA
 PUBLIC RELATIONS & COMMUNITY SERVICES BANKING DEPARTMENT
 LOCAL HEAD OFFICE, GUWAHATI
APPLICATION FOR EMPANELMENT OF VENDORS

S. No.	Particulars	To be filled by the Applicant
1	Name of the applicant	
2	Category applied for	
3	Postal Address	
	Email ID	
	Contact No.	
	FAX No.	
4	Year of establishment (Please enclose documentary evidence)	
5	Constitution of the firm (Enclose certified copies of documents as evidence)	Sole proprietorship/Partnership/ Private Ltd./Ltd. Co/ Any other (Please specify)
	Name of proprietor / Partners /Directors of the organization/firm Enclose certified copies of document as evidence	
	Name /s of authorised signatory with designation	
	Mode of Authorisation Enclose certified copies of document as evidence	Resolution/Partnership Deed/ Registered Power of Attorney/Proprietor/ any other(Please specify)
	Details of registration-whether partnership firm, company, etc. Name of registering authority, date and registration number (Note: Partnership firms not registered with the appropriate authority need not apply) Enclose certified copies of document as evidence	
6	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	

7	No. of years of experience in the field and details of work in any other field	
8	Yearly turnover of the organization during last 3 years (year wise) and furnish audited balance sheet and profit & Loss A/c (Audited) for the last 3 years	2015-16 2014-15 2013-14 Average:
9	Banker's details a) Banker's Name b) Full Postal Address c) Telephone d) Account No e) Type of Account	
10	CST No. State ST No. VAT/TAN No. Please enclose documentary Evidence (Mandatory)	
11	Service Tax No. Please enclose documentary evidence (Mandatory)	
12	Whether an assessee of Income Tax. If so, mention PAN No along with copy of Pan card.	
13	Whether last 3 years IT returns filed (Pl. enclose certified copies of the IT return of the year 2015-16, 2014-15, 2013-14)	
14	Whether willing to work anywhere in North Eastern Region or mention clusters where you are willing to work	
15	Detailed description and value of works done during the last 3 years as per Annexure I	
16	Details of technical staff as per Annexure II . Does the applicant have sufficient workforce, plant & machinery, equipment etc. (provide details in Annexure II)	
17	Whether any Civil Suit/litigation arisen in contracts 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, status of pending litigation	
18	Information relating to whether any litigation is pending before any Arbitrator for adjudication of any litigation or else any litigation was disposed off during the last ten years by an arbitrator. If so, the details of such litigation are required to be submitted.	
19	Confirmation in regards to digital certificate (if any)	

NOTE: Copy of all required documents mentioned in application is mandatory to enclose.

Declaration

I / We declare that the information given above are true to the best of my/our knowledge. I / we also understand that if at any stage it is found/noticed by the Bank that any information thus provided by me / us is untrue / incorrect partly or fully and in case of receipt of adverse /unsatisfactory report from other clients/Bankers, the Bank may not consider my/ our application and/or may reject me/ us and /or may take any appropriate action against us.

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

I / We also declare that I / we will not get myself / ourselves registered as vendor(s) in State Bank of India in more than one name.

I/ We agree and authorize the Bank to obtain the confidential report from my / our clients, to obtain credit opinion from the Bankers and to verify the work executed by us.

I/ We submit all the Certificates and documents as mentioned in the Checklist of the Eligibility Criteria and General Conditions for Empanelment.

I/ We confirm that all the Rules prevailing in the concerned state, the Labour Laws, Risk Insurance obligations, State & Central Govt. statutory requirements etc are complied by me/ us.

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

Place :

Date :

**Signature of the applicant(s)
with seal**

ANNEXURE – I

PARTICULARS IN RESPECT OF WORKS EXECUTED FOR THE LAST 3 YEARS INCLUDING WORK ON HAND

Name of the Applicant	
Name of Work	
Category	

Sl. No.	Name of work / project with address	Description of work executed	Name and address of the clientele	Nature of work	Period of completion	Actual time of completion	Yearly Turnover

Place:

Date:

Signature of the applicant(s) with seal

ANNEXURE II

KEY PERSONNEL PERMANENTLY EMPLOYED IN THE
ORGANISATION

Name of the Applicant	
Name of Work	
Category	

Sl. No.	Name	Designation	Qualification	Experience	Years with the firm	Remarks
I.	Technical					
II.	Administration					

(Please enclose the proof of permanent employees)

2. List of equipment / machinery in possession of the firm / hired.

Sl. No.	List of Major equipments in possession of the firm	Total Nos.	Years with the firm

Notes :

1. Information has to be filled up specifically in the format. Please do not write remarks "as indicated in brochure".
2. Indicate other points, if any to show your technical competence to indicate any important point in your favour.

Place:

Signature of the applicant(s) with seal

Date: