



SBI INFRA MANAGEMENT SOLUTIONS PVT.LTD.

CIRCLE OFFICE

State Bank of India, Local Head Office Building, 3rd Floor, C-6, G-Block, Bandra Kurla
Complex, Bandra East, Mumbai-400051

**TENDER FOR EMPANELMENT OF CONTRACTORS/ VENDORS/ AGENCIES FOR
MUMBAI CIRCLE**

TENDER SUBMITTED BY:

NAME : _____

ADDRESS : _____

DATE : _____



NOTICE INVITING TENDERS

SBI Infra Management Solutions Pvt. Ltd., Circle Office, Mumbai intend to empanel contractors / vendors / agencies on an ongoing basis under various trades and categories for its various construction & interior projects, facility management works etc. for branches/ offices under SBI's Administrative Offices located at Nagpur, Aurangabad, Pune, Nashik, Mumbai & Goa. The eligibility criteria, terms and conditions, application format and other detail/requirement are as under:

The Details Of Tender Are As Under:

S. No.	Description	
1.	Name of Work	Empanelment of Contractors/ Vendors/ Agencies
2.	Nature of Work	Empanelment
3.	Cost of Tender Documents	As mentioned on Page No. 9 of the Tender Document
4.	Date of issue of tender Documents Form Bank's Website	15.10.2019 to 15.11.2019 www.sbi.co.in Under <Link>Procurement News.
5.	Last date & time for submission of Application and cost of tender document	15.11.2019 by 3.00 PM
6.	Address At Which Application (Hard Copy) Along With Cost of Tender Document Has To Be Submitted.	Vice President & Circle Head SBI Infra Management Solution Pvt. Ltd. State Bank of India, Local Head Office Building, 3rd Floor, C-6, G-Block, Bandra Kurla Complex, Bandra East, Mumbai-400051
7.	Place of opening tenders	Vice President & Circle Head SBI Infra Management Solution Pvt. Ltd. State Bank of India, Local Head Office Building, 3rd Floor, C-6, G-Block, Bandra Kurla Complex, Bandra East, Mumbai-400051

8. Tenders can be downloaded from the bank's website www.sbi.co.in (Link) <Procurement News>. It shall be responsibility of the contractor/architect to arrange and ensure that All pages of the bid are properly bound separately, tenders in loose pages may be disqualified.

9. The contractor/architect shall sign and stamp each page of the tender document thereby ensuring the number and sequence of all pages.

10. No conditions other than mentioned in the tender will be considered.

11. The SBIIMS Pvt. Ltd. reserve their rights to accept or reject any or all the tenders, either in whole or in part without assigning any reason(s) for doing so and no claim / correspondence shall be entertained in this regard.

12. Tenders received without cost of tender documents shall be summarily rejected and such tenders shall not be allowed to participate in the online price bidding process.

For & On-Behalf of SBI Infra Management Solutions Pvt. Ltd.

Signature of Contractor
With Seal



SBI INFRA MANAGEMENT SOLUTIONS PVT. LTD.

(A wholly owned subsidiary of SBI)

CIRCLE OFFICE

3rd Floor, SBI Local Head Office, Synergy Building, Bandra Kurla Complex, Mumbai 400 051

NOTICE INVITING APPLICATION FOR EMPANELMENT OF CONTRACTORS / VENDORS / AGENCIES

SBI Infra Management Solutions Pvt. Ltd., Circle Office, Mumbai intend to empanel contractors / vendors / agencies on an ongoing basis under various trades and categories for its various construction & interior projects, facility management works etc. for branches/ offices under SBI's Administrative Offices located at Nagpur, Aurangabad, Pune, Nashik, Mumbai & Goa. The eligibility criteria, terms and conditions, application format and other detail/requirement are as under:

(I) MINIMUM ELIGIBILITY CRITERIA:

Applicants need to apply separately for each Administrative Office tradewise.

Panel for following Centers

- (i) Nagpur
- (ii) Aurangabad
- (iii) Pune
- (iv) Nashik
- (v) Mumbai &
- (vi) Goa

(Table – 'A')

S N	Trade	Cat ego ry	Specified Project Cost Limit (Amount in Rupees)	*Similar Work Executed/Completed During Last 7 Years	**Average Turnover of Last 3 Years (Minimum) & Solvency Required	Exper ience of Firm
(i)	Civil Construction Project Including Major Repairs and Renovation	CA	Above Rs.200 lakh up to Rs.500 lakh	One work of Rs.400 lakh or Two works of Rs.250 lakh or Three works of Rs.200 lakh each	Rs.150 lakh	7 years
		CB	Above Rs.100 lakh up to Rs.200 lakh	One work of Rs.160 lakh or Two works of Rs.100 lakh or Three works of Rs.80 lakh each	Rs.60 lakh	
		CC	Above Rs.50 lakh up to Rs.100 lakh	One work of Rs.80 lakh or Two works of Rs.50	Rs.30 lakh	

Signature of Contractor
With Seal



				lakh or Three works of Rs.40 lakh each		
		CD	Above Rs.25 lakh up to Rs.50 lakh	One work of Rs.40 lakh or Two works of Rs.25 lakh or Three works of 20 lakh each	Rs.15 lakh	
		CE	Up to Rs.25 lakh	One work of Rs.20 lakh or Two works of Rs.12.5 lakh or Three works of Rs.10 lakh each	Rs.7.5 lakh	
(ii)	Interior & Furnishing Project	IA	Above Rs.200 lakh up to Rs.500 lakh	One work of Rs.400 lakh or Two works of Rs.250 lakh or Three works of Rs.200 lakh each	Rs.150 lakh	7 years
		IB	Above Rs.100 lakh up to Rs.200 lakh	One work of Rs.160 lakh or Two works of Rs.100 lakh or Three works of Rs.80 lakh each	Rs.60 lakh	
		IC	Above Rs.50 lakh up to Rs.100 lakh	One work of Rs.80 lakh or Two works of Rs.50 lakh or Three works of Rs.40 lakh each	Rs.30 lakh	
		ID	Above Rs.25 lakh up to Rs.50 lakh	One work of Rs.40 lakh or Two works of Rs.25 lakh or Three works of 20 lakh each	Rs.15 lakh	
		IE	Up to Rs.25 lakh	One work of Rs.20 lakh or Two works of Rs.12.5 lakh or Three works of Rs.10 lakh each	Rs.7.5 lakh	
(iii)	Specialized Structural Repairs and Retrofitting	SA	Above Rs.200 lakh up to Rs.500 lakh	One work of Rs.400 lakh or Two works of Rs.250 lakh or Three works of Rs.200 lakh each	Rs.150 lakh	7 years
		SB	Above Rs.100 lakh up to Rs.200 lakh	One work of Rs.160 lakh or Two works of Rs.100 lakh or Three works of Rs.80 lakh each	Rs.60 lakh	
		SC	Above Rs.50 lakh up to Rs.100 lakh	One work of Rs.80 lakh or Two works of Rs.50 lakh or Three works of Rs.40 lakh each	Rs.30 lakh	
		SD	Up to Rs.50 lakh	One work of Rs.40 lakh or Two works of Rs.25 lakh or Three works of 20 lakh each	Rs.15 lakh	
(iv)	Electrical Work	EA	Above Rs.50 lakh up to Rs.100 lakh	One work of Rs.80 lakh or Two works of Rs.50	Rs.30 lakh	7 years

Signature of Contractor
With Seal



				lakh or Three works of Rs.40 lakh each		
		EB	Above Rs.25 lakh up to Rs.50 lakh	One work of Rs.40 lakh or Two works of Rs.25 lakh or Three works of Rs.20 lakh each	Rs.15 lakh	
		EC	Above Rs.10 lakh up to Rs.25 lakh	One work of Rs.20 lakh or Two works of Rs.12.5 lakh or Three works of Rs.10 lakh each	Rs.7.5 lakh	
		ED	Up to Rs.10 lakh	One work of Rs.8 lakh or Two works of Rs.5 lakh or Three works of Rs.4 lakh each	Rs.3 lakh	
(v)	HVAC Work	HA	Above Rs.50 lakh up to Rs.100 lakh	One work of Rs.80 lakh or Two works of Rs.50 lakh or Three works of Rs.40 lakh each	Rs.30 lakh	7 years
		HB	Above Rs.25 lakh up to Rs.50 lakh	One work of Rs.40 lakh or Two works of Rs.25 lakh or Three works of Rs.20 lakh each	Rs.15 lakh	
		HC	Above Rs.10 lakh up to Rs.25 lakh	One work of Rs.20 lakh or Two works of Rs.12.5 lakh or Three works of Rs.10 lakh each	Rs.7.5 lakh	
		HD	Up to Rs.10 lakh	One work of Rs.8 lakh or Two works of Rs.5 lakh or Three works of Rs.4 lakh each	Rs.3 lakh	
(vi)	Maintenance & Repairs Work					
(a)	Civil including carpentry and furniture repairs.	CR-A	Above Rs.10 lakh and up to Rs.25 lakh	One work of Rs.20 lakh or Two works of Rs.12.5 lakh or Three works of Rs.10 lakh each	Rs.7.5 lakh	5 years
		CR-B	Above Rs.2 lakh and up to Rs.10 lakh	One work of Rs.8 lakh or Two works of Rs.5 lakh or Three works of Rs.4 lakh each	Rs.3 lakh	
		CR-C	Up to Rs.2 lakh	One work of Rs.1.6 lakh or Two works of Rs.1.0 lakh or Three works of Rs.0.8 lakh each	Rs.0.6 lakh	
(b)	Electrical	ER-A	Above Rs.2 lakh and up to Rs.10 lakh	One work of Rs.8 lakh or Two works of Rs.5 lakh or Three works of Rs.4 lakh each	Rs.3 lakh	5 years
		ER-B	Up to Rs.2 lakh	One work of Rs.1.6 lakh or Two works of Rs.1.0	Rs.0.6 lakh	

Signature of Contractor
With Seal



				lakh or Three works of Rs.0.8 lakh each		
(c)	HVAC	HRA	Above Rs.2 lakh an up to Rs.5 lakh	One work of Rs.4 lakh or Two works of Rs.2.5 lakh or Three works of Rs.2 lakh each	Rs.1.5 lakh	5 years
		HRB	Up to Rs.2 lakh	One work of Rs.1.6 lakh or Two works of Rs.1.0 lakh or Three works of Rs.0.8 lakh each	Rs.0.6 lakh	
(vii)	Integrated Facility Management Work (Annual Contract)	FA	Above Rs.200 lakh up to Rs.500 lakh per annum	(a) One work of Annual Contact Value (ACV) [#] of Rs.400 lakh or Two works of ACV of Rs.250 lakh or Three works of ACV of Rs.200 lakh <u>each per annum</u> (b) Staff on payroll 240***	Rs.150 lakh	7 years
		FB	Above Rs.50 lakh up to Rs.200 lakh per annum	(a) One work of ACV [#] of Rs.160 lakh or Two works of ACV of Rs.100 lakh or Three works of ACV of Rs.80 lakh <u>each per annum</u> (b) Staff on payroll 100***	Rs.60 lakh	
		FC	Up to Rs.50 lakh per annum	(a) One work of ACV [#] of Rs.40 lakh or Two works of ACV of Rs.25 lakh or Three works of ACV of Rs.80 lakh <u>each per annum</u> (b) Staff on payroll 30***	Rs.15 lakh	
(viii)	Catering Services (Annual Contract)	CSA	Above Rs.200 lakh up to Rs.500 lakh per annum	(a) One work of ACV [#] of Rs.400 lakh or Two works of ACV of Rs.250 lakh or Three works of ACV of Rs.200 lakh <u>each per annum</u> (b) 3,000 sq.ft. of kitchen area approved by Municipal Corporation	Rs.150 lakh	5 years

Signature of Contractor
With Seal



		CSB	Above Rs.50 lakh up to Rs.200 lakh per annum	(a) One work of ACV# of Rs.160 lakh or Two works of ACV of Rs.100 lakh or Three works of ACV of Rs.80 lakh <u>each per annum</u> (b) 2,000 sq.ft. of kitchen area approved by Municipal Corporation	Rs.60 lakh	
		CSC	Up to Rs.50 lakh per annum	(a) One work of ACV# of Rs.40 lakh or Two works of ACV of Rs.25 lakh or Three works of ACV of Rs.20 lakh <u>each per annum</u> (b) 1,500 sq.ft. of kitchen area approved by Municipal Corporation	Rs.15 lakh	
(ix)	Pest Control Services (Annual Contract)	PC	Up to Rs.5 lakh per annum	One work of ACV# of Rs.4 lakh or Two works of ACV of Rs.2.5 lakh or Three works of ACV of Rs.2 lakh <u>each per annum</u>	Rs.1.5 lakh	7 years
(x)	Potable Water Tanker Supplier	WT-A	Above Rs.1 lakh up to Rs.5 lakh per month	One work of Rs.4 lakh or Two works of Rs.2.5 lakh or Three works of Rs.2 lakh each per month	(a) Turnover Rs.1.5 lakh (b) Solvency Rs.1.5 lakh	5 years
		WT-B	Up to Rs.1 lakh per month	One work of Rs.0.8 lakh or Two works of Rs.0.5 lakh or Three works of Rs.0.4 lakh each per month	(a) Turnover Rs.0.3 lakh (b) Solvency Rs.0.3 lakh	
(xi)	Purchase of DG Set		Up to Rs.10 lakhs	One work of Rs.8 lakh or Two works of Rs.5 lakh or Three works of Rs.4 lakh each per month	(c) Turnover Rs.3 lakh (d) Solvency Rs.3 lakh	
			Above Rs. 10 lakhs & upto Rs. 50 lakhs	(c) One work of of Rs.40 lakh or Two works of Rs.25 lakh or Three works of Rs.20 lakh	(e) Rs.15 lakh	

Signature of Contractor
With Seal



(xii)	UPS Vendors (Installation and Maintenance)	UPS A	Above Rs.15 lakh and up to Rs.30 lakh	One work of Rs.24 lakh or Two works of Rs.15 lakh or Three works of Rs.12 lakh each	Rs.9 lakh	7 years
		UPS B	Above Rs.5 lakh and up to Rs.15 lakh	One work of Rs.12 lakh or Two works of Rs.7.5 lakh or Three works of Rs.6 lakh each	Rs.4.5 lakh	
		UPS C	Up to Rs.5 lakh	One work of Rs.4 lakh or Two works of Rs.2.5 lakh or Three works of Rs.2 lakh each	Rs.1.5 lakh	
(xiii)	UPS Battery Vendors (Installation and Maintenance)	UPS B-A	Above Rs.2 lakh and up to Rs.5 lakh	One work of Rs.4 lakh or Two works of Rs.2.5 lakh or Three works of Rs.2 lakh each	Rs.1.5 lakh	7 years
		UPS B-B	Up to Rs.2 lakh	One work of Rs.1.6 lakh or Two works of Rs. 1 lakh or Three works of Rs.0.8 lakh each	Rs.0.6 lakh	

#- Annual Contract Value

- A. (*) Applicants should have experience in having successfully completed similar work (single order) during last 5 or 7 years of value as prescribe in table 'A' above for Government/Semi-Government/PSUs/Banks/Government Financial Institutions. The information must be supported with the copies of Work Order, Satisfactory Completion Certificate, etc.
- B. (***) Applicants should have minimum average annual turnover prescribed in above table during last 3 years ending on 31st March of last financial year.
- C. (***) Payroll must be supported with copy of EPF and ESIC payment slip paid for the latest month.
- D. The applicants should submit Solvency of specified value issued by any Scheduled Bank. The Solvency Certificate should not have been issued prior to 1st July, 2019.

The application not fulfilling any of the above minimum eligibility criteria will be summarily rejected and no further processing will be carried out.

a. **GENERAL CONDITIONS:**

- (i) The applicant applying for more than one category and Center (Administrative Office) shall need to ensure that: -
 - a. They must fulfill the eligibility criteria for each category of the work individually and

Signature of Contractor
With Seal



- b. They should submit separate applications along with non-refundable "Processing Fees" for the respective category as under and certified copies of supporting documents.

SN	Category	Processing Fee
1	Above Rs.200 lakh and up to Rs.500 lakh	Rs.10,000/-
2	Above Rs.100 lakh and up to Rs.200 lakh	Rs.5,000/-
3	Above Rs.50 lakh and up to Rs.100 lakh	Rs.3,000/-
4	Up to Rs.50 lakh	Rs.1,000/-

- c. The non-refundable "Processing Fees" for the respective category should be deposited in the form of Demand Draft issued by any Scheduled Nationalized Bank drawn in favor of "SBI Infra Management Solutions Pvt. Ltd." payable at Mumbai.

- d. Application without Processing Fees and supporting documents will be summarily rejected.

- e. Applicants mentioning more than one category in the same applications shall be disqualified without notice.

- (ii) **The contractors/vendors empaneled by SBIIMS in the past need to apply afresh, else their name will not be considered for empanelment.**

- (iii) The applicant must submit sufficient documentary evidence/work completion certificates etc. meeting the above-mentioned criteria from the Govt./Semi-Govt./PSUs/Banks/Government Financial Institutions during last 5 or 7 years (as stipulated in table 'A').

- (iv) The applicant should be bona-fide resourceful and well experienced contractor/agency/firm registered with Banks/PWD/CPWD/MES/RLY/PSUs for carrying out the captioned works for pre-qualification at different places of Maharashtra and Goa state.

- (v) The applicant should not have been disqualified / debarred / terminated on account of poor or unsatisfactory performance / blacklisted from any Governments, Semi-governments, PSUs, Banks or any other organisations including any of the Offices/Branch of State Bank of India/SBIIMS Pan India during last 7 years from the date of publication / application of this notice. A suitable declaration to be submitted on the Letter Head of the Firm duly signed by the Authorized Signatory only. The application of disqualified/debarred/blacklisted/terminated on account of poor or unsatisfactory performance applicant shall be summarily rejected.

- (vi) The applicant applying for electrical works must hold valid A-class electrical license from the Competent Government Authority issued in the name of Proprietor/Partner/Director of applied firm and should enclose photocopy thereof for verification. Agencies with valid Electrical License from other States applying for this

Signature of Contractor
With Seal



empanelment should obtain valid Electrical License from the Electrical License Board of Maharashtra and Goa prior to issue of any tender papers.

- (vii) The applicant applying for catering services must hold valid kitchen license/certificate from the Health Department/Municipal Authority and certificate from Food Safety and Standards Authority of India (FSSAI) for Catering Services in the name of firm applied for empanelment.
- (viii) The SBIIMS may choose 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/department to ascertain their capability and quality of works.
- (ix) The performance of all the empaneled contractors shall be reviewed by the SBIIMS at periodical interval of 6 months or so and the contractors with unsatisfactory performance and also those who do not to respond to three consecutive tender enquiries of the SBIIMS without informing any valid reasons will be removed from the panel without notice and no correspondence will be entertained in this regard. Such contractors shall not be eligible for fresh empanelment in the SBIIMS for next 3 years, thereafter, if they wish they can apply afresh for empanelment in prescribed format.
- (x) The contractors should be equipped with necessary infrastructure like building construction equipment, machinery and tools, labour strength etc.
- (xi) The contractor is required to furnish their PAN No, GSTIN Registration details of firm with GSTIN No. etc. to the SBIIMS along with supporting documents.
- (xii) The contractor should furnish the registration details for the EPF, ESI and the Labour license details under the Labour Contract Act. Further, the selected contractors shall be bound to make payment to their workmen through their Bank account and preferably to have their Bank account in State Bank of India branches.
- (xiii) Preference will be given to those contractors who have history of timely completion of works/projects taken up by them during the last 7 years. The contractors prone to delay the projects without valid reasons may be disqualified by the SBIIMS within its sole discretion.
- (xiv) The panel of contractors will be valid for the entire state of Maharashtra and Goa and contractors will be entitled to participate anywhere within these two states, subject to receipt of NIT from the SBIIMS.
- (xv) The SBIIMS is invariable inviting online tenders for its projects. Thus, the contractor will have to submit valid e-mail ID, cell no. and Digital Certificate to enable the firms for participation in the online procurement/e-tendering.

Signature of Contractor
With Seal



- (xvi) For assessing the Annual Turnover of the last 3 years, 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.
- (xvii) The firm/ contractor should be profit making during last three financial years ending 31.03.2018 (Not mandatory for works up to Rs. 10.00 lakh).
- (xviii) The applicant shall agree and authorize the SBIIMS to obtain the confidential report from the clients of the applicant contractors, to obtain credit opinion from the Bankers and to verify the work executed by the contractors.
- (xix) All the pages of application shall be duly signed with stamp of firm by the contractors, else their application shall be summarily rejected.
- (xx) The intending applicants are categorically advised to submit the empanelment documents strictly in the attached formats only. The information required should be neatly filled/typed in **each and every columns and rows** of the Formats. *The applications received with "partly filled formats" not containing desired information in each and every columns/points/row of various annexures shall be treated as INCOMPLETE and such applications shall be **summarily rejected without any reference to the applicant and at the applicant's risk and responsibility.***
- (xxi) *The applicants are categorically advised to refrain from mentioning the remark "AS PER ATTACHEMENT/ENCLOSURES" in their applications and annexures to avoid rejection of their applications.*
- (xxii) Applications received will be screened periodically by the SBIIMS at interval of 6 months or as and when need arises with the sole discretion of the SBIIMS and no correspondence will be entertained in this regard.
- (xxiii) All the details must be incorporated in the application form downloaded from the State Bank of India's website. Incomplete information / not fully filled form will be rejected.

III. The eligible and interested parties may download prescribed application form and other details from our website of vendors www.sbi.co.in <link> **empanelment of vendors** The application in the prescribed format with all supporting documents in sealed envelope and superscribed as **'APPLICATION FOR EMPANELMENT OF CONTRACTORS FOR ADMINISTRATIVE OFFICE** **FOR TRADE** **& CATEGORY.....'** shall be submitted at the office of The Vice President & Circle Head, SBI Infra Management Solutions Pvt. Ltd., Circle Office, 3rd Floor, SBI Local Head Office, Synergy Building, Bandra Kurla Complex, Mumbai 400 051. The applications so received from the contractors shall be examined and evaluated by a Committee in the SBIIMS at every 6 months interval.

Signature of Contractor
With Seal



IV. The prequalification criteria mentioned above is minimum. Thus, the empanelment of contractors in each category shall be considered by the SBIIMS purely on merits, performance of the contractor in timely execution of the project with quality, feedback / confidential reports of the firms/applicant received from other employers etc. Hence, merely fulfilling the prescribed minimum prequalification criteria shall not entitle the contractor for their empanelment with the SBIIMS.

V. The SBIIMS shall be empaneling maximum 15 to 20 contractors (for each category) for each Administrative Office based on merit, with minimum qualifying marks 60 out of 100 as prescribed in Empanelment Evaluation Matrix, in each category subject to verification of their credentials / inspection of work for quality, infrastructure, feedback from previous / present client etc. and no correspondence/communication shall be entertained in this regard.

VI. The SBIIMS reserves its right to empanel contractor as per its needs in each category & trade. The empanelment of contractors shall be considered on merits within the sole discretion of the SBIIMS and cannot be claimed as right by the applicant and no correspondence shall be entertained by the SBIIMS in this regard.

VII. An applicant can submit their application only once in a year. Repetitive applications shall automatically be rejected/discarded.

VIII. Separate applications are required to be submitted with supporting documents for each category. Single application submitted for more than one category shall not be entertained.

IX. Canvassing in any form including bringing influence from any person/agency/Officials/authorities shall lead to disqualification for the empanelment exercise.

X. The applications received will be processed by the SBIIMS once in every 6 (six) months on an ongoing basis. The SBIIMS preserve their rights to process applications even earlier depending upon its need irrespective of periodicity mentioned herein. However, applicant shall not be entitled to raise any claim for the same and no correspondence shall be entertained in this regard.

XI. The SBIIMS reserves the right to accept or reject any or all the applications without assigning any reason thereof and no correspondence will be entertained in this regard.

Vice President & Circle Head

Signature of Contractor
With Seal



SBI INFRA MANAGEMENT SOLUTIONS PVT. LTD.

(A wholly owned subsidiary of SBI)

CIRCLE OFFICE

3rd Floor, SBI Local Head Office, Synergy Building, Bandra Kurla Complex, Mumbai 400 051

EMPANELMENT OF CONTRACTORS / VENDORS / AGENCIES

APPLICATION FORM

(Please strike-off which is not applicable)

(APPLIED FOR EMPANELMENT OFCONTRACTORS)

ADMINISTRATIVE OFFICE:

TRADE :

CATEGORY:

1	a) Name of the Applicant / Firm / Organization	
	b) Full Postal Address of Firm	
	c) Contact Details (i) Phone No. (ii) Mobile No. (iii) Fax No. (iv) e-mail Id
	d) Application Processing Fee Details (i) Amount (Rs.): (ii) DD/ Bankers cheque No.: (iii) Name of the Bank: (iv) Date:
2	Year of Establishment	

Signature of Contractor
With Seal



	(Enclose certified copies of documents as an evidence – ENCLOSURE 'A')	
3	Constitution of Firm (Enclose certified copies of documents as an evidence – ENCLOSURE 'B')	Sole proprietorship/ Partnership /Private Ltd. / Public Ltd. / Any other (Please specify)
4	Name of the Proprietor/ Partners / Directors of the Organization / Firm with Qualification. (Enclose certified copies of documents as an evidence – ENCLOSURE 'C')	
5	Name/s of Authorized Signatory / Directors / Partners with Designation and Contact No.	
6	Mode of Authorization (Enclose certified copies of documents as an evidence – ENCLOSURE 'D')	Resolution / Partnership Deed / Registered Power of Attorney / Proprietor / Any Other (Please specify)
7	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 documents as an evidence – ENCLOSURE 'E')	
8	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 documents as an evidence – ENCLOSURE 'F')	YES / NO
	Name of Organisation Category No. & Date of Registration	

Signature of Contractor
With Seal



	<p>Name of Organisation</p> <p>Category</p> <p>No. & Date of Registration</p> <p>Name of Organisation</p> <p>Category</p> <p>No. & Date of Registration</p>	
9	<p>Number of years of experience in the field and details of work in any other field.</p>	
10	<p>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.</p> <p>(Enclose certified copies of documents as an evidence – ENCLOSURE 'G')</p>	<p>2016-17: Rs.....</p> <p>2017-18: Rs.....</p> <p>2018-19: Rs.....</p> <p>Average: Rs.....</p>
11	<p>Banker's Details</p> <p>(i) Banker's Name:</p> <p>(ii) Full Postal Address:</p> <p>(iii) Telephone No.:</p> <p>(iv) Account No.:</p> <p>(v) Type of Account:</p>	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
12	<p>Solvency Certificate from the Bankers (For minimum amount of 30% of the upper limit of the category applied for).</p> <p>(Enclose certified copies of documents as an evidence – ENCLOSURE 'H')</p>	
13	<p>Registration with Government Authorities:</p> <p>(Enclose certified copies of documents as an evidence – ENCLOSURE 'I')</p>	

Signature of Contractor
With Seal



	<p>(i) Income Tax (PAN) No.</p> <p>(ii) Goods & Service Tax (GST) No.</p> <p>(iii) Labour License</p> <p>(iv) ESI</p> <p>(v) EPF</p>	
14	<p>Whether last three years IT returns filed (Please enclose certified copies of the IT return of 2016-17, 2017-18, 2018-19 – ENCLOSURE 'J')</p>	
15	<p>Details of major works executed & completed during last 7 years in Central Govt./State Govt./Financial Institutions/PSUs.</p>	<p>Please fill up enclosed Annexure 'K' & enclose copies of work order and satisfactory completion certificates.</p>
16	<p>Details of major works under execution in Central Govt./State Govt./Financial Institutions/PSUs.</p>	<p>Please fill up enclosed Annexure 'L' & enclose copies of LOI /work order / agreement</p>
17	<p>Details of Key Personnel Permanently employed. (ANNEXURE 'M')</p> <p>(i) Technical Personnel</p> <p>(ii) Other Personnel</p>	
18	<p>Manpower on payroll (in case of empanelment for Integrated Facility Management Work).</p> <p>(Payroll must be supported with EPF and ESIC payment slip paid for the latest month - ENCLOSURE 'N')</p>	
19	<p>Whether the applicant possess valid "A" class Electrical Contractor's license under LT/HT and supervisory license for various work (in case of empanelment for Electrical contractor only)</p> <p>(Enclose certified copies of documents as an evidence – ENCLOSURE 'O')</p>	

Signature of Contractor
With Seal



20	<p>Whether the applicant possess valid Kitchen License from Health Department/Municipal Corporation and Food Safety and Standards Authority of India Certificate (in case of empanelment for Catering Services)</p> <p>(Enclose certified copies of documents as an evidence – ENCLOSURE 'P')</p> <p>(i) Area of Kitchen approved by Municipal Corporation</p> sq. ft.
21	<p>Whether the applicant possess valid authorization letter from OEM (in case of empanelment for Loose Furniture and Chair Supplier)</p> <p>(Enclose certified copies of documents as an evidence – ENCLOSURE 'Q')</p>	
22	<p>Whether the applicant possess valid authorization letter from OEM as prescribed in format (Annexure 'R') (in case of empanelment for DG Set Supply)</p> <p>(ANNEXURE 'R')</p>	
23	<p>Furnish the names of -3- responsible persons along with their designation, address, contact no., etc., for whose organization, you have completed the above-mentioned jobs and who will be in a position to certify about the quality as well as performance of your organization.</p> <p>(ANNEXURE 'S')</p>	
24	<p>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.</p> <p>(ANNEXURE 'T')</p>	

Signature of Contractor
With Seal



25	Declaration regarding near relatives working in the State Bank of India. (ANNEXURE 'U')	
----	---	--

DECLARATION:

- 1) All the information furnished by me/us here above is correct to the best of my knowledge and belief.
- 2) I/We have no objection if enquiries are made about the work listed by me/ us in the accompanying sheets/ annexures.
- 3) I/We agree that the decision of SBI Infra Management Solutions Pvt. Ltd. in selection of contractors will be final and binding to me/ us.
- 4) I/We hereby confirm that our firm/agency/company has not been disqualified / debarred / blacklisted by any Governments, Semi-governments, PSUs, Banks including any of the Offices/Branch of State Bank of India/SBIIMS Pan India during last 7 year from the date of application.
- 5) I/We hereby confirm that all information, particulars, copies of certificates and testimonials in connection with my/our empanelment are correct and genuine. I am / We are, therefore, liable to face appropriate actions as deemed fit by the SBIIMS in the event of any of the information, particulars, copies of certificates and testimonials are not found correct and genuine. I/We have read the instructions appended to the proforma and I/we understand that if any false information is detected at a later date, the empanelment shall be cancelled at the discretion of the SBIIMS.

PLACE :

DATE :

**SIGNATURE OF CONTRACTOR
NAME & DESIGNATION
SEAL OF ORGANISATION**

Signature of Contractor
With Seal



ANNEXURE – K

LIST OF MAJOR WORKS EXECUTED AND COMPLETED IN CENTRAL GOVT./STATE GOVT./FINANCIAL INSTITUTIONS/PSUs DURING LAST 7 YEARS/ 5 YEARS (As per Table 'A')

(Enclose supporting documents i.e. Work order and Satisfactory Completion Certificate Obtained from the Clients)

S. No.	Name of Work	Work executed for (Name of the Organization with Brief Address of Concerned Office & Contact No.)	Nature of Work	Location of the Work	Actual Value of the Work	Stipulated Date / Time for Completion	Actual Date / Time for Completion	If Work Left Incomplete or Terminated (Furnish reasons)

(Add separate sheet if required)

Note:

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

Signature of Contractor
With Seal



ANNEXURE – L

LIST OF MAJOR WORKS UNDER EXECUTION

(Enclose Copies of Work Orders Issued by Clients)

S. No.	Name of Work	Work being executed for (Name of the Organisation with Brief Address of concerned office & Contact No.)	Nature of Work	Location of the Work	Actual Value of the Work	Date of Commencement	Likely Date of Completion	If Work Left Incomplete or Terminated (Furnish reasons)

(Add separate sheet if required)

Note:

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

Name of Authorized Signatory

Sign & seal of the applicant

Signature of Contractor
With Seal



ANNEXURE – M

DETAILS OF KEY PERSONNEL (PERMANENT EMPLOYEE), GIVING DETAILS ABOUT THEIR TECHNICAL QUALIFICATION & EXPERIENCE INCLUDING THEIR IN-HOUSE ESTABLISHMENT

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

Signature of Contractor
With Seal



ANNEXURE – S

**DETAILS OF THREE RESPONSIBLE CLIENTS / PERSONS TO WHOM THE MAJOR
WORKS CARRIED OUT BY THE APPLICANT**

S. No.	Name of the Official	Organization & Address	Contact Numbers	E-mail ID

(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

Signature of Contractor
With Seal



ANNEXURE – T

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

Year	Award 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.
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

Signature of Contractor
With Seal



ANNEXURE – U

DECLARATION REGARDING NEAR RELATIVES WORKING IN THE STATE BANK OF INDIA

Name of Bank Staff Related to Applicant	Designation	Office/Branch & Place of Posting	Relation with the Applicant

(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

Signature of Contractor
With Seal



CHECK LIST

(Please tick whichever applicable)

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	Annexure K	
13	Annexure L	
14	Annexure M	
15	Enclosure N	
16	Enclosure O	
17	Enclosure P	
18	Enclosure Q	
19	Annexure R	
20	Annexure S	
21	Annexure T	
22	Annexure U	

Name of Authorized Signatory

Sign & seal of the applicant

Date:

Signature of Contractor
With Seal



EMPANELMENT EVALUATION MATRIX

(For Trade under SN i, ii, iii, iv of Table - 'A')

- Maximum Score for Evaluation: 100 Marks
- Minimum marks required for qualifying: 60 Marks

(i) Number of Years of Experience of Firm	Max 15 Marks
(a) More than 7 years and up to 10 years	5 Marks
(b) More than 10 years and up to 15 years	10 Marks
(c) More than 15 years	15 Marks
(ii) Constitution of Firm	Max 15 Marks
(a) Sole Proprietary	5 Marks
(b) Partnership	8 Marks
(c) Private Limited	10 Marks
(d) Public Limited	15 Marks
(iii) Average Annual Turnover	Max 20 Marks
(a) Up to 30% of (A)*	5 Marks
(b) More than 30% and up to 50% of (A)	10 Marks
(c) More than 50% and up to 75% of (A)	15 Marks
(d) More than 75% of (A)	20 Marks
(iv) Value of Single Largest Project Completed in Last 7 Years	Max 20 Marks
(a) Up to 50% of (A)	5 Marks
(b) More than 50% and up to 80% of (A)	10 Marks
(c) More than 80% and up to 100% of (A)	15 Marks
(d) More than 100%	20 Marks
(v) Empaneled with Organisations	Max 15 Marks
(a) With SBI/SBIIMS	15 Marks
(b) Other PSU Banks, Other Government Organisations	10 Marks
(c) Private Bank/ Govt. Financial Institutions	5 Marks
(vi) Performance Report from Client	Max 15 Marks
(a) Good/Satisfactory	5 Marks
(b) Very Good	10 Marks
(c) Excellent/Outstanding	15 Marks

*(A) signifies the higher value of the applied category as stipulated in Table - 'A' of the Minimum Eligibility Criteria. (for e.g. If applied for the category Above Rs.50 lakh up to Rs.100 lakh, then 'A' is Rs.100 lakh).

Note: Out of the various applicant achieving minimum 60 Qualifying marks, maximum Top 15 to 20 contractors/vendors/agencies will be shortlisted in each category based on the above evaluation.

Signature of Contractor
With Seal



EMPANELMENT EVALUATION MATRIX
(For Trade under SN vi, ix, x of Table - 'A')

➤ Maximum Score for Evaluation:	100 Marks
➤ Minimum marks required for qualifying:	60 Marks
(i) Number of Years of Experience of Firm	Max 20 Marks
(a) More than 5 years and up to 8 years	5 Marks
(b) More than 8 years and up to 12 years	10 Marks
(c) More than 12 years and up to 15 years	15 Marks
(d) More than 15 years	20 Marks
(ii) Constitution of Firm	Max 20 Marks
(a) Sole Proprietary	5 Marks
(b) Partnership	12 Marks
(c) Private Limited	20 Marks
(iii) Average Annual Turnover	Max 20 Marks
(a) Up to 30% of (A)*	5 Marks
(b) More than 30% and up to 50% of (A)	10 Marks
(c) More than 50% and up to 75% of (A)	15 Marks
(d) More than 75% of (A)	20 Marks
(iv) Value of Single Largest Project Completed in Last 5 Years	Max 20 Marks
(a) Up to 50% of (A)	5 Marks
(b) More than 50% and up to 80% of (A)	10 Marks
(c) More than 80% and up to 100% of (A)	15 Marks
(d) More than 100% of (A)	20 Marks
(v) Empaneled with Organisations	Max 20 Marks
(a) With SBI/SBIIMS	20 Marks
(b) Other PSU Banks, Government Organisations	12 Marks
(c) Private Bank / Govt. Financial Institutions	5 Marks

*(A) signifies the higher value of the applied category as stipulated in Table - 'A' of the Minimum Eligibility Criteria. (for e.g. If applied for the category Above Rs.50 lakh up to Rs.100 lakh, then 'A' is Rs.100 lakh).

Note: Out of the various applicant achieving minimum 60 Qualifying marks, maximum Top 15 to 20 contractors/vendors/agencies will be shortlisted in each category based on the above evaluation.

Signature of Contractor
With Seal



EMPANELMENT EVALUATION MATRIX

(For Trade under SN 'vii' of Table - 'A')

- Maximum Score for Evaluation: 100 Marks
- Minimum marks required for qualifying: 60 Marks
- (i) Number of Years of Experience of Firm Max 15 Marks**
- (a) More than 7 years and up to 10 years 5 Marks
- (b) More than 10 years and up to 15 years 10 Marks
- (c) More than 15 years 15 Marks
- (ii) Constitution of Firm Max 10 Marks**
- (a) Sole Proprietary 4 Marks
- (b) Partnership 6 Marks
- (c) Private Limited 8 Marks
- (d) Public Limited 10 Marks
- (iii) Average Annual Turnover Max 15 Marks**
- (a) Up to 30% of (A)* 4 Marks
- (b) More than 30% and up to 50% of (A) 7 Marks
- (c) More than 50% and up to 75% of (A) 10 Marks
- (d) More than 75% of (A) 15 Marks
- (iv) Value of Single Largest Project Completed in Last 7 Years Max 15 Marks**
- (a) Up to 50% of (A) 4 Marks
- (b) More than 50% and up to 80% of (A) 7 Marks
- (c) More than 80% and up to 100% of (A) 10 Marks
- (d) More than 100% of (A) 15 Marks
- (v) Empaneled with Organisations Max 10 Marks**
- (a) With SBI/SBIIMS 10 Marks
- (b) Other PSU Banks, Government Organisations 8 Marks
- (c) Private Bank / Govt. Financial Institutions 5 Marks
- (vi) Manpower on Payroll Max 10 Marks**
- (a) Up to (B)** (Refer footnote on Pg.30) 4 Marks
- (b) More than (B) and up to 150% of (B) 7 Marks
- (c) More than 150% and up to 200% of (B) 10 Marks
- (vii) Performance Report from Client Max 15 Marks**
- (a) Good/Satisfactory 5 Marks
- (b) Very Good 10 Marks

Signature of Contractor
With Seal



(c) Excellent/Outstanding	15 Marks
(viii) Certification for Quality	Max 10 Marks
(a) ISO	2.5 Marks
(b) SA 8000	2.5 Marks
(c) OHSAS 18001/Any other International Accreditation Certificate	5 Marks

*(A) signifies the higher value of the applied category as stipulated in Table - 'A' of the Minimum Eligibility Criteria. (for e.g. If applied for the category Above Rs.50 lakh up to Rs.200 lakh per annum, then 'A' is Rs.200 lakh).

***(B) signifies the minimum facility management staff on payroll as stipulated in Table - 'A' of the Minimum Eligibility Criteria. (for e.g. If applied for the category Above Rs.200 lakh up to Rs.500 lakh per annum, then 'B' is 240).

Note: Out of the various applicant achieving minimum 60 Qualifying marks, maximum Top 15 to 20 contractors/vendors/agencies will be shortlisted in each category based on the above evaluation.

Signature of Contractor
With Seal



EMPANELMENT EVALUATION MATRIX

(For Trade under SN 'viii' of Table - 'A')

- Maximum Score for Evaluation: 100 Marks
- Minimum marks required for qualifying: 60 Marks
- (i) Number of Years of Experience of Firm Max 10 Marks**
- (a) More than 5 years and up to 10 years 5 Marks
- (b) More than 10 years and up to 15 years 8 Marks
- (c) More than 15 years 10 Marks
- (ii) Constitution of Firm Max 10 Marks**
- (a) Sole Proprietary 4 Marks
- (b) Partnership 6 Marks
- (c) Private Limited 8 Marks
- (d) Public Limited 10 Marks
- (iii) Average Annual Turnover Max 15 Marks**
- (a) Up to 30% of (A)* 4 Marks
- (b) More than 30% and up to 50% of (A) 7 Marks
- (c) More than 50% and up to 75% of (A) 10 Marks
- (d) More than 75% of (A) 15 Marks
- (iv) Value of Single Largest Project Completed in Last 5 Years Max 15 Marks**
- (a) Up to 50% of (A) 4 Marks
- (b) More than 50% and up to 80% 7 Marks
- (c) More than 80% and up to 100% 10 Marks
- (d) More than 100% 15 Marks
- (v) Empaneled with Organisations Max 10 Marks**
- (a) With SBI/SBIIMS 10 Marks
- (b) Other PSU Banks, Government Organisations 8 Marks
- (c) Private Bank / Govt. Financial Institutions 5 Marks
- (vi) Kitchen Area approved by Municipal Corporation Max 10 Marks**
- (a) 1,500 sq.ft. 4 Marks
- (b) 2,000 sq.ft. 7 Marks
- (c) 3,000 sq.ft. 10 Marks
- (vii) Performance Report from Client Max 10 Marks**
- (a) Good/Satisfactory 5 Marks
- (b) Very Good 8 Marks
- (c) Excellent/Outstanding 10 Marks

Signature of Contractor
With Seal



- (viii) Kitchen License from Health Department/
Municipal Corporation** **Max 10 Marks**
- (a) Yes 10 Marks
(b) No 0 Marks
- (ix) Food Safety and Standards Authority
Of India Certificate** **Max 10 Marks**
- (a) Yes 10 Marks
(b) No 0 Marks

*(A) signifies the higher value of the applied category. (for e.g. If applied for the category Above Rs.50 lakh up to Rs.200 lakh per annum, then 'A' is Rs.200 lakh).

Note: Out of the various applicant achieving minimum 60 Qualifying marks, maximum Top 15 to 20 contractors/vendors/agencies will be shortlisted in each category based on the above evaluation.

Signature of Contractor
With Seal



EMPANELMENT EVALUATION MATRIX

(For Trade under SN 'v, xi, xii, xiii' of Table - 'A')

- Maximum Score for Evaluation: 100 Marks
- Minimum marks required for qualifying: 60 Marks

(i) Number of Years of Experience of Firm	Max 15 Marks
(a) More than 7 years and up to 10 years	5 Marks
(b) More than 10 years and up to 15 years	10 Marks
(c) More than 15 years	15 Marks
(ii) Constitution of Firm	Max 15 Marks
(a) Sole Proprietary	5 Marks
(b) Partnership	8 Marks
(c) Private Limited	10 Marks
(d) Public Limited	15 Marks
(iii) Average Annual Turnover	Max 15 Marks
(a) Up to 30% of (A)*	4 Marks
(b) More than 30% and up to 50% of (A)	7 Marks
(c) More than 50% and up to 75% of (A)	10 Marks
(d) More than 75% of (A)	15 Marks
(iv) Value of Single Largest Project Completed in Last 7 Years	Max 15 Marks
(a) Up to 50% of (A)	4 Marks
(b) More than 50% and up to 80%	7 Marks
(c) More than 80% and up to 100%	10 Marks
(d) More than 100%	15 Marks
(v) Empaneled with Organisations	Max 15 Marks
(a) With SBI/SBIIMS	15 Marks
(b) Other PSU Banks, Government Organisations	10 Marks
(c) Private Bank / Govt. Financial Institutions	5 Marks
(vi) OEM / Authorized Dealer	Max 10 Marks
(a) OEM	10 Marks
(b) Authorized Dealer	5 Marks
(c) Neither OEM nor Authorized Converter	0 Marks
(vii) Performance Report from Client	Max 15 Marks
(a) Good/Satisfactory	5 Marks
(b) Very Good	10 Marks
(c) Excellent/Outstanding	15 Marks

Signature of Contractor
With Seal



*(A) signifies the higher value of the applied category. (for e.g. If applied for the category Above Rs.50 lakh up to Rs.200 lakh per annum, then 'A' is Rs.200 lakh).

Note: Out of the various applicant achieving minimum 60 Qualifying marks, maximum Top 15 to 20 contractors/vendors/agencies will be shortlisted in each category based on the above evaluation.

EMPANELMENT EVALUATION MATRIX

(Site Visit)

During site visit, the member will evaluate the competency of the contractor based on performance at the site and the following scoring matrix will be used:

- | | |
|--|---------------------|
| ➤ Maximum Score for Evaluation: | 100 Marks |
| ➤ Minimum marks required for qualifying: | 60 Marks |
| (i) Quality of Completed Works | Max 20 Marks |
| (ii) Quality of Work in Progress | Max 20 Marks |
| (iii) Maintenance of Site Record | Max 15 Marks |
| (iv) Client's/User's Opinion during interaction | Max 15 Marks |
| (v) On-site Tools, Plants & Machineries | Max 15 Marks |
| (vi) Office Set-up | Max 15 Marks |

Signature of Contractor
With Seal