



**SBI INFRA MANAGEMENT SOLUTIONS PVT LTD**  
**(WHOLLY OWNED SUBSIDIARY OF SBI)**

**INVITES APPLICATIONS ON BEHALF OF LHO, THIRUVANANTHAPURAM.**

**FOR**

**EMPANELMENT OF CONTRACTORS/VENDORS FOR CONSTRUCTION,  
INTERIOR PROJECTS (WORKS upto Rs 3.00 CR)**

**Last date for submission of Tender: 5.00 P.M. (IST) on 27/06/2019.**

**NIT No: THI201905020**

The Assistant General Manager  
SBI Infra Management Solutions Pvt. Ltd.  
4th Floor, SBI LHO Building  
Poojappura, Thiruvananthapuram-695012

**(Name & Address of Contractors)**

Signature of Contractor  
With Seal



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

*(A wholly owned subsidiary of SBI)*

4TH FLOOR, SBI, LHO BUILDING, POOJAPURA, THIRUVANANTHAPURAM

E-MAIL: [headtri.sbiims@sbi.co.in](mailto:headtri.sbiims@sbi.co.in), PH: 0471 2192435/ 439

**NOTICE INVITING APPLICATION FOR EMPANELMENT OF CONTRACTORS / VENDORS / AGENCIES**

SBI Infra Management Solutions Pvt. Ltd. intend to empanel contractors / vendors / agencies various trades and categories for its various construction & interior projects (Works upto Rs 3.00 Cr) in the State Bank of India's offices/branches situated in the state of Kerala and Lakshwadeep. Full details and format for submission of application forms can be downloaded from our website: [www.sbi.co.in](http://www.sbi.co.in) under "procurement news". **The contractors who are already there in the panel of SBI should also submit the application for the empanelment afresh.** Duly completed applications in the prescribed format with required documents etc. should be submitted on or before due date **27.06.2019**.

The eligibility criteria, terms and conditions, application format and other details/requirements are as under:

**(I) MINIMUM ELIGIBILITY CRITERIA:**

(Table – 'A')

S N	Trade	Cat ego ry	Specified Project Cost Limit (Amount in Rupees)	*Similar Work Executed/Completed During Last 7 Years (ENDING ON 30.04.2019)	**Average Turnover of Last 3 Years (Minimum ie,) & # Solvency Required	Exper ience of Firm
(i)	<b>Civil &amp; Public Health Works Including Major Repairs and Renovation</b>	CB	upto Rs.300 lakh	One work of Rs.240 lakh or Two works of Rs.150 lakh or Three works of Rs.120 lakh each	Rs.90 lakh	7 years
		CC	upto 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	
(ii)	<b>Interior &amp; Furnishing Project</b>	IB	upto Rs.300 lakh	One work of Rs.240lakh or Two works of Rs.150 lakh or Three works of Rs.120 lakh each	Rs.90 lakh	7 years

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		IC	upto 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	
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- A. (\*) Applicants should have experience in having successfully completed similar work (in /under single order) of value as prescribed in table 'A' above for Government/Semi-Government/PSUs/Banks/Government Financial Institutions during last 7 years ending on 30.04.2019. The information must be supported with the copies of Work Order, Satisfactory Completion Certificate, proof of payment/ Form 26 AS etc.
- B. (\*\*\*) Applicants should have minimum average annual turnover prescribed in above table during last 3 years ending on 31<sup>st</sup> March of last financial year ie, 31.03.2018).
- C. (#) The applicants should submit Solvency of specified value issued by any Scheduled Bank. The Solvency Certificate should not have been issued prior to 31.03.2018.

***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 shall need to ensure that: -
- They must fulfill the eligibility criteria for each category of the work individually and
  - They should submit separate applications ( ie, for Civil/ Interior) along with non-refundable "Processing Fees" for the respective category and certified copies of supporting documents.
  - The processing fees of Rs. 5000/- (Non-refundable) shall be remitted through SBI e-collect and copy of the generated receipt with reference number shall be enclosed with the tender. The procedure for remitting the tender fees is detailed in Annexure -I.
  - Application without Processing Fees and supporting documents will be summarily rejected.
  - Applicants mentioning more than one trade in the same applications shall be disqualified without notice. **Only one application shall be submitted for each trade under the eligible category.**
- (ii) **The contractors/vendors empaneled by SBI in the past need to apply afresh, else they will not be considered for empanelment.**
- (iii) The applicant must submit sufficient documentary evidence such as work orders, work completion certificates, proof of payment/Form 26 AS etc. meeting the above-mentioned criteria from the Govt./Semi-Govt./PSUs/Banks/Government Financial Institutions during last 7 years ending on 30.04.2019. (as stipulated in table 'A').

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- (iv) The applicant should be bona-fide resourceful and well experienced contractor/agency/firm registered / empanelled with Banks/ PWD/ CPWD/ MES/ RLY/ PSUs/ Insurance Companies/ Reputed Institutions/Reputed private firms & IT Companies.
- (v) The applicant should not have been disqualified / debarred / terminated on account of poor or unsatisfactory performance / blacklisted from any Government, Semi-government, PSU, Banks or any other organisations including any of the Offices/Branch of State Bank of India during last 7 years as on the date of publication of this notice. A suitable declaration to be submitted on the Letter Head of the Firm duly signed by the vendor/ Authorized Signatory. The application of disqualified/debarred/blacklisted/terminated agency/contractor/vendor on account of poor or unsatisfactory performance shall be summarily rejected.
- (vi) 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/client/department to ascertain their capability and quality of works.
- (vii) The performance of all the empaneled contractors shall be reviewed by the SBIIMS periodically and the contractors with unsatisfactory performance and also those who do not respond to **five consecutive tender enquiries of the SBIIMS (under which the contractor is eligible to submit their tender) 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 next one empanelment process to be done by SBIIMS. Thereafter, if they wish they can apply afresh for empanelment in prescribed format.
- (viii) The contractors should be equipped with necessary infrastructure like building construction equipments, machinery and tools, labour strength etc.
- (ix) The contractor is required to furnish their PAN No, GST Registration details of firm etc. to the SBIIMS along with supporting documents.
- (x) 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. If the contractor do not have an account with SBI, they may open a Bank account with SBI for easiness of transactions.
- (xi) 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.

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- (xii) The panel of contractors will be valid for the entire Kerala Circle (Kerala State, Minicoy, Kavarathy & Lakshadweep) and contractors will be entitled to participate anywhere within these areas.
- (xiii) The SBIIMS is invariably 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. The contractors who get empanelled in this empanelment process shall frequently visit Bank's website [www.sbi.co.in](http://www.sbi.co.in) (Procurements News) for getting information regarding the tenders issued from Kerala Circle.
- (xiv) 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.
- (xv) The firm/ contractor should be profit making during last three financial years ending 31.03.2018.
- (xvi) 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. The applicant shall make necessary arrangements for the same.
- (xvii) All the pages of application shall be duly signed with stamp of firm by the contractors, else their application shall be summarily rejected.
- (xviii) The intending applicants are categorically advised to submit the empanelment documents strictly in the attached formats only. Any addition/ alteration to the application format shall lead to rejection of the application submitted by the contractor for the empanelment under this notice. 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" or 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 intimation/reference to the applicant and at the applicant's risk and responsibility.***
- (xix) ***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.***
- (xx) All the details must be incorporated in the application form downloaded from the State Bank of India's website. Incomplete application / not fully filled form will be rejected.

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III. The eligible and interested parties shall download prescribed application form and other details from our website [www.sbi.co.in](http://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 IN KERALA CIRCLE FOR TRADE .....** **& CATEGORY.....'** shall be submitted at the office of The Assistant General Manager, SBI Infra Management Solutions Pvt. Ltd., Circle Office, 4<sup>th</sup> Floor, SBI LHO building, Thiruvananthapuram-12 .

IV. The prequalification criteria mentioned above is minimum, in each category. 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, verification of their credentials / inspection of work for quality, infrastructure 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 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.

**VI. The contractor shall specify the category under the trade for which they are submitting the application for empanelment.**

VII. Canvassing in any form including bringing influence from any person/agency/Officials/authorities shall lead to disqualification of the applicant.

VIII. 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.

IX. Any amendments/ corrigendum for empanelment of contractors/ vendors shall be published in Bank's website only. Therefore, applicants are requested to visit Bank's website regarding modifications/ corrigendum issued.

**Sd/-**  
**ASSISTANT GENERAL MANAGER (SBIIMS)**

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**Scope of various works are detailed as under:**

Interior & furnishing works:

- The Interior works includes fabrication of counters, tables, partitions including doors, false ceiling as per the Banks layout for branches, offices, guest house, Bank house etc.

Civil & Public health

- Civil works includes construction of new buildings, Locker room, Strong room, compound walls, major maintenance works.
- Rain water harvesting, Waste water treatment plant, Water treatment plant, STP, plumbing works etc.

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**EMPANELMENT OF CONTRACTORS / VENDORS / AGENCIES**

**APPLICATION FORM**

**(Please strike-off which is not applicable)**

(APPLIED FOR EMPANELMENT OF .....CONTRACTORS)

TRADE : ..... **(Separate application shall be submitted for each trade)**

CATEGORY: ..... **(Specify only one category .If not eligible under the specified category, SBIIMS may consider the application for including in the qualified category as per eligibility criteria)**

1	a) Name of the Applicant / Firm / Organization	
	b) Full Postal Address of Firm (Enclose proof)	
	c) Contact Details (i) Phone No. (ii) Mobile No. (iii) Fax No. (iv) e-mail Id	..... ..... ..... .....
	d) Application Processing Fee Details (i) Amount (Rs.):	.....

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	<p>(ii) Details of fee paid in SBI Collect .....</p> <p>(iii) Name of the Bank: .....</p> <p>(iv) Date of remittance: .....</p>	
2	<p>Year of Establishment</p> <p>(Enclose certified copies of documents as an evidence – ENCLOSURE 'A')</p>	
3	<p>Constitution of Firm</p> <p>(Enclose certified copies of documents as an evidence – ENCLOSURE 'B')</p>	Sole proprietorship/ Partnership /Private Ltd. / Public Ltd. / Any other (Please specify)
4	<p>Name of the Proprietor/ Partners / Directors of the Organization / Firm with Qualification.</p> <p>(Enclose certified copies of documents as an evidence – ENCLOSURE 'C')</p>	
5	<p>Name/s of Authorized Signatory / Directors / Partners with Designation and Contact No.</p>	
6	<p>Mode of Authorization</p> <p>(Enclose certified copies of documents as an evidence – ENCLOSURE 'D')</p>	Resolution / Partnership Deed / Registered Power of Attorney / Proprietor / Any Other (Please specify)
7	<p>Details of Registration with Registrar of Companies/ Registrar of Firms. Whether Partnership Firm, Company, etc. Name of Registering Authority, Date and Registration Number.</p> <p>(Enclose certified copies of documents as an evidence – ENCLOSURE 'E')</p>	
8	<p>Whether registered/empanelled with Govt./Semi Govt/Banks/CPWD/Municipal Authorities or any other Public Organization and if so, in which class and since when?</p> <p>(Enclose certified copies of documents as an evidence – ENCLOSURE 'F')</p> <p>Name of Organisation</p> <p>Category</p>	YES / NO

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	<p>No. &amp; Date of Registration</p> <p>Name of Organisation</p> <p>Category</p> <p>No. &amp; Date of Registration</p> <p>Name of Organisation</p> <p>Category</p> <p>No. &amp; 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 &amp; Loss A/c. (Audited) for the last 3 years.</p> <p>(Enclose certified copies of documents as an evidence – ENCLOSURE 'G')</p>	<p>2015-16: Rs.....</p> <p>2016-17: Rs.....</p> <p>2017-18: Rs.....</p> <p><b>Average:</b> 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>	

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	<p>(i) Income Tax (PAN) No.</p> <p>(ii) Goods &amp; Service Tax (GST) No.</p> <p>(iii) Labour License</p> <p>(iv) ESI</p> <p>(v) EPF</p>	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
14	Whether last three years IT returns filed (Please enclose certified copies of the I T return of 2015-16, 2016-17, 2017-18 – ENCLOSURE 'J') (Financial year)	
15	Details of major works executed & completed during last 7 years in Central Govt. /State Govt./Financial Institutions/PSUs.	Please fill up enclosed Annexure 'K' & enclose copies of work order and satisfactory completion certificates.
16	Details of major works under execution in Central Govt./State Govt./Financial Institutions/PSUs.	Please fill up enclosed Annexure 'L' & enclose copies of LOI /work order / agreement
17	Details of Key Personnel Permanently employed. (ANNEXURE 'M')	
	(i) Technical Personnel	.....
	(ii) Other Personnel	.....
18	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. (ANNEXURE 'N')	
19	Information relating to whether any litigation is pending before any Arbitrator for adjudication of any litigation or else any litigation was disposed of during the last seven years by an arbitrator. If so, the details of such litigation are required to be submitted. (ANNEXURE 'O')	
20	Declaration regarding near relatives working in the State Bank of India. (ANNEXURE 'P')	

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**DECLARATION:**

- 1) All the information furnished by me/us here above are 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 during last 7 year from the date as on the date of publication of the notice for empanelment.
- 5) I/We hereby confirm that all information, particulars, copies of certificates and testimonials submitted 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(ENDING ON 30.04.2019)**

(Enclose supporting documents i.e. Work order and Satisfactory Completion Certificate Obtained from the Clients,Proof of payment etc)

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 for Completion	Actual Date for Completion	In case of delay,time extension granted without LD (Yes/ No)	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  
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**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	Scheduled Date of Completion	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  
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**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  
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**ANNEXURE – N**

**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  
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**ANNEXURE – O**

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

Year	Awarded for or against Applicant	Name of Client	Cause of Litigation and Matter of Dispute	Disputed Amount	Actual Awarded Amount

*(Add separate sheet if required)*

Notes:

1. Information has to be filled up specifically in this format.
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  
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**ANNEXURE – P**

**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  
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### **CHECK LIST**

*(Please tick whichever applicable)*

<b>SR. NO.</b>	<b>PARTICULARS</b>	<b>SUBMITTED (Y or N)</b>
1	Application Form	
2	Receipt of tender fee remittance	
3	Enclosure A	
4	Enclosure B	
5	Enclosure C	
6	Enclosure D	
7	Enclosure E	
8	Enclosure F	
9	Enclosure G	
10	Enclosure H	
11	Enclosure I	
12	Enclosure J	
13	Annexure K	
14	Annexure L	
15	Annexure M	
16	Annexure N	
17	Annexure O	
18	Annexure P	

Name of Authorized Signatory

Sign & seal of the applicant

Date: Place:

Signature of Contractor  
With Seal