



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

(A wholly owned subsidiary of SBI)

Circle Office, 4<sup>th</sup> Floor, State Bank of India, Local Head Office, III/1, Pt. J N Marg, Kharvelnagar,  
Bhubaneswar-751001

**NOTICE INVITING APPLICATION FOR EMPANELMENT OF CONTRACTORS / VENDORS / AGENCIES: REF No:- BHU201908020**

SBI Infra Management Solutions Pvt. Ltd., Bhubaneswar on behalf of SBI , Bhubaneswar Circle 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. in the State Bank of India's offices/branches situated in the of Odisha state. Duly completed applications in the prescribed format with required documents etc. **should be submitted on or before due date 30.09.2019**. The eligibility criteria, terms and conditions, application format and other detail/requirement are as under:

**(I) MINIMUM ELIGIBILITY CRITERIA:**

(Table – 'A')

S N	Trade	Category	Specified Project Cost Limit (Amount in Rupees)	*Similar Work Executed/Completed During Last 7 Years	**Average Turnover of Last 3 Years (Minimum) & Solvency Required	Experience of Firm
(i)	<b>Civil Construction Project Including Major Repairs and Renovation</b>	CA	Above Rs.300 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.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	
		CC	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	



		CD	Above Rs.35 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	7 years
		CE	Above Rs. 20 Lakh Up to Rs.35 lakh	One work of Rs.28 lakh or Two works of Rs.17.5 lakh or Three works of Rs.14 lakh each	Rs.10.5 Lakh	
		CF	Above Rs. 10 Lakh Up to Rs.20 lakh	One work of Rs.16 lakh or Two works of Rs.10 lakh or Three works of Rs.8 lakh each	Rs.6 Lakh	7 years
		CG	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	
(ii)	<b>Interior &amp; Furnishing Project</b>	IA	Above Rs. 200 lakh up to 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
		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.35 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	Above Rs. 10 Lakh Up to Rs.35 lakh	One work of Rs.28 lakh or Two works of Rs.17.5 lakh or Three works of Rs.14 lakh each	Rs.10.5 Lakh	
		IF	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	

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(iii)	<b>Specialized Structural Repairs and Retrofitting</b>	SA	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	7 years
		SB	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	
		SC	Above Rs.15 lakh up to Rs.50 lakh	One work of Rs.40 lakh or Two works of Rs.30 lakh or Three works of Rs.25 lakh each	Rs.15 lakh	
		SD	Up to Rs.15 lakh	One work of Rs.12 lakh or Two works of Rs.7.5 lakh or Three works of 6 lakh each	Rs.4.5 lakh	
iv)	<b>Water proofing Works</b>	WPA	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	7 years
		WPB	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	
		WPC	Above Rs. 5 Lakh upto 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	
		WPD	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	
(v)	<b>Electrical Work (HT category)</b>	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	

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		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)	<b>Electrical Work (LT category)</b>	EA	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	5 years
		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	
(vii)	<b>Maintenance &amp; Repairs Work (composite)</b>					
(a)	<b>Civil including carpentry and furniture repairs, electrical, AC works (composite).</b>	CR-A	Above Rs.25 lakh and up to Rs.50 lakh	One work of Rs.40 lakh or Two works of Rs.25.00 lakh or Three works of Rs.20.00 lakh each	Rs 15.00 Lakh	5 years
		CR-B	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	
		CR-C	Above Rs.3 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-D	Up to Rs.3 lakh	One work of Rs.2.4 lakh or Two works of Rs.1.5 lakh or Three works of Rs.1.2 lakh each	Rs.0.9 lakh	

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(b)	<b>Electrical</b>	ER-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
		ER-B	Above Rs.3 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	
		ER-C	Up to Rs.3 lakh	One work of Rs.2.4 lakh or Two works of Rs.1.5 lakh or Three works of Rs.1.2 lakh each	Rs.0.9 lakh	
(viii)	<b>Integrated Facility Management Work (Annual Contract) includes as under</b> <b>i.</b> House keeping <b>ii.</b> Gardening <b>iii.</b> Catering <b>iv.</b> Pest Control <b>v.</b> Minor electrical works <b>vi.</b> Minor carpentry works <b>vii.</b> AC repairing <b>viii.</b> Lift functioning	FA	Above Rs.100 lakh up to Rs.200 lakh per annum	(a) One work of Annual Contract Value (ACV) <sup>#</sup> 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 140***	Rs.60 lakh	7 years
		FB	Above Rs.50 lakh up to Rs.100 lakh per annum	(a) One work of ACV <sup>#</sup> of Rs.80 lakh or Two works of ACV of Rs.50 lakh or Three works of ACV of Rs.40 lakh <u>each per annum</u> (b) Staff on payroll 70***	Rs.30 lakh	
		FC	Up to Rs.50 lakh per annum	(a) One work of ACV <sup>#</sup> of Rs.40 lakh or Two works of ACV of Rs.25 lakh or Three works of ACV of Rs.15 lakh <u>each per annum</u> (b) Staff on payroll 50***	Rs.15 lakh	

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(ix)	<b>Facility Management Services (Annual Contract) (House Keeping)</b>	HPA	Above Rs.100 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>	Rs.60 lakh	5 years
		HPB	Above Rs.50 lakh up to Rs.100 lakh per annum	(a) One work of ACV# of Rs.80 lakh or Two works of ACV of Rs.50 lakh or Three works of ACV of Rs.40 lakh <u>each per annum</u>	Rs.30 lakh	
		HPC	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>	Rs.15 lakh	
(x)	<b>Catering Services</b>	CSA	Above Rs.100 lakh up to Rs.200 lakh per annum	(a) One work of Annual Contact Value (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) 2000 sq. ft of kitchen area approved by municipal cooperation.	Rs. 60 lakh.	5 years
		CSB	Above Rs.50 lakh up to Rs.100 lakh per annum	(a) One work of ACV# of Rs.80 lakh or Two works of ACV of Rs.50 lakh or Three works of ACV of Rs.40 lakh <u>each per annum</u> (b) 1500 sq. ft of kitchen area approved by municipal cooperation.	Rs.30 lakh	

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		CSC	Up to Rs.50 lakh per annum	(a) (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.15 lakh <u>each per annum</u> (b) 1000 sq. ft of kitchen area approved by municipal cooperation	Rs.15 lakh	
(xi)	<b>Pest Control Services (Annual Contract)</b>	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	5 years
(xii)	<b>Hiring of DG Set (Annual Contract)</b>	DGA	Above Rs.5 lakh and up to Rs.15 lakh per annum	One work of ACV# of Rs.12 lakh or Two works of ACV of Rs.7.5 lakh or Three works of ACV of Rs.6 lakh <u>each per annum</u>	Rs.4.5 lakh	5 years
		DGB	Above Rs.2 lakh and 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	
		DGC	Up to Rs.2 lakh per annum	One work of ACV# of Rs.1.6 lakh or Two works of ACV of Rs.1 lakh or Three works of ACV of Rs.0.8 lakh <u>each per annum</u>	Rs.0.6 lakh	
(xiii)	<b>Chair Supplier</b>	CHA	Above Rs. 5 Lakh upto 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

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		CHB	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	
(xiv)	<b>Air- conditioners suppliers</b>	ACA	Above Rs. 20 Lakh Up to Rs.35 lakh	One work of Rs.28 lakh or Two works of Rs.17.5 lakh or Three works of Rs.14 lakh each	Rs.10.5 Lakh	5 years
		ACB	Above Rs.5 lakh up to Rs.20 lakh	One work of Rs.16 lakh or Two works of Rs.10 lakh or Three works of Rs.8 lakh each	Rs.6 lakh	
		ACC	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	

#- Annual Contract Value

(\* ) Applicants should have experience in having successfully completed similar work (single order) during last 5 or 7 years ending on 31.07.2019 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, and Proof of payment/Form 26 AS etc.

- A. (\*\* ) 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.
- B. (\*\*\*) Payroll must be supported with copy of EPF and ESIC payment slip paid for the latest month.
- C. The applicants should submit Solvency of specified value issued by any Scheduled Bank. The Solvency Certificate should not have been issued prior to 1<sup>st</sup> August, 2019.

**The application not fulfilling any of the above minimum eligibility criteria will be summarily rejected and no further processing will be carried out. The cost of tender document/application shall be forfeited.**

c. **GENERAL CONDITIONS:**

- (i) The applicant applying for one or more than one trade shall need to ensure that: -
  - a. They must fulfill the eligibility criteria for each category of the work and
  - b. They should submit one application for one trade along with payment receipt/DD/BC of non-refundable "Processing Fees" for the respective category as under and certified copies of supporting documents.

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c. **Very Important:** The vendors eligible for higher category under same trade need not submit the application for lower category but need to submit payment receipt/DD/BC of non-refundable "Processing Fees" for lower categories to get empanelment for lower categories under same trade.

The various amount of non-refundable "Processing Fees" is mentioned hereunder.

SN	Project cost Limit	Processing Fee (non-refundable)	Tender ID No. (to be entered while making Payment online)	Categories
1	Above Rs.300 lakh and up to Rs.500 lakh	Rs.10,000/-	<u>BHU201908020A</u>	CA
2	Above Rs.100 lakh and up to Rs300 lakh	Rs.5,000/-	<u>BHU201908020B</u>	CB,IA,IB,SA,FA,HPA,CSA
3	Above Rs.50 lakh and up to Rs100 lakh	Rs.3,000/-	<u>BHU201908020C</u>	CC,IC,SB,EA,HA,FB,HPB,CSB
4	Up to Rs.50 lakh	Rs.1,000/-	<u>BHU201908020D</u>	CD,CE,CF,CG,ID,IE,IF, SC,SD,WPA,WPB,WPC, WPD,EB,EC,ED,HB,HC, HD,CR-A,CR-B,CR-C,CR-D,FC,HPC PC,DGA,DGB,DGC,CHA, CHB,ACA,ACB,ACC,CSC, ER-A,ER-B,ER-C

- d. Application without Processing Fees payment receipt and supporting documents will be summarily rejected.
- e. Applicants mentioning more than one category in the same applications shall be disqualified without notice.
- f. The non-refundable "Processing Fees" for the respective category should be deposited online through <https://www.onlinesbi.com> using State Bank Collect gateway. Steps involved in making such payments is provided in details hereunder.
- g. If applicants fails to deposit the non-refundable "Processing Fees" online due to technical/software glitch while processing for payment, they may also submit the non-refundable "Processing Fees" in the Form of Demand Draft/Banker's Cheque issued by any Nationalised /Scheduled Bank Drawn in favour of "**SBI Infra Management Solutions Pvt. Ltd.**" Payable at **Bhubaneswar,**" which is to be submitted attached with **a copy of the online error/glitch screen shot printout along** with the application in a separate envelope super scribing "Processing Fees".

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- (ii) **The panel of contractors/vendors already empaneled by SBI Bhubaneswar circle and submitted their one time EMD to the Bank for interior trade in the year 2017 and for civil construction project for the period 2018-2021, need not to submit the one time EMD as mentioned in this application clause no. (xxv). However, after processing the empanelment, if found in higher category, then the same EMD will be adjusted and the difference amount towards EMD to be submitted by the vendor. They have also to submit all requisite documents along with this application with non-refundable "Processing Fees", an undertaking as per the Annexure-Z, satisfactory performance report from the Premises & estate department, SBI, Bhubaneswar Circle, valid empanelment letter issued by SBI and copy of the onetime EMD. If any existing empanelled contractors of the SBI Bhubaneswar wish to apply for any new trade, need to submit their application afresh for respective trade. Further, vendors empanelled for housekeeping services with effect from 24.04.2017 need to submit their application afresh as they are not categorized under any specified project cost limit.**
- (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 Odisha 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 organizations 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) In case of Electrical Contractors the firm should have a valid Electrical license issued by the competent authority of the Central/State Govt. for Electrical works as applicable to the respective category (HT/LT/Supervisory) of Contractors 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 empanelment should obtain valid Electrical License from the Electrical License Board of Odisha state prior to issue of any tender papers.
- (vii) 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.

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- (viii) 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 **4(FOUR) consecutive tender in their respective category** 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.
- (ix) The contractors should be equipped with necessary infrastructure like building construction equipment, machinery and tools, labour strength etc.
- (x) 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.
- (xi) 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.
- (xii) 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.
- (xiii) The panel of contractors will be valid for the entire Odisha state and contractors will be entitled to participate anywhere within Odisha states, subject to receipt of NIT from the SBIIMS.
- (xiv) 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.
- (xv) 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. (Not mandatory for works up to Rs 3.00 Lakhs)
- (xvi) The firm/ contractor should be profit making during last three financial years ending 31.03.2019 (Not mandatory for works up to Rs. 10.00 lakh).
- (xvii) 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.

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- (xviii) All the pages of application shall be duly signed with stamp of firm by the contractors, else their application shall be summarily rejected.
- (xix) 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.**
- (xx) 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.
- (xxi) 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.
- (xxii) 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.
- (xxiii) The applicant applying for catering services must hold valid kitchen license/certificate from health department/ Municipal Authority and certificate from Food safety and standard Authority of India (FSSAI) for catering Services in the name of the firm applied for empanelment.
- (xxiv) **Additional criteria for supply of air-conditioners and maintenance:** Contractors/dealers/vendors should have & furnish the valid authorization certificate issued by the AC manufacturing company only for sales/service of Hitachi/Carrier/Voltas/BuleStar/LG/Daikin/MitsubishiElectric/"O"General/Toshiba/Pana sonic make. Original Equipment Manufacturers (OEMs) of above mentioned companies are also eligible to apply and they need not to submit the authorization letter.
- (xxv) After completion of empanelment process, the successful vendors/contractors under the trade of (i), (ii), (iii),(v), & (vii) need to submit one time EMD, which is 2 % of respective upper value of specified project cost limit. If a vendors/contractors empanelled under multiple trades need to submit the EMD separately. The panel of contractors/vendors already empaneled by SBI Bhubaneswar circle and submitted their one time EMD to the Bank for interior trade in the year 2017 and for civil construction project for the period 2018-2021, need not to submit the one time EMD again with us. The same EMD will be adjusted, if they empanelled in higher category the difference amount EMD will be deposited with us.

III. The eligible and interested parties may download prescribed application form and other details from our website of vendors [www.sbi.co.in](http://www.sbi.co.in)<link>[procurement news](#). The application in the prescribed format with all supporting documents in sealed envelope (A-3/A-4) and superscribed as '**APPLICATION FOR EMPANELMENT OF CONTRACTORS IN ODISHA STATE FOR TRADE ..... & CATEGORY.....**' shall be submitted at the office of The Circle Head,

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SBI Infra Management Solutions Pvt. Ltd., Circle Office, Local Head Office, 4<sup>th</sup>(Fourth) Floor, III/1, P.T J.N Marg, Bhubaneswar-751001. The applications so received from the contractors shall be examined and evaluated by a Committee in the SBIIMS at every 6 months interval.

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

VII. 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.

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

IX. **The application will be accepted through 'Speed Post or Courier' . No other mode of delivery (including hand delivery) will be accepted.** Completed applications must reach this office by speed post on or before **30<sup>th</sup> September, 2019**. Applications received after due date will not be entertained during the current exercise (Postal/Courier delay, if any, will not be considered). The applications received after due date may be considered by the SBIIMS not before 6 months after completion of current empanelment exercise, within its sole discretions of SBIIMS. However, applicant shall not be entitled to raise any claim for the same and no correspondence shall be entertained in this regard.

X. The applicant do not having office at Odisha state need to set up their office within 1(ONE) month of their empanelment.

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.

**Circle Head & AVP (Civil)**  
**SBIIMS, Bhubaneswar**

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## **STEPS FOR PAYMENT OF PROCESSING FEES THROUGH SBI COLLECT**

The Vendor needs to use SBI internet banking site <https://www.onlinesbi.com/>.

State Bank of India - Internet Explorer  
https://www.onlinesbi.com/ STATE B... State Bank of India

Useful Links

SBI ONLINE

Services SB Anywhere FAQ Corporate Website SBMOPS<sup>New</sup> SB Collect Electoral Bond<sup>New</sup> Videos mCash Apply SB Account NPS<sup>New</sup> Bill Pay

SBI never asks for confidential information such as PIN and OTP from customers.  
Any such call can be made only by a fraudster. Please do not share personal info.

PERSONAL BANKING

LOGIN yono

New User Registration / Activation How Do I Customer Care

SBI's internet banking portal provides personal banking services that gives you complete control over all your banking demands online.

CORPORATE BANKING

Select LOGIN

New User Registration How Do I

Corporate Banking application provides features to administer and manage non personal accounts online.

time taken to notify, higher would be the risk of loss to you. | [Click here](#) to know the process of updating GSTN status ("Waiting for Confirmation/No Response from Bank") for successful Ban

OUR MOBILE NUMBER

number Immediately,

share your user ID/password/OTP with anybody.

ANNOUNCEMENT

As per RBI directives, non-CTS compliant cheques will not be a CTS clearing after 12/12/2018. Please place request for new book if not obtained after 01.10.2012.

© State Bank of India Site best viewed at 1024 x 768 resolution in I.E 10+, Mozilla 40+, Google Chrome 50+

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

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https://www.onlinesbi.com/sbico STATE B... State Bank Collect

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**SBI** State Bank Collect

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**STATE BANK COLLECT**  
A MULTI-MODAL PAYMENT PORTAL

**DISCLAIMER CLAUSE**

**Terms Used**

- > **Corporate Customer:** Firm/Company/Institution (F/C/I) collecting payment from their beneficiaries.
- > **User:** The beneficiary making a payment to F/C/I for the services/goods availed.
- > Bank shall not be responsible, in any way, for the quality or merchantability of any product/merchandise or any of the services related thereto, whatsoever, offered to the User by the Corporate Customer. Any disputes regarding the same or delivery of the Service or otherwise will be settled between Corporate Customer and the User and Bank shall not be a party to any such dispute. Any request for refund by the User on any grounds whatsoever should be taken up directly with the Corporate Customer and the Bank will not be concerned with such a request.
- > Bank takes no responsibility in respect of the services provided and User shall not be entitled to make any claim against the Bank for deficiency in the services provided by the Corporate Customer.
- > The User shall not publish, display, upload or transmit any information prohibited under Rule 3(2) of the Information Technology (Intermediaries guidelines) Rules, 2011.
- > In case of non-compliance of the terms and conditions of usage by the User, the Bank has the right to immediately terminate the access or usage rights of the User to the computer resource of the Bank and remove the non-compliant information.

I have read and accepted the terms and conditions stated above.  
(Click Check Box to proceed for payment.)

**Proceed**

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**State Bank Collect** 09-Jan-2019 [12:23 PM IST]

Select State and Type of Corporate / Institution

State of Corporate / Institution \*

Type of Corporate / Institution \*

**Go**

- Mandatory fields are marked with an asterisk (\*)
- State Bank Collect is a unique service for paying online to educational institutions, temples, charities and/or any other corporates/institutions who maintain their accounts with the Bank.

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Select **"All India"** in "State of Corporate / Institution" & Select **"Commercial Services"** in "Type of Corporate / Institution". **"Go"** will lead to the next page:

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State Bank Collect 09-Jan-2019 [12:25 PM IST]

Select from Commercial Services

Commercial Services Name \*

▪ Mandatory fields are marked with an asterisk (\*)

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

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State Bank Collect 09-Jan-2019 [12:28 PM IST]

 **SBI Infra Management Solutions Pvt Ltd**  
Ground Floor, Raheja Chambers, Free Press Journal Marg, Nariman Point, Mumbai-400021

Provide details of payment

Select Payment Category \*

Mandatory fields are marked with an asterisk (\*)

Enter Tender ID \*

[Submit](#)

- Mandatory fields are marked with an asterisk (\*)
- The payment structure document if available will contain detailed instructions about the online payment process.
- Date specified(if any) should be in the format of 'ddmmYYYY'. Eg., 02082008

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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.

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The next Page will be ready with few of the Preloaded Tender Details:

The screenshot shows a web browser window with the URL <https://www.onlinesbi.com/sbical>. The page title is "State Bank Collect - Internet Explorer". The main content area displays the SBI logo and the text "SBI Infra Management Solutions Pvt Ltd" with the address "Ground Floor, Raheja Chambers, Free Press Journal Marg, Nariman Point, Mumbai-400021". Below this, there is a section titled "Provide details of payment" with the following fields:

Select Payment Category *	TENDER APPLICATION FEI
Tender ID *	MUM2019010005
Tender Name	Corp 05
Open Date	06-01-2019
End Date	12-01-2019
Amount in Rupees *	10000
Vendor Email ID	<input type="text"/>
Vendor GST No *	<input type="text"/>
Vendor Mobile No *	<input type="text"/>
Vendor Name *	<input type="text"/>
Remarks	<input type="text"/>

Below the payment details, there is a section for user identification with the following fields:

Name *	<input type="text"/>
Date Of Birth / Incorporation *	<input type="text"/>
Mobile Number *	<input type="text"/>
Enter the text as shown in the image *	<input type="text"/> 39E10

At the bottom of the form, there are three buttons: "Submit", "Reset", and "Back". A red box contains the following text:

- Mandatory fields are marked with an asterisk (\*)
- The payment structure document if available will contain detailed instructions about the online payment process.
- Date specified (if any) should be in the format of 'ddmmYYYY'. Eg., 02082008

The footer of the page 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.

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

(A wholly owned subsidiary of SBI)

CIRCLE OFFICE, LOCAL HEAD OFFICE, 4<sup>TH</sup> FLOOR, III/1, Pt. J N MARG,  
BHUBANESWAR-751001

**EMPANELMENT OF CONTRACTORS / VENDORS / AGENCIES**

**APPLICATION FORM**

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

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

TRADE : .....

CATEGORY: .....

1	a) Name of the Applicant / Firm / Organization	
	b) Full Postal Address of Firm	
	c) Contact Details (i) Phone No.(Landline) (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:	 .....  .....  .....  .....

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2	Year of Establishment  (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')	

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8	<p>Whether registered 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> <p>No. &amp; Date of Registration</p> <p>Name of Organisation</p> <p>Category</p>	YES / NO
	<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>2016-17: Rs.....</p> <p>2017-18: Rs.....</p> <p>2018-19: Rs.....</p> <p><b>Average:</b> Rs.....</p>
11	<p>Banker's Details</p> <p>(i) Banker's Name:</p>	

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	(ii) Full Postal Address:  (iii) Telephone No.:  (iv) Account No.:  (v) Type of Account:	..... ..... ..... .....
12	Solvency Certificate from the Bankers (For minimum amount of 30% of the upper limit of the category applied for).  (Enclose certified copies of documents as an evidence – ENCLOSURE 'H')	
13	Registration with Government Authorities: (Enclose certified copies of documents as an evidence – ENCLOSURE 'I')	
	(i) Income Tax (PAN) No.  (ii) Goods & Service Tax (GST) No.	..... .....
	(iii) Labour License  (iv) ESI  (v) EPF	..... ..... .....
14	Whether last three years IT returns filed  (Please enclose certified copies of the IT return of 2016-17, 2017-18, 2018-19 – ENCLOSURE 'J')	
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

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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 Electrical license issued by the competent authority of the Central/State Govt. for Electrical works as applicable to the respective category (HT/LT/supervisory) of Contractors issued in the name of Proprietor/Partner/Director of applied firm. (in case of empanelment for <u>Electrical contractor only</u>)</p> <p>(Enclose certified copies of documents as an evidence – ENCLOSURE 'O')</p>	
20	<p>Whether applicant possess valid kitchen license from Health Department/Municipal Corporation and Food safety and standard Authority of India Certificate ( In case of empanelment for catering Services )</p> <p>( Enclose Certificate copies of documents as an evidence - ENCLOSURE 'P' )</p> <p>(i) Area of kitchen approved by Municipal Corporation</p>	<p>.....Sq. Ft</p>

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21	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 'S')	
22	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 'T')	
23	Declaration regarding near relatives working in the State Bank of India. (ANNEXURE 'U')	
24	Whether the applicant possess valid authorization certificate issued by the AC manufacturing company only for sales/service of Hitachi/Carrier/Voltas/BuleStar/LG/Daikin/MitsubishiElectric/"O"General/ Toshiba/Panasonic make. OEM applying directly need not to submit the certificate. (in case of empanelment for Air-conditioning work only) (ANNEXURE 'V')	
25	Applicable only for panel of contractors/vendors already empaneled under SBI Bhubaneswar circle (for interior trade in the year 2017 and for civil construction project for the period 2018-2021)	
(a)	Empanelment letter issued by the SBI, Bhubaneswar Circle. ( Annexure- W)	
(b)	Copy of the onetime EMD submitted with Bank. ( Annexure- X)	

Signature of Contractor with Seal



(c)	Performance satisfactory report from the Bank where they have been empanelled. ( Annexure- Y)	
(d)	Letter of Undertaking ( Annexure- Z)	

**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 BODY DURING LAST 7 YEARS**

(Enclose supporting documents i.e. Work order, Satisfactory Completion Certificate and proof of payment 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 executed	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





**Annexure Z**

**LETTER OF UNDERTAKING**

(For Contractors Empanelled under SBI Bhubaneswar Circle for interior trade in the year 2017 and for civil construction project for the period 2018-2021 only)

(Print out to be taken in letter head)

To,

The Circle Head  
Circle Office,  
SBI Infra Management Solutions Pvt. Ltd.,  
SBI Local Head Office, 4Th Floor,  
III/1 Pandit Jawaharlal Nehru Marg,  
Bhubaneswar- 751001

Dear Sir,

**NOTICE INVITING APPLICATION FOR EMPANELMENT OF CONTRACTORS / VENDORS / AGENCIES: REF. NO BHU201907028**

I / We have empanelled in the category ..... , of value .....lakh in SBI Bhubaneswar Circle. I have submitted the one time EMD of Rs.....with SBI and copy of the same in enclosed with performance satisfactory report from the bank. I hereby undertake and confirm that, we read, understood and accepted the term and conditions mentioned in this notification. If we fails to submit one or more documents as mentioned below along with this application form, then my application shall be rejected and we shall not raise any claim / compensation/objection for it.

Mandatory documents to be submitted:

- 1) Valid empanelment letter issued by the SBI, Bhubaneswar Circle.
- 2) Copy of the onetime EMD submitted with Bank.
- 3) Performance satisfactory report from the bank where they have been empanelled.

Yours faithfully,

Signature of contractor With Seal

---

Signature of Contractor with Seal



## **CHECK LIST**

(Please tick whichever applicable)

<b>SR. NO.</b>	<b>PARTICULARS</b>	<b>SUBMITTED (Y or N)</b>	<b>Remarks</b>
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	Annexure S		
19	Annexure T		
20	Annexure U		
21	Annexure V		
22	Annexure W		

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Signature of Contractor with Seal



23	Annexure X		
24	Annexure Y		
25	Annexure Z		

Name of Authorized Signatory

Sign & seal of the applicant

Date:

Place:

---

Signature of Contractor with Seal