

Empanelment No	P&E/2022-23/2
Date:	08.07.2022



State Bank of India
Premises & Estate Department
2nd floor, Local Head Office,
III/1 Pt. J. N. Marg,
Bhubaneswar - 751001

Invites applications for

EMPANELLMENT OF ELECTRICAL SAFETY AUDITORS /
CONSULTANTS / FIRMS FOR ELECTRICAL SAFETY AUDIT (ESA) OF
BRANCHES/ OFFICES UNDER CONTROL OF SBI BHUBANESWAR
CIRCLE

The Assistant General Manager,
STATE BANK OF INDIA,
2nd floor, Local Head Office,
III/1 Pt. J. N. Marg,
Bhubaneswar
agmpre.lhobhu@sbi.co.in

EMPANELMENT NOTICE

State Bank of India, Premises & Estate Department, Local Head Office, III/1 Pt. J. N. Marg, Bhubaneswar invites applications for Empanelment of Electrical Safety Auditors / Consultants / Firms for conducting Electrical Safety Audit (ESA) of Offices & Branches in Odisha.

1	Name of Work	Empanelment of Electrical Safety Auditors / Consultants / Firms for Electrical Safety Audit (ESA) of Offices & Branches under control of SBI Bhubaneswar Circle
2	Empanelment application form available for download from the websites:	https://www.sbi.co.in under "SBI in the News" link "Empanelment of vendors"
3	Validity of Empanelment	3 years (from the date of Finalization) subject to further extension as per the requirement of the Bank. Bank may review/ update the panel during its validity period at any time(s) and may exclude/ de-list any firm from the empanelled list depending upon the instances warranting such exclusion at the sole discretion of the SBI
4	Address for submitting sealed applications in tender Box	Assistant General Manager (P&E), Premises & Estate Dept., 2 nd floor, Local Head Office, III/1 Pt. J. N. Marg, Bhubaneswar agmpre.lhobhu@sbi.co.in Contact No. – 0674-2394637
5	Last date & time for receipt of Applications	28.07.2022 up to 3.00 pm
6	Date & time of opening of Applications	28.07.2022 at 3.30pm
In case the date of opening of tenders is declared as a holiday, the tenders will be opened on the next working day at the same time.		
SBI has the right to accept/reject any/all applications without assigning any reasons.		
The Asst. General Manager (P&E) State Bank of India		

ELIGIBILITY CRITERIA

Electrical safety audit of Branches / Offices with LT & HT connection:

A. Minimum Pre-qualification Criteria for Electrical Safety Auditors :

SI No	Minimum Pre-qualification Criteria for Electrical Safety Auditors	Documents to be submitted
1)	<p>Electrical Safety Auditors should have full time graduation degree in Electrical Engineering with minimum three (3) years of relevant experience (as on 30.06.2022) in Electrical installations and safety related work.</p> <p style="text-align: center;"><u>'or'</u></p> <p>Should have full supervising license from concerned licensing authority of the state or central govt. with min 05 years experience in electrical installations and safety related work.</p> <p style="text-align: center;"><u>'or'</u></p> <p>Retired electrical Engineer(must be less than 65 years old) from the State Bank of India group, PSUs, Central and state Govts, employed as electrical engineers who dealt electrical installations and safety related work and not banned from re-employment.</p>	<p>i. Copy of the Graduation certificate attested by Gazette Officer.</p> <p>ii. Copy of work completion certificate & work order.</p> <p>iii. Copy of supervising license</p>
2)	The List of technical staff with qualification and relevant experience shall be enclosed.	Copy of proof
3)	Should have Valid GST No	Copy of proof

B. Minimum Pre-qualification Criteria for Electrical Consultant/Firm :

SI No	Minimum Pre-qualification Criteria for Electrical Consultant/Firm	Documents to be submitted
1)	Should have an average annual turnover of not less than Rs. 30 lacs during FY 2019-20, FY 2020-21, FY 2021-22 for electrical installations and safety related consultancy and advisory services and not from sale of electrical equipment.	i. must submit valid copies documents viz certificate from registered CA, copy of Income Tax Return, copies of IT assessment order, Profit & Loss Account and Audited Balance Sheet for the last 3 years
2)	Should have been in electrical engineering/consultancy business for min. three (3) years (as on 30.06.2022).	Copy of proof
3)	Electrical Safety audit consulting firm should have full time graduation degree in Electrical Engineering with minimum three (3) years of relevant experience	i. Copy of the Graduation certificate attested by Gazette Officer.

	<p>(as on 30.06.2022) in Electrical installations and safety related work.</p> <p style="text-align: center;"><u>'or'</u></p> <p>Should have full supervising license from concerned licensing authority of the state or central govt. with min 05 years experience in electrical installations and safety related work.</p> <p style="text-align: center;"><u>'or'</u></p> <p>Retired electrical Engineer(must be less than 65 years old) from the State Bank of India group, PSUs, Central and state Govts, employed as electrical engineers who dealt electrical installations and safety related work and not banned from re-employment.</p>	<p>ii. Copy of work completion certificate & work order.</p> <p>iii. Copy of supervising license</p>
4)	The List of technical staff with qualification and relevant experience shall be enclosed.	Copy of proof
5)	Should have Valid GST No	Copy of proof

Other Mandatory Conditions:

- i) The auditor/consultant/firm should be well established for a minimum period of 3 years as on 30.06.2022
- ii) The Electrical Safety Auditors / Consultants / Firms should have valid “**Electrical supervising license**” from the Competent Government Authority issued in the name of Proprietor/ Partner/Director/one of their Employee(who conducts the Audits at our Branches/offices) of applied firm and should enclose photocopy thereof for verification.
 - Agencies with valid Electrical supervising License from other States applying for this empanelment should obtain valid Electrical supervising License from the CEA / Odisha Electrical Inspectorate before applying for this empanelment.
 - The non submission/submission of invalid Electrical License will be liable for rejection.
 - The Auditor who audits the Branches/offices should be an authorized supervising license holder, as stated above.
- iii) Applicants shall submit documentary proof of all credentials to support experience, turnover (for consulting firm only), qualifications etc. and applications without required credentials shall summarily be rejected.
- vi) The applicants should have valid **PAN, GST numbers & Digital Signature Certificate of Class-3**.
- iv) The applicant/firm should not be blacklisted or included in negative list or terminated of their services in the past by any scheduled Bank / PSU /Corporate body / Govt. body. No partner / proprietor of the applicant should have been a director / Partner / Proprietor in an entity that been blacklisted or included in negative list in the past by any scheduled bank/PSU/Corporate body/ Govt. body. An undertaking / Certificate to this effect should be submitted in the application. If the bank finds the undertaking / Certificate provided by the applicant to be false/forged at any time, including during the term of the empanelment (If empanelled), the applicant will be immediately disqualified / terminated by the bank. The undertaking for the same should be submitted as per the Annexure-III.

GENERAL TERMS & CONDITIONS:

1. The Bank is inviting sealed applications for electrical safety audit of branches/offices. Thus, the contractor will have to submit valid e-mail ID, cell no. and Digital Certificate class-3 to enable the firms for participation in the online procurement/e-tendering in due course.
2. For assessing the Annual Turnover of the last 3 years, consultant/firm must submit valid documents viz certificate from registered CA, copy of Income Tax Return, copies of IT assessment order, Profit & Loss Account and Audited Balance Sheet for the last 3 years.
3. The intending applicants are categorically advised to submit the empanelment documents strictly in the attached formats only and submitted the photo copies to be attached where ever it is specified. The information required should be filled/typed in each and every column 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 and where they have written “enclosed/yes/submitted/uploaded etc.,” instead of filling the numerical/required data 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.

4. The prequalification criteria mentioned above are only provisional. Thus, the empanelment of contractors in each category shall be considered by the Bank 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 Bank.
5. The Bank reserves its right to empanel Auditors / Consultants / Firms as per its needs in each category. The empanelment of Auditors / Consultants / Firms shall be considered on merits within the sole discretion of the Bank and cannot be claimed as right by the applicant and no correspondence shall be entertained by the Bank in this regard.
6. Canvassing in any form including bringing influence from any person/agency/Officials/authorities shall lead to disqualification for the empanelment exercise.
7. The Bank 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.
8. Empanelment does not mean allotment of works/tenders.
9. The Bank may choose to carry out 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.
10. The performance of all the empanelled Auditors / Consultants / Firms shall be reviewed by the Bank periodically and the contractors with unsatisfactory performance and also those who do not respond to tender enquiries of the SBI for a period of **6 months** (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 Bank. Thereafter, if they wish they can apply afresh for empanelment.

11. 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.
12. Site inspection of the previous works may be done for the shortlisted applications and confidential information will be obtained from the previous clients for further process.
13. Selected applicants will be intimated of their empanelment. The panel will be in force for three years from the date of Finalization, subjected to review at regular intervals.
14. All the applicants should be equipped with necessary infrastructure in their established Office with regards to measuring instruments, tools, staff strength, computer, drawing software, etc.
15. The eligible and interested parties shall download prescribed application form and other details from our website: "<https://sbi.co.in/web/sbi-in-the-news/empanelment-of-vendors>"
16. The consultant/firm should give a certificate to eligibility criteria clause B (3) related to qualification to the auditors detailed by them, on their letter pad, duly countersigned by the designated electrical engineer at Local Head Office. This certificate should be produced to the Branch manager before commencing electrical audit of the Bank.

Bank reserves right to reject any or all applications without assigning reasons thereof.

Assistant General Manager (P&E)

APPLICATION FORM

1)	Application for Empanelment as (Select any one)	A) Electrical Auditor B) Electrical Audit Consulting Firm
2)	Name of the Consulting Firm /Auditor	
3)	Address	
4)	Telephone nos. including Mobile no.	
5)	e-mail Id	
6)	Constitution of the Firm (Proprietorship/Partnership/Company)	
7)	GST NUMBER	
8)	Year of Establishment	
9)	Name of Partners/Associates/Directors.	
10)	Bio-data of Partners/Associates/Directors. Bio-data to be given in the enclosed format (Annexure A).	
11)	Details of major works of similar nature completed during last 3 years in PSU/Banks/Govt. Organizations/Software firms. Details to be given in enclosed format (Annexure B)	
12)	Name and value of other similar major works on hand in PSU/Banks/Govt.Organizations/ Software firms.	
13)	List of Technical Personnel employed with profession experience and qualification.	
14)	List of other Personnel employed.	
15)	List of office equipments owned by the Firm.	
16)	Banker's Name	
17)	List of registration with other Organizations	
18)	Whether registered for Service tax purpose. If so, mention number & date.	
19)	Particulars of participation in similar design competitions conducted by PSUs/Govt./semi Govt. organizations.	
20)	Electrical Safety Auditors / Consultants should have supervising license from concerned licensing authority of the State or Central Govt. if yes pl enclose report	
21)	Address of the Office in Odisha State	

NOTE: Separate sheets, photographs, documents, etc. in support of above can be enclosed.

ANNEXURE "A"

BIO-DATA OF THE PROPRIETORS/ PARTNERS / ASSOCIATES / DIRECTORS

(Use one sheet per official)

1.	Name	:	
2.	Date of Birth	:	
3.	Professional Qualifications	:	
4.	Professional Experience	:	
5.	Professional Affiliation	:	
6.	Associated with the firm since	:	
7.	Membership in	:	
8.	Details of Published papers in Magazine	:	
9.	Details of cost effective methods/ designs adopted in the projects	:	
10.	Exposure to new materials/Techniques	:	

Note: Please enclose relevant copies of documents.

ANNEXURE "B"

WORK COMPLETED DURING THE LAST SEVEN YEARS
(FROM 01.07.2015 TO 30.06.2022)

Sl no	Name of the work and locat ion	PO Number and Date of Award	Stipul ated Date of Comp letion	Actual Date of Completion	Audit charge s in ₹	Name & Addres s, contact Of Client	Contact number of the client	Email Id of the client.
1								
2								
3								
4								
5								

Note: (1) Request to upoad the maximum 5 highest value of the works executed in the above period.

(2) request you to fill the all the data as required and not mention enclosed, submitted, Yes, No etc.

Please attach evidence like copy of award letter / completion certificate given by client / architect.
Please also attach colored photographs of completed work.

Signature with seal
















Name:




Place:

Date:

Signature of the auditor/consulting firm with seal

ANNEXURE - C

SI No		Fill the Data	Type of Document to be enclosed	Attachment
1.	Firm Registration		Firm Establishment	
2.	PAN		PAN	
3.	GST		GST	
4.	Copy of Work order-for work-1		Work Order(one work)	
5.	Copy completion certificate- for work-1		Completion Certificate	
6.	Copy of Work order- for Work-2		Work Order(one work)	
7.	Copy completion certificate- for work-2		Completion Certificate	
8.	Copy of Work order-For Work 3		Work Order(one work)	
9.	Copy completion certificate- for work-3		Completion Certificate	
10.	Copy of Work order-For Work-4		Work Order(one work)	
11.	Copy completion certificate- for work-4		Completion Certificate	
12.	Copy of Work order-For Work-5		Work Order(one work)	
13.	Copy completion certificate- for work-5		Completion Certificate	
14.	Valid Supervising License, if applicable		Copy of Supervising license	
15.	Service Certificate for Retired electrical Engineer (must be less than 65 years old) from		Relevant documents	

	the SBI group, PSUs, Central and state Govts, employed as electrical engineers who dealt electrical installations and safety related work and not banned from re-employment.			
16.	Signed Application form		Copy of Signed Application	
17.	Undertaking (annexure-III)		Copy of Signed declaration	
18.	For consulting firms, Annual turnover of not less than 30 lacs during FY 2019-20, FY 2020-21, FY 2021-22		Audited balance sheet , if otherwise CA certificate with balance sheet	

Signature with seal

Name:

Place:

Date:

ANNEXURE- D

**ANNUAL TURN OVER STATEMENT FOR THREE YEARS FOR ELECTRICAL
CONSULTANT/FIRM**

The Annual Turnover of M/s _____ for the past three years are given below and certified that the statement is true and correct.

Sr. No.	Year	Annual Turnover in Rs.	Profit / Loss incurred in Rs.
1	2019-20		+ / -
2	2020-21		+ / -
3	2021-22		+ / -

Date:

Seal

Signature of Auditor/
Chartered Accountant/authorized
person of the company

Name (in capital letters)

DECLARATION

(To be furnished in the letter head of organization)

1. I / We have read the NIA, Empanelment conditions, Eligibility criteria, General terms & condition etc. and I / We understand that if any false information is detected at a later date, any future contract made between ourselves and State Bank of India, on the basis of the information given by me / us can be treated as invalid by the Bank and I / We will be solely responsible for the consequences.
2. All the information furnished by me is correct to the best of my knowledge and belief.
3. I / We agree that I / we have no objection if enquiries are made about the work listed by me / us in the accompanying sheets.
4. I / We agree that I / We have not applied in the name of sister concern for the subject project.
5. I / We give undertaking that I / We have not been blacklisted/penalized by any of the companies at any instance for the similar type of works.

Signature with seal

Name:

Place:

Date: