

TENDER ID: AMR/2023/01/015

Date: 16.01.2023



STATE BANK OF INDIA

PREMISES & ESTATE DEPARTMENT, AMARAVATI LHO, HYDERABAD.

APPLICATIONS THROUGH OFFLINE PROCESS

FOR

**EMPANELMENT OF VENDORS / CONTRACTORS
FOR AIR-CONDITIONING WORKS
AT BRANCHES / OFFICES OF SBI, AMARAVATI CIRCLE AND
CORPORATE CENTRE IN THE STATES OF ANDHRA PRADESH,
TELANGANA AND YANAM TERRITORY.**

Duly completed applications in the prescribed format with required documents etc. should be submitted to the office of the undersigned, on or before due date. Submitting additional documents doesn't carry any additional weightage, unless otherwise asked.

Note : Firm should possess valid digital signature for this tender

Last date for submission of Applications online : 3:00 P.M. (IST) on 28.02.2023

Opening of Applications: 3:30 P.M. (IST) on 28.02.2023

Invited by :

**THE ASSISTANT GENERAL MANAGER (P&E),
PREMISES & ESTATE DEPARTMENT
STATE BANK OF INDIA,
AMARAVATI LHO, GUNFOUNDRY,
HYDERABAD – 500 001.
e-mail : agmpe.lhoand@sbi.co.in**

INDEX

1. Tender Notice Preface	(1)
2. Index Preview page	(2)
3. Notice Inviting Tender	(3)
4. Minimum Eligibility Criteria	(5)
5. General Conditions	(6)
6. Note to the Vendors	(8)
7. Application Form	(9)
8. Annexure 'A'	(12)
9. Annexure 'B'	(13)
10. Annexure 'C'	(14)
11. Annexure 'D'	(15)
12. Annexure 'E'	(16)
13. Annexure 'F'	(17)
14. Annexure 'G'	(18)
15. Annexure 'H'	(19)
16. Annexure 'I'	(20)
17. Check List'	(21)



NOTICE INVITING TENDER (NIT)

SBI, LHO, Amaravati Circle, invites applications for Empanelment of vendors / contractors as follows :

1	Name of the work	EMPANELMENT OF VENDORS / CONTRACTORS FOR AIR-CONDITIONING WORKS AT BRANCHES / OFFICES OF SBI, AMARAVATI CIRCLE AND CORPORATE CENTRE IN THE STATES OF ANDHRA PRADESH, TELANGANA AND YANAM TERRITORY.
2	Eligibility criteria	As prescribed in the Eligibility Criteria
3	Date and Time where tender forms are available	Available from 16..01.2023 to 28.02.2023 . The eligible and interested parties shall download prescribed application form and other details from our website → www.sbi.co.in <link> SBI in the News <link> Procurement News
4	Pre-bid meeting	On 08.02.2023 @ 3.00 pm onwards at the office of the tender inviting authority.
5	Time and last date of submission of hard copy of applications.	Up to 3.00pm on 28.02.2023 through online at https://etender.sbi/
6	Date, Time and Place of opening of e - Applications	On 28.02.2023 at 3:30 PM - - Office of the inviting authority - -
7	Validity period of the empanelment	3 years subject to further extension as per the requirement of the Bank. SBI may review / update the panel at regular intervals and may Include or Exclude (de-list) or Update any firm from the Empanelment.
8	For further Clarifications on Technical matters & Agency for arranging e-tender/online bidding	1. All e-Tender/Online bidding related issues, e-Procurement technologies Limited, Ahmedabad. Primary Contact Numbers:- 1. Anshul Juneja:- 079-68136840, anshul.juneja@eptl.in 2. Kanchan Kumari:- 079-68136820, kanchan.k@eptl.in 3. Jaymeet Rathod:- 079-68136829, jaymeet.rathod@eptl.in 4. Salina Motani:- 079-68136843, salina.motani@eptl.in 5. Vinayak Khambe:-079-68136835, vinayak.k@eptl.in 6. Imtiyaz Tajani :- 079-68136831, imtiyaz@eptl.in 7. Nadeem Mansuri:-079-68136853, nadeem@eptl.in 8. Deepak Narekar:- 079-68136863, deepak@eptl.in 9. Sujith Nair:- 079-68136857, sujith@eptl.in 10. Devang Patel:- 079-68136859, devang@eptl.in

- ◆ Any clarifications sought after opening of the Applications will not be entertained at any cost. Firm should visit the website till last date of submission for changes/ corrigendum if any.
- ◆ In case the date of opening of Applications is declared as a holiday, the Applications will be opened on the next working day at the same time.
- ◆ The SBI reserves the right to cancel the proceed and / or accept/reject any/all applications or postpone the Applications at any stage without assigning any reason.

For State Bank of India,
Sd/-
ASSISTANT GENERAL MANAGER (P&E)

MINIMUM ELIGIBILITY CRITERIA :

- i) The vendor should be an authorized dealer of any one of the preferred brand of ACs – [Voltas](#), [Bluestar](#), [Carrier](#), [Hitachi](#), [Panasonic](#), [Mitsubishi](#), [Toshiba](#), [LG](#), [Daikin](#). The applicant should have valid authorized dealer certificate / letter issued by the OEM of the air-conditioners.
- ii) Valid Digital Signature Certificate. Only Original Equipment Manufacturers (OEMs) and their authorized dealers will be considered.
- iii) The applicant should have sufficient number of technical and administrative employees. The applicant should submit a list of employees with contact details.
- iv) The vendor should have an office or branch in any of the towns at Hyderabad, Visakhapatnam, Rajahmundry, Vijayawada, Guntur, Kurnool & Tirupati.
- v) The vendor should have a valid GST and PAN registration.
- vi) The vendor should satisfy the following minimum eligibility criteria in the experience and turnover requirements.

S. No	Trade	Project Cost Limit (Rs.)	*Similar Work Executed/ Completed During Last 7 Years	**Minimum Average Turnover of Last 3 Years	Experience of Firm
(i)	Air - conditioning Works – Wall Split, Cassette Split, Ductable (Ceiling suspended and Packaged) & VRF units for New Installation / Replacements of AC units	Up to Rs.30 lakh (Category – A)	1 work of Rs.24 lakh (or) 2 works of Rs.15 lakh each (or) 3 works of Rs.12 lakh each	Rs.9 Lakhs	A minimum period of 7 years as on 30.03.2022)
		Up to Rs.20 lakh (Category – B)	1 work of Rs.16 lakh (or) 2 works of Rs.10 lakh each (or) 3 works of Rs.8 lakh each	Rs.6 Lakhs	
		Up to Rs.10 lakh (Category – C)	1 work of Rs.8 lakh (or) 2 works of Rs.5 lakh each (or) 3 works of Rs.4 lakh each	Rs.3 lakhs	

(*) Applicants should have experience in having successfully completed “**Similar work**” (in/under single order) value as prescribed in table ‘A’ above for Government / Semi-Government / PSUs during the [last 7 years ending on 31.03.2022](#). The information must be supported with the copies of Work Order, Satisfactory Completion Certificate, etc.

Definition of “Similar Work”:

For Air-conditioning Works – Split, Cassette, Ductable and Packaged units for New installation / Replacement of AC units: Supply, installation, testing and commissioning of Air-conditioning equipment like Split, Cassette, Ductable (Ceiling suspended and Packaged units) / VRF for Offices / Branches / Residential Quarters / High rise buildings.

(**) Applicants should have minimum average annual turnover prescribed in above table during last 3 years ending on 31st March of last financial year i.e. 31.03.2021).

- **The application not fulfilling any of the above minimum eligibility criteria will be summarily rejected and no further processing will be carried out.**
- **The vendors who wish to utilize the exemption criteria under Startup / MSME category. would be empanelled for minimum category.**

2. GENERAL CONDITIONS :

- (i) The vendors must fulfill the eligibility criteria for each category of the work individually. The eligibility criteria mentioned above are minimum, in each category. Thus, the empanelment of firms / Contractors in each category shall be considered by the SBI purely on merits, performance of the firm / 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 firm / contractor for their empanelment with the SBI.
 - (ii) The Firms / Contractors empanelled by SBI in the past need to apply afresh, else they will not be considered for empanelment.
 - (iii) Vendors who are de-listed earlier by the Bank are in-eligible and they need not apply.
 - (iv) Applicants found eligible for more than one category are requested to apply only for the higher eligible category only, as the eligibility for any category of work will automatically make eligible for lower categories.
 - (v) The SBI reserves its right to empanel firm / contractor as per its needs in each category. The empanelment of firm / contractors shall be considered on merits within the sole discretion of the SBI and cannot be claimed as right by the applicant and no correspondence shall be entertained by the SBI in this regard.
 - (vi) The applicant should not have been disqualified/ debarred/ terminated on account of poor or unsatisfactory performance / blacklisted from any Govt. / Semi-Govt., PSUs as on the date of publication of this notice. The undertaking in this tender notice to be submitted on the Letter Head of the Firm duly signed by the contractor / Authorized Signatory.
 - (vii)

a. Validity of empanelment : Initially the empanelment is valid for a period of three years, subject to renewal of Validity every year after submission of valid dealership certificate and authorization/permission letter from the OEM mentioning the validity and types of Acs viz Wall Split, Cassette Split, Ductable, VRF etc. for which vendor is eligible for participating in bank's tenders. Incase if the expiry date arrives early, a renewal copy shall be submitted to bank for continuation of the Empanelment. A grace period of 30 days will be given to the vendors after the expiry of the validity of the dealership certificate.

b. Dealership certificate and Authorization / Permission from the OEM :

 - i) The applicant should submit the authorized dealership certificate.
 - ii) Permission letter from the Original Equipment Manufacturers (OEM) recommending for enlisting of the applicant as a vendor / contractor in the bank's panel, mentioning the types of ACs that he can quote in the bank.
3. Extension of the empanelment is subject to the requirement of the Bank. SBI may review / update the panel at regular intervals and may include or exclude (de-list) or Update any firm in the list of empanelment.
4. The performance of all the empanelled firms / contractors shall be reviewed by the SBI periodically and the vendors / contractors with unsatisfactory performance and also those who do not respond to **five consecutive tender enquiries of the circle (under which the firm / 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.** Thereafter, if they wish they can apply afresh for next empanelment.

5. Bank conducts tendering in two bid system through e-tendering from the short-listed empanelled vendors and no separate notification will be published in the news paper. Technically qualified vendors from e-tendering through Bank's website 'www.sbi.co.in' are only allowed to participate further for the realization of rates for ON-LINE UPS systems of various ratings through Bank's Empanelled agency.
6. The dealer / vendor, is allowed to quote for those brand and category from whom he obtained and submitted authorization letter and also for those types of Acs for which he is allowed by the OEM.
7. The SBI 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. The applicant shall agree and authorize the SBI to obtain the confidential report from the clients, to obtain credit opinion from the Bankers and to verify the work executed by the firms / contractors.
8. The contractor's Office should be equipped with necessary infrastructure like service setup, spares, equipment, machinery and tools, skilled labour etc.
9. The SBI 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.
10. The applications received with "partly filled Applications" 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.
11. 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.
12. Bank is not responsible for the late receipt due to postal delay, strikes or any other reasons. The incomplete application is liable to be rejected summarily.
13. In case discrepancies are found in the information submitted, the application shall be considered unsatisfactory and the tenderer will not be eligible to bid. The State Bank of India will not enter into any correspondence with tenderer except seek clarification when necessary. The decision of the State Bank of India to accept or reject any application for pre-qualification will be final.
14. Canvassing in any form including bringing influence from any person/ agency/ Officials/ authorities shall lead to disqualification of the applicant.
15. Any amendments / corrigendum shall be published in Bank's website only. Therefore, applicants are requested to visit Bank's website regarding modifications/ corrigendum issued.
16. The SBI 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.
17. The firm / contractor who gets empanelled in this empanelment process shall frequently visit Bank's website www.sbi.co.in (SBI IN THE NEWS → Procurements News) for getting information regarding the tenders issued from the Circle.

18. APPLICATION FORM

(Please strike-off which is not applicable)

APPLIED FOR EMPANELMENT OF CATEGORY _____

Upon selection of higher Category in a particular Trade, the vendor / contractor will be automatically eligible for lower categories as well.

S. No.	DESCRIPTION	DOCUMENT NAME & NO.	DOCUMENT ENCLOSED & FLAGGED- “ ”
1	a) Name of the Applicant / Firm / Organization		
	b) Full Postal Address of Firm (Enclose proof)		
	c) Contact Details		
	Name of the person		
	Phone No.		
	Mobile No.		
	Fax No.		
	e-mail Id		
2	Year of Establishment of firm / Company Evidence Doc Name :	‘A’
3	Number of years of experience in the field.		
4	Constitution of Firm	Sole proprietorship / Partnership / Private Ltd. / Public Ltd. / Any other. (Please specify)	‘B’
5	Details of Registration with Registrar of Companies/ Registrar of Firms. Whether Partnership Firm, Company, etc. Name of Registering Authority, Date and Registration Number.	Doc Name : Doc No : Doc Date :	‘C’
6	Name of the Proprietor/ Partners / Directors of the Organization / Firm with Qualification.	Please fill Annexure-‘A’ and enclose.	‘D’
7	Details of the Authorized Signatory	Name : Design: Cont No.:	

8	Mode of Authorization	Resolution / Partnership Deed / Registered Power of Attorney / Proprietor / Any Other (Please specify)		'F'
9	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?	Please fill Annexure-'B' and enclose (Along with letter of empanelment / Registration)		'G'
10	Yearly turnover of the organization during last 3 Financial Years (FY) and furnish audited balance sheet and Profit & Loss A/c. (Audit- ed). <ul style="list-style-type: none"> Enclose certificate issued by the CA. Enclose certified copies of IT Return copies. 	2019-20	Rs.	(CA Cert) 'H-1', (IT Returns) 'H-2' 'H-3' 'H-4' . .
		2020-21	Rs.	
		2021-22	Rs.	
		Average	Rs.	
11	Banker's Details : Banker's Name: Full Postal Address: Telephone No.: Account No.: Type of Account IFSC Code : Etc.			
12	Registration with Government Authorities: (i) Income Tax (PAN) No. (ii) Goods & Service Tax (GST) No.	Doc No. & Date Doc No. & Date		'I' 'J'
14	Details of <u>LIST OF MAJOR WORKS EXECUTED</u>	Please fill Annexure-'C' and enclose (Along with copies of work order and satisfactory completion certificates.)		'K'
15	Details of <u>LIST OF MAJOR WORKS UNDER EXECUTION</u>	Please fill Annexure-'D' and enclose		'L'
16	Details of Key Employees / Staff	Please fill Annexure-'E' and enclose		'M'
17	Whether the applicant submitted valid a. Enclose authorized dealer / service provider certificate Original Equipment Manufacturer's (OEM) b. Enclose Permission from OEM for applying for empanelment with their brand and type of ACs.	Doc No. & Date Doc No. & Date		'N' 'O'

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.	Please fill Annexure-'F' and enclose	'P'
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.	Please fill Annexure-'G' and enclose.	'Q'
20	DECLARATION REGARDING NEAR RELATIVES WORKING IN THE STATE BANK OF INDIA	Please fill Annexure-'H' and enclose.	'R'
21	Undertaking to be submitted.	Please fill Annexure-'I' and enclose.	'S'
22	Weather letter of undertaking in the given format duly filled and signed by the Vendor is submitted.	YES / NO	

ANNEXURE – A

NAME OF THE PROPRIETOR/ PARTNERS / DIRECTORS OF THE ORGANIZATION / FIRM WITH QUALIFICATION

S. No.	Name	Designation / Position	Qualification	Experience	Associated with 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

ANNEXURE – B**DETAILS OF THE EMPANELMENT WITH GOVT. / SEMI-GOVT. / FINANCIAL INSTITUTIONS / PSUs / PSBs / REPUTED MNCs OR ANY OTHER PUBLIC ORGANIZATION**

S. No.	Name of the Organization	Details of Issuing Authority with Contact No & mail id.	Empanelment / Registration Document No. & Date (To be enclosed)	Empanelment		Any Other Information
				From	TO	

(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

ANNEXURE – C**LIST OF THREE MAJOR WORKS EXECUTED AND COMPLETED IN GOVT. / SEMI-GOVT. / PSUs
(DETAILS TO BE GIVEN SO AS TO ENABLE THE VENDOR TO FULFIL ELIGIBILITY CRITERIA)**

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

Sr. 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)
1									
2									
3									

(No need to mention more than 3 works)

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.

ANNEXURE – D**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 Organization 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 Terminate (Furnish reasons)

(Add separate sheet if required)

Note:

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

ANNEXURE – E

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:

- Information has to be filled up specifically in this format.
- Indicate other points, if any, to show your technical competence to indicate any important point in your favour.

ANNEXURE – F

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.

ANNEXURE – G

**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.

ANNEXURE – H

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.

ANNEXURE – I

UNDERTAKING TO BE SUBMITTED BY THE VENDOR

The Asst. General Manager (P & E),
State Bank of India,
Amaravati LHO, Gungoundry,
Hyderabad – 500 001.

Dear Sir/s,

Ref: **EMPANELMENT OF**

I/We have examined your prequalification tender for the captioned trade and subsequent clarifications/ modifications / revisions, if any, furnished by SBI and submit the details as required by you in the Bank's e-tender portal.

1. While submitting this application, I / We certify that:

- i) The undersigned is authorized to sign on behalf of the Vendor and the necessary support document delegating this authority is uploaded along with the application.
- ii) We have not made any changes in the contents of this document read with its amendments/clarifications provided by SBI, submitted by us in our Application document.
- iii) All information, particulars, copies of certificates and testimonials submitted in connection with my/our empanelment are correct and genuine. We also accept that in the event of any information / data / particulars proving to be incorrect, SBI will have the right to disqualify us at any point of time.
- iv) Our name does not appear in any "**Caution**" list of RBI / IBA or any other regulatory body.
- v) We have not been **blacklisted** by any Bank / PSU / State or Central Govt departments for any reasons.
- vi) We do not have any **litigation / cases** pending against us in any Bank / PSU / State or Central Govt departments.
- vii) We do not have any near relatives working in SBI.

2. We agree to abide by all the terms and conditions in this document. We understand that you are not bound to accept any Application and you may reject all or any Application without assigning any reason or giving any explanation whatsoever.

3. I/We have no objection if enquiries are made about the work listed by me/ us in the accompanying sheets/ annexures.

4. I/We agree that the decision of SBI in selection of vendor / contractors for empanelment will be final and binding to me/ us.

DECLARATION:

- 2) All the information furnished by me/us here above is correct to the best of my knowledge and belief.

PLACE :

DATE:

CHECK LIST

(Please tick whichever applicable)

SR. NO.	PARTICULARS	SUBMITTED (YES or NO)
1	Application Form (All pages filled in, signed and stamped)	
2	Enclosure A	
3	Enclosure B	
4	Enclosure C	
5	Enclosure D	
6	Enclosure E	
7	Enclosure F	
8	Enclosure G	
9	Enclosure I	
10	Enclosure J	
11	Enclosure K	
12	Enclosure L	
13	Enclosure M	
14	Enclosure N	
15	Enclosure O	
16	Enclosure P	
17	Enclosure Q	
18	Enclosure R	
19	Enclosure S	

Date:

Place: