



STATE BANK OF INDIA, PREMISES & ESTATE DEPARTMENT, LOCAL HEAD OFFICE GUWAHATI  
NORTH EAST CIRCLE

RFP Ref. No. P&E/ FIRE SAFETY /2022-23/ EOI/95

DATED: 14/11/2022

**EXPRESSION OF INTEREST (EOI)**  
**FOR THE**  
**EMPANELMENT OF AGENCIES / FIRMS / COMPANIES**  
**FOR SUPPLY AND INSTALLATION (FIXING) OF**  
**AUTOGLOW /LED BASED FIRE SAFETY SIGNAGES AS PER BIS & NBC**  
  
**FOR THE BANK BRANCHES / PREMISES LOCATED IN THE STATE OF**  
**ASSAM, NAGALAND, MIZORAM, TRIPURA, MANIPUR, MEGHALAYA,**  
**& ARUNACHAL PRADESH**

UNDER THE JURISDICTION OF  
STATE BANK OF INDIA, LOCAL HEAD OFFICE  
GUWAHATI, NORTH EAST CIRCLE

**START DATE: 16/11/2022**

**CLOSE DATE: 06/12/2022 (BY 02.00 PM)**

**ADDRESS FOR COMMUNICATION**

ASSISTANT GENERAL MANAGER (PREMISES & ESTATE)  
PREMISES & ESTATE DEPARTMENT  
3<sup>RD</sup> FLOOR A-BLOCK, SBI LHO BUILDING,  
P.O. ASSAM SACHIVALAYA, DISPUR,  
GS ROAD GUWAHATI - 781 006, ASSAM

E- mail: [agmpne.lhoguw@sbi.co.in](mailto:agmpne.lhoguw@sbi.co.in) & copy to [fo.lhoguw@sbi.co.in](mailto:fo.lhoguw@sbi.co.in)

**ATTENTION FOR THE APPLICANTS:**

- i. Applicants who are authorized dealers/manufacturers of any one or more of the offered brands or equivalent brands of products and fulfilling the Technical specifications and eligibility criterion as mentioned in EOI may only apply. Selection of Brand / Make is the sole discretion of the Bank.
- ii. The existing empanelled vendor on the Bank's panel who fulfill the eligibility criteria are also required to apply afresh. The application cum tender documents can be downloaded from the Bank's web-site "[www.sbi.co.in](http://www.sbi.co.in)" under procurement news.



**NOTICE FOR EMANELMENT OF AGENCIES / FIRMS / COMPANIES  
FOR SUPPLY AND INSTALLATION (FIXING) OF  
AUTOGLOW /LED BASED FIRE SAFETY SIGNAGES AS PER BIS & NBC**

**IN SBI BUILDINGS / PREMISES IN THE STATE OF ASSAM, NAGALAND, MIZORAM, TRIPURA,  
MANIPUR, MEGHALYA, & ARUNACHAL PRADESH  
UNDER NORTH EAST CIRCLE**

State Bank of India is a body corporate constituted under State Bank of India Act, 1955, having its Corporate Office at State Bank Bhawan, Madam Cama Road, Mumbai and one of its Local Head Office at Guwahati, North East Circle which expression shall mean and include its successors and assignees, hereinafter referred to as SBI / the Bank), represented by its authorized officer Assistant General Manager (P & E), SBI LHO Guwahati, North East Circle.

2. The Bank, hereby invites Expression of Interest (EOI) from the reputed firms/ Companies / Sole Proprietors for its Branches / Offices under the control of LHO, Guwahati and located in the State of Assam, Nagaland, Mizoram, Tripura, Manipur, Meghalaya & Arunachal Pradesh for **SUPPLY AND INSTALLATION (FIXING) OF AUTOGLOW /LED BASED FIRE SAFETY SIGNAGES AS PER BIS & NBC.** The proposed empanelment exercise is meant for enlisting qualified and competent vendors to fulfill the following objective:

- i. To undertake Supply & Installation (Fixing) of **Auto Glow /LED Based Fire Safety Signages** where ever warranted at the Branches /Offices of approved Brand / Make as per relevant BIS.
- ii. To create and have a pool of readily available vendors capable of supplying required systems, equipment's / components or services as per laid down specifications at competitive rates without loss of time.

3. Empanelment of vendors for the purpose will be for a period of three years; however the same is subject to review by the Bank. The performance of the contractors - will be reviewed on yearly basis or as per discretion of the Bank for determining their continuation or removal from the panel during this period.

4. The evaluation for inclusion on bank's panel for the above said purpose will be based on the experience, reputation, empanelment with other Bank's PSU's, Govt. institutions, manpower & logistical support of the applicant, their financial capabilities, quality consciousness, etc. and if found necessary may also include inspecting the works undertaken by them for which, necessary co-ordination shall be provided by intending applicants. Based on the details furnished and inspection of works, eligibility criteria, the applicants will be shortlisted for empanelment. Decision of the Bank regarding selection / rejection for empanelment will be final.

5. Mere submission of application does not guarantee for empanelment, Bank may increase the numbers of Vendors in this category, if required and Bank's decision in this regard shall be final. Only short listed applicants who are included on bank's panel will be intimated by the Bank for submission of the price bidding etc.



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**6.** Intending applicants are required to submit their applications with full bio-data giving details about their organization, experience, technical personnel in their organization, competence, and adequate evidence of their financial standing etc. in the enclosed form which will be kept confidential. **EOI** is divided into following parts:

- i. **Part I** - General Terms & Conditions [ Contains General Information and Instructions for the Bidders about the EOI such as the time, place of submission, validity period of tenders, etc].
- ii. **Part II** - Pre- Qualification / Eligibility Criteria
- iii. **Part III** - Evaluation Criteria Cum Selection Process
- iv. **Part IV** - Technical Specifications of the items / services required
- v. **Part V** - Scope of Work [ For New installation / AMC of existing system]

**7.0** For clarification, if any please contact **Manager (Fire)**, Premises & Estate Department, SBI LHO, Guwahati on Mob. No. 7570984242 during Office hours.



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## **1.0 PART – I: GENERAL INFORMATION AND TERMS & CONDITIONS:**

### **1.1 INSTRUCTIONS TO THE APPLICANTS**

The intending Applicants should be actively engaged in the field of **SUPPLY AND INSTALLATION (FIXING) OF AUTOGLOW /LED BASED FIRE SAFETY SIGNAGES AS PER BIS & NBC** with reputed Govt. Sectors/ PSU / Financial institutions/ Nationalized Banks/ Large Pvt. Sector i.e. PVR or INOX Cinema Hall, Hotels, Big Shopping Mall etc. / High Rise Buildings and should have minimum experience as mentioned in Pre- Qualification Eligibility Criteria. Testimonials to be submitted along with the Application Form are as under: (Attested photocopies of all relevant documents as mentioned in the list of testimonials and other required documents, are to be submitted)

- i. List of clients, addresses, their contact numbers and Technical Specifications / Brochure of the product/s offered.
- ii. A valid current FY year Direct Authorized Dealer Certificate from Original Equipment Manufacturer (OEM) as well as Back-to-back agreement with OEM must be submitted, so that direct support for availability of spares and upgrades is available for at least 5 years.
- iii. Proof of registration with ESI and EPF and enrolment of employees under these schemes.
- iv. SBI reserves the right to change the dates mentioned in this document, which will be updated in the Banks website.
- v. The information provided by the vendors in response to this document will become the sole property of SBI and will not be returned. SBI reserves the right to amend, rescind, or reissue this application.
- vi. After scrutiny of applications for empanelment of vendors, Price bids will be invited from the technically short listed applicants / vendors only. Communication of selection on Bank's panel will be made in this regard. No communication will be made to those applicants whose names are not included on Bank's panel after short listing exercise.
- vii. Please note that all the information required by the Bank needs to be provided and incomplete Application would lead to disqualification/ non-consideration of the proposal and no request in this regard shall be entertained.
- viii. The Bank reserves the right to reject any or all application or cancel the empanelment process without assigning any reasons whatsoever. The Bank also reserves the right to change or modify any specification / configuration on a later date / during the process of bidding / demonstration / actual installation of the system.
- ix. **OPEN TO SUPPORT OFFICE:** Shortlisted applicants should have an office or shall open a Branch / Office setup within one month from the date of allotment of work, under the jurisdiction of SBI Administrative Offices / Regional Business Offices located in North East Circle, wherever work allotted with sufficient qualified and trained engineers / technicians / personals for supervision and sufficient spare parts in stocks for execution of works. The Bank may inspect the facilities of the vendors to verify the genuineness and to ensure the conformity with the details given. In case the applicant refuses or fails to open his office / setup within the stipulated time, his empanelment is liable for termination and his EMD / security money with the bank shall also be forfeited.



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- x. **AUTHORIZATION CERTIFICATES TO THE TECHNICIAN:** Shortlisted Vendors shall submit the name of Service Engineers/ Technicians to the Bank and further Bank's Fire Officer, posted at P&E Deptt, LHO, Guwahati will evaluate the competency of the Service Engineers/Technicians and if found suitable authorization letter will be issued to perform the work at SBI Branches/Offices. Without authorization, no other persons shall be allowed to visit / attend the Breakdown / AMC /New Installation of the System in SBI Branches/Offices.
- xi. **The intending vendors who are under arbitration / litigation with our bank or have been black listed / de-listed by any Nationalized Banks / PSUs /Govt./ Private / Financial institutes will not be considered for Empanelment and if it is found on latter stages, Bank will terminate his empanelment and also forfeit his EMD / Security Money deposited with the bank .**
- xii. If the application is made by a partnership firm, a certified copy of the Partnership Deed, Current Address of the firm and the full names and current addresses of all the partners of the firm shall also accompany the application.
- xiii. If the application is made by a Limited Company it shall be signed by a duly authorized person holding the Board Resolution for signing the application in which case certified copies of the Power of Attorney and the Certificate of incorporation, Memorandum & Articles of Association shall accompany the application.
- xiv. If the space in the Application Form is insufficient for furnishing full details, the information shall be supplemented in separate sheets of paper stating therein the part of the statement and serial number. Separate sheets shall be used for each part, which shall have seal and signature.
- xv. The documents provided by the intended vendor are Non-returnable.
- xvi. The bank takes no responsibility for application being lost or delayed in receipt due to any reasons, whatsoever including natural calamity.
- xvii. The bank reserves its right to postpone the date of submission or issue any additional amendments/corrigendum, which will be published at Bank's website only.
- xviii. Applications received after due date and time or incomplete in any respect are liable to be rejected and no request in this regard will be entertained by the Bank.
- xix. Costs incurred by the applicant in applying, in providing necessary clarifications or attending discussion, conferences, or site visits or giving demonstration of equipment, will not be reimbursed by the bank.
- xx. The intending applicants are required to submit their full Bio-Data giving details about their organization, experience, technical personnel in their organization, competence and adequate evidence of their financial standing, etc., in the enclosed statement (along with requisite testimonials). Incomplete applications or applications without proper proof for establishing their credentials will not be considered for short listing for Empanelment.
- xxi. The decision of the bank with regards to short listing or selection of vendors will be final. The bank is not bound to assign any reason thereof.
- xxii. Technical Specifications / Brochure (wherever applicable) of the product offered will be attached along with the Application Form. The bank is at its discretion to call for demonstration of the product and also reserves its right to reject / select any of the products, which may not meet its requirement, without assigning any reason thereof.



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- xxiii. The evaluation of the applicant vendors and their products will be carried out by the bank as per the information / testimonials provided along with the Application Form. If after empanelment it is found that any information or details furnished by applicants is/are false / inadequate at the time of evaluation or any time in future or any material information is withheld which comes to the notice of the bank at a later date, the Empanelment of such applicant will be cancelled immediately, without notice and without assigning any reason there for.
- xxiv. Empanelment of vendor for the purpose will be for a period of three years however the same is subject to satisfactory review. The performance of the contractor will be reviewed on yearly basis or as per discretion of the Bank for determining their continuation or removal from the panel during this period. Bank shall reserve the right to cancel the panel of vendors, or any individual vendor on account of unsatisfactory performance or go in for fresh empanelment or extend the period of validity of empanelment at its discretion and it shall be binding upon all the vendors who are empanelled through this exercise.
- xxv. Bank reserves the right to reject any or all the applications without assigning any reason thereof and also reserves the right to restrict number of applicants for tendering at its sole discretion. Bank's decision in this regard shall be final and binding on all concerned.
- xxvi. The Empanelment of a vendor shall be cancelled any time during the validity period in case of poor performance, abnormal delay in completion of work, abandoning of allotted work, non participation in the tendering process, bankruptcy, for any activity detrimental to the interests of the bank and in case the Empanelment is secured based on false information / documents. In case of cancellation / de-listing from the Empanelment list, the vendor shall be debarred from tendering / taking of works in the bank for a period decided by the bank. In this regard decision of the bank will be final and binding on the party.
- xxvii. Empanelment of vendors does NOT guarantee for allotment of TENDER/WORK.
- xxviii. The Vendors shall comply with the Labour Laws and/or others law in force at the relevant time and the Bank will not be responsible for any action/ inaction/ acts/ deeds of the vendor. In case of failure on the part of vendor to comply with any law, the vendor will be solely responsible for the same without any exception.
- xxix. In case of any dispute arising out of or in relation to this EOI, the dispute shall be resolved by way of Arbitration and the decision taken by the Arbitrator who will be appointed by the Bank will be final and binding on the Applicant / Vendor. The place of arbitration shall be at Guwahati and its proceeding shall be governed by Arbitration & Conciliation Act, 1996 as amended from time to time. Legal disputes, if any, shall be subject to the exclusive jurisdiction of Courts in Guwahati only.
- xxx. The vendor/bidder should not sub-let the contract awarded to him to any other person.
- xxxi. If at any stage the information furnished by the applicant is found to be incorrect the empanelment of the vendor is liable to be canceled at the discretion of the Bank.
- xxxii. Incomplete applications and those received late will be rejected by the Bank and will not be considered for further processing of empanelment exercise. The decision of Bank to accept or reject any application for pre-qualification will be final and no request shall be entertained in this regard.



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- xxxiii. Bank will not enter into any correspondence with applicant/vendor except in case of clarification sought with regard to this document and only if considered appropriate by the Bank. The applicants are aptly informed that all new Fire Safety Equipment's to be procured by the Administrative Offices / Branches / Offices should meet the specifications **(PART IV - TECHNICAL SPECIFICATIONS)**. The Existing signages provided in Branches /Offices need not be replaced till such time they are glowing/working either work order has not been placed for new procurement by the competent authority of the Bank.
- xxxiv. Applicants to ensure that the required documents by the Bank for this application are duly filled up and are being submitted as per the **CHECK-LIST** and enclosed along with this application and supporting documents.
- xxxv. **Amendment:** At any time before the last date and time for submission of response to the EOI the Bank may, for any reason, modify the EOI document, by an amendment that would be displayed on Bank's website [www.sbi.co.in](http://www.sbi.co.in); the Bank would make no other intimation in this regard. It would be the sole responsibility of the applicant to submit bid / proposal incorporating amendments, if any.
- xxxvi. **Disclaimer:** The EOI would bind neither the Bank in any contract nor in an offer of an assignment/contract. The Bank reserves the right to accept any bid/ proposal or reject any or all the bids/ proposals received in response to the EOI and to cancel the entire process at any time prior to award of the assignment/contract, without thereby incurring any liability to the affected respondent/s. The Bank shall not be bound to offer any reasons for such acceptance/ rejection nor shall entertain any correspondence with the rejected respondents in this matter. The Bank reserves the right to cancel the empanelment process altogether at any time for any reason whatsoever purely at the discretion of the Bank.
- xxxvii. The Vendors shall not use logo and name of the State Bank of India on their letter head, sign board, visiting card and rubber stamp etc., and there shall not be any principal agent relationship between the Bank and the Vendor.

## **1.2 DEFINITION OF TERMS & TERMINOLOGIES**

- i. **Bank / Purchaser'** shall mean the client on whose behalf this tender is issued and his authorized representative.
- ii. **'Fire Engineers'** shall mean Fire Engineer / Fire Officer appointed by Bank for the project.
- iii. **'Bidder'** shall mean party who quotes against this enquiry.
- iv. **'Contractor'** shall mean the successful 'BIDDER' whose bid has been accepted by the Bank and on whom Purchase/Work Order will be placed.
- v. **'PROJECT'** shall mean the project specified in tender.
- vi. **'SITE'** shall mean the actual place of work as detailed in specification / tender
- vii. **'SPECIFICATIONS'** shall mean collectively all the terms and stipulations contained in those portions of contract as general and special conditions, amendments, deletions, revisions as made in agreement or written agreements made pertaining to method of work.





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- viii. **'Month'** shall mean Calendar month.
- ix. **'Plant/Equipment' and 'Works'** shall mean respectively the goods to be supplied and services to be provided by the contractor.
- x. **'Contract/Work Order'** shall mean the order specifying works and associated specifications to be executed by "Bank and Contractor."
- xi. **'Contract Period'** shall mean the period during which "Bank" and "Contractor" shall execute the entire contract as agreed.
- xii. **'Guarantee Period' / "Defect Liability Period"** shall mean period during which the plant / equipment and installations shall give same and trouble free performance as guaranteed by contractor.
- xiii. **'Fire Engineer's Instructions'** shall mean instruction oral or written, drawings, direction, explanations issued by Consultant / Fire Engineer / Architects on be-half of the Bank from time to time during period of contract. (All 'oral' instructions shall be authenticated by written instructions immediately.)
- xiv. **'Performance Tests'** shall mean all tests to be carried out by contractor as per specifications prior to installation being taken over by Bank under guarantee.
- xv. **'Commissioning'** shall mean integrated activity of carrying out performance tests, initial and trial operations of system.
- xvi. **'Drawings'** shall mean all drawings furnished by Fire Engineer / Bank for basis of proposal or for carrying out works, from time to time; all drawing submitted by vendor provided such drawings are acceptable to Fire Engineer/Bank.
- xvii. **'UR'** means quote unit rate.
- xviii. **Circulation Area** - Area (including a stairway) used mainly as a means of access between a room and an exit from the building or compartment.
- xix. **Floor** - Area contained on each storey of the building.
- xx. **Applicant** - means "Vendor" willing to apply Expression of Interest (EOI).

## **2.0 PART II: PRE- QUALIFICATION ELIGIBILITY CRITERIA**

### **2.1 (a) FINANCIAL:**

- i) Average Annual Turnover of **Rs. 15 Lac** for the last three consecutive years ending 31<sup>st</sup> March 2022 by virtue of audited Balance sheet in the same field of business of supply and installation (fixing) of Autoglow Signages and should also be presently in same business (Supply / Installation of Auto Glow / LED Based Fire Safety Signage's / Fire Safety Equipments).
- ii) The applicant must have sound financial capacity / credit worthiness to be supported by a **Solvency Certificate of Rs. 5 Lac issued not more than 3 month older from the last date of submission of application** as per **Annexure G**.
- iii) **Solvency Certificate** must be produced in original on the letter head of issuing Bank and if applicant submitting EOIs in more than one categories then he may attach xerox copy by stating that original has been attached in which EOI (but only higher value of **Solvency Certificate** will be considered).



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- iv) ITR for the last 3 Financial Years i.e. 2019-20, 2020-21 and 2021-22 ending March 2022.  
The company should be in profit during the last 03 consecutive years.
- v) Chartered Accountant Certified / Audited Balance Sheet and Profit & Loss Accounts.

**2.1 (b) NON-FINANCIAL:**

- i. The firms shall furnish documents evidencing and establishing the bidder's eligibility to supply the material by means of a **Back to Back Support Certificate for minimum 05 years from the Original Equipment Manufacturers (OEM)**, besides the brochures, literature, drawings etc. in support of being offered, should be attached.
- ii. OEM Certificate / letter to be in Original and no photocopy or colored xerox will be acceptable (**In absence of the Original Certificate from the OEM the applicant will be disqualified**).

**2.2 PERFORMANCE CERTIFICATES:**

Performance certificates must be submitted as per **Annexure- J**, by the interested applicants against successful completion of work, AMC and must be issued by the competent authority from the currently working deptt i.e. Govt. Sectors/ Public Sector Bank / PSU / Financial institution issued during the current financial year **but issued not more than three months old from the date of publishing of the EOI**, and in case of applicant working with SBI "**Performance Certificates**" must be issued from the AOs/RBOs by the competent authority [not below the rank of Chief Manager (GB)/CM (CS)/CM (Admin)] only be accepted. Preference will be given if the Performance Certificates issued by the State Bank of India. Performance Certificate must be produced in original on the letter head of that organization and if applicant submitting EOI in more than one categories then he may attach xerox copy by stating that original has been attached in which EOI.

**2.3 WORK EXPERIENCE:**

- i) The Vendor / Firms **should be in business of Auto Glow /LED Based Fire Safety Signages of ISI marked of reputed brand like Prolite /Autoglow /Honey Well/ Glowlight /Acculite or equivalent brands** for the minimum **last five (05) years as on 31/10/2022**, in reputed organizations such as Govt. Sectors/ PSU / Financial institutions/ Nationalized Banks/ Large Pvt. Sector i.e. PVR or INOX Cinema Hall, Hotels, Big Shopping Mall etc. / High Rise Buildings and out of which minimum 01 (one) should be mandatorily be a Public Sectors Bank Banks (supported by Work Order/Bill Invoice).
- ii) The Vendor / Firms **must be presently in the business of Auto Glow / LED Based Fire Safety Signage's / Fire Safety Equipment** and have **installed minimum work value of Rs. 3.0 lac of AUTOGLOW /LED BASED FIRE SAFETY SIGNAGES**, supported by work order copy during last five years as on 31.10.2022. The firms shall furnish documents evidencing and establishing the bidder's eligibility to supply the material by means of a **Back to Back Support Certificate for minimum 05 years from the Original Equipment Manufacturers (OEM)**, besides the brochures, literature, drawings etc. in support of signages/LED lights being offered, should be attached.

**2.4 APPLICANTS HAVING NEAR RELATIVES:** Near relative shall mean spouse, father (including step father), Mother (including step mother), Son (including step son) and / or his wife, grandson, daughter (including step daughter) and/or her husband, brother (including step brother) and/or his wife, sister and/or her husband, Father-in-law, Mother-in-law, Brother-in-law and / or his wife, Sister-in-law and/or his husband. A declaration to the effect that the near relative (s) is/are employed in SBI or not should be submitted by the applicant as per **Annexure F**.



## **2.5 REGISTRATION REQUIREMENTS:**

- i. Registration Certificate of the Firm showing the activities of the Firm or Certificate of Incorporation in case of Company.
- ii. GST Registration Certificate.
- iii. Pan Card.
- iv. The applicant firm/vendor must be registered for the purpose of service tax and have a registration number for the purpose.
- v. Registration Certificate under Shops & Establishment Act issued by the respective State Governments (**Assam, Nagaland, Mizoram, Tripura, Manipur, Meghalaya, and Arunachal Pradesh**). Those applicants who do not have Shops & Establishment license must give an undertaking to submit the same within **10 calendar days** from the date of last date of submission of EOI, failing which the candidature shall be cancelled and no separate reminder/communication will be done in the matter in this regard.

## **2.6 PRODUCTS CERTIFICATIONS:**

AUTOGLOW /LED BASED FIRE SAFETY SIGNAGES should be as per Bank specifications as mentioned in **4.0 Part-IV [Technical Specification]** and certified as per mandatory certification given in specification.

## **2.7 AUTHORIZATION LETTER:**

- i. The applicant should submit the authorization Letter from the principles / OEM whose products are proposed.
- ii. The applicant should either be the original equipment manufacturer of the proposed system or a subsidiary company of a manufacturer company for such system or an authorized supplier/channel partner of a manufacturer of a proposed system.
- iii. If the Applicant is authorized supplier of the equipment, he shall have back to back agreement with each of the equipment manufacturer, so that direct support for maintenance, spares parts are available for at least 5 years.
- iv. The Manufacturer of the equipment must have a sound and well documented Quality framework. Applicant is permitted to submit a valid ISO certificate or equivalent for the manufacturer in support of this clause. The applicant should have a well-equipped workshop with sufficient qualified staff with proper qualified technical support in office/workshop.
- v. State Bank of India reserves the right to visit / inspect Applicant / Manufacturer facilities to ascertain the above facts. The Bank's representatives may visit the applicant's factory site/offices and contact his past clients for verification of information given by the applicant. The applicant will be required to give them the necessary facilities for verification.

## **2.8 PRODUCT LITERATURE:**

Applicant shall furnish Product Literature as a part of bid documents establishing the applicant's ability to supply the material as per Bank's approved specifications. The applicant shall also submit documentary evidence in the form of literature, drawing, & data on the product offered. Evaluation will be done on the basis of the documents submitted along with the bid without any further reference to the applicant.



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**2.9 SERVICE SUPPORT OFFICE:**

- i. The applicant should have an established Office / Service Center with technical personnel or else must open the said office within a month from the date of receipt of work allotment letter (undertaking to be submitted as per **Annexure H**) for providing 24x7 post implementation support, proof for the same to be submitted.
- ii. The applicant should be prepared to open the additional support offices at new centers within the area of jurisdiction of Administrative Offices Guwahati (Assam), Dibrugarh (Assam & Arunachal Pradesh), Shillong (Meghalaya & Manipur), Jorhat (Assam, Nagaland), and Silchar (Mizoram, Tripura). Complete address, contacts, and documentary evidence for the same needs to be provided to the Bank. The contact details, especially the telephone numbers, or service focal point/s should remain unchanged during the currency of vendor's relation with SBI NORTH EAST CIRCLE. In case, these are changed, the vendor should inform the same to the Bank 15 days in advance.
- iii. Details area of operations under North East Circle are as under:

S.NO.	Network	ZONES	AREA OF OPERATION
i.	NW-I	AO Guwahati	<b><u>Branches / Offices are under the state of Assam covering Districts:</u></b> Bongaigaon, Baksa, Barpeta, Chirang, Dhubri, Goalpara, Hojai, Kamrup, Kamrup Metro, Karbi Anglong, Kokrajhar, Morigaon, Nagaon, Nalbari, South-Salmara-Mancachar, West Karbi Anglong
ii.		AO Dibrugarh	<ol style="list-style-type: none"> <li>i. <b><u>Branches / Offices are under the state of Assam covering Districts:</u></b> Biswnath, Darrang, Dhemaji, Dibrugarh, Lakhimpur, Sonitpur, Tinsukia and Udalguri.</li> <li>ii. <b><u>Branches / Offices are under the state of Arunachal Pradesh covering Districts:</u></b> West Siang, West Kameng, Upper Subansiri, Upper Siang, Tirap, Tawang, Subansiri, Siang, Papumpare, Namsai, Lower Subansiri, Lower Dibang Valley, Longding, Lohit, Kurung Kumey, Kra Daadi, Kameng, East Siang, East Kameng, Dibang Valley, Chunglang, Anjaw.</li> </ol>
iii.	NW-II	AO Shillong	<ol style="list-style-type: none"> <li>i. <b><u>Branches / Offices are under the state of Manipur covering Districts:</u></b> Bishnupur, Chandel, Churachandpur, Imphal East, Imphal West Jiribam, Kakching, Kamjong, Kangpokpi, Noney, Pherzwal, Senapati, Tamenglong, Tengnoupal, Thoubal &amp; Ukhrul.</li> <li>ii. <b><u>Branches / Offices are under the state of Meghalaya covering Districts:</u></b> East Garo Hills, East Jaintia Hill, East Khasi Hills, North Garo Hill, Ri Bhoi, South Garo Hills, South West Garo Hill, South West Khasi Hills, West Garo Hills, West Jaintia Hill &amp; West Khasi Hills</li> </ol>



STATE BANK OF INDIA, PREMISES & ESTATE DEPARTMENT, LOCAL HEAD OFFICE GUWAHATI  
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iv.		AO Jorhat	i. <b><u>Branches / Offices are under the state of Assam covering Districts:</u></b> Charaideo, Golaghat, Jorhat, Majuli and Sibsagar. ii. <b><u>Branches / Offices are under the state of Nagaland covering Districts:</u></b> Dimapur, Kiphire, Kohima, Longleng, Mokokchung, Mon, Peren, Phek, Tuen Sang, Wokha, Zunheboto.
v.		AO Silchar	i. <b><u>Branches / Offices are under the state of Assam covering Districts:</u></b> Kachar, Dima Hasao, Hailakandi & Karimganj. ii. <b><u>Branches / Offices are under the state of Tripura covering Districts:</u></b> Dhalai, Gomati, Khowai, North Tripura, Sepahijala, South Tripura, Unakoti & West Tripura. iii. <b><u>Branches / Offices are under the state of Mizoram covering Districts:</u></b> Aizwal, Champhai, Hnahthial, Khawzawl, Kolasib, Langtlai, Lunglei, Mamit, Saiha, Saktual & Serchip.

### 3.0 **PART IV- EVALUATION CRITERIA CUM SELECTION PROCESS:**

#### 3.1 **EVALUATION BASED ON ELIGIBILITY CRITERION:**

Bank will evaluate the application for Empanelment on the basis of pre-qualification mandatory requirements based on eligibility criterion and those who meet the criteria will be evaluated based on the scoring sheet where cut off requirements for scoring is **30/90 mark** in total and minimum score for parameters given at each requirement is mandatory for short listing the applicants for further evaluation. (Copy of Evaluation Mandatory requirements cum scoring sheet is enclosed **Annexure-C**). Also it may kindly be noted that there are some mandatory requirements (Minimum 5 marks must be scored in each category as mentioned in referred Annexure) in the scoring sheet which must be complied, failing which the application would not be considered although minimum qualifying marks are scored (30 out of 90).

#### 3.2 **EVALUATION BASED ON PRESENTATION CUM DEMONSTRATION:**

Only the shortlisted applicants based on their eligibility criteria (Annexure-C) would be invited by the Bank to make a presentation/demonstration of the equipments on their capabilities and their proposed methodology for execution of this project on all the Technical specifications of the Bank at date, time and place (to be intimated by the Bank to those who technically qualify and meets the eligibility criteria) on their own cost/arrangements. Demonstration cum presentation will also be evaluated based on the scoring sheet where cut off requirements for scoring is **30/35 mark** in total and minimum score for parameters given at each requirement is mandatory for short listing the applicants for further evaluation. (Copy of Evaluation Mandatory requirements cum scoring sheet is enclosed **Annexure-D**). Also it may kindly be noted that there are some mandatory requirements (Minimum 5 marks must be scored in each category as mentioned in referred Annexure) in the scoring sheet which must be complied, failing which the application would not be considered although minimum qualifying marks are scored.



- 3.3 Based on the **Annexure- C & D “Pre-Qualification Mandatorily Evaluation cum Scoring Sheet”** the designated committee will decide to qualify /disqualify the applicants. The applicants at this stage after the satisfactory presentation, considered eligible for empanelment would then be invited to participate in the financial bid by the Bank (which could be by e-tendering) for the final selection of vendors. Marks under each parameter will be awarded by the committee but will not be disclosed to the applicants. The required cut off for scoring is **60/125 marks** in total is mandatory for short listing the applicants for further empanelment and onwards submission of price bid.
- 3.4 The applicants who are included in the Bank’s panel will only be allowed to participate in price bid through e-tendering on prefixed date & time as decided by the Bank. If the rates, terms and conditions of Bank are accepted by them then the work will be distributed amongst the finalist as per the discretion of the Bank **(Quantum of allotment of Branches / Offices will be advised before the price bid to the eligible applicants only)**. Although allotment of work and the area of operation amongst the finally empanelled vendors would be the sole discretion of the Bank.
- 3.5 After inclusion in the bank’s panel, applicants have to submit along with their financial bid a Security Money Deposit (Refundable) of **Rs. 10,000/- (Rs. Ten thousand only)** issued separately in the form of a Demand Draft / Banker’s Cheque in favor of State Bank of India and payable at Guwahati. The Security Money Deposit will be refunded to unsuccessful bidders. However, in case of successful bidders /empanelled vendor, the Security Money deposit would be refunded only after successful completion of the referred empanelment. The Bank will not pay any interest on Security Money Deposit. If any empanelled vendor wishes to withdraw his security deposit money between the validity of empanelment period, then in that case his empanelment will be terminated. The security money so deposited with the Bank shall be subject to forfeiture in terms of this EOI.
- 3.6 The Bank reserves the right to assign or withdraw any work to or from any empanelled vendor or successful bidder without assigning any reasons and can cancel the empanelment by giving one month notice without assigning any reason in this regard.
- 3.7 Vendors so empanelled should comply with all statutory and labour laws or any other law in for the time being, rules, and regulations of central / state government at their own cost.

**4.0 PART IV - TECHNICAL SPECIFICATIONS OF AUTOGLOW /LED BASED FIRE SAFETY SIGNAGES:** The following specifications are required for **AUTOGLOW /LED BASED FIRE SAFETY SIGNAGES** must be followed by the applicants wherever required by the Bank Branches/Offices:

- i) **IS: 10322 (PART-5/SEC-8):2013 “LED LUMINARIES FOR EMERGENCY LIGHTING.**
- ii) **IS:12349:1988 “FIRE PROTECTION-SAFETY SIGNS”**
- iii) **Is: 9457:2005 “SAFETY COLOURS AND SAFETY SIGNS”**
- iv) **IS:9583:1981 “SPECIFICATION FOR EMERGENCY LIGHTING UNITS”**
- v) **National Building Code of India-2016**









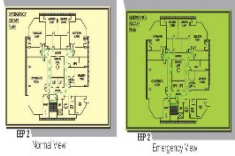


**4.1 TECHNICAL SPECIFICATIONS OF FIRE SAFETY AUTOGLOW SIGNAGES:**






The following specifications required for flexible sheet and rigid sheet auto glow signage:

S. No.	Particulars	Flexible Sheet signage	Rigid Sheet signage
<b>Glow signage:</b>			
a.	Description	Flexible signage should be photo luminescent based glow-in-dark sheeting with luminous properties enclosed in a weatherproof UV stabilized film with UV screen printing.	Rigid signage (on Acrylic sheet) should be photo luminescent based glow-in-dark rigid sheet with high intensity luminous properties enclosed in a transparent weather-proof UV stabilized coated sheet, with UV screen printing (lamination).
b.	Thickness and service temperature	0.2 mm (+/-: 10%), -20 to +120 C	1mm (+/-: 10%), -20 to +120 C Sheet thickness 2.5 to 3.0 mm
c.	Surface Colour	Greenish yellow	Greenish yellow
d.	Visibility	Glow visible up to 1-2hrs in total darkness	Glow visible up to 1-2hrs in total darkness
e.	Properties	Fungi static, Non toxic, Non radioactive, Contains no lead or phosphorous, Simple to install by pasting and Self extinguishing	Fungi static, Non toxic, Non radioactive, Contains no lead or phosphorous, Simple to install by screwed or just peel off to stick and Self extinguishing
f.	Life	Life > 10-15 years for best working in indoor	Life > 10-15 years for best working in indoor
g.	Certifications	These signs adhere to BS: 5499-1 and the health & safety (safety signs & signage) regulation.	
<b>LED CONFIGURED EMERGENCY (E)/NON EMERGENCY EXIT (NE) EDGELIT LIGHT:</b>			
<ul style="list-style-type: none"> <li>a) Should be Ceiling mounted and confirmed IS:9583,</li> <li>b) The facia on clear acrylic and the arrow should be available,</li> <li>c) Facia on clear acrylic and the arrow should Visible from both sides.</li> <li>d) Ni-Mh/Ni-Cd rechargeable battery with constant voltage charger and maintained battery backup for 02 hrs minimum,</li> <li>e) Input 230 V, 50Hz.</li> <li>f) Size should be 180mm x 300 mm in Aluminum Housing Body (25mm x 45 mm).</li> </ul>			



**SAMPLE OF AUTO GLOW / PHOTO LUMINESCENT SIGNAGES, PLAN & TAPE**

S.No	Particulars of autoglow signages	Tentative size
i	Exit Signaegs 	100X300
ii	Floor Identification signages 	300x300
iii	STAIRCASE IDENTIFICATION SIGNAGE (DOWN/ UP) 	100X300
iv	FIRE EXTINGUISHER SIGNAGE 	250X200
v	HOSE REEL HOSE SIGNAGE 	250X200
vi	FIRE ALARM SIGNAGE 	150X150
vii	AUTHORISED PERSONNAL SIGNAGE 	100X300
viii	ASSEMBLY POINT SIGNAGE 	600X600
ix	EMERGENCY ESCAPE PLAN SIGNAGE 	A3(297X420)



x	IN CASE OF FIRE DO NOT USE THE LIFT USE THE STAIRS		200X200
xi	EXIT /FIRE EXIT /EMERGENCY EXIT SIGNAGES WITH MULTIPLE ARROW		150X400
xii	AUTOGLO ARROW TAPE FOR LEFT/RIGHT DIRECTION		80 mm X 10 Mtrs
xiii	AUTOGLO TAPE FOR STAIRCASE EDGE		40 mm X 10 Mtrs
xiv	FIRE ACTION CHART		600X450

**SUPPLY OF EMERGENCY EXIT LIGHT**

i	<p>Supply Of Self Contained Rechargeable SWGS Emergency Egress Routes BIS approved Lights with 1X 5 W LED CIRCUIT POWER /Mains ON Emergency 3 W LED -EMERGENCY 3W LED 20 (0.2W) lamp , The equipment Shall Recessed Surface /Hanging / WALL mounting Fully Compliance with requirement for the Fire and Safety code of practice and the respective EN60598-2-22 and designed in compliance with EN50172, with 24M VIEW distance Neotype IP 20 as Per IEC 529 - working Temp 25°C-60°C, The body is fire retardent,CAD Designed printing on 8 M. M. clear acrylic sheet ,with Change device Swith Installed , Fitting with 180 Min backup with Rechargeable environmentally friendly Battrey 3.7V 2200MAH Nominal Input Voltage 230 +-10 % to 240V A.C. +-10 % 50 Hz +-10 % Supply Cuurent 50mA max the Fixture is tested with Insulation Resistance at 500VDC &amp; to be Greater than 20M Ohms and the same Fixture to be STOOD Tested with High VOLT 1500V 50 HZ AC RMS applied for 1 Min between live parts &amp; Earthin terminal ,with Deep Discharge /Low Battrey Cut of protection the Fixture should be Confirms to IS: 10322 Part 5 Sec 8 with Certificates to BIS /NBC Standard with test Reports of IS Standard , as per UL 924 Contractor should be submit the above Compliance as require , Contractor should be submit the above Compliance as require .<b>Make - Prolite /Autoglow /Honey Well/ Glowlight /Acculite /Signsutra / Instamark or equivalent</b></p>	
ii	<p align="center"><b>OR</b></p> <p>Supply Of Self Contained Rechargeable SWGS Emergency Egress Routes Lights with 1X 3 W LED lamp The equipment Shall Surface/Hanging with accesories Quick &amp; Easy Slide Connect Installation with 180 Min backup Battrey back up with 3.7 V 2200 MAH Lithium-ion Rechargeable battery. with rechargeable Ni- Mh/Ni-cd environmentally friendly CAD Designed printing on 6 M. M. clear acrylic shee , Inner: High quality Acrylic Outer: Printed etching Opal Acrylic Directional Green &amp; White Complete with all variations of the "Running Man Single Sided OR duel sided as required , 5 A, 250 Volts,the Fixture is tested with Insulation Resistance at 500 VDC &amp; to be Greater than 20M Ohms, Nominal Input Voltage 230 +-10 % to 240V A.C. +-10 % 50 Hz +-10 % confirms to IS: 10322. <b>Make - Prolite /Autoglow /Honey Well/ Glowlight /Acculite /Signsutra / Instamark or equivalent.</b></p>	



## 5.0 PART-V : SCOPE OF WORK

The vendor has to supply, Installation (fixing) of auto glow signages and LED based Fire Safety signages at SBI Branches/Offices as and when required and the work of installation must be as per the guidelines of National Building Code of India-2016 and also relevant BIS/IS standard as decided by the Bank.

## 6.0 OTHER IMPORTANT TERMS & CONDITIONS

- 6.1 BANK'S RIGHT TO ISSUE CLARIFICATIONS, ADDENDUMS, CORRIGENDUM ETC:**  
The Bank can at any time issue clarifications, addendums or corrigendum before finalization of empanelment. The same will be published on the Bank's website. The applicants are requested to regularly visit the Bank's website.
- 6.2 PURCHASE THROUGH GEMS PORTAL (GOVERNMENT E-MARKET):** The Bank reserves the right to purchase the system/equipments/items through GeM portal of Govt. of India and provide the same to the Agency for installation and commissioning in the required branch. However, cost of any material / component provided by the agency for installation and commissioning of the system will be paid as per approved rates, including installation charges.
- 6.3 WARRANTY & GUARANTEES:** The supplier should also give guarantee for the Autoglow Signages and LED Based Emergency Lights as per OEM recommendation. The supplier must warrant all equipment, accessories, spare parts etc., against any manufacturing defects during the warranty period. Service Provider shall be fully responsible for the manufacturer's warranty in respect of proper design, quality, and workmanship of all equipment, accessories, etc.
- 6.4 MAINTENANCE STANDARD EXPECTED DURING WARRANTY:** The supplier should ensure that in case the equipment cannot be repaired within the stipulated period, the supplier should provide a replacement till the system/equipment is returned duly repaired.
- 6.5 RECORDS:** As per requirement of the Bank / Branch, if request is made by the Bank / Branch to the vendor for providing details of autoglow signages/LED based emergency lights, branch-wise with date of installation and quantity supplied and invoice, **the vendor shall make arrangements to provide the details.**
- 6.6 FALL CLAUSE:** At any point of time if it is observed that the vendor is supplying to other financial institutions / firms similar equipments/ material / services at lower rates than offered to Bank, then the vendor shall have to compensate the Bank by paying the difference amount and downward revise the rate of respective item / services at the time of renewal of contract/agreements as applicable.
- 6.7 GUIDELINES FOR THE OEM:** OEM should have online dedicated support center available during working hours and a fully equipped repair and maintenance office in India. Document details to be submitted for the same for verification.
- OEM should have valid BIS Certification.
  - Documents of Manufacturing license/ Excise Registration of the OEM factory need to be submitted for verification.
  - Product Certification copies to be attached as per the specifications.
  - Vendor will be responsible for non-genuine products. Audit for Banks whether actual material is provided or not needs to be done by OEM, as and when required by Bank, without any additional cost, as a service support to Bank.



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**6.8** Random Check / inspection of Bills & Service Certificates as well as quality of work/specification/offered brand/make will be carried out by the Bank Fire Officer, LHO, and severe action (as deemed fit) will be initiated against the firm if any abnormality noticed against the Bank's instruction.

### **7.0 SERVICE CERTIFICATE / REPORT**

Three copies of visit report will be prepared after testing /maintenance of the system by the authorized technician of the company. The Branch Manager/Authorized officials will stamp and countersign all reports after satisfying them that the system is fully functional.

- **One copy** will be handed over to the **Branch**,
- **Second copy** to be retained by the **Vendor**,
- **Third copy** shall be sent to **Fire Officer, P&E Department at Local Head Office, Guwahati** on quarterly interval along with forwarding letter and highlight of the severe abnormalities, if any.
- Format for the **Service Certificate** will be advised to the shortlisted vendors in due course which shall be bind to implement.

### **8.0 CONFIDENTIALITY:**

The vendor or its employees are required to maintain total and complete secrecy and assure not to communicate or allow to be communicated to any person or divulge in any matter/information relating to the ideas, concepts, know-how, techniques, data, facts, figures, and all information what so ever concerning, relating to the bank and its affairs to which the employees have the access.

### **9.0 MODE OF PAYMENT:**

Bill will be paid as per the approved rates of the items after successful completion of work order for supply/installation (fixing) of autoglow signages/LED based emergency lights vendor will have to submit the bills endorsed by the respective Branch Manager along with the Service Certificates to the concern RBO for the payments of the Bill. Bank's Fire Officer, P&E department, LHO Guwahati will cross checks the Billing system randomly at RBOs or Vendors Office. The bills of all the branches will be centrally paid by the respective Regional Business Office.

### **10.0 PENALTY CLAUSE:**

- a) If any service or complaint is not satisfactorily attended within the stipulated time period, the Bank will levy a **penalty of 100/- per day for each instance of delay and up to maximum 10% of the total work value** and the same shall be deducted from the final bill amount as applicable. Security Deposit may also be forfeit as per discretion of the Bank.
- b) In case of repeated complaints from the Branches, the vendor's services may be discontinued and the Bank may also delist him from the panel and/or black list him from the bank.



**AVAILABILITY OF APPLICATION FORM FOR  
EXPRESSION OF INTEREST AND SUBMISSION THERE OF:**

Document/Application form for EOI may be downloaded from <http://www.sbi.co.in> under link **Procurements News** without editing the text whatsoever. Any violation of this condition shall render the application invalid.

The duly filled in and sealed tender documents including complete set of supporting documents in **ONE envelope shall be sent to “The Assistant General Manager (P&E), State Bank of India, Premises & Estate Department, 3<sup>rd</sup> Floor A-Block, Local Head Office, P.O. Assam Sachivalaya, Dispur, GS Road Guwahati - 781 006 Guwahati, Assam”**

Complete set of Tender documents with all supporting documents, copies / photocopies duly filled in & self-attested with company seal on all pages, to be submitted by the bidders and submit in a separate envelop (in case of applying in multiple categories). Applicants who fulfill the eligibility criteria need to apply with covering letter (as per **Annexure –‘A’**) and application form for EOI (as per **Annexure-‘B’**), may post or drop their dully filled EOI application in all respect, to the under mentioned address latest by **02: 00 pm on or before 06.12.2022** .Any application received through e-mail, will not be entertained and only hard copy (physical form) of EOI will be accepted: The Address for submission of EOI as under-

IF WALK TO DROP IN TENDER BOX	IF BY POST / COURIER
<p><b>Tender Box: Expression of Interest for the Fire Safety Equipments.</b></p> <p>Ground Floor, State Bank of India Local Head Office Building, Opposite Assam Sachivalaya PO: Assam Sachivalaya, Dispur, GS Road Guwahati - 781 006, Assam</p>	<p>To,</p> <p>The Assistant General Manager (P &amp; E) Premises &amp; Estate Department 3<sup>rd</sup> Floor A-Block,SBI LHO Building, P.O. Assam Sachivalaya, Dispur, GS Road Guwahati - 781 006 , Assam</p>

**Envelope should be SUPER SCRIBED / MARKED as below:**

(Note: Single envelope must contain single (1) application and multiple applications in single envelope will not be considered)

**“EXPRESSION OF INTEREST (EOI) FOR THE EMPANELMENT OF AGENCIES / FIRMS / COMPANIES/SOLE PROPRIETORS FOR SUPPLY, INSTALLATION, AUTOGLOW /LED BASED FIRE SAFETY SIGNAGES”**

If the space provided in the form is not sufficient, additional sheets may be attached for which suitable mention should be made in the form. All such sheets must be signed by authorized signatory.

(Note: The interested are advised to keep checking Bank’s web site for any subsequent changes /corrigendum /additions /updates etc. for which there would be no separate press notifications.)



**Annexure - A**

(On Bidder's Company letter head)

Letter No.

Date:

To,  
**The Assistant General Manager (Premises & Estate)**  
**Premises & Estate Department**  
**3<sup>rd</sup> Floor A-Block, SBI LHO Building,**  
**P.O. Assam Sachivalaya, Dispur,**  
**GS Road Guwahati - 781 006 (Assam)**

Dear Sir,

**APPLICATION FOR EXPRESSION OF INTEREST (EOI) FOR EMPANELMENT OF AGENCIES / FIRMS / COMPANIES/ SOLE PROPRIETORSHIP FOR SUPPLY, INSTALLATION, AUTOGLOW /LED BASED FIRE SAFETY SIGNAGES AT SBI, BRANCHES / OFFICES UNDER NORTH EAST CIRCLE**

With reference to advertisement notification **No. P&E/ FIRE SAFETY /2022-23/ EOI/.....**dated....., for the captioned work, we enclose herewith for kind consideration our profile in the format along with necessary supporting documents as per **Annexure (B to J)**, with an additional set of it's Xerox copies, duly signed and sealed by the authorized signatory of the company/agency/firm. A copy of the authorization letter is enclosed. We confirm that the details furnished by us are true and correct and no material information has been withheld.

2. We undertake to produce the original of all documents attached herewith as and when asked for by the Bank and shall extend all assistance to the Bank Authorities for the purpose of empanelment.

3. We clearly understand & undertake that mere submission of application does not guarantee for our empanelment and Bank's decision in this regard shall be final and binding on us. We submit this application in token of our acceptance of the terms and conditions laid down in this advertisement (EOI).

Thanking You,

Yours faithfully,

(Name of Authorized Signatory)  
(Seal of the firm)



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**Annexure-‘B’**

**APPLICATION FOR EXPRESSION OF INTEREST (EOI) FOR THE EMPANELMENT OF AGENCIES / FIRMS / COMPANIES FOR SUPPLY, INSTALLATION, AUTOGLOW /LED BASED FIRE SAFETY SIGNAGES FOR THE SBI BRANCHES /OFFICES UNDER NORTH EAST CIRCLE**

<b>1</b>	<b>NAME OF ORGANISATION</b>				
<b>2</b>	<b>CONSTITUTION</b> (PROPRIETARY/ PARTNERSHIP/ HUF/ PRIVATE LIMITED/ PUBLIC LIMITED/ CO- OPERATIVE SOCIETY (PLEASE ENCLOSE A COPY CERTIFICATE OF REGISTRATION/PARTNERSHIP DEED)				
<b>3</b>	<b>YEAR OF ESTABLISHMENT</b>	(NB: DATE OF COMMENCEMENT OF BUSINESS IN CASE OF COMPANY)			
<b>4</b>	DETAILS OF PARTNERS/ KEY/ SENIOR OFFICIALS / DIRECTORS / TECHNICAL OFFICER	NAME	DESIGNATION	QUALIFICATION	EXPERIENCE
<b>5</b>	NO. OF OFFICES IN INDIA AND NORTH EASTERN STATES UNDER SBI NORTH EAST CIRCLE				
<b>6</b>	REGISTERED/HEAD OFFICE ADDRESS WITH DETAILS	ADDRESS			
		MOBILE NO			
		PHONE NO			
		FAX NO			
		E MAIL ADDRESS			
<b>7</b>	LOCAL OFFICE ADDRESS WITH DETAILS	ADDRESS			
		MOBILE NO			
		PHONE NO			
		FAX NO			
		E MAIL ADDRESS			
<b>8</b>	CONTACT DETAILS FOR CORRESPONDENCES IN CONNECTION WITH TENDER	ADDRESS			
		MOBILE NO			
		PHONE NO			
		FAX NO			
		E MAIL ADDRESS			
<b>9</b>	WHETHER REGISTERED / EMPANELLED WITH ANY ORGANISATION / PUBLIC BODY	NAME OF ORGANISATION	SINCE WHEN		
		ENCLOSE DOCUMENTARY PROOF			



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PLEASE FURNISH COMPLETE DETAILS OF OFFICES (ADDRESS AND CONTACT DETAILS LIKE MOBILE NO., PHONE NO, FAX, EMAIL ADDRESS) WITH NUMBER OF SUPPORT ENGINEERS. WHETHER HAVING OFFICES AT UNDER NOTED LOCATIONS?					
10	SERVICE SUPPORT IN NORTH EAST CIRCLE (PROVIDE DETAILS AS PER FORMAT) ALSO, REFER PARA 2.9 OF NOTICE AND LIST OF DISTRICTS UNDER CONTROL OF ADMINISTRATIVE OFFICES	LOCATION	OFFICE AVAILABLE (YES/NO)	ADDRESS AND CONTACT DETAILS LIKE MOBILE NO , PHONE NO, FAX, EMAIL ADDRESS) WITH NUMBERS OF SUPPORT ENGINEERS AND THEIR NAMES	
		Guwahati			
		Dibrugarh			
		Jorhat			
		Shilong			
		Silchar			
11	SALES TAX / VAT REGISTRATION/GST NUMBER	(PLEASE ENCLOSE A CERTIFIED COPY )			
12	PAN (PERMANENT ACCOUNT NUMBER) OF FIRM/ENTITY AND TIN	(PLEASE ENCLOSE A CERTIFIED COPY OF LATEST INCOME TAX CLEARANCE CERTIFICATE/RETURN FILED/ASSESSMENT ORDER)			
13	REGISTRATION NUMBER AS PER SHOPS AND ESTABLISHMENT ACT	(PLEASE ENCLOSE COPY OF REGISTRATION CERTIFICATE)			
14	KEY FINANCIALS	AS AT CLOSE OF BUSINESS AS ON			
	(RS IN LACS)	31.03.20	31.03.21	31.03.22	
	TURNOVER/SALES				
	OTHER INCOME				
	PROFIT BEFORE TAX				
	PROFIT AFTER TAX				
	CAPITAL& RESERVES				
(PLEASE ENCLOSE COPIES OF AUDITED PROFIT AND LOSS AND BALANCE SHEET ALONG WITH AUDITOR'S NOTE)					
15	NAME AND ADDRESS OF BANKERS	(PLEASE ENCLOSE SOLVENCY CERTIFICATE OF RS.5 LACS ISSUED NOT MORE THAN 3 MONTH OLDER FROM THE LAST DATE OF SUBMISSION OF APPLICATION AS PER ANNEXURE G)			
16	LIST OF CLIENTS WHOSE WORK HAS BEEN UNDERTAKEN DURING LAST FIVE YEARS				
	CLIENT NAME AND WORK LOCATION ADDRESS	CONTACT PERSON WITH TELE NO	NAME OF WORK	AMOUNT OF WORK UNDERTAKEN	START DATE AND COMPLETION DATE
(PLEASE ENCLOSE ORDER COPY/CONTRACT COPY/ AND INSTALLATION CERTIFICATE/ CERTIFICATE OF					



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SUCCESSFUL WORK FROM CUSTOMERS)				
	ASSOCIATE FIRMS/COMPANIES WITH DETAILS OF ACTIVITY AND TURNOVER	NAME OF FIRM	ACTIVITY	ANNUAL TURNOVER
17				
18	DEALING WITH STATE BANK OF INDIA	SINCE:  (PLEASE ENCLOSE ORDER COPY/CONTRACT COPY AND INSTALLATION CERTIFICATE(S)/SATISFACTORY PERFORMANCE CERTIFICATES FROM THE CONTROLLING OFFICE		
19	DEALING WITH PUBLIC SECTOR BANKS(OTHER THAN SBI)	(PLEASE ENCLOSE ORDER COPY/CONTRACT COPY AND INSTALLATION CERTIFICATE/ SATISFACTORY PERFORMANCE CERTIFICATE FROM CONTROLLING OFFICES OF BANKS CONCERNED		
20	DECLARATION REGARDING NEAR RELATIVE WORKING IN SBI AS PER ANNEXURE-F. PLEASE READ THE CLAUSE 2.4 OF THIS EOI.	(MENTION IN YES OR NO)		
21	MENTION ANY LITIGATION/ARBITRATION CASE PENDING AGAINST THE FIRM, IF YES, FURNISH DETAILS AND REASONS.	(MENTION IN YES OR NO)		
22	HAVE YOU BEEN BLACK LISTED /DELISTED BY ANY ORGANISATION IN THE PAST, IF YES, FURNISH DETAILS AND REASONS FOR BLACK LISTED / DELISTED	(MENTION IN YES OR NO)		





STATE BANK OF INDIA, PREMISES & ESTATE DEPARTMENT, LOCAL HEAD OFFICE GUWAHATI  
NORTH EAST CIRCLE

RFP Ref. No. P&E/ FIRE SAFETY /2022-23/ EOI/95

DATED: 14/11/2022

Annexure-‘C’

**PRE-QUALIFICATION OF MANDATORY REQUIREMENTS**  
**EVALUATION CUM SCORING SHEET FOR SUPPLY AND INSTALLATION (FIXING) OF**  
**AUTOGLOW /LED BASED FIRE SAFETY SIGNAGES AS PER BIS & NBC**  
**[BASED ON THE ELIGIBILITY CRITERION]**

M/s.....

E-MAIL:.....Mob/PH.No.....

PARTICULARS	MARKS	MARKING BY THE APPLICANT	EVALUATION BY THE COMMITTEE
<b>1</b>	<b>SERVICE SUPPORT CENTERS AT 5 LOCATION WITHIN THE AREA OF JURISDICTION OF AO GUWAHATI / DIBRUGARH / SHILLONG / JORHAT &amp; SILCHAR [ SUPPORTED BY DOCUMENTS WHICH IS ACCEPTABLE TO THE BANK]</b>		
	3 TO 5 SERVICE SUPPORT OFFICE	15	
	2 TO 3 SERVICE SUPPORT OFFICE	10	
	0-1 ( PRESENTLY NO / NIL - REFER, PARA 2.9 OF EOI)	05	
<b>2</b>	<b>RELEVANT EXPERIENCE IN SUPPLY, INSTALLATION (FIXING) AUTOGLOW / LED BASED FIRE SAFETY SIGNAGES (AS ON 31/10/2022)</b>		
	10 YEARS AND ABOVE	15	
	MORE THAN 5 YEARS AND LESS THAN 10 YEARS	10	
	MINIMUM 5 YEARS	05	
<b>3</b>	<b>WORK VALUE FOR SUPPLY, INSTALLATION (FIXING) AUTOGLOW / LED BASED FIRE SAFETY SIGNAGES ) DURING LAST FIVE YEARS AS ON 31.10.2022</b>		
	MORE THAN RS. 7.0 LAC	15	
	MORE THAN RS. 5.0 LAC UP TO RS. 7.0 LAC	10	
	MINIMUM RS. 3.0 LAC TO RS. 5.0 LAC	05	
<b>4</b>	<b>AVERAGE ANNUAL TURN OVER LAST 3 YEARS (I.E. 2019-20, 2020-21 &amp; 2021-22)</b>		
	ABOVE 25 LAC	15	
	MORE THAN 20 LAC - UPTO 25 LAC	10	
	MINIMUM 15 LAC - UPTO 20 LAC	05	
<b>5</b>	<b>WORKING EXPERIENCE IN PSU/ NATIONALIZED BANK / STATE GOVT./CENTRAL GOVT./LARGE PRIVATE SECTOR BANK ETC. OUT OF WHICH NOS OF PUBLIC SECTOR BANK DURING LAST FIVE YEARS AS ON 31/10/2022.</b>		
	4 OR MORE THAN 4 ORGANIZATIONS OF WHICH 3 OR MORE PUBLIC SECTOR BANKS.	15	
	MINIMUM 3 ORGANIZATIONS OF WHICH 2 PUBLIC SECTOR BANKS.	10	
	MINIMUM 2 ORGANIZATIONS OF WHICH 1 PUBLIC SECTOR BANKS	05	
<b>6</b>	<b>APPLICANT HAVING SHOP &amp; ESTABLISHMENT LICENCE ISSUED BY THE CONCERNED DEPTT OF STATE GOVT.</b>		
	MORE THAN 5 NE STATES UNDER NORTH EAST CIRCLE	15	
	MINIMUM 2 TO 5 NE STATES UNDER NORTH EAST CIRCLE	10	
	MINIMUM 0-1 NE STATES UNDER NORTH EAST CIRCLE [PRESENTLY NO. / NIL - REFER, PARA 2.5 (v) OF EOI ]	05	
<b>TOTAL MARKS [ Max Marks:90 and Min :30 Marks to be scored]</b>		<b>90</b>	

Note:

- Minimum score (5 mark) in each category is mandatorily requirement.
- Minimum qualifying mark in total is 30.
- Committee Marking will be Final, based on the document submitted by the applicant

Seal & Signature of Authorized Officials  
SEAL & SIGN

Committee Member Signature

FIRE SAFETY SIGNAGES [LED/AUTOGLOW BASED]

PAGE 25 OF 33



(NOT TO BE FILLED BY THE APPLICANTS)

Annexure- D

**PRE-QUALIFICATION OF MANDATORY REQUIREMENTS  
EVALUATION OF CUM SCORING SHEET FOR SUPPLY AND INSTALLATION (FIXING) OF  
AUTOGLOW /LED BASED FIRE SAFETY SIGNAGES AS PER BIS & NBC**

**[BASED ON PRESENTATION CUM DEMONSTRATION OF THE EQUIPMENTS]**

<ul style="list-style-type: none"> <li>➤ MINIMUM QUALIFYING MARKS IS 35</li> <li>➤ SHOULD SCORE MINIMUM MARKS IN EACH CATEGORY.</li> <li>➤ SECTION -1.0 [ a, b, c ] ARE MANDATORILY TO QUALIFY</li> <li>➤ SECTION -2.0 [ b,c &amp; d ] ARE MANDATORILY TO QUALIFY</li> </ul>			
PARTICULARS		MAX MARKS	MARKS SCORE D
Sec 1.0	a. Display the sample of Autoglow Signages /LED based signages in a proper luminated environment for the time as recommended by the OEM and test in dark (Black out) for recommended period.  (Desirable Minimum Back up : Minimum 240 Mint / 4 hrs for Autoglow signages and Minimum 180 Mint / 3 hrs for LED Lights)	5	
	b. Quality / Workman Ship of the Offered Brand / Make product as per BIS/IS	5	
	c. Having BIS/IS Certification for the Offered Brand and Back to Back support from the OEM for spare parts for at least five years	5	
	<b>Section -1.0 [ Max Marks : 15 &amp; Min Marks: 15 ]</b>	15	
Sec 2.0	<b>Committee Evaluation</b>		
	a. Marks scored more than 50% to 100% of Total Marks in Pre-Qualification Evaluation of cum scoring sheet (Annexure - C) by the applicants.	10	
	b. If Scored between 33% to up to 50% of Total Marks in Pre-Qualification Evaluation of cum scoring sheet (Annexure - C) by the Firms / Vendors	5	
	c. Satisfactory Performance Certificate Submitted by the Firms / Vendors issued not more three months old from the date of Publishing of the EOI.	5	
	d. Overall Assessment by the Committee Member (Assessment of company with regard to its reputation, performance feedback, experiance and infrastructure)	5	
<b>Section - 2.0 [ Max Marks: 20 &amp; Min Marks :15 ]</b>	20		
<b>TOTAL MAX MARKS : 35 [ Section -1 + Section -2 ], Min Marks :30 to be scored</b>		35	

**FINAL SCORING SHEET**

M/s.....

E-MAIL: .....Mob/PH.No.....

Marks Scored in Technical Bid [Annexure-C] Max:90, Min:30	Marks Scored in Demonstration [Annexure-D] Max:35, Min:30	Total Score [ Max:125, Min:60 ]	Remarks Qualified = > 60 Disqualify < 60

**Committee Member**



**Annexure- E**

(On Bidder's Company letter head)

**SUPPLY AND INSTALLATION (FIXING) OF  
AUTOGLOW /LED BASED FIRE SAFETY SIGNAGES AS PER BIS & NBC  
SUPPLIED DURING THE LAST FIVE YEARS [ AS ON 31/10/2022 ]**

S.NO	BLOCK YEAR	NOs. OF AUTOGLOW /LED BASED FIRE SAFETY SIGNAGES AS PER BIS & NBC	Work Value supported by Bill Invoice / Work Order Copy	Name of organization with contact persons where work undertaken with contact details
1.	2017-18			
2.	2018-19			
3.	2019-20			
4.	2020-21			
5.	2021-22			
<b>TOTAL</b>				

Note: - The figures quoted above should be verifiable from the audited balance sheet as well as Work Order/Bills/Tax Invoice, wherein quantities are mentioned clearly. Also note that wrong information in this regard may disqualify the applicants

(Authorized signatory)  
Date:  
Place:

Seal of the firm



**ANNEXURE - F**

**DECLARATION OF NEAR RELATIVES OF SBI EMPLOYEES**

**[Crossed which one is not applicable]**

**If having near relatives**

I,/We.....S/  
O,D/O,W/O.....resi  
ding at.....hereby certify that one or more of our near  
relative(s) as defined in the pre-qualification notice is/are employed in the State Bank of India,  
whose details are as under:

<u>S.No.</u>	<u>Employee PF No.</u>	<u>Name</u>	<u>Age</u>	<u>Male/Female</u>	<u>Branch/Office</u>
1.					
2.					
3.					

In case at any stage, it is found that the information given by me/ us is false/incorrect, State Bank of India shall have the absolute right to take any action as deemed fit, without any prior intimation to me.

**If not having near relatives**

I,/We.....S/  
O,D/O,W/O.....resi  
ding at.....hereby certify that none of our near  
relative(s) as defined in the pre-qualification notice is/are employed in the State Bank of India. In case  
at any stage, it is found that the information given by me/ us is false/incorrect, State Bank of India  
shall have the absolute right to take any action as deemed fit, without any prior intimation to me.

\*\*\*The near relatives are members of Hindu Undivided family/husband and wife/the one related to the other in the manner as father, mother, son(s) and son's wife (daughter in laws), daughter(s) and daughter's husband (son in law), brother(s) and brother's wife, sister(s) and sister's husband (brother in law).

Place: Signature with Seal

Date: Name in Block Letters:

Designation: Address:



**ANNEXURE-G**

(On Bank's letter head)

**SOLVENCY CERTIFICATE FORMAT**

This is to certify that to the best of my knowledge and information  
M/s.....(Firm/  
Company/ Sole Proprietorship name with address) having marginally noted address, a customer of  
our bank is/are respectable and can be treated as good for any engagement up to a limit of  
Rs.....(Rupees.....).

This certificate is issued without any guarantee or responsibility on the bank or any of the officers.

(Signature of Branch Manager with Seal)

Note:

1. Banker's certificate should be on the letter head of the Scheduled Commercial Bank
2. In case of partnership firm, certificate to include names of all partners as recorded with the Bank.



**Annexure-H**

(On Bidder's Company letter head)

**UNDERTAKING**  
**FOR ACCEPTANCE OF TECHNICAL SPECIFICATION FOR SUPPLY AND INSTALLATION**  
**(FIXING) OF AUTOGLOW /LED BASED FIRE SAFETY SIGNAGES AS PER BIS & NBC**

I, undertake to provide AutoGlow /LED Based Fire Safety Signages as per BIS & NBC as per the specifications of as given in this EOI or as advised by the bank from time to time.

2. And, I also agree to undertake that if any abnormalities are noticed by any inspecting Officials of the Bank in this regard, the Bank may impose suitable penalty and deduct the amount equivalent to loss to the Bank from my/our Bill/Bills or forfeit our Security Money deposited against non-adherence of Bank instructions as stipulated by the Bank.

Place:

Signature with Seal of the Company/Firm

Date:

Name in Block Letters:

Designation:

Address:



(On Bidder's Company letter head)

**ANNEXURE - I**

**UNDERTAKING FOR**

**OPENING OF SUPPORT OFFICE AND SUBMISSION OF SHOP AND ESTABLISHMENT  
REGISTRATION CERTIFICATE ISSUED BY STATE GOVT.**

I/We.....hereby undertake that I shall open support office / service center with technical personnel within a month from the date of **ALLOTMENT OF WORK** in the area where work is allotted to me in any North Eastern States under the SBI North East Circle for providing 24X7 post implementation support and proof for the same along with details of Technical Staff will be submitted to the Bank.

2. I, also undertake to submit Shop & Establishment Certificate within the due date as mentioned in Clause 2.5 (v) of this EOI.
3. And I understand that physical verification of the support office / service center will be done by Bank Officials and if any deviation is found, the empanelment is liable to be canceled without any notice.

Place:

Signature with Seal

Date:

Name in Block Letters:

Designation:

Address:



**ANNEXURE - J**

**PERFORMANCE CERTIFICATE**

(On letter head of the issuing authority/department)

This is to certify that M/s.....  
Address : .....is being providing / have been provided the services of.....(mentioned the category of Fire Safety work for which applied) to our Offices / Branches since.....to.....

2. We are satisfied with the performance of work of installation / maintenance services provided by the Vendor/Firms. The Certificate is issued based on the information and records available with us and is true to the best of my knowledge and belief.
3. Details of work of new installation/supply and maintenance, and their work value are as under during the last.....years.

S.NO.	Period	Nature of the Services provided	Work Value supported by Bill Invoice / Work Order	Name of organization with contact persons where work undertaken with contact details
i.				
ii.				
iii.				
....				
<b>TOTAL</b>				

[Note: Issued not more than **THREE MONTH OLDER** from the date of publishing of EOI & as per para 2.2]

(Signature)  
Name of Organization:  
Designation:  
Contact No.  
Date:  
Place:

Office Seal/Stamp





**STATE BANK OF INDIA, PREMISES & ESTATE DEPARTMENT, LOCAL HEAD OFFICE GUWAHATI  
NORTH EAST CIRCLE**

RFP Ref. No. P&E/ FIRE SAFETY /2022-23/ EOI/95

DATED: 14/11/2022

**CHECK LIST**

**[ TO BE FILLED BY APPLICANTS, ON BIDDER'S COMPANY LETTER HEAD ]**

M/s.....

E-MAIL:.....Mob/PH.No.....

Sl. No.	PRE-QUALIFICATION OF MANDATORY REQUIREMENTS	WHETHER COMPLIED?	ATTACHED AS FLAG
1	COVERING LETTER AND APPLICATION FORM <b>(AS PER ANNEXURE - A , B )</b>	YES / NO	<b>Flag - A</b>
2	PRE-QUALIFICATION OF MANDATORY REQUIREMENTS <b>(AS PER ANNEXURE - C )</b>	YES / NO	<b>Flag - B</b>
3	AVERAGE AUDITED ANNUAL TURNOVER RS. 10 LACS IN LAST THREE YEARS. (I.E. 2019-20, 2020-21 & 2021-22)	YES / NO	<b>Flag - C</b>
4	COPY OF AUDITED BALANCE SHEET,IT RETURNS AND PROFIT AND LOSS ACCOUNTS SUPPORTED BY CHARTED ACCOUNTANT NOTES DURING LAST THREE FINANCIAL YEARS (I.E. 2019-20, 2020-21 & 2021-22)	YES / NO	<b>Flag -D</b>
5	MINIMUM FIVE YEARS RELEVANT EXPERIENCE IN THE FIELD OF FIRE SAFETY EQUIPMENTS SUPPLY /INSTALLATION (SUPPORTED BY WORK ORDER / COMPLETION CERTIFICATE)	YES / NO	<b>Flag - E</b>
6	WORKING EXPERIENCE IN MINIMUM ONE PUBLIC SECTOR BANK (SUPPORTED BY WORK ORDER /AGREEMENT COMPLETION CERTIFICATE)	YES / NO	<b>Flag - F</b>
7	<b>MINIMUM RS. 3.0 LAC WORK VALUE OF INSTALLATION OF AUTOGLOW /LED BASED FIRE SAFETY SIGNAGES</b> IN LAST FIVE YEARS AS ON 31/10/2022 SUPPORTED BY WORK ORDER/ BILL/ INVOICE, <b>( AS PER ANNEXURE-E)</b>	YES / NO	<b>Flag - G</b>
8	PAN, GST CERTIFICATE		
9	DECLARATION OF NEAR RELATIVES OF SBI EMPLOYEES <b>(AS PER ANNEXURE- F)</b>	YES / NO	<b>Flag - H</b>
10	AUTHORIZATIONS LETTER FROM PRINCIPAL / OEM AND BACK TO BACK SUPPORT FOR UNINTERRUPTED SUPPLY OF FIRE SAFETY EQUIPMENTS AND ITS SPARE PARTS.	YES / NO	<b>Flag - I</b>
11	PRESENTLY SERVICE SUPPORT OFFICE IN NORTH EAST CIRCLE WITH ADDRESS AND CONTACT DETAILS.	YES / NO	<b>Flag - J</b>
12	BLACK LISTED FROM ANY PUBLIC SECTOR BANK'S / GOVT UNDERTAKING (AN UNDERTAKING MUST BE SUBMITTED IN THIS REGARD ON FIRM LETTER HEAD)	YES / NO	<b>Flag - K</b>
13	IS THERE ANY DISPUTE PERTAINING TO BUSINESS AS RENDERED / SOUGHT BY YOU IN COURT OF LAW OR ANY JUDICIAL AUTHORITY. (AN UNDERTAKING MUST BE SUBMITTED IN THIS REGARD ON FIRM LETTER HEAD)	YES / NO	<b>Flag - L</b>
14	SOLVENCY / EQUIVALENT CERTIFICATE SUBMITTED/ ENCLOSED OF Rs. 5 LACS DATED AS NOT MORE THAN 3 MONTH OLDER FROM LAST DATE OF SUBMISSION OF APPLICATION <b>(AS PER ANNEXURE-G)</b>	YES / NO	<b>Flag - M</b>
15	WILLING TO ACCEPT TO PROVIDE AUTOGLOW /LED BASED FIRE SAFETY SIGNAGES AS PER BIS & NBC <b>(AS PER ANNEXURE-H)</b>	YES / NO	<b>Flag - N</b>
16	UNDERTAKING FOR OPEN SERVICE SUPPORT OFFICE [ SEE CLAUSE: 2.9 OF EOI ], AND SHOP & ESATBLISHMENT REGISTRATION CERTIFICATE WITHIN DUE DATE AS MENTIONED IN EOI OFFICE [ SEE CLAUSE: 2.5 (v) OF EOI ], <b>(AS PER ANNEXURE- I)</b>	YES / NO	<b>Flag - O</b>
17	REGISTRATION CERTIFICATE ISSUED BY STATE GOVT UNDER SHOPS AND ESTABLISHMENT ACT BY ANY NE STATES UNDER NORTH EAST CIRCLE.[SEE CLAUSE:2.5 (v) OF EOI]	YES / NO	<b>Flag - P</b>
18	PERFORMANCE CERTIFICATE ISSUED BY EXISTING OR PREVIOUS EMPLOYER AS PER <b>ANNEXURE-J</b> , NOT MORE THAN THREE MONTH OLD [SEE CLAUSE:2.2 OF EOI,PREFERENCE WILL BE GIVEN TO THE PERFORMANCE CERTIFICATES IF ISSUED BY STATE BANK OF INDIA]	YES / NO	<b>Flag - Q</b>

**(Note: - Please enclose valid supporting documents for each item from Sr. No. 1 to 18 in the given order only.)**

**(Authorized signatory & seal)**

SEAL & SIGN

FIRE SAFETY SIGNAGES [LED/AUTOGLOW BASED]

PAGE 33 OF 33