

(TENDER ID: LUC/EMP/OESA/202311004)



STATE BANK OF INDIA

**REVIEW AND ENLARGEMENT OF PANEL OF
ELECTRICAL SAFETY AUDITOR
(LUCKNOW CIRCLE)**

IMPORTANT DATES:

S.No.	Particular	Date
1	Date of uploading details for empanelment on Bank's website	02/11/2023
2	Last date for submission of application	30.11.2023,,04:00 P.M
3	Date of opening of applications	30.11.2023 04:30 P.M

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Application to be submitted to following address:

State Bank of India
Premises & Department,
1st Floor, Local Head Office,
Moti Mahal Marg Lucknow
Lucknow-226001
Tel: 0522-2295361/365/315, 8384826503/ 7408403577

**STATE BANK OF INDIA
PREMISES & ESTATE DEPARTMENT
LOCAL HEAD OFFICE, LUCKNOW**

State Bank of India, LHO, Lucknow invites online applications through e-tender portal (www.etender.sbi) for review and enlargement of electrical safety auditor panel in the Bank's branches / Offices establishment under the geo-graphical area of Uttar Pradesh. The details are as under:

1. Name of Work :	Review and enlargement of electrical safety auditor panel Lucknow Circle, SBI LHO Lucknow (U.P) Tender ID: LUC/EMP/OESA/202311004												
2. Availability of Empanelment Application forms :	Application forms and other documents can be downloaded from the Bank's https://bank.sbi <link> SBI in the News>Show More>Empanelment of Vendors and SBI e-tender portal https://etender.sbi from 02.11.2023 to 16:00 Hrs on 30.11.2023.												
3. Last Date & Time of submission of application on online e-tender portal :	Online uploading of signed and scanned copies of all documents with application forms through the SBI e-tender portal https://etender.sbi Upto 16:00 Hrs on 30.11.2023.												
4. Date and time of opening of online application:	30.11.2023 at 16:30 Hrs												
5. Agency for arranging online bidding	M/s e-procurement Technologies Limited, Ahmedabad. bidding. E-tendering guidelines may be obtained from <u>For Registration / DSC Verification / Profile Approval:</u> 1. Harsh Dalwadi: harsh.dalwadi@abcprocure.com + 91-79-68136866, 6353217080, 6359576791 <u>For e-Tender Support:</u> If you need clarification regarding tender submission or technical support kindly contact below numbers: <table><tr><td>Fahad Khan</td><td>6352631766</td><td>fahad@eptl.in</td></tr><tr><td>Shaikh Nasruddin</td><td>6352632098</td><td>shaikh@eptl.in</td></tr><tr><td>Jay Vyas</td><td>9265562819</td><td>jay.v@eptl.in</td></tr><tr><td>Mubassera Mansuri</td><td>7859800621</td><td>mubassera@eptl.in</td></tr></table>	Fahad Khan	6352631766	fahad@eptl.in	Shaikh Nasruddin	6352632098	shaikh@eptl.in	Jay Vyas	9265562819	jay.v@eptl.in	Mubassera Mansuri	7859800621	mubassera@eptl.in
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The auditor/firm currently empanelled by SBI, Lucknow Circle vide notification in 2021 are need not to apply afresh for empanelment.

A) ELIGIBILITY CRITERIA

1) QUALIFICATION OF EXTERNAL ELECTRICAL AUDITORS / CONSULTING FIRMS

a) QUALIFICATION FOR ELECTRICAL SAFETY AUDITORS

- i) Should have graduation(B.Tech/BE) with 03 years of experience in electrical installation and safety related work

OR

Should have valid supervising license from concerned licensing authority of the State or Central Govt with minimum 05 years of experience in electrical installation and safety related work.

OR

A retired Electrical Engineer from SBI group, PSUs, Central and state Govts, employed as electrical engineers who dealt with electrical installations and safety related work and not banned from re-employment.

- ii) Should be less than 65 years age as on 31.10.2023.

b) QUALIFICATION FOR CONSULTING FIRMS (ELECTRICAL SAFETY AUDITOR)

- i) The **average annual turnover** of the firm during last 3 financial years (2020-21 , 2021-22, 2022-23) should be at least **Rs 30.0 lacs** for electrical installation and safety related consultancy and advisory services and not from sale of the electrical equipment , verifiable from audited balance sheet if other wise , CA certificate to this effect may be submitted with the Balance sheet.
- ii) Should have been in electrical engineering / consultancy business for minimum 3 years.
- iii) Electrical auditors detailed by the firm for electrical audit in SBI should have qualification as mentioned at Para 1(a)i & 1a(ii).The firm should give a certificate to this effect to the auditors detailed by them, on their letter pad.

Scope of Work: -

Scope of work includes on the following measures:

- Visiting branch and verifying the electrical installations by electrical safety auditor (as per the Bank's provided format).
- Suggestion on Corrective measures necessary towards electrical fire & safety measures, Upgradation in the electrical system, electrical load, connected load vis-à-vis sanctioned load, enhancement of contract demand, billing penalties etc.
- Submission of Comprehensive Report as per the Bank provided format and studied/verified during Branch inspection. Submission of **three copies of audit report** i.e one for the Branch, one for concerned RBO and one for LHO Electrical Engineer. **Data shall be filled online** by auditor/ their representative at respective Branch/ RBO/ LHO.

4. Application should be submitted online only with a covering letter as per enclosed format. The detailed information to be furnished in application form shall be signed by a person on behalf of the auditor/ Firm, who is duly authorized to do so. Each page of the application shall be properly signed and stamped to be uploaded online. Application

Seal and Signature of Auditor/authorized signatory

containing false or inadequate information is liable to be rejected.

5. Firm already empaneled with the Bank, vide notification year 2021, **need not to apply again for empanelment in electrical auditor**. Any clarification required by the Bank regarding the application should be furnished within the stipulated time instructed by the Bank, failing which the Bank reserves the right to cancel the application for empanelment without assigning any reason thereof.

6. The enhancement of empanelment will be valid up to 31.12.2024 or preparation of till fresh panel only. The performance of the auditor will be reviewed at least once in the year. The list of empaneled auditors will be sent to Zonal Offices / Regional Business Offices and other Corporate Centre establishments. The Bank may invite price bid after empanelment under rate contract for a period of one year and may award RBO/AO accordingly.

All the application with the above mentioned supporting documents must be submitted online only latest by to **4:00 p.m on 30.11.2023** . No hardcopy to be submitted at this office.

Bank will not be responsible for delays in submission of application due to internet/Digital signature problem/or any other at any stage will not be considered. for damage in transit in case of Postal Delivery.

Application must have the following enclosures to be uploaded online:

>Forwarding letter as per enclosed format ,

>Duly filled application form as per enclosed format

>Address proof documents ,

>Professional qualification and work experience documents as per in 1a and 1(b)-ii

>Date of birth proof

>Turn-over documents (last three FY balance sheet & Profit & Loss sheet in case of firm)

>Electrical supervisor license/ B.tech/BE degree as the case may

>Duly signed copy of instruction to the applicants.

>Details

of bio-data of auditor (confirming 1a(i) and 1a(ii) on letter pad of consultancy firm , applicable for consultancy firm only)

The Assistant General Manager (P&E),

State Bank of India,

Premises & Estate Department,

Moti Mahal Marg Lucknow

Lucknow-226001

Tel: 0522-2295361/315/365/ , 8384826503/7408403577

INSTRUCTIONS TO ALL THE APPLICANTS

1. Intending applicants are required to submit their applications with full bio-data giving details about. All the application with the above mentioned supporting documents **must be submitted with the** all documents online only.
2. The document must be arranged in the order, first forwarding letter, application form, Address proof documents , professional qualification as mentioned in 1a , work experience documents , turn-over documents balance sheet & Profit& Loss sheet in case of firm , Work experience details with work order , electrical supervisor license, date of birth proof etc.
3. Decision of the Bank in regard to selection of Firms/Organizations will be final. The Bank is not bound to assign any reason for acceptance/ rejection of any applications.
4. Each page of the application shall be signed. The application shall be signed by persons/ persons on behalf of the organization having necessary authorization/ Power of Attorney to do so (Certified copies to be enclosed).
5. If the space in the Performa is insufficient for furnishing full details, such information may be supplemented on separate sheets of paper, stating therein the part of the pro forma and serial number. Separate sheets shall be used for each part. However, the format shall be as per pro forma.
6. Applications containing false, incomplete and/or inadequate information are liable to be rejected. Also mere fulfillment of eligibility criteria does not guarantee selection.
7. While filling up the application, clarification, if any, may be obtained from the office of AGM (P&E), State Bank of India, 1st Floor, Local Head Office, Lucknow-226001
8. Applicants selected in the Bank's panel will be informed about the same after finalization of the panel.
9. Canvassing in any form in connection with selection is strictly prohibited and the application of such persons/organizations who resort to canvassing will be liable for rejection.
10. Incomplete/partly filled applications without relevant enclosures may not be considered for evaluation. Disputes, if any, regarding the empanelment shall be within the jurisdiction of Court in Lucknow.

Signature of the Applicant with address & seal

APPLICATION FORM

EMPANELMENT OF ELECTRICAL SAFETY AUDITOR

1	a) Applied for empanelment of (Electrical safety auditor)	
	b) Whether auditor (individual) / consultancy firm	
2	Name of the consultancy firm / Name of the auditor	
	Address with a) Phone No. Landline with STD code (b) Mobile (c) Email-ID	
	Name of the document proof for above mentioned address (telephone bill / electricity bill / Aadhaar card/ Voter Id card/ Passport etc.	
3	Year of establishment (in case of firm only)	
	a) Name of Directors/Partners/Proprietor	
	b) Name of Person who will audit the branch (please attach bio-data with coloured photo passport size of auditor confirming 1a(i) and 1a(ii) on letter pad of consultancy firm , applicable for consultancy firm only)	
	c) Whether registered with the Registrar of companies/Registrar of firms. if so, mention number and date	
	d) GST Registration Details (applicable in case of consultancy firm)	
	i) PAN NO.	
	ii) GST NO.	
4	Average annual turnover for the last 3 years (Enclose Profit & Loss Account and Balance Sheet for the year ending March-2018, March-2019 & March-2020.) applicable in case of consultancy firm only	
	i) 2022-2023	Rs.
	ii) 2021-2022	Rs.
	iii) 2020-2021	Rs.

5	Detailed description and value of similar works done during the last 7 years as on 31.10.2023,	
6	If , You are an retired official from SBI , PSB or PSU	
	Name of organization where worked	
	Designation	
	Date of Birth	
	Date of appointment	
	Date of retirement	
7	If you have graduation with 03 years of experience in electrical installation and safety related work (applicable for electrical safety auditor only)	
	a) (Please mention the details of professional qualification and year passed out enclose the copy of degree)	
	b) (Please mention the details of organization where worked and enclose the copies of work experience e.g appointment letter etc)	
8	Enclose copy of valid Electrical super visor license (applicable only for the firms/contractors applying for empanelment as electrical safety auditor)	License No. Valid up to.
9	Whether any Civil Suit/litigation arisen in works executed during the last 10 years. If yes, please furnish the name of the project, employer, nature of work, contract value work order and brief details of litigation Give name of the Court, place and status of pending litigation.	
10	Whether willing to work anywhere in the West Bengal , Sikkim and Andaman & Nicobar Island	
11	Declaration regarding near relatives working in the Bank	

I/We have read and understood the Press notice, Empanelment Notice & this Application form along with Annexure and my/our firm full fills the ELIGIBILITY CRITERIA as described in the notice.

I/We hereby confirm and certify that the information given above is correct and true and the enclosures annexed herewith are genuine to the best of my / our knowledge.

I/We are authorized to sign and submit these documents for Empanelment.

I /We understand that if at any stage it is found / noticed by the Bank that any information thus provided by us is untrue / incorrect partly or fully and in case of receipt of adverse / unsatisfactory report from other clients / Bankers, the Bank may not consider our application and / or may de-list us and / or may take any appropriate action against us.

I /We also understand that partly / wrongly filled application and / or applications not on prescribed pro-forma or spiral winding of documents enclosed and / or applications not accompanying relevant documents / enclosures / annexure are liable to be summarily rejected by the Bank.

I / We understand that this is merely an application & does not entitles us to be necessarily empanelled by the Bank and Bank reserves the right to reject all and / or any application without assigning any reason whatsoever.

SEAL OF THE FIRM

(SIGNATURE OF AUTHORIZED SIGNATORY)

**PLACE :
DATE:**

NAME :

INSTRUCTION FOR APPLICATION FORM:

- a. Information has to be filled up specifically in this format. Please write down the values of the turn over return details, Please do not write remark “As indicated in the Brochure or enclosed”
- c. Applicants not providing the details or with insufficient details shall be rejected.
- d. All pages shall be signed and stamped with the rubber seal of the establishment. The person/persons who will be signing the tender documents on behalf of the organization must have necessary authorization/ Power of Attorney to do so.
- e. If the space in the pro forma is insufficient for furnishing full details, such information shall be supplemented on separate sheet of paper, stating therein the part of the pro forma and serial number. Separate sheet shall be used for each part.

The Assistant General manager (Premises & Estate)
State Bank of India
First Floor, Local Head Office
Motimahal Marg, Hazratganj,
Lucknow – 226001.

Date:
ref no.

Sir

Sub: Application for empanelment of Electrical safety auditor

- 1) I/We have read and understood the Empanelment Notice and Instructions appended to the application Pro forma and I/We understand that if any false information is detected at a later date, any future contract made between ourselves and the State Bank of India, LHO ,Lucknow on the basis of the information given by me/us will be treated as invalid by the State Bank of India.
- 2) I/We agree that the decision of the State Bank of India in selection of the auditors will be final and binding on me/us.
- 3) All the information furnished is correct to the best of my/our knowledge and belief.
- 4) I/We also agree that I/we have no objection if enquiries are made about the works listed by me/us in the accompanying sheets or any other inquiry on the information furnished herewith in the accompanying sheets.

Signature:

Name:

Designation:

Address with Seal