



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

**Tender ID: BHU/P&E/07/2023-24/03B, Dated 28/07/2023**

**REF. NO. AGS/24**

**STATE BANK OF INDIA, BHUBANESWAR CIRCLE**

INVITATION FOR EXPRESSION OF INTEREST (EOI) FROM APPLICANTS  
HAVING PROVEN CAPABILITIES

FOR

SUPPLY AND INSTALLATION (FIXING) OF

**AUTOGLOW /LED BASED FIRE SAFETY SIGNAGES AS PER BIS & NBC**

AND

EMPANELMENT OF SAME FOR VARIOUS BRANCHES / OFFICES OF STATE BANK OF  
INDIA LOCATED IN STATE OF ODISHA BHUBANESWAR CIRCLE  
TO BE SUBMITTED

**ON OR BEFORE 1500hrs ON 28/08/2023**

The existing empaneled 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 website "[www.sbi.co.in](http://www.sbi.co.in)" under procurement news and the application along with all necessary documents for empanelment should be submitted to the under mentioned office.

**ADDRESS TO:**

Assistant General Manager (P&E),  
State Bank of India, Premises & Estate Department, 02nd Floor,  
Local Head Office, III/1, Pandit Jawaharlal Nehru Marg,  
Bhubaneswar, Odisha- 751 001  
Tel Ph: - (0674) – 2600526  
E mail - [agmpre.lhobhu@sbi.co.in](mailto:agmpre.lhobhu@sbi.co.in) or [fo.lhobhu@sbi.co.in](mailto:fo.lhobhu@sbi.co.in)

**Note:**

- 1) *SBI reserves the right to change the dates mentioned in this document, which will be updated on the website.*
- 2) *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.*
- 3) *Please note that all the information desired needs to be provided. Incomplete information would lead to disqualification/ non-consideration of the proposal.*
- 4) *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.*

**NOTICE OF EXPRESSION OF INTEREST (EOI) FOR SUPPLY AND INSTALLATION  
(FIXING) OF AUTOGLOW FIRE SAFETY SIGNAGES AS PER BIS & NBC**

State Bank of India, Local Head Office, Bhubaneswar invites EOI application from reputed manufacturer/authorized dealers, of the reputed brands of Autoglow Fire Safety Signages like Prolite (Autoflow), Auto lite, Supreme Creation etc., or equivalent, for Empanelment. The supply and installation (Fixing) of Autoglow Fire Safety Signages for the branches/offices of State Bank of India located in Rural, Semi-Urban and Urban Areas of the SBI Bhubaneswar Circle.

**A. APPENDIX TO THE APPLICANTS**

1.	Name of the work	"Expression of Interest for Supply and Installation (Fixing) of Fire Safety auto glow Signages per the latest BIS & NBC for the branches / offices of State Bank of India located in Rural, Semi-Urban and Urban Areas of the SBI Bhubaneswar Circle
2.	Availability of EOI / tender document.	Tender may be downloaded from the bank's web site <a href="http://www.sbi.co.in">www.sbi.co.in</a> under link of "PROCUREMENT NEWS". No hard copy of the EOI will be made available by the Bank.
3.	Tender participation fees	Nonrefundable fees of Rs. 2000/- (Rupees Two Thousand Five Hundred only) by way of demand draft favoring State Bank of India (SBI), payable at Bhubaneswar should be enclosed with the application. Those the fee does not contained will be summarily rejected.
4.	Time and last date of Submission of Tender	on or before 28/08/2023 up to 1500hrs
5.	Place & Address for submission of tender / contact person / telephone no.	In the tender box placed at the office of  Assistant General Manager State Bank of India, Premises & Estate Department, 02nd Floor, Local Head Office, III/1, Pandit Jawaharlal Nehru Marg, Bhubaneswar, Odisha- 751 001, Tel Ph: - (0674) – 2600526
6.	Date, Time, and Place of opening of tenders	On 28/08/2023 at 1500 hrs., at the office of  Assistant General Manager State Bank of India, Premises & Estate Department, 02nd Floor, Local Head Office, III/1, Pandit Jawaharlal Nehru Marg, Bhubaneswar, Odisha- 751 001
7.	Date of product demonstration at LHO Bhubaneswar	The technically qualified bidders will be communicated by the email for demonstration of the product Infront of the committee to verify the model and performance quality etc.
8.	Date of opening of Price bids	The technically qualified bidders will be communicated by the email for submission of price bid documents and accordingly date of opening of the bid will be intimated.
9.	Security / EMD Deposit	After qualification of the technical bid Rs. 25,000/-, in the form of Demand Draft / BG., in favor of State Bank of India, payable at Bhubaneswar. Bank will inform to the successful bidders for the same.



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

10.	Terms of payment of Bills	On completion of the work payment will be made. No advance payment will be made by the Bank.
11.	Taxes	Taxes as applicable would be paid extra.
12.	Electronic Payment	Electronic payment shall be preferred.
13.	Name of Bank's Officer / Engineer for any Clarification.	Fire Officer – 0674-2600526 & (M) 7600035062 during office hrs.
14.	Jurisdiction	Bhubaneswar
15.	Inspection	As per site requirement.
16.	Test Certificates	Manufacturer's test certificates for fire panels etc. wherever applicable on demand of Employer / consultants
17.	Insurance	Worker Insurance Policy for contractor's men, material in transit and third-party insurance to be arranged by contractor.
18.	Power supply	The Employer shall arrange the power for erection and commissioning at one single point free of cost, further distribution, and safe drawl to be arranged by contractor.

**Notes:**

- a) If, on 28/08/2023 is declared a holiday, then tenders would be accepted by 1500 hrs. on the next working day. There will not separate intimation given by the Bank.
- b) Sealed Bid received later than the given time/date will be summarily rejected. Canvassing in any form will lead to disqualification.
- c) The Bank reserves the right to reject any or all the offers without assigning any reasons thereof.

**B. INSTRUCTIONS TO THE APPLICANTS FOR FURNISHING INFORMATION AS A PART OF APPLICATION FOR EMPANELMENT**

Only those Vendors/firms who fulfill the eligibility criteria may only apply on the prescribed formats with enclosures and documentary proofs. The application for empanelment shall be written in English and the application should be accompanied by latest copies of technical brochure of the products in detail. Completed documents in sealed covers containing the name and complete address of the applicant on the cover and bearing the title "EXPRESSION OF INTEREST FOR SUPPLY AND INSTALLATION (FIXING) OF AUTOGLOW/ LED Based FIRE SAFETY SIGNAGES AS PER BIS & NBC" should be submitted on or **before 28/08/2023, up to 1500** hours at the following address: -

**Assistant General Manager**

State Bank of India, Premises & Estate Department, 02nd Floor,  
Local Head Office, III/1, Pandit Jawaharlal Nehru Marg,  
Bhubaneswar, Odisha- 751 001  
Tel Ph: - (0674) – 2600526

- 1) The evaluation 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 made by them. 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.
- 2) 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 will be final. Only short-listed firms / Vendors will be intimated by the Bank for submission of the price bidding etc.
- 3) Intending applicants are required to submit their applications with full biodata 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.
- 4) The empanelment shall be valid for an initial period of **Three Years** from the date of intimation letter. The validity of empanelment may further extend as deemed necessary by the Bank on the existing terms and conditions subject to review, based on satisfactory performance of the firms.
- 5) Bank reserves the right to reject any or all the applications without assigning any reason thereof and 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.
- 6) While deciding upon the empanelment of Firms/Vendors, great emphasis will be given on the ability and competence of applicants to do good quality works within the specified time schedule and in close co-ordination with Bank as well as other agencies. The Applicants have to open their offices in the geographical jurisdiction of the Bhubaneswar, Sambalpur, Balasore, and Berhampur.
- 7) ***Each page of the application shall be signed with seal of the company/ firm.*** 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).
- 8) 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 Performa and serial number. Separate sheets shall be used for each part. **However, the format shall be as per Performa.**
- 9) Clarification, if any, may be obtained from the Fire Officer, P&E Department, State Bank of India, Local Head Office, Bhubaneswar by e-mail [fo.lhobhu@sbi.co.in](mailto:fo.lhobhu@sbi.co.in) .
- 10) 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 to rejection.***
- 11) ***Those vendors/firms who are already empanelled with SBI LHO Bhubaneswar Circle need to apply afresh. If the existing vendor does not have satisfactory services provided in the Bank they may not be considered for further empanelment.***

- 12) Bank reserves the right to reject any/all the applications without assigning any reasons, whatsoever, therefore. Incomplete / partly filled / late received / applications without relevant enclosures may not be considered for evaluation.
- 13) Disputes, if any, regarding the empanelment shall be within the jurisdiction of Court in Bhubaneswar only.
- 14) It will not be binding on the Bank to invite all the empanelled vendors to participate in bidding for various works. The Bank may prepare a select list of Manufacturer/Supplier out of the empanelled vendors to participate in the bidding process of a/any work as required.
- 15) **Amendment:** *At any time before the last date and time for submission of response to the tender, the Bank may, for any reason, modify the tender 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 firm to submit bid / proposal incorporating amendments, if any.*
- 16) **Disclaimer:** The tender 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 tender 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 as the discretion of the Bank.
- 17) ***The Firms shall not use logo and name of the State Bank of India on their letter head, sign board and rubber stamp etc.***

**C. ELIGIBILITY CRITERIA FOR EMPANELMENT:**

- 1) The Vendor/Firms **should be in business of supply and installation (fixing) of reputed brand/make like Prolite (Autoglow), Autolite, supreme creation etc., or equivalent brands of Fire Safety Autoglow Signages.**
- 2) The vendor/firm should be in the business of fire safety autoglow signages (manufacturer / Dealers) for the **last (05) years.**
- 3) Supply and Installation (fixing) of ISI marked **Fire Safety Autoglow Signages should be an activity of the Firms.**
- 4) 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 03 years from the Original equipment manufacturers (OEM), besides the brochures, literature, drawings etc, in support of signages being offered should be attached.**
- 5) The vendor/Firms in respect of its business in Fire Safety Autoglow Signages should have minimum **average Annual Turnover of 10 Lakhs or more for the past three years i.e., 2019-20, 2020-21 & 2021-22 ending 31st March 2022 and it should be in profit during the past three years.** Please **only** attach Profit & Loss statement and turnover certificate duly certified by a Chartered Accountant. In the absence of certificates, the EOI application will be summarily rejected. Additional supporting documents if required would be asked for, subsequently.
- 6) The firm should have supplied/installation (fixing) of Fire Safety Autoglow Signages to **at least 02 reputed organizations** such as CPWD / PWD / PSU / Nationalized Banks/ Large Pvt. Sector etc. The details of the work carried out by the firms should be enclosed as Annexure.
- 7) The Vendor / Firms **should have all statutory registrations like GSTs, PAN, Aadhar Number etc.**
- 8) It should be registered in **India under the Indian Companies Act of 1956 or any other act as applicable.** Please enclose certificates or affidavit of ownership in case of proprietorship.
- 9) The Vendor/Firms should comply with **all the labour Laws, Rules and Regulation of State and Central Government.**
- 10) The short listing of vendors will be done after scrutinizing and **verification of the documents, work carried out / product demonstration & Site Visits.**
- 11) Registration Certificate under Shops & Establishment Act issued by the Odisha State Government. Those applicants who do not have valid **Shops & Establishment license must submit the receipt applied for and give an undertaking to submit the same within 15 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.



**D. THE EMPANELMENT PROCEDURE AND TERMS & CONDITIONS:**

- 1) Sealed envelopes containing EOI application and documents received up to 1500hrs as on scheduled date will be opened at 1600 hrs. on next working day, in the presence of the committee members. The bidders / their representative may be present at the time of opening of the Technical bid. No separate intimation will be sent to the suppliers for deputing their representatives. The EOI will be evaluated and those who are found eligible will be short listed as per eligibility criteria.
- 2) The Firms who qualify in technical bid will be invited to demonstrate their product at SBI Local Head Office at time & date fixed by the Bank. Only on satisfactory performance and quality of the product, rates will be called from eligible vendors for finalization of empanelment.
- 3) The Price Bids documents as per required product, specification of signages and terms & conditions only given to the qualified bidders and the sealed bid (online/offline) will be opened at a later date in presence of the committee members and the bidders who attend, for finalizing the rates.
- 4) The bank will standardize the rates basing on the rates quoted by the vendors for individual item wise. The lowest / standardized rates will be circulated to the qualified vendors for their acceptance. Firms, who will give their acceptance for these rates, will be shortlisted for entrusting the work.
- 5) Rate-Contract will be valid for **12 months**, no price hike shall be permitted for this period from the date of contract and these rates may be reviewed by the SBI LHO as per the market conditions after contractual period. *However, the Bank reserves the right to call fresh price bid from all technically qualified bidders if the Bank so desires.*
- 6) As the number of branches and area is quite large, it is considered that it is beyond the capability of one vendor to carry out the same. In view of the above the work may be distributed amongst the Vendors at L-1 rates in the ratio of L-1- 30%, L-2- 20 % and remining 50% work will be distributed between others L-3, L-4, L-5 etc., provided Vendors at L-2, L-3 and so on, are willing to accept L-1 rates. In case of one of the Vendors not willing to accept work on L1 rate other Vendors L-3/L-4 and so on in that manner may be awarded work.
- 7) It will be mandatory to accept work of Regions comprising of urban as well as rural branches and vendor should be willing to take up work of supply and maintenance together. Once final list of panels is arrived at after financial bid, Bank has a right to allot the work / areas / region to any vendors based on commonality in Fire Signage to have a better vendor management and also as per the emergent requirement of the Bank the work could be assigned to any vendor.
- 8) In the event of non-acceptance of L-1 rates by other vendors, L-1 vendor will be required to undertake the work of all Zones, failing which penalty clause of forfeiture of Security Deposit will be invoked.
- 9) The empanelment shall be valid **for an initial period of 03 - Year subject to satisfactory performance which will be reviewed yearly.** Bank will reserve the right to cancel empanelment by giving a notice of one month without assigning any reason.

- 10) Empanelled Vendors / Firms shall be required to be submitted non-interest-bearing Deposit of **Rs. 25,000/-**, in the form of Demand Draft/BG, in favor of State Bank of India, payable at Bhubaneswar. Which shall be refunded to them only after the duration of empanelment is over. If the successful bidders fail to execute the work as per Banks's specifications / schedule, their Security Deposit will be forfeited.

11) **AREA OF THE OPERATIONS UNDER THE CONTROL OF ADMINISTRATIVE OFFICES (AOS):**

S.NO.	ZONES & AREA OF OPERATION
1.	<b>AO Bhubaneswar:</b> Branches / Offices are located under the geographical ambit area / districts of Bhubaneswar, Cuttack, Puri, Khurda, Jagatsinghpur etc.
2.	<b>AO Balasore:</b> Branches / Offices are located under the geographical ambit area / districts of Balasore, Angul, Keonjhar, Jajpur Road, Baripada etc.
3.	<b>AO Sambalpur:</b> Branches / Offices are located under the geographical ambit area / districts of Sambalpur, Rourkela, Jharsuguda, Bolangir, Bargarh etc.
4.	<b>AO Berhampur:</b> Branches / Offices are located under the geographical ambit area / districts of Berhampur, Jeypore, Rayagada, Bhawanipatna, Phulbani, Aska etc.

12) **PURCHASE THROUGH GEMS PORTAL (GOVERNMENT E-MARKET):**

Bank reserves the right to purchase the system/equipment/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 testing and commissioning of the system will be paid as per approved rates, including installation charges.

13) **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.

- a) OEM should have valid BIS Certification.
- b) Documents of Manufacturing license/ Excise Registration of the OEM factory need to be submitted for verification.
- c) Product Certification copies to be attached as per the specifications.
- d) 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.

14) **WARRANTY & GUARANTEES:**

The supplier should also give guarantee for the Auto glow 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.



**E. 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
Glow signage:			
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, Nontoxic, Non-radioactive, contains no lead or phosphorous, Simple to install by pasting and Self extinguishing	Fungi static, Nontoxic, 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.	
LED CONFIGURED EMERGENCY (E)/NON-EMERGENCY EXIT (NE) EDGELIT LIGHT:			
a) Should be Ceiling mounted and confirmed IS:9583, b) The facia on clear acrylic and the arrow should be available, c) Facia on clear acrylic and the arrow should be Visible from both sides. d) Ni-Mh/Ni-Cd rechargeable battery with constant voltage charger and maintained battery backup for 02 hrs minimum, e) Input 230 V, 50Hz. f) Size should be 180mm x 300 mm in Aluminum Housing Body (25mm x 45 mm).			

Also, the following specifications are required for Auto glow / 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 Colors and Safety Signs"
- iv.) Is: 9583:1981 "Specification for Emergency Lighting Units"
- v.) National Building Code of India-2016

**Note: The make quoted as per technical specification AND the information brochure for the signage should be enclosed.**

**F. PERFORMANCE GUARANTEE DEPOSIT & PENALTY:**

- a) Performance Guarantee of Rs.25, 000/- (Rupees Twenty-Five Thousand only) shall be kept in P&E Department, LHO, Bhubaneswar towards non- supply of the signages by the firm in any of the branch in allotted region. This Performance Guarantee is liable to be forfeited if the firm fails to supply the signages within the stipulated time of 30days.
- b) Beyond 30 days of getting the work order shall attract Rs. 50/- per day to a maximum of 5% of the total value of the work order shall be imposed for the delay period. This will cater for penalty for the delay in services of installation period of the signages at the branches/offices.
- c) In case of supply of sub-standard material/acts, contrary to the laid down norms, or on detection of any tendency to cheat the Bank, the contract with the company will be cancelled without prior notice and firms will be delisted or blacklisted from the Bank.

Certified that:

- a) We have understood the technical specifications thoroughly and are acceptable to us.
- b) If the work order in whole or part is placed with us, we would be able to supply the above-mentioned equipment to the State Bank of India, Bhubaneswar Circle.
- c) We understand that all concerned paper related to the BIS is required to be submitted for individual types and capacities of Fire Signages. Without submission of these valid papers, it will be liable for disqualification from empanelment.

Signature with Seal

PLACE:

DATE:



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

FORM-1

(On the Bidder's Company letter head)

Letter No.

Date:

**Assistant General Manager**

Premises & Estate Department,  
State Bank of India,  
2nd Floor, Local Head Office,  
**Bhubaneswar – 380 001**

Dear Sir,

**APPLICATION FOR EMPANELMENT OF SUPPLY AND INSTALLATION (FIXING) OF  
FIRE SAFETY AUTOGLOW/LED BASED SIGNAGES AS PER BIS & NBC**

With reference to your advertisements vide reference no. .... dated ..... for the captioned subject. We enclose herewith our company profile in the format (Form-2) along with necessary supporting papers with an additional set of its Xerox copies duly signed and sealed by the authorized signatory Sri .....of the firm and with Demand Draft Rs. 2000/- (Rupees Two Thousand only) as a nonrefundable participation fee.

2. A copy of the authorization letter is enclosed. We confirm that the details furnished by us are true and correct. We undertake to produce the original of all the papers / 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 are agreeable to the terms and conditions enumerated in the advertisement and to submit in case of our being empanelled, a Security Deposit in the form of DD/ Banker's Cheque of amounting Rs. 25,000/- (Rupees Twenty-Five Thousand only) in favor of The State Bank of India, payable at Bhubaneswar.

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

Thank you,

Yours faithfully,

(Signature/ Name of Authorized Signatory)

(Seal of the Firm)



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

FORM- 2

**APPLICATION FOR EMPANELMENT OF SUPPLY AND INSTALLATION (FIXING) OF  
FIRE SAFETY AUTOGLOW /LED BASED SIGNAGES AS PER BIS & NBC**

**APPLICATION FORM**

(Please strike-off which is not applicable and valid support documents must be enclosed as Flags)

Applied for empanelment of which category: Category – -----		
S. NO.	PARTICULARS	LIST OF SUPPORTIVE DOCUMENTS AS FLAGS
1.	Name of the Company /Firm	<b>Flag-A</b>
2.	Full Address with PIN code a) Landline with STD code: b) Mobile No : c) Email-ID :	<b>Flag-B</b>  Name of the documentary proof for above mentioned address (landline telephone bill / voter id card / Aadhar card /Passport etc.)
3.	Year of establishment of company / firm	<b>Flag-C</b>
4.	Status of the firm whether Company / Firm / Proprietary	<b>Flag-D</b>  Sole proprietorship/ Partnership /Private Ltd. / Public Ltd. / Any other (Please specify)
5.	Name of the Proprietor / Partners / Directors of the organization / firm	<b>Flag-E</b>
6.	Whether registered with the Registrar of Companies / Registrar of firms. If so, mentioned number and date.	<b>Flag-F</b>
7.	Name/s of authorized signatory with designation	<b>Flag-G</b> 1. Name: Designation: 2. Name: Designation:
8.	Mode of Authorization	<b>Flag-H</b> Resolution / Partnership Deed / Registered Power of Attorney / Proprietor / Any Other (Please specify)
9.	Banker's Details a) Banker's Name b) Full Postal Address c) Telephone No	<b>Flag-I</b>  Please enclose photocopy of blank cheque as evidence

	d) Account No. e) Type of Account											
10.	Tax registration details of company / firm a) PAN No. b) GST No. c) Trade License No.	<b>Flag-J</b>										
11.	Registration number as per shops and establishment act	<b>Flag-K</b>										
12.	Average annual turnover for the last 3 years (Enclose Profit & Loss account and audited balance sheet for the year ending March-2020, March-21 & March-22) of the company / firm and a Certificate issued by CA in this regard.	<b>Flag-L</b> <table border="1" style="width: 100%;"> <tr> <td>2019-20:</td><td>Rs.</td></tr> <tr> <td>2020-21:</td><td>Rs.</td></tr> <tr> <td>2021-22:</td><td>Rs.</td></tr> <tr> <td style="text-align: center;">Total:</td><td>Rs.</td></tr> <tr> <td>Average of above 03 years:</td><td>Rs.</td></tr> </table>	2019-20:	Rs.	2020-21:	Rs.	2021-22:	Rs.	Total:	Rs.	Average of above 03 years:	Rs.
2019-20:	Rs.											
2020-21:	Rs.											
2021-22:	Rs.											
Total:	Rs.											
Average of above 03 years:	Rs.											
13.	Income Tax Return for the last three years.	<b>Flag-M</b>  (Certified copies of the IT return of 2019-20, 2020-21 & 2021-22 to be enclosed).										
14.	Whether registration / obtention of license from Govt Authorities e.g., labour deptt., ESIC are in place.	<b>Flag-N</b>  Certified copies to be enclosed										
15.	If you are registered in the panel of other organization / statutory bodies such as CPWD, PWD, MES, Bank's etc., furnish their names, category, and date of registration.	<b>Flag-O</b>  Certified copies to be enclosed										
16.	Detailed description and value of similar works executed during the last 05 years as on 31/07/2023.	<b>Flag-P</b>  Name of organization, value of work done and date of completion- copies of work orders, completion certificates must be enclosed. Names & addresses (email id & contact numbers) of the persons who will be able to certify about the quality as well as performance of your organization.										

17.	Whether willing to work at branches / Offices in the state of Odisha.	<b>Flag-Q</b>
18.	Whether any Civil Suit / litigation arisen in contracts executed during the last 10 years. If yes, please furnish the furnish details and reasons.	<b>Flag-R</b>
19.	The Agency / Company / Firm should also supply installation experience of <b>signages</b> in the commercial buildings / Shopping mall etc.	<b>Flag-S</b> Copy of the work order and completion certificates should enclosed.
20.	Have you been blacklisted by any organization in the past, if yes, furnish details	<b>Flag-T</b>
21.	Declaration regarding near relatives working in Bank.	<b>Flag-U</b>
22.	Technical specifications/Brochure of the product(s) offered.	<b>Flag-V</b>
23.	Latest Original Equipment Manufacturer (OEM) Certificate regarding Supply / dealer / distributors of fire Signages in Odisha	<b>Flag-W</b>
24.	Back-to-back support certificates form OEM	<b>Flag-X</b>
25.	Solvency certificate / equivalent document of Rs. 05 Lakhs issued on or after 31/03/2023.	<b>Flag-Y</b> Enclose valid and latest solvency certificate










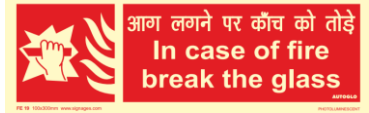
- i) I/We have read and understood the press notice, Empanelment Notice & this application form along with Annexure and my /our Company/Firm fulfills the eligibility criteria as described in the notice.
- ii) I/We hereby confirm and certify that the information given above is correct and true and the enclosures annexed herewith are genuine to the best of my/our knowledge.
- iii) I/We are authorized to sign and submit these documents for Empanelment.
- iv) I/We understood that if at any stage it is found/noticed by the Bank that any information provided by us is untrue / incorrect partly or fully and incase of receipt of adverse / unsatisfactory report from other clients / Banker's, the Bank may not consider our application and / or may de-list us and / or may take any appropriate action against us.
- v) I/We understand that this is merely an application and does not entitles us to be necessarily empaneled by the Bank and Bank reserves the right to reject all and / or any application without assigning any reason whatsoever.







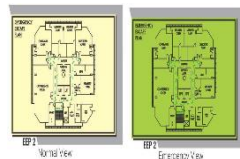

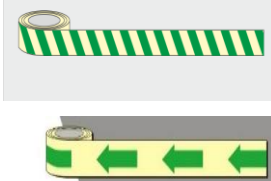

**SEAL OF THE FIRM  
SIGNATORY)**




**(SIGNATURE OF THE AUTHORISED**



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

S. NO.	PARTICULARS OF AUTO GLOW SIGNAGES	TENTATIVE SIZE	SAMPLE OF AUTO GLOW
1.	Different types of EXIT signages	150mmx400mm	      
2.	Fire Lift in the lift lobby for marking Outside Fire Lift	100mmx300mm	
3.	All the floors / Near Record room	100mmx300mm	
4.	In case of Emergency break glass, Near Manual Call Point.	100mmx300mm	

5.	Switch Off for Safety Near the main electrical panel	100mmx300mm	
6.	Fire Point Near Hydrant Point	100mmx300mm	
7.	Near Fire Extinguisher	100mmx300mm	
8.	Safe area to be marked outside of the premises	300mmx300 mm & 400mmx400 mm	
9.	“आग लगने पर लिफ्ट का प्रयोग न करें सीढ़ी का प्रयोग करें” with figure for Inside all lifts, and in the Lift lobby on all the floors	300mmx300 mm	
10.	Near the Fire Alarm Panel at Exit Gate	300mmx300 mm	
11.	Floor plan layout at suitable place near exit gates	300mmx300 mm	
12.	Marking safe area and exit door highlighting escape identification at staircase	80mm dia	
13.	Green Diagonal <b>laminated scratch proof</b> Tape on Flexile material for Marking safe area and exit door highlighting escape identification at staircase	40mmx10mtr roll	
14.	Way Finding Tape on Flexile material <b>laminated scratch proof</b> for (Low location light), directional route marking way finding (Left / Right-handed		

	directional)		
15.	LED configured emergency (E) edge lit light: Should be Ceiling mounted and confirmed IS: 9583, The facia on clear acrylic and the arrow should be available; facia on clear acrylic and the arrow should be Visible from both sides. Ni-Mh/Ni-Cd rechargeable battery with constant voltage charger and maintained battery backup for 02 hrs minimum, Input 230 V, 50Hz. Size should be 180mm x 300 mm in Aluminum Housing Body (25mm x 45 mm).	To be point towards the Exit	
16.	Self-contained rechargeable emergency (LED MULTI LIGHTS WITH आपातकालीन निकास / <b>EMERGENCY EXIT (Hindi &amp; English both) &amp; SIGNAGE)</b> automatically switched-on mains power failure and provides illumination on battery source for specified duration, after which the battery gets automatically cut-off to facilitate quick recharge on resumption of main supply. One the battery is totally charged it automatically slides into trickle charge to constantly retain the charge and be ready for immediate use. (2 lamps, 3hrs min backup, confirm to IS: 9583, RED LED on indicating charging, 22 SWG CRCA white powder coated housing, aluminum enclosure, SLA Rechargeable battery, 10 to 12 hrs recharge period, constant voltage charger, INPUT-230 VOLT, 50HZ.	Above the Emergency Exit gate	 <p style="text-align: center;">Or</p> 



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

**Annexure-A**

(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 31/07/2023)**

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



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

(On Bidder's Company letter head)

**ANNEXURE -B**

**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 region under the SBI Bhubaneswar 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 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:

Date:

Signature with Seal

Name in Block Letters:

Designation:

Address:



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

**ANNEXURE -C**

**DECLARATION OF NEAR RELATIVES OF SBI EMPLOYEES**

**[Crossed with double diagonally line, which one is not applicable]**

**If having near relatives**

I,/We.....  
.....S/O,D/O,W/O.....  
.....residing 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:

S. No.	Employee No. / PF No	Name	Age	Male/Female	Branch/Office

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.....  
.....residing 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-D**

(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.



(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 Auto Glow /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:  
Date:

Signature with Seal of the Company/Firm

Name in Block Letters:

Designation:

Address:



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

**ANNEXURE - F**

**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 MONTHS OLDER** from the date of publishing of EOI.

**(Signature)**

**Name of Organization:**

**Designation:**

**Contact No.**

**Date:**

**Place:**

**Office Seal/Stamp**



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

**INDICATIVE CHECK LIST**

Name of the Firm/Establishment:

S. NO.	Enclosures	Enclosed as	SUBMITTED (Yes-Y / No-N)
1.	Covering letter	Form-1	
2.	Nonrefundable participation fees Demand Draft	Rs. 2000/-	
3.	Application	Form-2	
4.	Year of establishments	Enclosure A	
5.	Constitution of Firm	Enclosure B	
6.	Name of the Proprietor / Directors of the organization / firm	Enclosure C	
7.	Mode of Authorization	Enclosure D	
8.	Registration of company	Enclosure E	
9.	Documentary proof of empanelment with other org.	Enclosure F	
10.	Yearly turnover of the firms last three years audited	Enclosure G	
11.	Copy of the PAN no.	Enclosure I	
12.	Whether registered with sale tax deptt. GSTs etc. IF YES	Enclosure J	
13.	IT returns	Enclosure K	
14.	Details work in hand	Enclosure L	
15.	List of the employee and their Bio Data	Enclosure M	
16.	OEM & Back-to-back support certificates	Enclosure N	
17.	List of the equipment's/tools	Enclosure N	
18.	Details of the work carried out	Annexure A&B	
19.	Solvency Certificate		
20.	Banks's account details		

**Note: - Please enclose valid supporting documents for each item in form-2 Sr. No. 1 to 25 which is given in the applications.**

(Authorized signatory)

Date:

Place: