

EMP No:	SBI/HYD/2024-25/014
Date:	01.05.2024



**Local Head Office, Premises & Estate Department,
Bank Street, Koti, Hyderabad-500 095. Ph: 040-23466340/19**

Invites applications for

**EMPANELLMENT OF ELECTRICAL SAFETY AUDITORS FOR BRANCHES/ OFFICES
UNDER CONTROL OF SBI HYDERABAD CIRCLE**

**The Assistant General Manager,
STATE BANK OF INDIA,
Premises and Estate Department,
Local Head Office, Bank Street, Koti,
HYDERABAD – 500 095.
040-23466340/19
agmpre.lhohyd@sbi.co.in;
agmcivil.lhohyd@sbi.co.in;**

EMPANELMENT NOTICE

State Bank of India, Premises & Estate Department, Local Head Office, Bank Street, Koti, Hyderabad - 500 095, invites applications for empanelment of Electrical Safety Auditors in prescribed format for SBI, Hyderabad Circle.

1)	Empanelment application form available for download from the websites:	1) https://www.sbi.co.in under “SBI in the News” link “Empanelment of vendors” 2) “ https://etender.sbi ”															
2)	Availability for download from the above website	From 01.05.2024 to 21.05.2024															
3)	Last date and time for submission of online applications in e-tender portal	21.05.2024 by 3.00 P.M.															
4)	Date and Time of opening of online applications:	21.05.2024 at 3.10 P.M.															
5)	For any queries or support in connection with the online Submission of applications, please contact our E-procurement solutions agency	<p>e-Procurement technologies Limited, Ahmedabad:</p> <p align="center"><u>For e-Tender Support for Bidders</u></p> <table border="1"> <tr> <td>Fahad Khan</td> <td>fahad@eptl.in</td> <td>6352631766</td> </tr> <tr> <td>Utkarsh Pal</td> <td>utkarsh@eptl.in</td> <td>6352632098</td> </tr> <tr> <td>Manish Pathak</td> <td>manish.p@eptl.in</td> <td>9265562819</td> </tr> <tr> <td>Mubassera Mansuri</td> <td>mubassera@eptl.in</td> <td>7859800621</td> </tr> <tr> <td>Hiral Purohit</td> <td>hiral.purohit@eptl.in</td> <td>6352631968</td> </tr> </table> <p>Email: etender.support@sbi.co.in</p> <p><u>For Registration / DSC Verification / Profile Approval:</u></p> <p>For Profile activation, Digital Signature Certificate verification please send mail to harsh.dalwadi@abcprocure.com or call to 079 68136866, +91 6353217080</p> <p>For any Guidance/ Assistance of event submission, Please contact on above numbers or download the manuals from website homepage https://etender.sbi/SBI to know the Minimum system requirement, DSC settings, submission process.</p>	Fahad Khan	fahad@eptl.in	6352631766	Utkarsh Pal	utkarsh@eptl.in	6352632098	Manish Pathak	manish.p@eptl.in	9265562819	Mubassera Mansuri	mubassera@eptl.in	7859800621	Hiral Purohit	hiral.purohit@eptl.in	6352631968
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Mubassera Mansuri	mubassera@eptl.in	7859800621															
Hiral Purohit	hiral.purohit@eptl.in	6352631968															
6)	SBI reserves the right to accept or reject any or all bids without assigning any reasons thereof, ev after opening of the bids.																
7)	For Clarifications Please Contact: 040-23466340/19 agmpre.lhohyd@sbi.co.in ; agmcivil.lhohyd@sbi.co.in ;																

The Asst. General Manager (P&E)
State Bank of India

ELIGIBILITY CRITERIA
(PLEASE FILL THE DATA IN ANNEXURE-“A”)

S. No.	Minimum Pre-qualification Criteria for Electrical Safety Auditors	Documents to be Uploaded in the portal
1)	<p>Electrical Safety Auditors should have full time graduation degree in Electrical Engineering (<u>B.E or B.tech or Bsc(Engineering) with Electrical & Electronics Engineering/Electrical Engineering/power systems Engineering/Electrical power Engineering</u>) with minimum three (3) years of relevant experience (as on 30.04.2024) in Electrical safety auditing work.</p> <p><u>'or'</u> Should have full supervising license from concerned licensing authority of the state or central govt. with min 05 years experience in electrical installations and safety related work.</p> <p><u>'or'</u> Retired electrical Engineer(must be less than 65 years old) from the PSUs, Central and state Govts, employed as electrical engineers who dealt electrical installations and safety related work and not banned from re-employment.</p>	<p>i. Copy of the Graduation certificate attested by Gazette Officer.</p> <p>ii. Copy of work order & work completion certificate.</p> <p>iii. Copy of Electrical supervising license shall be valid as on date of last date of submission.</p>
2)	<p>Applicants shall have an office in Telangana State or should open office in the state of Telangana within 2 months from the date of intimation. Empanelment letter will be issued after submitting the valid proof of office establishment in Telangana</p>	Copy of the address proof
3)	<p>The List of technical staff with qualification and relevant experience shall be Uploaded.</p>	Copy of proof
4)	<p>Should have Valid GST No</p>	Copy of proof

OTHER MANDATORY CONDITIONS:

- i) The firm should be well established for a minimum period of 3 years as on 30.04.2024
- ii) The Electrical Safety Auditor should have valid "**Electrical Supervising License**" from the Competent Government Authority issued in the name of Proprietor/ Partner/Director/one of their Employee(who conducts the Audits at our Branches/offices) of applied firm and should Upload photocopy thereof for verification.
 - Agencies with valid Electrical supervising License from other States applying for this empanelment should obtain valid Electrical supervising License from the Telangana Electrical Inspectorate before applying for this empanelment.
 - The non-submission of valid Electrical License in the state of Telangana will be liable for rejection.
 - The Auditor who audits the Branches/offices should be an authorized supervising license holder, as stated above.
- iii) **All the existing empanelled Auditors need to apply afresh.**
- iv) Applicants shall have an office in Telangana State or ready to open office in the state of Telangana within 2 months from the date of intimation. Empanelment letter will be issued after uploading the valid proof of office establishment in Telangana.
- v) Applicants shall upload documentary proof of all credentials to support experience; turnover, qualifications etc. and applications without required credentials shall summarily be rejected.
- vi) The applicants should have valid **PAN, GST numbers & Digital Signature Certificate of Class-3** in the firm name or proprietor, to enable the firms for participation in the online procurement/e-tendering.

VII) The prospective agencies for electrical safety audit are not eligible for Electrical works and vice versa. If any agency applies in both categories(Electrical Safety Auditors and Electrical Contracts), Bank will have right to allot anyone category only at Banks discretion.

The applicant/firm should not be blacklisted or included in negative list or terminated of their services in the past by any scheduled Bank / PSU /Corporate body / Govt. body. No partner / proprietor of the applicant should have been a director / Partner / Proprietor in an entity that been blacklisted or included in negative list in the past by any scheduled bank/PSU/Corporate body/ Govt. body. An undertaking / Certificate to this effect (Annexure-'C') on companies' letter head should be UPLOADED along with the application. If the bank finds the undertaking / Certificate provided by the applicant to be false/forged at any time, including during the term of the empanelment (If empanelled), the applicant will be immediately disqualified / terminated by the bank.

GENERAL TERMS & CONDITIONS:

1. For assessing the Annual Turnover of the last 3 years, contractor must upload valid documents viz certificate from registered CA, copy of Income Tax Return, copies of IT assessment order, Profit & Loss Account and Audited Balance Sheet for the last 3 years. (i.e, FY2019-20,21-22.22-23)

2. The intending applicants are categorically advised to upload the empanelment documents strictly in the attached formats only through online portal "<https://etender.sbi>" and scanned copies (in PDF format only) to be uploaded where ever it is specified. The information required should be filled / typed in each and every column and rows of the Formats.

The applications received with "partly filled formats" not containing desired information in each and every columns/ points/row of various annexures and where they have written "Uploaded/YES/NO/Submitted etc.," instead of filling the numerical/required data shall be treated as INCOMPLETE and such applications shall be summarily rejected without any reference to the applicant and at the applicant's risk and responsibility.

3. The prequalification criteria mentioned above are only provisional. Thus, the empanelment of Auditors in each category shall be considered by the Bank purely on merits, performance of the contractor in timely execution of the project with quality, feedback / confidential reports of the firms/applicant received from other employers etc. Hence, merely fulfilling the prescribed minimum prequalification criteria shall not entitle the contractor for their empanelment with the Bank and no claims in this regard will be entertained.

4. The Bank reserves its right to empanel contractor as per its needs in each category. The empanelment of Auditors shall be considered on merits within the sole discretion of the Bank and cannot be claimed as right by the applicant and no correspondence shall be entertained by the Bank in this regard.

5. Canvassing in any form including bringing influence from any person/agency/Officials/authorities shall lead to disqualification of the firm in the empanelment exercise.

6. The Bank reserves the right to accept or reject any or all the applications without assigning any reason thereof and no correspondence will be entertained in this regard.

7. Empanelment does not mean allotment of works/tenders.

8. The Bank may choose to carry out physical inspection of works mentioned by the applicants in their application forms, in addition to calling for confidential reports from the respective employer/client/department to ascertain their capability and quality of works.

9. The performance of all the empanelled Auditors shall be reviewed by the Bank periodically and the Auditors with unsatisfactory performance and also those who do not respond to tender enquiries of the SBI for a period of **6 months**, disciplinary action shall be initiated as per Banks norms, without informing any valid reasons and no correspondence will be entertained in this regard.

10. The contractor should furnish the registration details for the EPF, ESI and the Labour license details under the Labour Contract Act, wherever applicable. Further, the selected Auditors shall be bound to make payment to their workmen through their Bank account and preferably to have their Bank account in State Bank of India branches. If the contractor do not have an account with SBI, they may open a Bank account with SBI for easiness of transactions.
11. Site inspection of the previous works shall be done for the shortlisted applications and confidential information will be obtained from the previous clients for further process.
12. Selected applicants will be intimated of their empanelment. The panel will be in force for three years **or new empanelment whichever is later**, subject to review at regular intervals.
13. Applicants found eligible for more than one category are requested to apply only for the higher category and will be eligible for the lower categories automatically.
14. All the applicants should be equipped with necessary infrastructure in their established Office with regards to measuring instruments, tools, staff strength, computer, required software, etc.
15. The eligible and interested parties shall download prescribed application form and other details from our website: "<https://sbi.co.in/web/sbi-in-the-news/empanelment-of-vendors>"
 - Submission of online application at following website: "<https://etender.sbi>".
16. Corrigendum/amendment, if any would be hosted on the website only. Hence, prospective applicants are advised to visit website regularly for the above purpose.

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

Assistant General Manager (P&E)

ANNEXURE "A"

EXPERIENCE OF AUDITORS
(AS ON 30.04.2024)

Please furnish separate sheet for each Auditor; scan and upload in a single PDF file.

<u>Sno</u>	<u>Please fill relevant category only</u>	<u>Details</u>	
1	Electrical Safety Auditors should have full time graduation degree in Electrical Engineering (<u>B.E or B.tech or Bsc(Engineering) with Electrical & Electronics Engineering/Electrical Engineering/power systems Engineering/Electrical power Engineering</u>) with minimum three (3) years of relevant experience (as on 30.04.2024) in Electrical safety auditing work.	Name of the Auditor	
		Designation of the Auditor	
		Qualification	BE/B.Tech/BSC (Engg)/other
		Stream:	Electrical & Electronics Engineering/ Electrical Engineering/ Power systems Engineering/ Electrical power Engineering/ other
		Name of college/university	
		Year of passing	
		Certificate Details	Certificate no: Passing Grade:
		<u>Experience details of the Auditor:</u> {ie.,Proprietor/ Partner/Director/one of their Employee(who conducts the Audits at our Branches/offices)}	<ul style="list-style-type: none"> • Total Experience in years (minimum 3 years):.....years • Brief description of experience of the Auditor:
2	Should have full supervising license from concerned licensing authority of the state or central govt. with min 05 years experience in electrical installations and safety related work.	Name of the Auditor	
		Qualification	
		Supervising License details	License No: Valid up to: Issued by:
		<u>Experience details of the Auditor:</u> {ie.,Proprietor/ Partner/Director/one of their Employee(who conducts the Audits at our Branches/offices)}	(i) Name of the Auditor: (ii) Designation of the person in the firm: (iii) Total Experience in years: (iv) Brief description of experience of the Auditor:

3	Retired electrical Engineer(must be less than 65 years old) from the PSU/ Central/state Govts, employed as electrical engineers who dealt electrical installations and safety related work and not banned from re-employment.	Name of the Auditor	
		Qualification	
		Retired from PSU/Central/state Govt. (Please mention name of the company)	
		Age of the Auditor (furnish the proof)	
		<u>Experience details of the Auditor:</u>	(i) Total Experience in years: (ii) Brief description of experience of the Auditor:

ANNEXURE "B"

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

(Use one sheet per official)

1.	Name	:	
2.	Date of Birth	:	
3.	Professional Qualifications	:	
4.	Professional Experience	:	
5.	Professional Affiliation	:	
6.	Associated with the firm since	:	
7.	Membership in	:	

Note: Please upload relevant copies of documents.

ANNEXURE "C"

COMPLETED WORKS DETAILS OF FIRM- DURING THE LAST SEVEN YEARS
(FROM 01.05.2017 to 30.04.2024)

S. No.	Name of the work and location	PO Number and Date of Award	Stipulated Date of Completion	Actual Date of Completion	Audit charges in ₹	Name & Address, contact of Client	Contact number of the client	Email Id of the client.
1								
2								
3								
4								
5								

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

(2) Request you to fill the all the data as required and not mention Uploaded/Yes/No etc.

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

Signature with seal

Name:

Place:

Date:

ANNEXURE – “D”

DECLARATION




1. All the information furnished by me/us here above is correct to the best of my knowledge and belief.
2. I/We have no objection if enquiries are made about the work listed by me/ us in the accompanying sheets/ annexures.
3. I/We agree that the decision of Bank in selection of contractors will be final and binding to me/ us
4. I/We hereby confirm that our firm/agency/company has not been disqualified / debarred / blacklisted by any Governments, Semi-governments, PSUs, Banks including any of the Offices/Branch of State Bank of India Pan India during last 7 year from the date of application.
5. The details of the company are detailed below:
6. I hereby confirm that all information, particulars, copies of certificates & testimonials in connection with my empanelment are correct and genuine. I am, therefore, liable to face appropriate actions as deemed fit by the Bank in the event of any of the information, particulars, copies of certificates and testimonials are not found correct and genuine.









Place:





Signature of the contractor with seal





Date:

APPLICATION FORM
TO BE FILLED IN ONLINE PORTAL (i.e, <https://etender.sbi>)

Sno	Details	<u>Please fill the data</u> <u>(Don't mention as Enclosed/YES/NO / Submitted etc..)</u>	Type of Document to be Uploaded	<u>Attachment</u>
1)	Name of the Firm			
2)	Constitution of the Firm (Proprietorship / Partnership / Company)			
3)	Date, month & year of Establishment of the firm		Shop Establishment/ companies registration / partnership deed	
4)	GST Number		GST	
5)	PAN Number		PAN	
6)	Contact person name			
7)	Mobile Numbers & Telephone numbers			
8)	Email ID			
9)	Registered Office Address			
10)	Communication Address			
11)	Local Address in Telangana		Enclose valid proof	
12)	Name of Partners /Associates /Directors.			
13)	Bio-data of Partners /Associates /Directors. Bio-data to be given in the Uploaded format		Annexure-B	
14)	Details of major works of similar nature completed during last 3 years in PSU/Banks/Govt. Organizations / Software firms. Details to be given in Uploaded format		Annexure C	
15)	Name and value of other similar major works on hand in PSU / Banks / Govt. Organizations / Software firms.			
16)	List of Technical Personnel employed with profession experience and qualification.		Enclose the details on company letter head	
17)	List of other Personnel employed.			
18)	List of equipments/relevant tools			

	owned by the Firm for conducting Audit works.			
19)	Banker's Name			
20)	List of registration with other Organizations		Enclose the details on company letter head	
21)	supervising license from concerned licensing authority of the State or Central Govt.	License No: Valid till: Issued by:	Enclose Copy of License	
22)	Declaration (Annexure-D)		Annexure-D	
23)	Turnover			
	FY 2022-23	₹	Certificate issued by CA/ Profit & Loss statement	
	FY 2021-22	₹	Certificate issued by CA/ Profit & Loss statement	
	FY 2020-21	₹	Certificate issued by CA/ Profit & Loss statement	
24)	<u>WORK-1</u>			
	<u>Work Order Details for Work-1</u>			
	Name of the Work		Work order (work-1)	
	Work Order No			
	Work Order Amount			
	Work Order Date			
	<u>Work Completion Details for Work-1</u>			Completion Certificate (work-1)
	Work Completion Value			
	Work Completion Date			
	Client Name			
	Client Address			
	Client Mobile Number and landline			
	Client official email ID:			
25)	<u>WORK-2</u>			
	<u>Work Order Details for Work-2</u>		Work order (work-2)	
	Name of the Work			
	Work Order No			

	Work Order Amount			
	Work Order Date			
	<u>Work Completion Details for Work-2</u>		Completion Certificate (work-2)	
	Work Completion Value			
	Work Completion Date			
	Client Name			
	Client Address			
	Client Mobile Number and landline			
	Client official email ID:			
26	<u>WORK-3</u>			
	<u>Work Order Details for Work-3</u>		Work order (work-3)	
	Name of the Work			
	Work Order No			
	Work Order Amount			
	Work Order Date			
	<u>Work Completion Details for Work-3</u>		Completion Certificate (work-3)	
	Work Completion Value			
	Work Completion Date			
	Client Name			
	Client Address			
	Client Mobile Number and landline			
	Client official email ID:			
27	<u>WORK-4</u>			
	<u>Work Order Details for Work-4</u>		Work order (work-4)	
	Name of the Work			
	Work Order No			
	Work Order Amount			
	Work Order Date			

	<u>Work Completion Details for Work-4</u>		Completion Certificate (work-4)	
	Work Completion Value			
	Work Completion Date			
	Client Name			
	Client Address			
	Client Mobile Number and landline			
	Client official email ID:			
28	<u>WORK-5</u>			
	<u>Work Order Details for Work-5</u>		Work order (work-5)	
	Name of the Work			
	Work Order No			
	Work Order Amount			
	Work Order Date			
	<u>Work Completion Details for Work-5</u>		Completion Certificate (work-5)	
	Work Completion Value			
	Work Completion Date			
	Client Name			
	Client Address			
	Client Mobile Number and landline			
	Client official email ID:			
29	Experience of Auditors		Annexure –A and relevant documents pertaining to it.	

NOTE: Separate sheets, photographs, documents, etc. requirement to the proposed work in support of above can be uploaded.