

EMP NO:	DG/SBI/DEL/2024
Date:	04.07.2024



**Local Head Office, Premises & Estate Department,
SANSAD MARG NEW DELHI -110001**

Invites applications for

**EMPANELMENT OF VENDORS FOR HIRING OF DG SETS OF VARIOUS
RATINGS FOR BRANCHES/OFFICES UNDER SBI NEW DELHI CIRCLE**

**The Assistant General Manager (P&E),
STATE BANK OF INDIA,
Premises and Estate Department,
Local Head Office, Sansad Marg
NEW DELHI – 110001.
011-23407531
agmpre.lhodel@sbi.co.in;
cmelectrical.lhodel@sbi.co.in**

EMPANELMENT NOTICE

State Bank of India, Premises & Estate Department, Local Head Office, Sansad Marg , NEW DELHI - 110001 invites applications for empanelment of vendors in prescribed format for hiring of DG sets for Branches/Offices under SBI, NEW DELHI Circle.

1)	Empanelment application form available for download from the websites:	1) https://bank.sbi under “SBI in the News” >>> Empanelment of vendors. 2) “ https://etender.sbi ”															
2)	Availability for download from the above website	From 05.07.2024 to 30.07.2024															
3)	Last date and time for submission of online applications in e-tender portal	30.07.2024 by 3.00 P.M.															
4)	Date and Time of opening of online applications:	30.07.2024 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 style="text-align: center;"><u>For e-Tender Support for Bidders</u></p> <table border="1"><thead><tr><th>Sr. No</th><th>Name</th><th>Mobile No.</th></tr></thead><tbody><tr><td>1</td><td>Utkarsh Pal</td><td>6352632098</td></tr><tr><td>2</td><td>Sandhya Vekariya</td><td>6352631968</td></tr><tr><td>3</td><td>Mubassera Mansuri</td><td>7859800621</td></tr><tr><td>4</td><td>Trupti Patel</td><td>6352632310</td></tr></tbody></table> <p>Email: etender.support@sbi.co.in <u>For Registration / DSC Verification / Profile Approval:</u> For Profile activation, Digital Signature Certificate verification please send mail to harsh.dalwadi@abcprocure.com or call to 079 68136866, +91 6353217080 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>	Sr. No	Name	Mobile No.	1	Utkarsh Pal	6352632098	2	Sandhya Vekariya	6352631968	3	Mubassera Mansuri	7859800621	4	Trupti Patel	6352632310
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4	Trupti Patel	6352632310															
6)	SBI reserves the right to accept or reject any or all bids without assigning any reasons thereof.																
7)	For Clarifications Please Contact: 011-23407531 agmpre.lhodel@sbi.co.in ; cmelectrical.lhodel@sbi.co.in																

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

ELIGIBILITY CRITERIA

SI.No	Category	Eligibility criteria					
DG-1	Up to 20KVA	<p>1. Average annual financial turnover during the last 3 years preceding current financial year ended 31st March 2024 should not be less than ₹36,000/-</p> <p>2. Should have successfully completed similar works during the last 7 years ending last day of month previous to the one in which application is submitted (ie., the completed works from 01.07.2017 to 30.06.2024 shall only be considered) as under:-</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">One similar completed rental services of DG set of minimum 16KVA and above capacity.</td> </tr> <tr> <td style="text-align: center;">(or)</td> </tr> <tr> <td style="text-align: center;">Two similar completed rental services of DG Sets minimum of 10KVA and above capacity.</td> </tr> <tr> <td style="text-align: center;">(or)</td> </tr> <tr> <td style="text-align: center;">Three similar completed rental services of DG set minimum of 8KVA and above capacity.</td> </tr> </table>	One similar completed rental services of DG set of minimum 16KVA and above capacity.	(or)	Two similar completed rental services of DG Sets minimum of 10KVA and above capacity.	(or)	Three similar completed rental services of DG set minimum of 8KVA and above capacity.
One similar completed rental services of DG set of minimum 16KVA and above capacity.							
(or)							
Two similar completed rental services of DG Sets minimum of 10KVA and above capacity.							
(or)							
Three similar completed rental services of DG set minimum of 8KVA and above capacity.							
DG-2	Up to 50KVA	<p>1. Average annual financial turnover during the last 3 years preceding current financial year ended 31st March 2024 should not be less than ₹45000/-</p> <p>2. Should have successfully completed similar furnishing works during the last 7 years ending last day of month previous to the one in which application is submitted (ie., the completed works from 01.07.2017 to 30.06.2024 shall only be considered) as under:-</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">One similar completed rental services of DG set of minimum 40KVA and above capacity.</td> </tr> <tr> <td style="text-align: center;">(or)</td> </tr> <tr> <td style="text-align: center;">Two similar completed rental services of DG Sets minimum of 25KVA and above capacity.</td> </tr> <tr> <td style="text-align: center;">(or)</td> </tr> <tr> <td style="text-align: center;">Three similar completed rental services of DG set minimum of 20KVA and above capacity.</td> </tr> </table>	One similar completed rental services of DG set of minimum 40KVA and above capacity.	(or)	Two similar completed rental services of DG Sets minimum of 25KVA and above capacity.	(or)	Three similar completed rental services of DG set minimum of 20KVA and above capacity.
One similar completed rental services of DG set of minimum 40KVA and above capacity.							
(or)							
Two similar completed rental services of DG Sets minimum of 25KVA and above capacity.							
(or)							
Three similar completed rental services of DG set minimum of 20KVA and above capacity.							
DG-3	Up to 100KVA	<p>1. Average annual financial turnover during the last 3 years preceding current financial year ended 31st March 2024 should not be less than ₹54,000/-</p>					

		<p>2. Should have successfully completed similar furnishing works during the last 7 years ending last day of month previous to the one in which application is submitted (i.e., the completed works from 01.07.2017 to 30.06.2024 shall only be considered) as under:-</p> <table border="1"> <tr> <td>One similar completed rental services of DG set of minimum 80KVA and above capacity.</td> </tr> <tr> <td style="text-align: center;">(or)</td> </tr> <tr> <td>Two similar completed rental services of DG Sets minimum of 50KVA and above capacity.</td> </tr> <tr> <td style="text-align: center;">(or)</td> </tr> <tr> <td>Three similar completed rental services of DG set minimum of 40KVA and above capacity.</td> </tr> </table>	One similar completed rental services of DG set of minimum 80KVA and above capacity.	(or)	Two similar completed rental services of DG Sets minimum of 50KVA and above capacity.	(or)	Three similar completed rental services of DG set minimum of 40KVA and above capacity.
One similar completed rental services of DG set of minimum 80KVA and above capacity.							
(or)							
Two similar completed rental services of DG Sets minimum of 50KVA and above capacity.							
(or)							
Three similar completed rental services of DG set minimum of 40KVA and above capacity.							
DG-4	Up to 500KVA	<p>1. Average annual financial turnover during the last 3 years preceding current financial year ended 31st March 2024 should not be less than ₹2.34 lakhs.</p> <p>2. Should have successfully completed similar furnishing works during the last 7 years ending last day of month previous to the one in which application is submitted (i.e., the completed works from 01.07.2017 to 30.06.2024 shall only be considered) as under:-</p> <table border="1"> <tr> <td>One similar completed rental services of DG set of minimum 400KVA and above capacity.</td> </tr> <tr> <td style="text-align: center;">(or)</td> </tr> <tr> <td>Two similar completed rental services of DG Sets minimum of 250KVA and above capacity.</td> </tr> <tr> <td style="text-align: center;">(or)</td> </tr> <tr> <td>Three similar completed rental services of DG set minimum of 200KVA and above capacity.</td> </tr> </table>	One similar completed rental services of DG set of minimum 400KVA and above capacity.	(or)	Two similar completed rental services of DG Sets minimum of 250KVA and above capacity.	(or)	Three similar completed rental services of DG set minimum of 200KVA and above capacity.
One similar completed rental services of DG set of minimum 400KVA and above capacity.							
(or)							
Two similar completed rental services of DG Sets minimum of 250KVA and above capacity.							
(or)							
Three similar completed rental services of DG set minimum of 200KVA and above capacity.							

Definition of similar works:

The **similar work** means providing DG sets on Hire basis at State / Central Government Departments / PSUs / Banks / Insurance Companies / Pharma Companies / MNCs / Hospitals/ IT firms. **The minimum hiring period should be one year for each work.**

Note: 1) Generator maintenance (AMC) works will not be considered for evaluation.

2) The works executed under sub-contracts will not be considered.

3) The Supply of DG set will not be considered for evaluation.

Other Mandatory Conditions:

- i) The Firm (including MSE) should be well established for a minimum period of 3 years as on 30.06.2024, except Startups. Start ups may be exempted from experience criterion for the lowest category.. Vendor to enclosed solvency certificate equivalent to 30 % of the related category except DG-1 categories.
- ii) **All the existing empanelled Contractors need to apply afresh.**
- iii) Applicants shall have an office in New Delhi State or should open office in the state of New Delhi within 2 months from the date of intimation. Empanelment letter will be issue after submitting the valid proof of office establishment in New Delhi.
- iv) Applicants shall submit documentary proof of all credentials to support experience, turnover, qualifications etc. and applications without required credentials shall summarily be rejected.
- v) The applicants should have valid **PAN, GST numbers & Digital Signature Certificate of Class-3.**
- vi) **MSE Firms Exemptions:** The firms applying under MSE category must be registered under Central Govt., in relevant category and will be exempted from (i) Turn over (ii) Experience in works; however, the firm should be well established for a minimum period of 3 years and fulfill all other terms & conditions.

Startups Exemptions: The firms applying under startups category must be registered under Central Govt., in relevant category and will be exempted from (i) Turn over (ii) Experience in works (iii) Establishment, however, the firm should fulfill all other terms & conditions.

The firms applying under MSE or Startups shall be empaneled only for basic category (**i.e, up to 20KVA Category category only**). The valid certificates should be produced.

- vii) 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 should be submitted in 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. The undertaking for the same should be submitted as per the Annexure-III.

GENERAL TERMS & CONDITIONS:

1. The Bank is inviting online tenders for its projects. Thus, the contractor will have to submit valid e-mail ID, cell no. and Digital Certificate class-3 to enable the firms for participation in the online procurement/e-tendering.
2. For assessing the Annual Turnover of the last 3 years, contractor must submit 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.
3. The intending applicants are categorically advised to submit the empanelment documents strictly in the attached formats only through online portal "<https://etender.sbi>" and scanned copies (in PDF format only) to be attached 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 "enclosed/yes/submitted/uploaded 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.
4. The prequalification criteria mentioned above are only provisional. Thus, the empanelment of contractors 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.
5. The Bank reserves its right to empanel contractor as per its needs in each category. The empanelment of contractors 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.
6. Canvassing in any form including bringing influence from any person /agency /Officials /authorities shall lead to disqualification for the empanelment exercise.
7. 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.
8. Empanelment does not mean allotment of works/tenders.
9. 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.
10. The performance of all the empanelled vendors shall be reviewed by the Bank periodically and the vendors 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.
11. The contractor should furnish the registration details for the EPF, ESI and the Labour license details under the Labour Contract Act. Further, the selected contractors 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.






12. 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.
13. Selected applicants will be intimated of their empanelment. The panel will be in force for three years **or new empanelment whichever is later**, subjected to review at regular intervals.
14. 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.
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)







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

Category Applied for the works up to: KVA

S. No.	Details	<u>Please fill the data (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 New Delhi		Enclose valid proof	
12)	Name of Partners /Associates /Directors.			
13)	Bio-data of Partners/ Associates / Directors. Bio-		Annexure-A	

	data to be given in the Uploaded format			
14)	Whether registration / obtention of licence from Govt. Authorities e.g. labour dept., ESIC, etc. are in place			
15)	Whether MSE (Medium Small Enterprises) registered, If so mention number and date.		Enclose MSE valid certificate	
16)	Whether Startup firm, if so please furnish the number, If so mention number and date.		Enclose valid start up certificate	
17)	Detailed description of high value of three works done during last 7 years, as per the criteria given. (i.e. name of organization, value of work done and date of completion) Copies of work orders, completion certificates must be enclosed.		Annexure-I	
18)	Name and value of other similar major works on hand in PSU /Banks /Govt. Organizations/ Software firms.		Annexure-II	
19)	Banker's Name			
20)	If you are registered in panel of organization/statutory bodies such as CPWD, PWD, MES, Banks etc. furnish their names, category and date of registration.		Enclose if any empanelment with other organizations	
21)	Declaration regarding near relatives working in the Bank.			
22)	Names and addresses of the persons who will be in position to certify about the quality as well as performance of your organization.			

23)	Declaration (Annexure-III)		Annexure_III	U
24)	Turnover			
	FY 2022-23	₹	Certificate issued by CA/ Profit & Loss statement	U
	FY 2021-22	₹	Certificate issued by CA/ Profit & Loss statement	U
	FY 2020-21	₹	Certificate issued by CA/ Profit & Loss statement	U
25)	WORK-1			
	<u>Work Order Details for Work-1</u>		Work order (work-1)	U
	Name of the Work			
	Work Order No			
	Work Order Amount			
	Work Order Date			
	<u>Work Completion Details for Work-1</u>		Completion Certificate (work-1)	U
	Work Completion Value			
	Work Completion Date			
	Client Name			
	Client Address			
	Client Mobile Number and landline			
	Client official email ID:			
26	WORK-2			
	<u>Work Order Details for Work-2</u>		Work order (work-2)	U
	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)	U
	Work Completion Value			
	Work Completion Date			
	Client Name			
	Client Address			
	Client Mobile Number and landline			
	Client official email ID:			
27	WORK-3			
	<u>Work Order Details for Work-3</u>			

	Name of the Work		Work order (work-3)	
	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:			
28	<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:			
29	<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	
	Work Completion Value			
	Work Completion Date			
	Client Name			
	Client Address			

SOLVENCY CERTIFICATE
SAMPLE FORMAT

This is to certify that to the best of my knowledge and information, M/s (Firm name).....having its address athaving marginally noted address, a customer of our bank is/are respectable and firm 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 bank.
2. In case of partnership firm, certificate to include names of all partners as recorded with the bank

ANNEXURE - B

WORK COMPLETED DURING THE LAST SEVEN YEARS
(FROM 01.07.2017 TO 30.06.2024)

Only those works to be mentioned which are as per eligibility criteria
Works should be filled up in descending order of dates starting from latest work

S. No.	Name of the work and location	Contract Amount	WO Number and Date of Award	Stipulated Date of Completion	Actual Date of Completion	Actual value of completion in ₹	Name & Address, contact Of Client	Contact number of the client	Email Id of the client.
1									
2									
3									
4									
5									

(1)Information must be filled up by Typing specifically in this format only

(2)Additional rows / sheets may be added

Name of Authorized Signatory :

Signature with seal

Place:

Date:

ANNEXURE – C

**DETAILS OF ACTION OF BLACKLISTING / DEBARRING / DE-PANELING /
SUSPENDING BY GOVT./ SEMI-GOVT./ PSU/ PSB/ CORPORATE HOUSES
DURING LAST THREE YEARS
(FROM 01.07.2021 TO 30.06.2024)**

Date, Month & Year of Action	Name, Address, Mail Id of Client	Exact action & Period	Reasons for Action

- (1) Information must be filled up by Typing specifically in this format only
- (2) Additional rows / sheets may be added

Name of Authorized Signatory :

Signature with seal

Place:

Date:

ANNEXURE – D

**DETAILS OF LITIGATION / ARBITRATION CASES RESULTING FROM THE
CONTRACTS EXECUTED IN THE LAST SEVEN YEARS
(FROM 01.07.2017 TO 30.06.2024)**

Name & Address of client with whom you have / had the litigation / arbitration	Year in which case / litigation / arbitration initiated	The case / litigation / arbitration initiated by you or client	Disputed / claimed Amount (In Lakh)	Status of the case / litigation / arbitration as on date.

- (1) Information must be filled up by Typing specifically in this format only
(2) Additional rows / sheets may be added

Name of Authorized Signatory

Signature with seal

Place:

Date:

ANNEXURE – E

**DECLARATION REGARDING NEAR RELATIVES WORKING IN STATE BANK
OF INDIA**

Name of Bank Staff Related to Applicant	Designation	Office/Branch & Place of Posting	Relation with the Applicant

- (1) Information must be filled up by Typing specifically in this format only
- (2) Additional rows / sheets may be added
- (3) Near Relatives means Father, Mother, Father-in-law, Mother-in-law, spouse, brother, sister, brother-in-Law, Sister-in-law, son, son-in-law, daughter, daughter-in-law.

Name of Authorized Signatory:

Signature with seal

Place:

Date:

DECLARATION

1. All the information furnished by me/us here above is correct to the best of my knowledge and belief.
2. I/We also agree that I/We have no objection if inquiries are made by the Bank regarding any of the information/details furnished by me/us in the application and/or annexures and/or by way of attachments/enclosures etc.
3. I/We understand & agree that the decision of Bank regarding empanelment will be final and binding on me / us. We also understand & agree to that this process is for empanelment purpose only without any assurance from the Bank that we will be empaneled and/or awarded any work and /or will be invited to participate in bid.
4. I/we understand and agree that in case if at any stage or time, it is found by the Bank that any of the information/details/enclosures/undertakings/certificates/testimonials furnished/submitted/attached by me / us is wholly or partly wrong/incorrect and/or I/we have concealed any facts/figures related to empanelment, the Bank at its sole discretion may take appropriate action against us/our firm including excluding/dropping/deleting the name of our firm from the empanelment list, in case we have been empaneled.
5. I/We confirm that we have read & understood contents of entire Application Documents. We further confirm & undertake that the instructions, terms, conditions etc mentioned in these application documents are acceptable and binding on me / us

Name of Authorized Signatory:

Signature with seal

Place:

Date:

