



Annexure:- I

**(Premises & Estate Deptt.)
SBI LHO, Tilak Marg, C-Scheme, Jaipur-302005**

INVITING APPLICATION FOR EMPANELMENT OF CONTRACTORS / VENDORS
/ AGENCIES UNDER VARIOUS TRADES AND CATEGORIES FOR SUPPLY OF UPS, BATTERY AND
EARTHING PRODUCTS IN JAIPUR CIRCLE etc.

**ASST. GENERAL MANAGER
(Premises & Estate Deptt.)
SBI LHO, Tilak Marg, C-Scheme, Jaipur-302005
Phone -0141-2256497/498**

**NOTICE INVITING APPLICATION FOR EMPANELMENT OF
CONTRACTORS / VENDORS / AGENCIES**

Applications are invited for extension of empanelment for the Bank's panel of contractors / vendors / agencies under various trades and categories for supply of UPS/Battery & Earthing products etc. in the State Bank of India's offices/branches situated in the states of Rajasthan. Full details and format for submission of application forms can be down-loaded from our website: www.sbi.co.in **under empanelment of vendors. The contractors who are already there in the panel of SBI are required to submit afresh in this panel.** Duly completed applications in the prescribed format with required documents etc. should be submitted on or before due date 31.11.2024 The eligibility criteria, terms and conditions, application format and other details/requirements are as under:

(I) MINIMUM ELIGIBILITY CRITERIA:

(Table – 'A')

S N	Trade	Category	Specified Project Cost Limit (Amount in Rupees)	Should have completed value of minimum works with Govt./Semi-Govt./PSU/Statutory bodies & reputed organizations in the field during the last 7 years as on 31.03.2024	Average turnover of the firm during the last 3 years for the period from 01.04.2021 to 31.03.2024 and solvency required *
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(i)	UPS Vendors (OEM/authorized dealer or distributors)) (Installation and Maintenance) UPS vendors	UPS		UPS Vendors needs to fill annexure II separately along with the application	
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★ OEM: - ORIGINAL EQUIPMENT MANUFACTURER

(ii)	Battery Vendors (OEM /authorized dealer or distributors) (Installation and Maintenance) Preferable Makes -Exide, Amara raja, Amaron, Panasonic, etc. OEM /Dealership certificate should be attached	Category-V	up to Rs.100 lakh	One work of Rs.80 lakh or Two works of Rs.50 lakh or Three works of Rs.40 lakh each	Rs.30 lakh
		Category-IV	up to Rs.50 lakh	One work of Rs.40 lakh or Two works of Rs.25 lakh or Three works of Rs.20 lakh each	Rs.15 lakh
		Category-III	up to Rs.25 lakh	One work of Rs.20 lakh or Two works of Rs.12.5 lakh or Three works of Rs.10 lakh each	Rs.7.5 lakh
		Category-II	Up to Rs.10 lakh	One work of Rs.8 lakh or Two works of Rs.5 lakh or Three works of Rs.4 lakh each	Rs.3 lakh
		Category -I	Up to Rs. 5 Lakh	Startup category	
(iii)	Vendor for Electrical earthing products Gel Earthing/Plate earthing/Copper earthing etc.	Category-I	Up to Rs.10 lakh		Rs. 3 Lakh

#- Annual Contract Value

- A. Applicants should have experience in having successfully completed similar work (single order) in table 'A' above for Government /Semi-Government/PSUs/ Banks/Government/Any reputed organization.

Financial Institutions/ reputed institutions in the field. The information must be supported with the copies of Work Order, Satisfactory Completion Certificate, etc.

- B. Applicants should have minimum average annual turnover prescribed in above table during last 3 years ending on 31st March 2024.

The application not fulfilling any of the above minimum eligibility criteria will be summarily rejected and no further processing will be carried out.

(II) GENERAL CONDITIONS:

- (i) The applicant applying for more than one category shall need to ensure that: -
- a. They must fulfill the eligibility criteria for each category of the work individually.
 - b. Applicants should submit a solvency certificate from the bank issued not earlier than 31.12.2023 for category from II to V. They should also submit separate applications **for the respective category as under and certified copies of supporting documents for each category if eligible for different trade.**
 - c. Application without required supporting documents will be summarily rejected
 - d. Applicants mentioning more than one trade or category in the same applications shall be disqualified without notice
- (ii) **The contractors/vendors empaneled by SBI in the past need to apply afresh.**
- (iii) The applicant must submit sufficient documentary evidence/work completion certificates etc. meeting the above-mentioned criteria only from the Govt./Semi-Govt./PSUs/Banks/Government Financial Institutions /reputed institutions in the field during last 7 years.
- (iv) The applicant should have furnished office set up in the State of Rajasthan with all required necessary tools for carrying out the captioned works for pre- qualification of empanelment process. The firm should have office in the state of Rajasthan. If the firm is not having its office in the State of Rajasthan /NCR Area, please submit an undertaking indicate the time by which it is likely to open an office in the mentioned locations.
- (v) The applicant should be bona-fide resourceful and well experienced contractor/agency/firm registered with Banks/PWD/CPWD/MES/RLY/PSUs etc for carrying out the captioned works for pre-qualification at different places of Rajasthan state.
- (vi) The applicant should not have been disqualified / debarred / terminated on account of poor or unsatisfactory performance / blacklisted from any Governments, Semi-governments, PSUs, Banks or any other organizations including any of the

Offices/Branch of State Bank of India in Pan India during last 7 years from the date of publication / application of this notice. A suitable declaration to be submitted on the Letter Head of the Firm duly signed by the Authorized Signatory only. The application of disqualified/debarred/blacklisted/terminated on account of poor or unsatisfactory performance shall be summarily rejected.

- (vii) SBI may choose to carryout physical inspection of works mentioned by the applicants in their application forms in addition to calling for confidential reports from the respective employer/department to ascertain their capability and quality of works.
- (viii) The panel of qualified contractors will be valid for the entire Jaipur Circle for a period of three years and may be extended up to 5 years on satisfactory performance, whole on the bank discretion and the list of empaneled contractors will be reviewed once in every year to assess the performance of the company regarding the reliability, promptness of completion of work, quality of work delivered and compliance of Bank's technical parameters and feedback from the various AOs/RBOs/Branches under Jaipur Circle.
- (ix) **The contractors who do not to respond to four consecutive tender enquiries of the SBI without informing any valid reasons will be removed from the panel without notice and no correspondence will be entertained in this regard.**
- (x) The contractor is required to furnish their PAN No, GSTIN Registration details of firm with GSTIN No. etc. along with supporting documents.
- (xi) **The contractor should furnish the registration details for the EPF, ESI (Employee state insurance scheme) 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.**
- (xii) Preference will be given to those contractors who have history of timely completion of works/projects taken up by them during the last 7 years. The contractors prone to delay the projects without valid reasons may be disqualified by the SBI within its sole discretion will not be considered for empanelment process.
- (xiii) SBI may empanel the applicant to a category lower than applied for after evaluation

of application and submitted valid /genuine document.

- (xiv) The panel of contractors will be valid for Rajasthan and contractors will be entitled to participate in tendering anywhere within the states, subject to receipt of NIT from the SBI.
- (xv) SBI is invariable inviting online tenders for its projects. Thus, the contractor will have to submit valid e-mail ID, Mob no. and Digital Certificate to enable the firms for participation in the online procurement/e-tendering. SBI will not be liable for any wrong e-mail ID, Mob no submitted by vendors and there by non-receival of tenders to them. Mere empanelment does not entitle the applicant for allotment of works.
- (xvi) For assessing the Annual turnover of the last 3 years, contractor must submit valid documents viz copy of Income Tax Return, copies of IT assessment order, Profit & Loss Account and Audited Balance Sheet for the last 3 years.
- (xvii) The applicant shall agree and authorize the SBI to obtain the confidential report from the clients of the applicant contractors, to obtain credit opinion from the Bankers and to verify the work executed by the contractors.
- (xviii) **All the pages of application shall be duly signed with stamp of firm by the contractors, any modification in their application shall be summarily rejected.**
- (xix) The intending applicants are categorically advised to **submit the empanelment documents strictly in the attached formats only**. The information required should be neatly filled/typed in **each and every column and row** of the Formats. **The applications received with "partly filled formats" not containing desired information in each and every columns/points/row of various annexure 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.**
- (xx) The applicants are categorically advised to refrain from mentioning the remark "AS PER ATTACHEMENT/ENCLOSURES" in their applications and annexure to avoid rejection of their applications.
- (xxi) All the details must be incorporated in the application form downloaded from the State Bank of India's website. Incomplete information / not fully filled form will be rejected.
- (xxii) In case of UPS supply only OEM/Distributers/ Authorized dealers should apply. without own manufacturing units shall not be empaneled. SBI shall satisfy/visit the

manufacturing units as required.

The eligible and interested parties may download prescribed application form and other details from our website of vendors www.sbi.co.in<link>[empanelment of vendors](#) The application in the prescribed format with all supporting documents in sealed envelope and superscribed as '**APPLICATION FOR EMPANELMENT OF CONTRACTORS IN RAJASTHAN FOR TRADE & CATEGORY**' shall be submitted to **The ASST. GENERAL MANAGER (Premises & Estate Deptt.) SBI LHO, Tilak Marg, C-Scheme, Jaipur-302005.**

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

IV. The contractor shall specify the category under the trade for which they are submitting the application for empanelment. Separate applications are required to be submitted with supporting documents for each trade/ each category along with required application fees. Single application submitted for more than one category /trade shall not be entertained, and such application will be summarily rejected without any notice. For Category of Batteries & UPS systems a rate contract will be executed after successful empanelment process.

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

VI. 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.

VII. The Bank shall not be responsible for the late receipt due to postal delay, strikes or any other reasons. The incomplete application is liable to be rejected summarily and Bank reserves its right to accept or reject any or all the applications without assigning any reasons thereof.

VIII. The SBI 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.

**ASST. GENERAL MANAGER
(Premises & Estate Deptt.)
SBI LHO, Tilak Marg,
C-Scheme, Jaipur-302005**



(Premises & Estate Deptt.)
SBI LHO, Tilak Marg, C-Scheme, Jaipur-302005
EMPANELMENT OF CONTRACTORS / VENDORS/ AGENCIES
APPLICATION FORM

(Please strike-off which is not applicable)

(APPLIED FOR EMPANELMENT OF UPS and Battery CONTRACTORS)

TRADE :

CATEGORY:

1	a) Name of the Applicant / Firm / Organization	
	b) Full Postal Address of Firm	
	c) Contact Details (i) Landline No. (ii) Mobile No. (iii) e-mail Id (iv) Digital signature Yes/No (Please Tick)
2	Year of Establishment	

	(Enclose certified copies of documents as an evidence – ENCLOSURE 'A')	
3	Constitution of Firm (Enclose certified copies of documents as an evidence – ENCLOSURE 'B')	Sole proprietorship/ Partnership /Private Ltd. / Public Ltd. / Any other (Please specify)
4	Name of the Proprietor/ Partners / Directors of the Organization / Firm with Qualification. (Enclose certified copies of documents as an evidence – ENCLOSURE 'C')	
5	Name/s of Authorized Signatory / Directors / Partners with Designation and Contact No.	
6	Mode of Authorization (Enclose certified copies of documents as an evidence – ENCLOSURE 'D')	Resolution / Partnership Deed / Registered Power of Attorney / Proprietor / Any Other (Please specify)
7	Details of Registration with Registrar of Companies/ Registrar of Firms. Whether Partnership Firm, Company, etc. Name of Registering Authority, Date and Registration Number. (Enclose certified copies of documents as an evidence – ENCLOSURE 'E')	
8	Whether registered /empanelled with Govt./Semi Govt/Banks/CPWD /Municipal Authorities or any other Public Organization and if so, in which class and since when? (Enclose certified copies of documents as an evidence – ENCLOSURE 'F') Name of Organisation Category No. & Date of Registration	YES / NO

	Name of Organization Category No. & Date of Registration Name of Organization Category No. & Date of Registration	
9	Number of years of experience in the field and details of work in any other field.	
10	Yearly turnover of the organization during last 3 years (year wise) and furnish audited balance sheet and Profit & Loss A/c. (Audited) for the last 3 years. (Enclose certified copies of documents as an evidence – ENCLOSURE 'G')	2021-22: Rs..... 2022-23: Rs..... 2023-24: Rs..... Average: Rs.....
11	Banker's Details (i) Banker's Name: (ii) Full Postal Address: (iii) Telephone No.: (iv) Account No.: (v) Type of Account:
12	Registration with Government Authorities: (Enclose certified copies of documents as an evidence – ENCLOSURE 'H')	

	<p>(i) Income Tax (PAN) No.</p> <p>(ii) Goods & Service Tax (GST) No.</p> <p>(iii) Labour License</p> <p>(iv) ESI</p> <p>(v) EPF</p> <p>(vi) Aadhar no</p>	
13	<p>Whether last three years IT returns filed (Please enclose certified copies of the I T return of 2021-22, 2022-23, 2023-24 – ENCLOSURE 'I')</p>	
14	<p>Details of major works executed & completed during last 7 years in Central Govt./State Govt./Financial Institutions/PSUs /reputed institutions in the field etc. Please fill up enclosed Annexure 'A' & enclose copies of work order and satisfactory completion certificates.</p>	
15	<p>Details of Key Personnel Permanently employed. (ANNEXURE 'B')</p> <p>(i) Technical Personnel</p> <p>(ii) Other Personnel</p>	
16	<p>Whether the applicant possess valid Electrical Contractor's license under LT/HT and supervisory license for various work (in case of empanelment for Electrical contractor only)</p> <p>(Enclose certified copies of documents as an evidence – ENCLOSURE 'J')</p>	

17	Details of solvency Certificate with Name of issuing Branch and bank (Enclose copy of documents as an evidence – ENCLOSURE 'K')	
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18	Furnish the names of -3- responsible persons along with their designation, address, contact no., etc., for whose organization, you have completed the above-mentioned jobs and who will be in a position to certify about the quality as well as performance of your organization.(ANNEXURE 'C')	
19	Information relating to whether any litigation is pending before any Arbitrator for adjudication of any litigation or else any litigation was disposed of during the last seven years by an arbitrator. If so, the details of such litigation are required to be submitted. (ANNEXURE 'D')	
20	Declaration regarding near relatives working in the State Bank of India. (ANNEXURE 'E')	
21	Details of furnished office set up/ service centers in the State of Rajasthan /NCR area with all required / administrative staff /service team / necessary tools for carrying out the captioned works If the firm is not having an office in the above locations please submit an undertaking indicate the time by which it is likely to open an office in the mentioned locations. (ENCLOSURE 'L')	
22	Whether the applicant possess valid OEM /authorization letter from OEM for Dealership /Distribution ship (in case of empanelment for Supply installation and maintenance of UPS Batteries) (Enclose certified copies of documents as an evidence – ENCLOSURE 'M')	

23	Whether the applicant possess any valid Quality Certification like (a) ISO	
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	(b) SA 8000 (c) OHAS 18001/ Any other International accreditation certificate. (ENCLOSURE 'N')	
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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 SBI 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 in Pan India during last 7 year from the date of application.
- 5) I/We hereby confirm that all information, particulars, copies of certificates and testimonials in connection with my/our empanelment are correct and genuine. I am / We are, therefore, liable to face appropriate actions as deemed fit by the SBI in the event of any of the information, particulars, copies of certificates and testimonials are not found correct and genuine. I/We have read the instructions appended to the proforma and I/we understand that if any false information is detected at a later date, the empanelment shall be cancelled at the discretion of the SBI.
- 6) I am willing to work anywhere in in the state of Rajasthan as and where the work is allotted by SBI.

PLACE :

Sign & Seal of the Contractor

DATE :

ANNEXURE – A

LIST OF MAJOR WORKS EXECUTED AND COMPLETED IN CENTRAL GOVT./STATE GOVT./FINANCIAL INSTITUTIONS/PSUs etc. DURING LAST 7 YEARS as per Table

A

(Enclose supporting documents i.e. Work order and Satisfactory Completion Certificate Obtained from the Clients)

S. No.	Name of Work	Work executed for (Name of the Organization with Brief Address of Concerned Office & Contact No.)	Nature of Work	Location of the Work	Actual Value of the Work	Stipulated Date / Time for Completion	Actual Date / Time for Completion	If Work Left Incomplete or Terminated (Furnish reasons)

(Add separate sheet if required)

Note:

1. Information has to be filled up specifically in this format.
2. For certificates, the issuing authority shall not be less than an Executive in charge.

Name of Authorized Signatory

Sign & seal of the applicant

ANNEXURE – B

DETAILS OF KEY PERSONNEL (PERMANENT EMPLOYEE), GIVING DETAILS ABOUT THEIR TECHNICAL QUALIFICATION & EXPERIENCE INCLUDING THEIR IN-HOUSE ESTABLISHMENT

S. No.	Name	Qualification	Experience	Particulars of Work Done	Employed in Your Firm Since	Any Other Information

(Add separate sheet if required)

Notes:

1. Information has to be filled up specifically in this format.
2. Indicate other points, if any, to show your technical competence to indicate any important point in your favour.

Name of Authorized Signatory

Sign & seal of the applicant

ANNEXURE – C

**DETAILS OF THREE RESPONSIBLE CLIENTS / PERSONS TO WHOM THE MAJOR
WORKS CARRIED OUT BY THE APPLICANT**

S. No.	Name of the Official	Organization & Address	Contact Numbers	E-mail ID

(Add separate sheet if required)

Notes:

1. Information has to be filled up specifically in this format.
2. Indicate other points, if any, to show your technical competence to indicate any important point in your favour.

Name of Authorized Signatory

Sign & seal of the applicant

ANNEXURE – D

**DETAILS OF LITIGATION / ARBITRATION CASES RESULTING FROM THE
CONTRACTS EXECUTED IN THE LAST SEVEN YEARS OR CURRENTLY UNDER
EXECUTION**

Year	Award for or against Applicant	Name of Client	Cause of Litigation and Matter of Dispute	Disputed Amount	Actual Awarded Amount

(Add separate sheet if required)

Notes:

1. Information has to be filled up specifically in this format.
2. Indicate other points, if any, to show your technical competence to indicate any important point in your favour.

Name of Authorized Signatory

Sign & seal of the applicant

ANNEXURE – E

DECLARATION REGARDING NEAR RELATIVES WORKING IN THE STATE BANK OF INDIA

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

(Add separate sheet if required)

Notes:

1. Information has to be filled up specifically in this format.
2. Indicate other points, if any, to show your technical competence to indicate any important point in your favour.

Name of Authorized Signatory

Sign & seal of the applicant

CHECK LIST EMPANELMENT OF CONTRACTORS / VENDORS/ AGENCIES

(Please tick whichever applicable)

SR. NO.	PARTICULARS	SUBMITTED (Y or N)
1	Application Form (For Contractors / Vendors / Agencies)	
2	Enclosure A	
3	Enclosure B	
4	Enclosure C	
5	Enclosure D	
6	Enclosure E	
8	Annexure II (Only for UPS vendors)	

Name of Authorized Signatory