



NIT No: THI/LHO/2024/19
Premises & Estate Department
4th floor, State Bank of India
Local Head Office
Poojappura, Thiruvananthapuram – 695012
Kerala
Phone No. 8330851565, 0471- 2192413 / 2192429
E-mail: agmpre.lhotri@sbi.co.in

NOTICE INVITING APPLICATIONS FOR EMPANELMENT OF CONTRACTORS FOR “COMPREHENSIVE HOUSEKEEPING AND FACILITY MANAGEMENT SERVICE” AT THE BRANCHES /OFFICES/RESIDENTIAL COMPLEXES OF THE BANK LOCATED IN THE STATE OF KERALA, MAHE (UT OF PONDICHERRY) AND UT OF LAKSHADWEEP UNDER SBI LOCAL HEAD OFFICE, THIRUVANANTHAPURAM.

Availability of tender documents on SBI Website: 20.12.2024
Date of Pre – Bid Meeting: 24.12.2024
Last Date for submission of Application: 15.01.2025 till 3:00 pm

Name of Applicant:

GSTIN:

GeM Seller ID:

DISCLAIMER

- 1.) This Notice Inviting Tender/ Application (hereinafter 'the NIT') is not an offer by the Bank but an invitation to receive responses/ applications from the eligible bidders.
- 2.) The purpose of this NIT is to provide the bidder(s) with information to assist in the formulation of their proposals. This NIT does not claim to contain all the information each Bidder may require. Each bidder should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this NIT and where necessary, obtain independent advice/clarifications. Bank makes no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this NIT. Bank may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this NIT. The Bidder shall examine all instructions, forms, terms & conditions, specifications etc. in the NIT. Failure to furnish all information required by the bidding document or to submit a Bid not substantially responsive to the bidding document in all respect will be at the Bidders' risk and may result in rejection of the Bid.
- 3.) The Bank reserves the right to accept any bid or reject any or all the bids / proposal received in response to the offer and to cancel the entire process at any time prior to award of the assignment / contract, without thereby incurring any liability to the affected respondents/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 tendering process altogether at any time for reasons whatsoever, purely at the discretion of the Bank.
- 4.) No contractual obligation whatsoever shall arise from the NIT process unless and until a formal contract is signed and executed by duly authorized official(s) of the Bank with the selected bidders.
- 5.) The Bank, or its employees or advisors make no representation or warranty and shall have no liability to any person, including any Bidder under any law, statute, rules or regulations or tort, for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this NIT or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the NIT and any assessment, assumption, statement or information contained therein or deemed to form or arising in any way for participation in the bidding process.
- 6.) Bidders whose promoters/ shareholders belonging to a country that has been identified as 'high risk country' in the FATF Public Statement issued by the RBI from time to time shall be ineligible to participate in the procurement exercise.

SECTION - 1

NOTICE INVITING APPLICATIONS

1. The State Bank of India (“SBI” or “the Bank”), a body corporate constituted as per the provisions of the State Bank of India Act, 1955 having its Corporate Centre at Madame Cama Road, Mumbai-21 and among others one of its Local Head Office at Rotary junction, Poojappura, Thiruvananthapuram through its Premises and Estate Department at LHO, Thiruvananthapuram intends to maintain a panel of qualified Contractors for providing “Comprehensive Housekeeping and Facility Management Service” at the branches /offices/residential complexes of the Bank located in the State of Kerala, Mahe (UT of Pondicherry) and UT of Lakshadweep under its Local Head Office, Thiruvananthapuram.
2. Responses/bids are sought from eligible service providers (Individuals/ Firms/ Companies) satisfying the eligibility criteria and having requisite experience and proven capabilities in the field of Housekeeping and Facility Management Service as mentioned in the Scope of Work for empanelment to select the vendors to provide Comprehensive Housekeeping and Facility Management Service at various Branches/Office/Residential complexes of State Bank of India located in the State of Kerala, Mahe (UT of Pondicherry) and UT of Lakshadweep under its Local Head Office, Thiruvananthapuram.
3. The empaneled contractors for Housekeeping and Facility Management Service will be engaged Region or Administrative wise or for identified offices such as LHO, AO, etc., of the Bank as per the Bank’s requirement through Limited Tendering in Gem portal by bids/tender exercise carried out among empaneled contractors.
4. The work to be rendered by the empaneled Contractors on award of Contract is briefly mentioned in section 3 - “Scope of Work”.
5. Service Providers who are fulfilling the eligibility criteria mentioned in section 2 of this NIT may only apply. All tenders will be opened on 16.01.2025 at 11.00 am in Premises & Estate Department, 4th floor, State Bank of India, Local Head Office, Poojappura, and technically qualified vendors will be empaneled by the bank by issuing letter of empanelment.

6. The empanelment by itself do not confer any right to get the contract for availing/providing the work as per the scope of work, unless the contract is awarded by the Bank based on subsequent tender exercise through GeM portal.
7. The empanelment shall be valid for a period of **three years** from the date of intimation letter, subject to yearly review, based on satisfactory performance of the respective Contractors.
8. After completion of the empanelment, a **Limited Tendering through GeM Portal**, will be held at a later stage, inviting Bids from the empaneled Contractors for providing “Comprehensive Housekeeping and Facility Management Service” at the various branches/offices/residential complexes of the Bank located in State of Kerala, Mahe (UT of Pondicherry) and UT of Lakshadweep under its Local Head Office, Thiruvananthapuram by respective AO/RBO/Offices. The terms and conditions of the engagement will be as given in the Limited Tender as above.
9. The Bank will carry out periodical and continuous monitoring of empaneled contractor for the purpose of reviewing/updating the panel. As such the Bank reserves the right to remove or delist any or all of the empaneled contractor at any time with or without assigning any reason.
10. Contractors should submit along with their application, supporting documents proving their eligibility as per the conditions stipulated in section 2 of this tender document. In addition, the Contractors should also submit the prescribed documents mentioned in section 2.
11. Applications submitted without enclosing the documents mentioned in section 2 shall be summarily rejected.
12. A pre bid meeting will be held on **24.12.2024 at 11:00 am** in Premises & Estate Department, 4th floor, State Bank of India, Local Head Office, Poojappura, Thiruvananthapuram – 695012 to clarify queries regarding the tender if any, where desirous applicants or their authorized representatives may be present. No clarification will be given separately except on the pre-bid meeting and no claims in this regard shall be entertained later.

13. The interested applicants can download the documents from our website <https://sbi.co.in/> - “SBI in the news” – Procurement news. Documents pertaining to the empanelment should be submitted in a sealed envelope and super scribed “Empanelment for Housekeeping & Facility Management Service of Branches/Offices/Residential complexes of SBI Thiruvananthapuram Circle.”
14. **Application as per this NIT are to be submitted strictly as per the prescribed format downloaded from the above mentioned Bank’s website and dropped in the tender box kept in reception lobby, ground floor, SBI Local Head Office, Thiruvananthapuram, 695012.** No deviation is acceptable in this regard.
15. In case the last date of receipt of the application is declared as a Bank holiday, the next working day will be treated as last date for the purpose. SBI reserves the right to accept/reject any/all application(s) without assigning any reason(s) thereof.
16. **GOVERNING LAW & JURISDICTION** - This invitation to tender is governed by the laws of India and subject to the exclusive jurisdiction of the Courts in Thiruvananthapuram, Kerala.

SECTION 2

ELIGIBILITY CRITERIA

Only those applicants who fulfill the following eligibility criteria should apply. All information must be supplemented with authentic documentary proof.

Sr. No.	Eligibility Criteria	Documents to be submitted
1	The bidder must be a Firm / Proprietary / Partnership/ Company registered under Companies Act with an experience of minimum 07 years as on 31.12.2024 in the field of Housekeeping & Facility Management Service.	-In case of Proprietorship concerns copy of Shop License/Registration and the GST Registration certificate. -In case of firms, Copy of the firm registration Certificate and GST Registration. -In case of company, copy of certificate of incorporation issued by Registrar of Companies and full address of the registered office plus GST registration certificates.
2	Three Similar Completed works Each one having "Annual Contract Value" not less than Rs.75.00 Lacs . Or Two Similar Completed works Each one having "Annual Contract Value" not less than Rs.100.00 Lacs . Or One Similar Completed work having "Annual Contract Value" not less than Rs.125.00 Lacs	Copy of the work order and work completion certificates issued by the principal Employers specifying following information relating to the works carried out during the period from 01.12.2017 to 31.12.2024
Note: "Similar Completed Work" under this clause shall mean successful completion of Integrated Facility Management and House Keeping Services work for Public-Sector Banks, Financial Institutions, Central & State Govt. departments/Organizations, Public Sector Undertaking only.		

3	<p>The bidder should have a minimum average annual turnover of Rs.500.00 Lakh for the last three years</p> <p>Audited / Certified Balance Sheet (by Chartered Accountant) for the years 2021-22, 2022-23, 2023-24 (provisional / audited) establishing the turnover criteria should be submitted.</p>	<p>(i) Copies of the audited P&L Account and Balance Sheet duly Certified by the Chartered Accountant including 3CA/3CD and auditor notes and accounts.</p> <p>(ii) Copies of returns submitted to the Tax authorities such as IT & Service Tax etc.</p> <p>(iii) Any return submitted to the labour Commissioner.</p>
4	<p>The Bidder should not have incurred loss in last 3 years ending on 31.03.2024.</p>	
5	<p>Tenderers/bidder should have applicable and valid registrations with statutory authorities, viz. Income Tax, Goods & Service Tax, Labour License under section 12(1) of then Contract Labour Regulation and Abolition) Act, 1970., Employees Provident Fund Organisation (EPF), Employees State Insurance (ESI) Corporation, PAN.</p>	<p>Certified copies of supporting documents to be attached.</p>
6	<p>Bidder should have a registered Office in Kerala</p>	<p>The service provider should submit satisfactory proof (like certificate of registration with local Govt/ panchayath/ Municipal authorities etc which is mandatory for running a business in Kerala), lease agreement is not acceptable as proof of running business in Kerala.</p>
7	<p>Bidder should not have been disqualified / debarred / blacklisted from any Governments, Semi-governments, PSUs, Banks including any of the Offices/Branch of State Bank of India.</p>	<p>Suitable declaration to be submitted on the Letter Head of the Firm duly signed by the Authorized Signatory only</p>
8	<p>Bidder should be registered as a service provider in GeM under categories pertaining to Housekeeping and Facility Management Service.</p>	<p>Necessary proof to the satisfaction of the Bank shall be produced.</p>

IMPORTANT NOTES

- Shortlisting/ selection of the bidders who had been terminated/ blacklisted or recommended for termination/ blacklisting by the Bank/banks due to poor performance or non-payment of minimum wages, ESI etc., shall be at the sole discretion of the Bank.

- Decision of the Bank regarding allocation & distribution of work to the Contractor will be final. The Bank reserve the right to call for details such as persons engaged, details of minimum wages paid, proposed course of action in discharging any obligation as per the Contract, etc., from the Contractor. However, calling any such details shall not absolve any responsibility of the Contractor as per this document.

SECTION 3

SCOPE OF WORK

(A) Sweep Clean

- Sweep clean all floor areas.
- Damp moping of tiles, mosaic/vitrified floors, staircases, elevators, floor, doors, partitions, glass, sidewalls and podium entrance areas.
- Floors shall be free of dirt, mud, sand, footprints, liquid spills and other debris.
- Chairs, trash, receptacles and easily movable items shall be moved to clean underneath.
- During inclement weather, the frequency may be higher. When completed, the floors and halls shall have a uniform appearance with no streaks, smears, swirl marks, detergent residue, or any evidence of dirt remaining or standing water.
- After sweeping all vitrified floors/ mosaic floors, areas would be machine scrub cleaned.
- Sweep clean of debris from walkways and driveways and hose clean them.
- Cleaning of artificial plants/ paintings etc.
- Dusting & cleaning of furniture, wall paneling, glass panels, glass etc with cloth.

- Supervisor should visit different floors from time to time to ensure that each floors/ toilets etc. remain clean and ready for use round the clock.

(B) Vacuum cleaning

- Vacuum cleaning all carpets runners and carpet protectors, curtains, vertical blinds, chairs, computers, printers, telephone, tables etc. so that they are free of dirt, mud, etc.
- Heavy industrial type vacuum cleaners would be used to ensure adequate cleaning. When completed, the area shall be free of all litter, lint, loose soil and debris.
- Any chairs, trash receptacles and easily movable items shall be moved to vacuum underneath, and then replaced in the original position.

(C) Trash removal

- Emptying all waste paper baskets, ash trays (if applicable) from all floor areas, and washing or wiping them clean with damp cloth, replacing plastic waste paper basket linings and returning items where they were located.
- All waste from waste paper baskets will be collected and deposited in the building's waste containers.
- Dry & wet garbage would be segregated and dumped into designated area within the premises.
- Dry leaves outside the premises, tea cups etc to be removed and disposed.
- Sweeping / cleaning outside the buildings including garden area, road entrance etc. and disposal of garbage/waste paper/dry leaves etc. away from the premises.
- Removing the stagnated rain water on the road/ road side etc during rainy season

(D) Glass surface cleaning

- All glasses at entrance doors/ glass partitions /glass paneling/ structural glass of the premises would be cleaned using damp and dry method.
- Glass table tops, cabin doors, cabin partitions and glass accessories would also be cleaned.
- Removal of grease marks or finger prints glass counters and partitions. This cleaning is done using approved all-purpose cleaner and lint free cloth or paper towels.

(E) Spot Carpet Cleaning

- Spot clean carpets whenever necessary to remove spots, using appropriate products, chemicals etc.

(F) Damp & Dry Cleaning

- Wipe clean all white boards of meeting rooms, conference rooms, work stations, etc.
- Wipe clean all table top of work stations, cubicles and other furniture and fixtures.
- Wipe clean all Stair case hand rails, partition glass etc.

(J) Washroom cleaning (four times a day)

- Thorough cleaning and sanitization of toilets, bathrooms, wash basins and shower facilities, using suitable non-abrasive cleaners and disinfectants.
- All surfaces shall be free of grime, soap mud and smudges.
- Cleaning of mirrors, glass doors, glass windows, etc.
- Supply of paper towels, toilet paper and liquid soap dispenser with liquid soap solution, in all bathrooms.
- Daily checking the flush tank of EWC whether it is functioning or not , if not it should be repaired / replaced necessary hardware fittings/round the clock the water should be available etc
- Daily the water tap / health pipe should be checked
- The towel should be clean and daily laundry to be done.
- The toilet door /window should be checked and any repair should be carried out after informing the bank officials.
- Daily liquid soap /high quality wash soap should be provide in all toilet
- Daily garbage should be removed from all toilets.
- Garbage bags / mug/ plastic bucket etc should be provided by the contractor and the same is to be replaced every 2 months.
- Dado wall/ door / wash basin /EWC etc should be clean.
- Floor mats to be clean and in good condition, the contractor to replace the same every month.
- Daily use of perfume/ deodorant sprays etc

(K) Deep Cleaning

- Stairways, surrounding common areas, terraces, generator rooms, AHU rooms, basements, car parking, etc.
- Ceilings, walls, partitions etc.
- Toilets and wash rooms.

(L) Window Glass Cleaning

- Interior & Exterior glasses will be cleaned on both sides, throughout the building.
- Exterior cleaning of the glasses where accessible.
- Dusting window sills and blinds.

(M) Sanitizing

- Office dust paper bins would be cleaned and sanitized.
- All washroom dustbins would be thoroughly cleaned and sanitized.
- All telephone instruments would be sanitized using disinfectants.
- Waste bins from Pantry and Cafeteria areas would also be thoroughly cleaned and sanitized with disinfectants.
- Thorough washing of all the walls and doors of all toilets with appropriate detergent and disinfectant.

(N) Dusting & Wiping

- Dusting and wiping light fixtures, when completed the light fixtures shall be free from dirt, grime, dust and marks.
- Applying metal polishes to accessories or door handles, hand railings, lift walls, etc.
- Cleaning the compound wall.

(O) Scrubbing

- Scrubbing of all floor areas with scrubbing machines

Periodicity of House-Keeping Services

- Sweeping & Mopping of
 - Ground floor lobby and Corridor : Four times a day
 - All Office rooms / Annex/ within the compound : Thrice a day
 - Lobbies & Corridors other than Ground floor : Thrice a day
 - Stair Case : Thrice a day
- Sweeping of Open terraces, Road/ Pavements : Once a day
- Dusting of furniture : Once a day
- Vacuum Cleaning of Carpets/ Curtains/Sofa sets/dustbin/artificial plant : Once a week
- Cleaning of toilets in Office complex : Four times a day
- Cleaning of Buckets/ Mugs with Vim/ detergent : Daily
- Cleaning of bathroom wall tiles : Once a week
- Cleaning of window panes/ wall paneling : Once a week

- Cleaning of fans/ switch-boards/walls/ Tube-lights/ wall hanging : Once a week
- Opening of clogged drains/ sewer lines : As and when required
- Cleaning of godown, compactors etc : Once a week

Note: The scope of work and periodicity as mentioned above is indicative only. The scope of work for each tenders will be elaborately mentioned in the tender document for that particular work.

SECTION 4

INSTRUCTIONS TO THE APPLICANT

a) Application must be submitted in the prescribed formats. However, if they desire to submit additional information, they may do so on their own letterhead. Each page of the application/documents shall be signed by authorized signatory. Letter of authorization to be enclosed.

b) Application should be submitted under a covering letter with an index page indicating the documents enclosed for quick and precise reference.

c) Insertions, postscripts, additions and alternations shall not be valid unless confirmed by the Applicants/Authorized signatories. All pages of the application should be completed in all respects with all attachments/ enclosures/ annexure.

d) The Applicant shall carefully check the specifications and shall satisfy himself/herself that the Housekeeping & Facility Management Service proposed to be offered are as per the Bank's requirements. The applicant must obtain himself/herself on his own responsibility and his own expenses all information and data which may be required for the purpose of filling this application.

e) Please ensure that all documents prescribed at Section 2 of this NIT is furnished with the application. Please also enclose an annexure with a list of documents submitted with the application.

f) Each page of the documents shall be signed by the authorized person with seal & date and any cutting or overwriting shall be duly attested by him/her.

I/We have read and understood the instructions and the terms and conditions and the same is acceptable to us.

Signature of Authorized Representative _____

Name of Authorized Representative _____

Date: _____

Place: _____

SECTION 5
DECLARATION BY APPLICANT

To,
The Assistant General Manager (P&E)
State Bank of India,
Local Head Office,
Premises & Estate Dept
4th floor, Poojapura
Thiruvananthapuram
695012

Sir,

SUB: EMPANELMENT OF CONTRACTORS FOR COMPREHENSIVE HOUSE-KEEPING & FACILITY MANAGEMENT SERVICE OF BRANCHES/ OFFICES/ RESIDENTIAL COMPLEXES OF SBI IN THIRUVANANTHAPURAM CIRCLE

1. I/We have carefully examined all the contents incorporated in the notice inviting application for "Empanelment of contractors for Housekeeping & Facility Management Service of branches/offices/ residential complexes of SBI Thiruvananthapuram Circle, and I am/ we are in conformity with all the conditions stated in the instructions to applicants, General Conditions governing the Comprehensive Housekeeping & Facility Management Service, Bank's Requirements and Technical Specifications etc. as detailed in the attached Documents.
2. I/we understand that acceptance/rejection of my/our application is the sole discretion of the Bank and Bank is not liable to furnish any reason(s) thereof to me/us.
3. I/We also agree to participate in the pre bid meeting on the specified time, date and venue. I/We further understand that no clarification will be furnished to me/us separately in the event of my/our failure to participate in the pre bid meeting.
4. I/We understand that by empaneling me/us for the applied work Bank is not giving me/us any guarantee/assurance to offer/allot any work. I/We understand that I/we shall have to participate in limited tender through GeM/ e tender /e-reverse auction etc. for specified work in specified Branch/Office/Residential Complex as and when notice for such work is invited by SBI and also to enter into

a contract agreement with the Bank for executing such works.

5. I/We understand that the empanelment is subject to review by Bank yearly and Bank has the sole discretion to keep me/us in the panel depending my/our performance, capability, integrity which shall be binding on me/us.

6. I/we solemnly confirm that the information/documents furnished by me/us are true and I/We shall be solely responsible if any information /document furnished by me /us proves to be false/incorrect at a later date. In such event SBI will be at liberty to take any action against me/us as deemed fit.

Dated this _____ day of __2024

For and on behalf of _____
(With seal)

Signature _____

Name _____

Designation _____
[DULY AUTHORIZED
SIGNATORY]

SECTION 6

APPLICATION FORM

1 Name of the Applicant

2 Address

3 Name, Telephone Nos. including Mobile number & e-mail id of contact person

4 Annual turnover for the last 3 financial years(year-wise)

Financial Year	Annual Turnover
FY 2023-24	
FY 2022-23	
FY 2021-22	

5 Constitution of the Applicant (whether Public or private company / firm / Proprietary)

6 Whether registered with the Registrar of :Companies / Registrar of firms (if so, mention number and date and supporting documents to be submitted)

7 Registration with Govt. Authorities

- a. Income-tax (P A N) No. :
- b. Goods & Service tax no. (GST) :
- c. EPF Registration No. :
- d. ESI Registration No. :
- e. Contract Labour :
- f. GeM Seller ID :

8 Names of Directors / Proprietor / Partners /Associates

9 Details of similar works completed in the last 7 years

Name of the Organization	Duration of Contract	Amount of the Work

10 Details of pending/closed proceedings, if any initiated by the Labour Authorities against the Applicant for not complying with any labour law/ Contract labour Act/ Minimum Wages Act provision or any such cases filed against the Applicant in the last 3 years

Signature of the applicant with seal

Date:

BIO-DATA OF THE DIRECTORS/PARTNERS/ KEY ASSOCIATES

- 1. Name :
- 2. Age :
- 3. Designation :
- 4. Professional Qualification :

5. Professional Experience :
6. Contact Number :
7. Email ID :
8. GeM Seller ID :

The applicants shall also submit the following documents/certificates along with the application:

- i. Self-attested copies of Income Tax Registration/ PAN and Income Tax Clearance for the last three years.
- ii. Date of establishment should be at least 3 years as on 31.12.2024. Self-attested copy of the proof to be enclosed.
- iii. Self-attested copy of MSME registration, if any.
- iv. Self-attested copy of Employees Provident Fund Registration
- v. Self-attested of Employees State Insurance Corporation Registration
- vi. Self-attested copy of Professional Tax Registration
- vii. Self- attested copy of the license(s) obtained by the Contractor under Section 12 of the Contract Labour (Regulation and Abolition) Act 1970 in respect of the works executed/undertaken by the Contractor.
- viii. Self-attested copy of GST registration and Self-attested copy of Shop & Establishment Registration.
- ix. Audited Trading, Profit & Loss Account and Balance Sheet for the last 3 years (self-attested copies to be enclosed).
- x. Self-attested copy of Power of Attorney/authorization with the seal of the applicants company/firm in the name of the person signing the tender documents.
- xi. Completion certificate mentioned in the eligibility criteria.
- xii. The firm/company/agency should have an administrative office in Kerala. The proof of the same has to be self-attested and enclosed.
- xiii. Self-attested copy of certificates of registration with Govt/Semi Govt/Municipal authorities etc (if any)
- xiv. Any other technical information the applicant wishes to furnish.

SECTION - 7

FINANCIAL INFORMATION

I. Bank Details

Name of the Bank :
Branch with Address :
City :
Contact Person in the Bank :
Contract Details :

II. DETAILS OF CHARTERED
ACCOUNTANT

Name :
Address :
Registration details of
accountant :
Contact Number :
E-mail address :

III. FINANCIAL ANALYSIS – Details to be furnished duly supported by figures in Balance Sheet/Profit and Loss Account for the last 3 years duly certified by the Chartered Accountant, as submitted by the applicant to the Income-Tax Department (Copies to be attached).

Sl	Desc	2021-22	2022-23	2023-24
(i)	Gross Annual Turnover in Facility Management Works (in lacs)			
(ii)	Profit/Loss (in Lacs)			

SECTION - 8

EMANELMENT - TERMS AND CONDITIONS & EVALUATION PROCESS

- a. The empanelment shall be valid for a period of **three years** from the date of intimation letter, subject to yearly review, based on satisfactory performance of the respective Contractors.
- b. Contractors whose performance is found unsatisfactory in the yearly review would be terminated/ de-paneled.
- c. Empanelment of the Contractors does not confer the empaneled Contractor with any right that it shall be awarded the Work.
- d. Based on fulfillment of the eligibility criteria, details furnished and inspection of the works rendered by the Contractor at the sites of their clients, the applicants will be shortlisted for empanelment. Decision of the Bank regarding selection / rejection for empanelment will be final.
- e. The empanelment result will be intimated to the Applicant through email. The selected Applicant should convey their acceptance within seven days from the date of intimation of empanelment result.
- f. The empaneled Contractors are bound to accept the empanelment in writing within seven days from the receipt of intimation of their empanelment by SBI. In the event of failure to accept the empanelment as above, the Contractor will be blacklisted from participating in future tenders.
- g. In the event of non-adherence of the terms and conditions of empanelment, the Contractor will be blacklisted from participating in future tenders.
- h. Under no circumstances the empaneled Contractors shall use any legend containing Bank's name or symbol in their letterheads, visiting card, signboards, name plates etc., such as 'Empaneled Contractors to 'SBI', etc.**
- i. Contractors having an unacceptable track record in complying with labour laws including Contract Labour Act, Minimum Wages Act, etc, will not be eligible to get empaneled.