

**STATE BANK OF INDIA**  
**PREMISES & ESTATE DEPARTMENT**  
**LOCAL HEAD OFFICE, KOLKATA**  
**SAMRIDDI BHAVAN, BLOCK B, 9<sup>TH</sup> FLOOR,**  
**1, STRAND ROAD, KOLKATA – 700 001, WEST BENGAL**

**PRE-QUALIFICATION NOTICE FOR**

“HIRING OF SERVICES FOR ANNUAL MAINTENANCE CONTRACT FOR DAY-TO-DAY OPERATIONS OF HT -LT ELECTRICAL INSTALLATION OF SUBSTATION AND DG SET OPERATIONS”  
 at SBI, LOCAL HEAD OFFICE, KOLKATA

**APPLICATION SUBMITTED BY:**

**NAME** : .....

**ADDRESS** : .....

.....

**GSTIN NO:** .....

**Contact No/Mobile no.**.....

**Note:**

1. The bidders should possess valid Digital Signature Certificate (DSC) to participate in the e-Tendering.
2. Bidders shall have valid HT/LT Electrical Licenses for operation & Maintenances.
3. Only Pre-Qualified Bidders shall be eligible for opening of “Price bids”. Bank will not make any correspondence with any of the applicant except with the firms who will be qualified in the technical evaluation for selection of vendor in this regard in future.
4. BANK reserves its rights to accept/reject any/all tender without assigning any reasons whatsoever and no correspondence shall be entertained in this regard.

**Important Dates/Timings for Tender :-**

<b>DATE &amp; TIME FOR AVAILABILITY OF TENDER DOCUMENT IN WEB SITE/E- Tender portal</b>	25.01.2025 to 15.02.2025, which can be downloaded from bank's web site <a href="http://www.sbi.co.in">www.sbi.co.in</a> under “procurement news” and also in online e-tendering system portal <a href="https://www.tenderwizard.com/sbietender">https://www.tenderwizard.com/sbietender</a> .
<b>Pre bid meeting</b>	03.02.2025 at 3.00PM
<b>ADDRESS AT WHICH THE TENDERS ARE TO BE SUBMITTED</b>	Assistant General Manager, Premises & Estate department, local head office kata, Samriddhi Bhavan, Block b, 9 <sup>th</sup> floor, #1, strand road, Kolkata 001, West Bengal
<b>LAST DATE &amp; TIME OF RECEIPT OF TENDERS</b>	15.02.2025 UP TO 3.00 PM
<b>DATE AND TIME OF OPENING TENDERS( only for Technical bids for Prequalification of bidders) Pl note Price bids of only successful/Qualified bidders shall be opened with due intimation to successful bidders only</b>	15.02.2025 AT 03.30 PM

**PRE-QUALIFICATION NOTICE /NOTICE INVITING TENDER**

State Bank of India, LHO Kolkata invites applications in sealed cover for “**Pre-Qualification Of Contractors” and on line e-Price bids” only** from eligible Firms such as Proprietary/Pvt Ltd/ Ltd Companies/Registered Partnership Firms having sound financial background, required **valid HT License( as per details )**, experience in Handling of HT equipment’s , technical expertise, adequate qualified technical/skilled personnel and who satisfy the Bank’s specified qualification criteria for providing **“HIRING OF SERVICES FOR ANNUAL MAINTENANCE CONTRACT FOR DAY-TO-DAY OPERATIONS OF HT-LT ELECTRICAL INSTALLATION OF SUBSTATION AND DG SET OPERATIONS”** at **SBI,LOCAL HEAD OFFICE , KOLKATA.**

The other details of the tender are as under: -

SrNo	DISCRIPTION 1	DISCRIPTION 2
1.	NAME OF WORK	TENDER FOR “HIRING OF SERVICES FOR ANNUAL MAINTENANCE CONTRACT FOR DAY -TO -DAY OPERATIONS OF HT -LT ELECTRICAL INSTALLATION OF SUBSTATION AND DG SET OPERATIONS AT SBI, LOCAL HEAD OFFICE, KOLKATA “
2.	EARNEST MONEY DEPOSIT	<b>Rs.35,360/-</b> in the form of demand draft issued by any scheduled bank drawn in favour of “ <b>State Bank of India, payable at Kolkata</b> ” which shall be converted into security deposit for successful contractor, whose tender is accepted.
3.	INITIAL/TOTAL SECURITY DEPOSIT.	Successful L1 bidder has to submit DD/BC equal to 2 months <b>total salary ( including Margins/Profit of firm )</b> , less EMD amount already submitted in this tender , issued by any nationalised bank favouring “state bank of India payable at Kolkata” or BG of equivalent amount should be issued by a nationalized <b>Bank other than SBI.</b>
4	ESTIMATED COST /ANNUM	Rs.35.36 Lacs (Excl of GST as applicable)
5.	DATE & TIME FOR AVAILABILITY OF TENDER DOCCUMENT IN WEB SITE/E- Tender portal	<b>25.01.2025</b> TO <b>15.02.2025</b> , which can be downloaded from bank’s web site <a href="http://www.sbi.co.in">www.sbi.co.in</a> under “procurement news” and also in online e-tendering system portal <a href="https://www.tenderwizard.com/sbietender">https://www.tenderwizard.com/sbietender</a> .
6.	Pre bid meeting	<b>03.02.2025 at 3.00PM</b>
7.	ADDRESS AT WHICH THE TENDERS ARE TO BE SUBMITTED	Assistant General Manager, Premises & Estate department, local head office, Kolkata, Samridhhi Bhavan, Block b, 9 <sup>th</sup> floor, #1, strand road, Kolkata – 700 001, West Bengal
8.	LAST DATE & TIME OF RECEIPT OF TENDERS	<b>15.02.2025</b> , UP TO 3.00 PM
9.	DATE AND TIME OF OPENING TENDERS(Technical Bids) Manually	<b>15.02.2025</b> , AT 03.30 PM
10	MODE OF SUBMISSION OF BIDS	Both Technical & Price bids:- Online mode only , However, Technical bids one set mandatorily shall be submitted at below Office for verification of all documents for prequalification of bidders , collection of EMD etc.
11.	PLACE OF OPENING TENDER	Premises & Estate department, local head office, Kolkata, Samridhhi Bhavan, Block b, 9 <sup>th</sup> floor, #1, strand road, Kolkata – 700 001, West Bengal
12.	VALIDITY FOR OFFER AND CONTRACT PERIOD	3(three) months from the date of opening of technical bid, <b>validity of the contract period:</b> the contract will be initially for a period of one year subject to review and extendable up-to max one more year at the expiry of first year, at the sole discretion of SBI. however, bank may terminate the agreement with the vendor any time by giving 1 month’s prior notice, or the vendor may terminate the agreement by giving 3 months’ prior notice to the bank.
13.	COMMENCEMENT OF WORK	within 7 days on the issuance of work order
14.	PENALTY	as per terms and conditions of the tender document
15.	PERIOD OF HONORING PAYMENT CERTIFICATE	15 days after receipt of bill. (Subject to submission of proof of payments of wages to workmen’s)
16.	INSURANCE	as per tender document
17.	WORKING SCHEDULE FOR COMMERCIAL BUILDINGS	in co-ordination with all the other agencies without disturbing the functioning.
18	CONTACT PERSON	Assistant General Manager (Elect.) Email: <a href="mailto:mk_sahoo@sbi.co.in">mk_sahoo@sbi.co.in</a> , <a href="tel:9848889133">Mob:9848889133</a> & Manager Elect-9663244644

- IN CASE THE DATE OF OPENING OF TENDERS IS DECLARED AS A HOLIDAY, THE TENDERS WILL BE OPENED ON THE

- NEXT WORKING DAY AT THE SAME TIME.
- SBI RESERVES ITS RIGHTS TO ACCEPT/REJECT ANY/ALL TENDER WITHOUT ASSIGNING ANY REASON WHATSOEVER AND CAN INCREASE OR DECREASE MANPOWER THE QUANTITIES OF ANY ITEM AND CONTRACTOR HAS TO EXECUTE THE SAME AT THE RATE QUOTED APPROVED MANPOWER.

**TENDER DOCUMENT****Annexure-I**

**Tender For PRE-QUALIFICATION OF BIDDERS FOR “HIRING OF SERVICES FOR ANNUAL MAINTENANCE CONTRACT FOR DAY -TO -DAY OPERATIONS OF HT -LT ELECTRICAL INSTALLATION OF SUBSTATION AND DG SET OPERATIONS AT SBI, LOCAL HEAD OFFICE, KOLKATA”**

**1. Contract period:**

- The contract shall be initially for a period of one year from the date of finalizing the contractor and may be further extended subject to satisfactory service & conduct up to 1 MORE year at the same terms and conditions at the sole discretion of the SBI or for further period as may be requested for by the Bank, and agreed to in writing by the Contractor, but not beyond 2 years.
- In case of leave/absence of any of the workmen, the contractor should make appropriate reliever arrangement of the workmen. The entire maintenance work shall be carried out to the satisfaction of the Bank.
- The SBI have full discretion to terminate the contract at any time subject to serving of notice of 30 days. In such circumstances, no compensation, whatsoever, shall be payable by the Bank to the contractor. The Bank decision regarding termination shall be binding, conclusive and non-challengeable on the part of contractor
- If the successful bidder fails to execute the agreement and unable to take over & commence the work within 15 days of issue of work order, the EMD will be forfeited, and the contractor will not be allowed to participate in any tender process of the SBI in future. **The EMD stated above will be forfeited if bidder withdraws or amends its bid during the period of bid validity specified hereon.**

**2. Terms of Payment**

The contractor shall submit the bill claiming reimbursement for maintenance service of one calendar month on monthly basis for payment to the Assistant General Manager, Premises & Estate Department at LHO.No advance payment shall be made under any circumstances. **The contractor shall issue salary slips to the contract employees each month.** The contractor will supply the plant and machinery, SAFETY gadgets, tolls vacuum cleaner, floor scrubber etc. for cleaning and maintenance of the SBI premises/residences/quarters at his own cost. The Contractor shall be responsible for compliance of all statutory requirements.

**3a. Earnest Money Deposit (EMD):** The empaneled contractors shall be allowed to participate in E- TENDERING only after submission of EMD for an amount of **Rs.35,360/-** (Rupees Thirty-Five Thousand Three Hundred Sixty only) in the form of ‘Demand Draft/Banker’s Cheque in favour of “State Bank of India” payable at Kolkata. **Please note that such EMDs shall not carry any interest.** If the work is not carried out, the EMD will be forfeited. The EMD amount of unsuccessful bidders shall be returned once tendering process is over with out any interest

**3b. Rate:**

- The Contractor’s Profit & Margins **rates quoted** shall be in **(%, percentage)**, but not below (3.26% +GST ) on an amount arrived as per the minimum wages act and other allowances as per illustration chart , applicable to required category of workmen’s and the contractor margin and shall be **exclusive of GST.**( illustration and tabulation chart /table is provided on **page No#26 of NIT** for Prequalification of Bidders.
- In case of any materials procured through the vendor during day to day servicing etc., material cost shall be paid separately as per approved rates/rates decided by Bank.
- Bank is not bound to procure materials, services (other than this contract) and is always free to procure all the materials/services (in case of required materials cost quoted by service firm is not reasonable) from other sources.

- d. In case items are purchased from vendor by the bank, Contractor can charge with profit & overhead Max @15% of market procured rates (with proof of submitting bills of procurements) excluding GST.
- e. The rates quoted in this tender shall **be including of all costs** and charges for transportation of the workmen, steps for disposal of unwanted rubbish as per prevailing Municipality Law, cleaning of the whole of the area, and any other activity or work, which are ancillary/ auxiliary or connected with the nature of services mentioned in the tender terms and conditions.
- f. The amount stated in the tender shall also be **exclusive of GST** but inclusive of all other taxes which are applicable as on date or may be levied by the State or Central Govt. or any Authorities in future also.
- g. All statutory deductions including Income Tax, Sales Tax, and Security Deposit or under any Local Acts, etc. shall be deducted from the amount payable to the contractor.
- h. **INITIAL/TOTAL SECURITY DEPOSIT:** The contractor/bidder must deposit a **Initial security deposit equal to 2 months of total salary (including margins/Profit of firm )** or submit a Performance Guarantee to the SBI for the equivalent amount of the contract within 7 days from the issue of work order. The Bank Guarantee/Fixed Deposit will be valid for a period of 13 months or such other extended period as the SBI may decide for due performance of the obligations undertaken by the successful bidder. The Bank Guarantee/Fixed Deposit should be issued by any schedule commercial Bank, other than SBI. A format for BG is attached. The Performance Bank Guarantee/Fixed deposit is required to protect the interest of the SBI against the risk of non-performance of the successful bidder or breach of performance of the conditions of the contract which may warrant invoking of Bank Guarantee/Fixed deposit (BG). Also, if any act of the Contractor results in imposition of liquidated damage, then the SBI reserves the right to invoke the performance BG.
- i. There will be no change in quoted profit /margins in amount under any circumstances during the contract period(except wages subject to revision by Ministry of labours & employments)
- j. By accepting the work order from the Bank, the contractor shall assume all responsibility **to indemnify the SBI** in case of **any damage or loss caused to the Bank, its building, structure, furniture or equipment or any accident or injury or harm caused to any person, due to the fault of the contractor or any of his / their employee(s) or for any actions taken/initiated against the Bank for noncompliance of any labour laws by the contractor.** The SBI be entitled to deduct the amount of such loss or damage from the amount payable to the contractor.
- k. Accepted tender will be valid for a period of **3 MONTHS (validity of bid)** from the date of acceptance of tender which may be extended for a further period of 3 months subject to agreement.

#### **4. Other Terms and Conditions:**

- a. **That the contractor shall engage fully trained and adequately experienced workmen, who are medically fit, with proven integrity.** They should be free from all infectious diseases. The contractor shall ensure that workmen **observe cleanliness, and they are courteous, polite, and prompt while rendering their services.**
- b. The contractor should acquaint himself with the **site conditions**, rules and regulations issued by the local authorities, availability of materials, applicable labour laws, etc., and quote the rates accordingly. No extra charges / increase in the rate shall be considered on any account, under any circumstances.
- The quoted amount shall cover for execution of the work as per the requirement of the Bank. The contractor will attend all the meetings whenever called for by the SBI and the decisions taken in the meeting will be binding on the contractor.
- c. Electric power / water required for execution of the work will be provided by the Bank. The contractor will have to make his own arrangement for carrying the same to the place of work at his own cost by providing necessary cable, wiring, pipes etc. with proper safeguard /caution boards prominently displayed for the safety of Bank staff and others. The contractor shall not be allowed to use Bank's electricity for cooking purpose except running grinder, microwave oven only for use at Guest Houses/Holiday Homes/Training Centers.

- d.** SBI will not be responsible for any loss to the contractor under any circumstances.
- e.** In respect of all workmen or employees employed by the contractor for the performance of the works mentioned herein, the contractor shall at his own expense arrange for all the safety provision as per relevant provision of law.
- f.** The contractor shall have full control over workmen engaged by him, whether skilled or unskilled, and the contractor shall give necessary guidance and instructions to his employees to carry out the jobs assigned to them by him.
- g.** The contractor shall be responsible for the payment of wages and other dues to the workmen employed by him to the Bank A/c of the respective workmen and no other means of payment is acceptable. The payment to the contractor will be made by the Bank in compliance of Minimum Wages Act and Equal Remuneration Act.
- h.** The contractor will be responsible for depositing the monthly statutory deductions like EPF, ESIC contribution paid by the Bank to each employee and the own contribution of the employees to the respective departments/ authorities within due dates and shall submit the challan copy of the same along with contribution history/ ECR to SBI within 7 days of deposit and must produce a certificate confirming deposit of the same in enclosed format.
- i.** The contractor should maintain proper wage register as per the Minimum Wages Act and produce before the SBI whenever asked to do so. Contractor shall be responsible for complying with Minimum wages act and other statutory requirements.
- j.** The contractor shall ensure that the working hours and other service conditions of employment of the contract labour is in consonance with all applicable laws and rules, including Contract Labour (Regulation and Abolition) Act etc. The contractor should maintain a proper Leave register of all the workmen or employee supplied by him and should update it regularly and keep proper record of leave availed by the employee or workmen supplied by the contractor in compliance with the statutory norms.
- k.** The contractor may be advised by the SBI to replace any workmen with suitable one for improving services.
- l.** It will be contractor's responsibility to ensure that each obligation under this contract is duly performed and observed.
- m.** The contractor shall be responsible for any loss caused due to theft/pilferage/damage to the Bank's property including the fittings, fixtures, furniture or other equipment, entrusted in his charge or any property belonging to the Banks staff / guest / customers when such a loss / damage is, in the Bank/SBIIMS's opinion, caused due to negligence or carelessness or any fault on contractor's part or that of his supervisor or any of the contractor's laborer and the contractor shall be liable to pay to the SBI such amount in respect of such damages / losses as may be assessed by the Bank . Further the contractor shall personally be responsible for good conduct and satisfactory antecedents of the contract workmen/staff employed by contractor.
- n.** The SBI will not be responsible for any compensations or otherwise for any injury/death caused to any of the contract labor/workmen of the contractor while executing the work under this tender.
- o.** The contractor shall not permit any of his employees to use any area of the premises / building for residential or any other purposes.
- p.** All the plant & machineries and equipment required for carrying out the work will be provided by the contractor in sufficient quantity, and these shall be of best quality as approved by the Bank/SBIIMS. All expenses for the same shall be borne by the contractor only.
- q.** The contractor shall be liable to comply with all applicable laws, rules, and regulations in respect of all the labour laws and statutory requirements, including fire safety regulations and other regulations, which are in vogue or will become applicable in future.
- r.** The contractor shall accept and bear full and exclusive liability for the payments of any or all taxes etc. now in force or hereafter imposed, increased, and revised from time to time by the Central or State Govt. or

by any other authority with respect to or covered by wages, salaries, or other compensations paid or payable to persons engaged by the contractor.

**s.** The contractor shall bind himself / it's executor or administrator or successors and shall indemnify and hold harmless the SBI in respect of this contract, including all claims, damages proceedings, costs, charges and/or any expenses whatsoever which may be imposed, enforced or brought against the SBI or any of its directors, officers or employees for reasons of or consequent upon any breach or default on the part of the contractor in respect of violation of any of the provisions of Laws/Acts/Rules or regulations having the force of law or any award or decision by any competent tribunal, court of authority in respect of the workmen or any one, employed/engaged by the contractor in connection with this contract.

**t.** The contractor shall be responsible for all the claims for its workmen and the said workmen of the Contractor shall not make any claims whatsoever against the Bank. The contractor's workmen will not have any right whatsoever to get absorbed in the Bank.

**u.** The contractor shall provide weekly off/holidays to his workmen as per labour laws, but it will be his responsibility to ensure that the work is completed within time stipulated in the work order from the Bank/SBIIMS, without any delay at all.

**v.** All types of taxes applicable now or made applicable in future for the materials, equipment, and services, etc. will have to be borne by the contractor and not make any extra payment. The SBI shall make statutory deductions at source as applicable.

**w.** The contractor will take out adequate insurance and keep the items and work insured until the completion of the work, against loss or damage by fire and/or earthquake, flood, etc., at his own cost, and the SBI not be liable for any loss caused to the contractor.

**x.** No child labour shall be employed by the contractor to carry out any of the works/services covered by this tender.

**y.** The near relatives of employee or employees of the SBI are prohibited from participation in this tender. The contractor shall have to submit an undertaking to the effect that his/their no near relative or relatives is/are employee(s) of the SBI as per enclosed format.

**z.** The contractor shall be entirely responsible for any mis-happening, accident to his worker while performing duty and shall have no claim/binding on SBI with respect to any compensation/monetary benefits etc., whatsoever. Following points to be noted for compliance:

**aa.**

1	i)The Contractor shall be liable to comply with all rules and regulations in respect of all the labour laws and statutory requirements, including fire safety regulations and other regulations, which are in vogue or will become applicable in future.
2	ii)The Contractor shall accept and bear full and exclusive liability for the payment of any or all taxes etc. (Except GST), now in force or hereafter imposed, increased and revised from time to time by the Central or State Government or by any other local authority with respect to provision of services or arising out of or in connection with wage, salaries, or other compensations paid or payable to persons employed by the Contractor.
3	iii)The Contractor shall fully comply with all the applicable laws, rules and regulations relating to P.F. Act including the payment of P.F. contributions, Minimum Wages Act, Workmen's Compensation Act, ESI, CL(R&A) Act. Essential Commodities Act, Migrant Labour Act and / or such other Acts or Laws or regulations passed by the Central & State, Municipal and Local Government agency or authority, including T.D.S. as per I.T. Act, applicable from time to time. Applicable GST shall be paid extra.
4	iv)The Contractor shall be responsible for proper maintenance of all Registers, Records and Accounts as required under the applicable laws / statutory provisions and or Rules / Regulations framed there under. The Contractor shall be responsible for maintaining records pertaining to payment of Wages Act and also for depositing the P.F. contributions, ESI contribution if required, with authorities concerned. Penalties, if any, imposed by the concerned authorities will be recovered from the payments to be made to the contractor.
5	v)The Contractor shall bind himself and shall indemnify and hold the State Bank of India, LHO, Kolkata in respect of this contract, including all claims, damages proceedings, Costs, charges and or any expenses

	whatsoever which may be imposed, enforced or brought against the State Bank of India or any of its Officers or employees for reasons of or consequent upon any establishment or default on the part of contract or in respect of violation of any of the provisions of Law / Act / Rules or Regulations having the force of Law or under any Award or decision by any competent Tribunal, Court or Authority in respect of the workmen or any one employed/ engaged by the Contractor in connection with this contract. This indemnity shall survive even after termination of the contract. The courts at Kolkata shall have exclusive jurisdiction in respect to any disputes that may arise/occur out of this tender.
6	vi) The Contractor shall be responsible for all the claims of his employees and the employees of the Contractor shall not make and claim whatsoever against the State Bank of India, Kolkata. The Contractor's workmen will not have any right whatsoever to get absorbed in the State Bank of India. All personnel/workmen/staff provided by the contractor will be on the pay rolls of the contractor and there will be no employee -employer relationship between them and Bank.
7	vii) The Contractor shall engage fully trained and adequately experienced workmen, who are medically fit. They should be free from any infections.
8	viii) The Contractor shall obtain adequate insurance policy / policies in respect of his workmen to be engaged for the work, towards meeting the liability of compensation arising out of death / injury / disablement at work etc. The Contractor shall provide weekly off / holidays to his workmen as per applicable laws / labour laws, but it will be his responsibility to ensure uninterrupted services to the Bank on all days.
10	In case the Contractor, or any of his employees, fails to fulfill his obligations for any day or any number of days to the satisfaction of the Bank/SBI/IMS, for any reason whatsoever, the contractor shall pay by way of liquidated damages up to 5% of the monthly bill and the Bank shall without prejudice to its other rights and remedies, shall be entitled to deduct such damages from the money, if any, payable to the Contractor.
11	The Contractor shall bear all the costs and expenses in respect of all charges, including stamp duty, registration etc. of this agreement and/or any other documents/agreements, which are required to be executed.
12	The Contractor's rate shall remain firm throughout the contract period.
13	A system of checking the quality of services by the Contractor will be as under: - <ul style="list-style-type: none"> <li>i) Supervisor of the Contractor will visit all the sites with Officer (Maintenance) / Engineer at convenient time and record their findings on a register (format to be prescribed).</li> <li>ii) Supervisor of the Contractor will arrange to obtain a weekly certificate on a register regarding the Jobs done by his employees at all the sites.</li> <li>iii) Supervisor of the Contractor will also visit the pathways at campuses along with Officer /Engineer (Elect) and record their findings on the prescribed register on cleanliness of the open area in the campus area and daily completion of other contract works for all the sites and all other works as deemed to be fit by the supervisor by the SBI.</li> <li>iv) The above registers will be maintained at the respective locations. As per records of the registers the Bank will arrange to impose penalty at the time of release of payment to the Contractor every month. Each deficiency should attract penalty of the 1day's, 1 labor's cost, or 3.33% of the aggregate monthly contract value, subject to the minimum of Rs 5000/- per day.</li> </ul>
14	<b>Responsibility of the Contractor</b>
a)	(i) Contractor must have a valid HT -LT license, to handle Electrical Installations, ii) The Contractor has to pay the minimum wages (Central Government wages) to his employees and shall also pay ESI and PF contributions and comply with all rules and regulations. iii)The Contractor must maintain the following register: - Attendance Register. Wages Register. Leave Register. Register of fines. Register of advances. Register of deductions on account of damage or loss caused to the employees. Register for Contract employees. Or any other document as required under any law of land. Every Contractor shall issue a wage slip to his employee at last 1 day prior to disbursement of wages. All the records to be retained for a period of 3 calendar years. Contractor shall possess own ESI code number and remit of ESI contribution before 10th of every month and submit a copy of the challan to the principal employer. iv). Every Contractor shall maintain an Inspection book in which the Inspector visiting may record his remarks. The Inspection book shall be of 18 x 15 cms size bind book. The first page of the book shall contain the following particulars: -

	Name and address of the establishment. Registration No. Name of employees. Father's name. Postal address. All the above registers/records should be available for inspection /scrutiny by the officials of the Bank at each place/location separately.
b)	Contractor shall maintain the First Aid Box in the Establishment with the prescribed contents.
c)	The contractor shall pay monthly wages within the 7 <sup>th</sup> day of the succeeding month in the Bank account of the persons engaged by him. If in case advance payment of wages in part or full is made, that shall be only through his/her Bank account maintained with SBI.

**bb.** The contractor shall decide to identify each of his workmen at the security point while entering the premises before resuming work and while departure after completing each day's work. However, they are liable to be checked at any point of time during their work and anywhere within the premises by the Security personnel. The Security personnel of the SBI are authorized to check the belongings of the workmen while entering and leaving the residential as well as office premises for security reasons. The contractor shall provide uniform and issue identity card to their workmen & Supervisor.

**cc.** If the contractor fails or neglects to observe or perform the terms and conditions of the agreement or any of them, the Bank may: -

i. Hold the contractor liable for all losses or damages caused to the SBI by such failure or neglect.

ii. Hold the contractor liable to pay damages and compensation for loss and inconvenience caused by dislocation of services.

iii. In case, it is felt by the SBI that any workman is not suitable for carrying out the work inside the premises, then such workman is to be replaced immediately by the contractor.

iv. If SBI requires additional contract employees /workmen for housekeeping & maintenance for any of its offices/residential buildings at Kolkata/any part of West Bengal, Sikkim, and Andaman & Nicobar then SBI may at its discretion can issue requisition for the work to same contractor or to the other empaneled contractors at the same terms & conditions.

v. In addition to all the terms and conditions mentioned above, the terms and conditions of the technical bid (for pre-qualification) will remain binding on the contractor.

**dd.** The security deposit shall be released to the contractor after successful completion of the contract, subject to production of clearance certificate to the SBI from Labour Department, GOI, Govt. of West Bengal, Sikkim, and Andaman & Nicobar Islands as applicable by the contractor.

**II.** The disputes relating to the meaning of the specifications, quality of workmanship or materials used on the work or as to any questions, claim, right, matter or thing whatsoever and any way arising out of or relating to the contract, specifications, instructions, orders or these conditions or otherwise concerning the work or the execution or failure to execute the same, whether arising after the cancellation, termination, completion shall be dealt with as mentioned hereinafter. The contractor/contractor shall forthwith give notice in writing of his claim or dispute to the SBI within 30 days from the date of disallowance thereof or the date of deduction or recovery. The said notice shall give full particulars of claim, grounds on which it is based and detailed calculations of the amount claimed and the contractor shall not be entitled to raise any claim nor shall the SBI be in any way liable in respect of any claim by the contractor unless notice of such claim shall have been given by the contractor to the SBI in the manner and within the time as aforesaid. The contractor shall be deemed to have waived and extinguished all his rights in respect of any claim not notified to the SBI in writing in the manner and within the time aforesaid.



### 5. Statutory and other Regulations:

- a. The Contactor shall comply with all the statutory obligations/Rules of the Central Electricity Authority, Government of India / State Governments / Municipal Authorities, and local authorities applicable and the SBI shall not be liable for any action under the statutes applicable due to non-fulfilment of statutory obligations by the Contract.
- b. The contractor shall fully comply with all the applicable laws, rules and regulations relating to:
  1. Contract Labour (Regulation and Abolition) Act 1970 and Contract Labour (R&A) Central Rules 1971,
  2. Provident Funds Act including the payment of P.F. contribution, Payment of Bonus Act, Minimum Wages Act,
  3. Workmen's Compensation Act, ESI Act, Migrant Labour Act and / or such other Act or laws or regulations passed by the Central, State, Municipal and Local Government agency or authority including TDS as per I.T. Act, applicable from time to time.
  4. Noncompliance of any of the statutory norms will be viewed very seriously. **The Performance Guarantee to the SBI by the contractor which is equal to 2 months of total salary ( including margins/Profit of firm ) will be forfeited and further payment of the monthly bill to the contractor will be stopped and the contract agreement will be treated as cancelled and the Bank will engage the service of the other service provider at its discretion.**
5. The contractor shall be responsible to register himself and obtain a valid license under the Contract Labour (Regulation and Abolition) Act, 1970 and rules there under and the / contractor must comply with and carry out all the provisions and obligations under the said Act and Rules there under, including renewal of license and furnish all information to the SBI as may be required by Act/Rules and the contractor shall indemnify the SBI against the penalties/claims or for any default on his part.
6. The contractor shall be responsible for proper maintenance of all Registers, Records and counts so far as these relate to the compliance of any statutory provision/obligations. The contractor shall be responsible for maintaining record pertaining to payment of wages Act and for depositing the P.F. contributions, ESIC with authorities concerned.
7. The contractor shall make regular and full payment of labour charges, salaries, and other payments as per labour laws especially under Minimum Wages Act and Payment of Wages Act to his workmen deputed for the work to the S.B.A/c maintained with SBI/other Bank of the workmen and no other mode of payment is acceptable and furnish necessary information as and when asked.
8. In case of labour unrest/disputes arising out of non-implementation of any law, the responsibility shall solely lie with the Contractor, and he shall resolve the same satisfactorily at his cost and risk. The Contractor will abide by rules, regulations, bylaws, and statutes etc. for executing for his job.
9. The contractor shall always indemnify and keep indemnified the SBI and its Officers, servants, and agents from and against all third-party claims, whatsoever including not limited to property loss and damage, personal accident, injury, or death of person of the contractor. The contractor shall be at his own cost and initiative always maintain all liabilities under workman's Compensation Act/Fatal Accident Act, Personal Injuries, Insurance Act and/or their industrial legislation from time to time in force. The indemnity shall survive even after termination of contact.
10. All personnel/workmen/staff provided by the contractor will be on the payrolls if the contractor and there will be no employer-employee relationship between Bank and the personnel/workmen/staff engaged by contractor.

### 6. Termination:

- i. The Bank reserves the right to terminate the contract at any time during the pendency of the contract on failure by the contractor to adhere to the conditions hereinabove indicated or agreed in the contract. Such termination will be communicated in writing to the contractor and any work affected beyond date of termination of the contract shall not be measured and paid for.

- ii. In case the Bank decides to terminate the contract, it shall do so by giving 30 days' notice.
- iii. If the performance of the successful contractor is found to be unsatisfactory, the Bank reserves the right to cancel in part or whole the contract and get the work executed through alternative means at the entire risk and cost of the contractor with whom the work order was first placed. In such cases, the contractor should make good all losses that the SBI may incur due to this. The Bank may proceed with legal actions if necessary.

**7. AGREEMENT ON STAMP PAPER:** The selected contractor will have to enter into agreement on non-judicial stamp paper of requisite value, within 7 days from the date of the award of the contract to him, and all the costs with respect to the same shall be borne by the contractor.

**SPECIAL CONDITIONS OF CONTRACT**

1. Please note that no deviation from the terms and conditions specified in the NIT shall be acceptable. Any deviations found elsewhere in the bid will not be considered and evaluated by the Bank. SBI reserve the right to reject the bid if a bid determined as not substantially responsive.
2. **Clarifications of Bids:** To assist in the examination, evaluation, and comparison of bids the SBI may, at its discretion, ask the bidder for clarification. The response should be in writing and no change in the price or substance of the bid shall be sought, offered, or permitted.
3. **Inspections and Quality Control Test**
  - a. The SBI reserves the right to carry out inspection by a team of SBI officials for any of the locations referred to in the technical bids for the maintenance contract and the same shall be taken care of by the bidder or his representative.
  - b. The Bank reserves the right to inspect, test and where necessary reject the products after the product arrival at the destination shall in no way be limited or waived by reason of the products having previously been inspected, tested, and passed by the SBI or its representative prior to the products' shipment from the place of origin.

**ANNEXURE-I**

**UNDERTAKING**

We hereby certify that we have gone through the tender document, and we have fully understood the conditions herein. We hereby assure that we will comply with the conditions and submit monthly compliance statements regarding minimum wages and other Labour related statutory formalities like PF, ESI, Insurance etc.

Place :  
Date:

**Signature with seal of the Contractor**  
Name in block letters:  
Address:

Annexure-A**Format for Performance Guarantee****BANK GURRANTEE**

To,  
The Asst. General Manager,  
State Bank of India,  
Premises and Estate Department,  
Local Head Office, 9<sup>th</sup> floor, Block – “B”, Samriddhi Bhavan,  
Kolkata-700 001.

(Hereinafter referred to as “State Bank of India, Local Head Office, Kolkata/you”)

Whereas consequent to your Request For Tender dated \_\_\_\_\_ you have awarded the contract vide letter No. \_\_\_\_\_ dated \_\_\_\_\_ to M/s \_\_\_\_\_ having its Corporate Office at \_\_\_\_\_ (hereinafter referred to as “the Contractor”) to \_\_\_\_\_.

Whereas as per the payment terms of the said TENDER the Contractor must submit a Bank Guarantee from any scheduled commercial Bank, other than SBI and its Associate Bank in favour of you.

And whereas, we, \_\_\_\_\_ Bank, having our branch office at \_\_\_\_\_ (hereinafter referred to as “the Guarantor”) on the request of the Contractor hereby expressly and unreservedly undertaken and Guarantee to pay to you, a sum not exceeding Rs. \_\_\_\_\_ /- (Rupees \_\_\_\_\_ only), in the event of any breach by the Contractor of the obligations under the contract, or reasons attributable to the Contractor on account of the same. This Guarantee shall be limited to an amount not exceeding Rs. \_\_\_\_\_ /-(Rupees \_\_\_\_\_ only). You may raise a demand on us in writing stating the amount claimed under the Guarantee and on receipt of your claim in writing, without any demur, protest or contest and without any reference to the Contractor, we the Guarantor shall make the payment under this Guarantee to State SBI of India, Local Head Office, Kolkata within 24 hours of receipt of written claim / demand.

We the Guarantor, further confirm that a mere letter from the State Bank of India, that there has been a breach by the Contractor of its obligations or there are sufficient reasons for invoking this Guarantee, shall without any other or further proof be final conclusive and binding on the Guarantor.

We shall not be discharged or released from this undertaking and the Guarantee by any arrangement, variation, violation between you and the Contractor, indulgence to Contractor by you with or without our consent or knowledge and this Guarantee shall be in addition to any other Guarantee or security you possess against the Contractor.

This Guarantee shall be a continuing Guarantee and shall not be discharged by any change in the constitution of the Bank, Guarantor or the Contractor. It is further guaranteed that the payment under this Guarantee shall be made by us on receipt of your written demand as aforesaid referring to this Guarantee.

Notwithstanding anything contained herein above, our liability under this Guarantee is restricted to Rs \_\_\_\_\_ /- (Rupees \_\_\_\_\_ only).

This Guarantee shall remain in full force and effect for a period of \_\_\_\_\_ years up to \_\_\_\_\_ unless a claim under this Guarantee is made against us within one month from that date i.e. on or before \_\_\_\_\_, all your rights under this Guarantee shall be forfeited and we shall be relieved and discharged from all liabilities there under.

Thereafter, our Guarantee shall be considered as null and void whether returned to ourselves or not.

Date:

For \_\_\_\_\_

(Branch and Bank)

Place:

**ANNEXURE-B****CERTIFICATE**

Certified that we have remitted the monthly subscription of Employees Provident Fund & Employees State Insurance to the workers employed by me in the State Bank of India, Local Head Office, Kolkata for

Year .....  
for the Month.....

Office in which remitted	subscription	Bill No. & Date	Emp. Prov. Fund (EPF)	(ESI)	Others

**Signature with seal of the Contractor**

**ANNEXURE -D****BIO-DATA OF THE PARTNERS/ BOARD OF DIRECTORS**

1. Name :
2. Association with the Company since :
3. Date of Birth :
4. Professional Qualifications :
5. Professional Experience :
6. Professional Affiliation :
7. Membership in :
8. Details of Published papers  
in Magazine :
9. Details of cost effective methods/  
techniques adopted in the projects :
10. Exposure to new materials/  
Techniques :

Signature of the applicant with seal

Date:

Place:

## 1. Minimum Eligibility Criteria:

The Eligibility Criteria for Pre-Qualification of bidders is as under, those who qualify the conditions and qualification criteria, is eligible to participate further in tendering process:

- a. The bids fulfilling the following Minimum Eligibility criteria shall be the eligible bids and entitled for further evaluation, based on **Quality Cost Based Selection**. The Bidders not fulfilling the Minimum Eligibility criteria shall be rejected summarily and will not be further evaluated. No communication shall be entertained by Bank with regard to rejected bids. The Service Contractor should be capable of providing various services under one roof.
- b. The bidder should have adequate relevant work experience and having HT license issued by Govt of West Bengal( Form B) which should be in Compliance to Electricity Act 2003, and regulations thereunder, having latest amendments(Parts such as Part 1/2/3/4/5/6A/6B/7A/7B/9/10/12 of State Electricity authority..
- c. The participating Bidder should mandatorily have a Permanent Office set up in **Kolkata**, documentary evidence is necessary to submit with **address proof, GST no** etc .
- d. The Bidders should have an average annual **turnover** of at least **Rs.10.50 Lakhs** (Rupees Ten Lakhs Fifty thousand) during last three financial years, ending 31 march of year -2024. Duly certified copies of the chartered accountant with audited Annual Balance sheets, Profit Loss statements, Average Annual Turnover of last three financial years :2021-22, 2022-23 & 2023-24 to be submitted in support of claims.
- e. Bidder shall produce Balance Sheet and Profit and Loss Accounts for financial years :2021-22, 2022-23 & 2023-24 to be submitted in support of claims certified by the Auditor. The bidder should not have incurred a loss for more than 1 years in last 3 years.
- f. Registration: The Bidder should be registered with the Income Tax and also registered under the Labour laws, Employees Provident Fund Organization & Employees State Insurance Corporation.
- g. The Bidder should have successfully completed similar works of the following magnitude during the last seven years ending **31.12.2024** for Public Sector Undertakings / Govt Organizations /reputed Private Sector /IT Companies/ Banks/ Reputed national/ Multi-National Companies etc. {In case, any facility Management firm wherein, works related to Maintenance of **Electrical- HT /LT substation related works is clearly specified in the work orders & supporting Completion certificates issued by clients, documentary evidences shall be submitted along with technical bids (if the submitted documents are not supporting relevant work experiences, Bank reserves right to reject the bid ) }**

  - i. One similar work costing not less than the amount equal to 80% of the estimated cost **(i.e.Rs.28.28 lakhs)**.  
OR
  - ii. Two similar works each costing not less than the amount equal to 50% of the estimated cost( **Rs.17.68 lakhs**).  
OR
  - iii. Three similar works costing not less than the amount equal to 40% of the estimated cost **(Rs. 14.14 lakhs)**.

Similar works means “**Hiring of services for Day-to-day operation and routine maintenance of HT Electrical installation, DG Set operation work**” of office building/Campus in **Public Sector Undertakings / Govt Organizations /reputed Private Sector/ IT Companies/ /Banks/ Reputed national/ Multi-National Companies**”. Work orders without **completion certificate** will not be considered for further processing.

- h. The Firm should have Proper office setup in Kolkata and shall have a valid **GST Registration No of Kolkata(mandatory)**, **failing which application shall be straight way rejected**(No undertaking is going to be entertained) SBI may, at its discretion, inspect the **offices for confirmation**.
- i. Satisfactory performance Certificate of completed similar projects as per the format enclosed + during last 7 years from Public Sector Undertakings / Govt. Organizations /reputed Private Sector/ IT Companies/ Banks/ Reputed national/ Multi-National Companies etc.
- j. The Bidder firm should have valid PAN Card . Copies of supporting documents to be attached.
- k. The Bidder should have a minimum positive Net-worth of Rs.35.00Lakhs and minimum valid **Bank Solvency of Rs.35.0Lakhs** or above from Scheduled/Nationalized Bank.
- l. The bidder having valid ISO certificates :9001, SA & OHSAS( ISO-45001) Certification will be given **additional weightage in marks** .
- m. It is mandatory that the Memorandum of Association (MOA) of the bidder should allow him to carry out the desired scope of work of this tender. Copy of MOA to be submitted along with the technical bid in case of company.
- n. Tenders are not allowed from the firms which are found guilty of malpractice, misconduct in any Department, Govt. or by any local authority, Other State Government/Central Government's organizations.
- o. SBI reserves the right to verify the certificates, documents submitted and the quality of the services as provided by the tenderer at the respective employer's premises, as per his discretion.
- p. **Conditional tenders are not acceptable.**
- q. Clarification of tender document: A prospective tenderer requiring any clarification of the tender document shall contact the SBI by letter or phone, 7 days prior to last date & time of tender submission.
- r. **Amendment of tender document**  
At any point of time prior to the deadline for Submission of tender, the SBI may amend the tender documents by issuing Addenda/Corrigendum in Bank's web site/e -Tender portal only.
- s. Any addendum/corrigendum as well as clarification thus issued shall be a part of the Tender documents and it will be assumed that the information contained in the amendment would have been taken into account by the Tenderer in its tender submission.
- t. To give prospective Tenderer reasonable time in which to take the amendment into account in preparing their tenders, the SBI shall extend, at its discretion, the deadline for submission of tenders, in which case, the SBI will notify all tenderers by placing it on website.
- u. The Bidder should not have been blacklisted by the Govt. of India Organizations / PSU / PSE / Govt. Depts./reputed Private Sector IT Companies etc. for breach of any applicable laws or violation of regulations or breach of contractual agreement or rendering unsatisfactory professional services during the last 7 (seven) years. (Self-declaration to be submitted by the bidder along with their application which may at Bank's discretion shall be verified).

## **02. Other Terms and conditions:**

- a. Before submission of the bid, the bidders must thoroughly verify the **eligibility criteria and ensure fulfilling all the terms and conditions**. The copies of the relevant documents and certificates in proof of eligibility criteria, wherever required, are to be submitted, failing which the bids are liable to be rejected.

- b. Bids which are incomplete and / or non-responsive will be rejected during evaluation. **Bidders are requested to ensure that they provide all necessarily details while submitting the bids.**
- c. SBI reserves the right to accept / reject the offers or cancel the whole proceedings without assigning any reason whatsoever.
- d. Late / Delayed offers shall not be accepted under any circumstances.
- e. Incomplete offers will be summarily rejected. In case the specified date for the submission of offers being a holiday or declared holiday for SBI, the bid-closing deadline shall stand extended to the next working day up to the same time.
- f. SBI shall not be responsible for delayed submission or non- submission of bid due to any reason whatsoever. **The bidders are requested to submit the bid well before the due date & time of submission.** SBI shall not be responsible for any technical problem in the system/postal delay etc.
- g. The SBI reserves the **right to examine/ verify** the supportive documents/reports furnished by the bidders by inspection of their **work** sites through visit by its officers and /or technical consultant appointed by the SBI.
- h. If any information or document provided in the response to this pre-qualification bid is found to be wrong subsequently, the bidder shall be disqualified.
- i. The confidentiality of any or all the information shared in this context to the bidders has to be maintained and shall not be disclosed to any other agency without written permission from SBI.
- j. This pre-qualification bid is not an offer by SBI, but an invitation for bidder's response. No contractual obligation whatsoever shall arise from the EOI process.

### 13. Process for Evaluation of Bids:

- a. The Bids will be initially evaluated for the eligibility based on the documents submitted in support of eligibility criteria specified hereinbefore and accordingly bidders fulfilling the various criteria shall be shortlisted.
- b. All bidders shall be advised that Technical & Price bids to be submitted in e-bidding portal but **one Set of Technical bid(already uploaded in portal) mandatorily to be submitted in Physical/Manual mode to the office of the :**

### Submission of Bids:

To,

**Assistant General Manager,  
Premises & Estate department, local head office, Kolkata, Samriddhi  
Bhavan, Block b, 9<sup>th</sup> floor, #1, strand road, Kolkata – 700 001, West Bengal.**

In case of any technical clarification, bidders can contact: -  
AGM(Elect), Cell :9848889133  
Manager -Elect, **Cell -9663244644**  
Manager – Elect, Cell -9701472815

- c. All qualified bidders **Commercial offer (Price Bid) is to be obtained through online mode in e-bidding portals (<https://www.tenderwizard.com/sbietender>)** in the prescribed format to be made available by SBI at later date through our online e-Tendering System Portal as above.

14. **SBI reserves the right to accept any or reject all the applications without assigning any reasons** therefore, no correspondence shall be entertained in this regard.

15. The decision of SBI in this regard shall be the final and binding.

16. **Corrigendum/Addendum, if any, to this notice will be published on the Bank's website/ e-tender portals only.** Applicants are requested in their own interest to keep a keen look out for **corrigendum** on the website.

17. Other Documents to be submitted

- i. Board Resolution in favor of authorized person submitting and signing the bid.
- ii. Power of Attorney/ Authorization Letter in case the authorized person delegates authority to another person of the company to sign the Bid documents.

#### INSTRUCTIONS TO THE APPLICANTS FOR PREQUALIFICATION

1. Intending applicants are required to submit their applications with full biodata giving details about their organization, experience, technical personnel in their organization, competence, and adequate evidence of their financial standing etc. in the enclosed form which will be kept confidential.
2. While deciding upon the prequalification, great emphasis will be given on the **ability and competence** of applicants to do good quality works within the specified time schedule and in close co-ordination with Bank as well as other agencies. The bids fulfilling the following Minimum Eligibility criteria shall be the eligible bids and entitled for further evaluation, based on **Quality Cost Based Selection**
3. Decision of the SBI regarding **selection of Firms/Organizations will be final.** The SBI is not bound to assign any reason for acceptance/ rejection of any applications.
4. Each page of the **application shall be signed.** The application shall be signed by person/ persons on behalf of the organization having necessary authorization/ Power of Attorney to do so (Certified copies to be enclosed).
5. If the space in the Proforma is insufficient for furnishing full details, such information may be supplemented on separate sheets of paper, stating therein the part of the Proforma and serial number. Separate sheets shall be used for each part. However, the format shall be as per Proforma.
6. Applications containing false, incomplete and/or inadequate information are liable to be rejected.
7. Canvassing in any form in connection with selection is strictly prohibited and the application of such persons/organizations who resort to canvassing will be liable to rejection.
8. SBI reserves its right to reject any/all the applications without assigning any reasons, whatsoever, therefore. Incomplete/partly filled applications without relevant enclosures may not be considered for evaluation. Disputes, if any, regarding the empanelment shall be within the jurisdiction of Court in Kolkata
9. SBI is not responsible for the late receipt/ non-receipt due to postal delay, strikes or any other reasons.

**Signature of the Applicant with address & seal**



### APPLICATION FORM

PRE-QUALIFICATION NOTICE -“HIRING OF SERVICES FOR ANNUAL MAINTENANCE CONTRACT FOR DAY -TO -DAY OPERATIONS OF HT-LT ELECTRICAL INSTALLATION OF SUBSTATION AND DG SET OPERATIONS” at SBI ,LOCAL HEAD OFFICE , KOLKATA.

(Please strike-off which is not applicable)

1	a) Name of the applicant/Firm/Organization	
	b) Full postal address of Firm	
	c) Contact details	
	i) Phone no. ii) Mobile no. iii) Fax no iv) Email id	
2.	Year of establishment Please enclose documentary <b>evidence (ENCLOSURE A)</b>	
3.	Constitution of firm (Enclose certified copies of documents as evidence) <b>(ENCLOSURE B)</b>	Partnership/Private Ltd./Public Ltd./Any Other (Please specify)
4.	Name of the Partners/Directors of the organization/ firm with qualification. Enclose certified copies of document as evidence. Please submit separately as annexure <b>(ENCL- C)</b>	
a)	Name/s of authorized signatory with designation, pl submit as document proof for rights	
5	Bio Date of Partners/Directors (Enclose separate sheet as Annexure <b>(D)</b> )	
6	Whether registered/empaneled with Govt./Semi Govt/Banks/CPWD/Municipal Authorities or any other Public Organization and if so, in which class and since when? (Enclose copies of document as evidence) to be submitted as Annexure <b>( E )</b> a) Name of Organizations, Category & Date of Registration	YES/NO
7.	No. of years of experience in the field and details of work in any other field. <b>(ENCLOSURE F)</b>	
8.	<b>Yearly turnovers</b> of the organization during last 3 years (year wise) and furnish audited balance sheet and Profit	2021-22,; 2022-23 : 2023-24 :

	& Loss A/C (Audited) for the last 3 years certified by the auditor ( <b>ENCLOSURE -G</b> ) format attached	AVERAGE:
9	BANKER DETAILS: i. Banker's Name ii. Full Postal Address iii. Telephone no. iv. Account No. v. Type of Account	
10	PAN No. Enclose certified copy of document as evidence to be attached as annexure ( <b>H</b> )	
11	Whether registered with sales tax department, if yes, give details. Please enclose documentary evidence as annexure( <b>I</b> )	
12	GST No. Please enclose documentary evidence as Annexure ( <b>J</b> )	
13	Whether last three years IT Returns files (Pl. enclose certified copies of the IT return of 2021-22: 2022-23: 2023-24: AVERAGE: Pl submit as annexure ( <b>K</b> )	
14	Details of major works executed & completed during last 7 years. (Details of work done satisfying the minimum eligibility criteria in descending order of value of work) ( <b>ANNEXURE L</b> ), format attached	
15	Details of major works on hand (with supporting documents) ( <b>Annexure M</b> ) format attached	
16	Office in Kolkata with address: Please enclose documentary evidence of office /address	
17	Work completion certificate (with supporting document) ( <b>Annexure N</b> )	
18	Declarations of near relatives of SBI employees ( <b>ENCLOSURE – O</b> )	
19	<b>Details Of Materials / Tools For Maintenance Work ( Enclosure- P)</b>	
20	Bidder should not have been blacklisted ( <b>Self-declaration to be submitted</b> on letter Head)	YES/NO

I/We have read and understood the Press notice, Prequalification Notice & this Application form along with Annexure. And my/our firm fulfils the ELIGIBILITY CRITERIA as described in the notice.

I/We hereby confirm and certify that the information given above is correct and true and the enclosures annexed herewith are genuine to the best of my / our knowledge.

I/We are authorized to sign and submit these documents for Pre-qualification of this work only.

I /We understand that if at any stage it is found / noticed by the SBI that any information thus provided by us is untrue / incorrect partly or fully and in case of receipt of adverse / unsatisfactory report from other clients / Bankers, the SBI may not consider our application and / or may de-list us and / or may take any appropriate action against us.

I /We also understand that partly / wrongly filled application and / or applications not on prescribed pro-forma and / or applications not accompanying relevant documents / enclosures / annexure are liable to be summarily rejected by the SBI.

I/ We confirm that all the Rules prevailing in the state, the Laboure Laws, Risk Insurance obligations, State & Central Government statutory requirements are compiled by us.

I / We understand that this is merely an application & does not entitles us to be necessarily empanelled by the SBI and SBI reserves the right to reject all and / or any application without assigning any reason whatsoever.

SEAL OF THE FIRM

PLACE:

(SIGNATURE OF AUTHORIZED SIGNATORY)

NAME:

DATE:

**Note: Please enclose all the Annexures with relevant supporting documents.**

**ANNEXURE- G****ANNUAL TURN OVER STATEMENT FOR THREE YEARS**

The Annual Turnover of M/s \_\_\_\_\_ for the past three years are given below and certified that the statement is true and correct.

Sr. No.	Year	Turnover in (Rs.)	Profit / Loss incurred in (Rs.)	Net Worth in (Rs.)
1	2021-22,		+ / -	
2	2022-23		+ / -	
3	2023-24		+ / -	

Date:

Seal

**Signature of Auditor/  
Chartered Accountant/authorized  
person of the company**

Name (in capital letters)

**Note: Please enclose documentary proof such as audited balance Sheet and Profit/ Loss statement( **Man-datory** ).**

**ANNEXURE- L****LIST OF MAJOR SIMILAR WORKS EXECUTED AND COMPLETED DURING THE LAST 7 YEARS ENDING 31.12.2024:**

(Enclose supporting documents)

(Add separate sheet if required)

Sr no	Name of client	Nature of work	Work order Value	Date of Start & Completion	Actual Period of Completion	Remarks (If any)
1	2	3	4	5	6	7

**Notes:**

- Information must be filled up specifically in this format.
- Please enclose documentary proof for having executed above work, certificate of completion, copy of work order, agreement etc.

Name of Authorized Signatory

Sign &amp; seal of the applicant

**ANNEXURE – M****LIST OF MAJOR WORKS ON HAND AS ON 30.09.2024:**

(Add separate sheet if required)

Sr No	Name of Client with contact no	Nature of Work	Work order Value	Date of Strat & Comple-tion	Present Position	Remarks (If any)
1	2	3	4	5	6	7

Notes:

- Information must be filled up, specifically in this format.
- Please enclose documentary proof for having executed above work, certificate of completion, copy of work order, agreement etc.

Name of Authorized Signatory

Sign &amp; seal of the applicant

**( Annexure- P)****1. Format For : Details Of Materials / Tools For Maintenance Work**

SI No	Name of the equipment/Tool	Usage
1		
2		
3		
4		
5		
6		
7		

**( Annexure- Q)**

**2. . Details of employees working( Electrician/Supervisors/Helpers)**

a) Office staff

Name	Qualification	Experience	Nature of Duty

b) Supervisory staff

Name	Qualification	Experience	Nature of Duty

c) Technician

Name	Qualification	Experience	Nature of Duty

I confirm that No employee or direct relation of any employee of Bank is any way related as Partner /Shareholder/Director/Advisor/Consultant/Employee etc. of the Company/Organization.

The information furnished is correct to the best of my knowledge and belief.

Name of Authorized Signatory

Sign &amp; seal of the applicant

**(ANNEXURE- N)****Format of Completion Certificate on the Letter Head of the Organization**

Date:

**TO WHOMSOEVER IT MAY CONCERN**

This is to certify that M/s \_\_\_\_\_, having their registered office at \_\_\_\_\_ who were awarded the work of \_\_\_\_\_, have successfully executed and completed the work as detailed below.

01.	Work Order No. & Date	:	
02.	Name of work	:	
03.	Brief scope of work	:	
04.	Location of work	:	
05.	Value of work as per W.O. etc.	:	
06.	Date of commencement of work	:	
07.	Revised Value as per execution	:	
08.	Completion Period	:	
09.	Date of actual completion of work	:	
10.	Reason of delay/extension		
11.	Whether any Penalty/ Liquidated Damages imposed. If yes, please give the reason.		
12.	Whether the contractor employed qualified Engineer/Overseer		
	i) Quality of work (indicate grading)	:	Outstanding/Very Good /Good/ /Satisfactory / Poor
	ii) Amount of work paid on reduced rates if any		
	i) Did the contractor go for arbitration?		
	ii) If yes, total amount of claim		
	iii) Total amount awarded		
13.	Comments on the capabilities of the contractor		
	a) Technical Proficiency	:	Outstanding/Very Good /Good/ /Satisfactory / Poor
	b) Financial soundness	:	Outstanding/Very Good /Good/ /Satisfactory / Poor
	c) Mobilization of adequate T&P	:	Outstanding/Very Good /Good/ /Satisfactory / Poor
	d) Mobilization of manpower	:	Outstanding/Very Good /Good/ /Satisfactory / Poor

Note: i. All columns should be filled in properly,

ii. Please tick one of the multiple options.

1. Signature of the  
Reporting Officer\* with office seal

2.. "Countersigned"  
with official seal

**\*Officer not below the rank of Superintending Engineer/Head of the Department/Branch Head or equivalent.**



(Reports must be submitted in client’s official Letter Head and to be addressed to the enlistment authority).

**ANNEXURE-O**

**DECLARATION OF NEAR RELATIVES OF SBI EMPLOYEES**

I/We.....S/o/D/o.....

.....Residing at.....

..... hereby certify that none of our relatives(s) as defined in the Tender document is/are employed in SBI as per details given in tender document. In case at any stage, it is found that the information given by me is false/incorrect, SBI shall have the absolute right to take any action as deemed fit, without any prior intimation to me.

(The near relatives are members of a Hindu undivided family/husband and wife/ the one related to the other in the manner as father, mother, son(s) and son's wife (daughter- in- laws), daughter(s), husband (son-in-law), brother(s) and brother's wife, sister(s) & sister's husband (brother-in-law) etc.

Place :

Date :

**Signature with seal of the Contractor**

Name in Capital Letters:

Address:

**Illustration of cost for calculation of monthly wages of workmen as per requirements in this tender (per person as per respective category of workmen (Highly Skilled/Skilled/Unskilled):**

**Part A:-**

As per the latest GOVT ORDER: F No.1/27(3) 2024-LS-II DT: 25.09.2024 TABULATION OF MANPOWER RATE APPLICABLE FOR OUR HT-LT ELECTRICAL INSTALLATION AND DG SET OPERATION					
Sr No.	Description	Days	Supervisor	Electrician	Helper
	Category (Type of Skill)		Highly skilled	Skilled	unskilled
1	Category of work/Per day BASIC +VDA(RS.)	26	1035	954	783
2	Total of Minimum wages (Basic + DA)/Month		26910	24804	20358
3	HRA (5% of Basic +DA)		1345.5	1240.2	1017.9
4	Mobile allowance		250	0	0
5	Other allowances		4750	0	0
6	Sub total{ Basic +DA+ Fixed allowances( if any) }		33255.5	26044.2	21375.9
7	Leave Wages (7.7% on (Basic + DA + HRA + Other Allowance)		2541.42	2005.40	1645.94
8	Gross Salary		35796.92	28049.60	23021.84
A	EPF (13% on (Basic + DA)) EPF@13% ON Rs.15000/- Cap limit ism Rs15,000		1950	1950	1950
B	EPF @ 3.25% if total gross is less than Rs.21,000/-		0	0	0
9	Employee Compensation @1.7% of Gross salary in case Gross salary is more than Rs.21,000( Empl insurance shall be arranged by Vendor		608.55	476.84	391.37
10	Uniform & Safety Accessories		350	250	250
11	Labour Welfare fund		3	3	3
12	<b>Monthly CTC (without Contractors Margin for Profit &amp; Overheads)</b>		<b>38708.47</b>	<b>30729.45</b>	<b>25616.22</b>

**TABLE -B FOR Cost Calculation: -**

Sr No.	Category of workmen	Yearly Amount per Head (Rs.)	No of Manpower	Total Yearly Amount (Rs.)
1	Highly Skilled Supervisor	Rs.38708.47 x 12 =Rs.4,64,501.64	1	Rs.4,64,501.64
2	Skilled Electrician	Rs.30729.45 x 12 =Rs.3,68,753.40	5	Rs.18,43,767.00
3	Unskilled Helpers	Rs.25616.22 x 12 =Rs.3,07,394.64	3	Rs.9,22,183.92
4	<b>Fixed cost</b>			<b>Rs.32,30,452.56.00</b>
5	<b>CONTRACTOR MARGIN IN PERCENTAGE (%)</b>			<b>TO BE FILLED IN PRICE BID</b>
	<b>GRAND TOTAL</b>	<b>(Fixed Cost of Sr.No.4 + Contractors Margin of Sr No.5 to be quoted in price bid)</b>		

Please note:- These **illustrated “Basic +VDA” rates** are variables as per **GOVT ORDERS and Circulars issued by Ministry of Labour** time to time for minimum wages and is bound to pay accordingly. As of now we need to follow Govt Order: F No.1/27(3) 2024-LS-II issued on DT: 25.09.2024 is applicable.

The other charges such as HRA (5% of Basic +DA), Mobile allowance, Other allowances, Leave Wages (7.7% on Basic + DA + HRA + Other Allowance ), EPF {13% on (Basic + DA)} EPF@13% is with Rs.15000/- Cap limit Or EPF {@ 3.25% if total gross is less than Rs.21,000/-}, Employee Compensation {@1.7% of Gross salary} in case Gross salary is more than Rs.21,000( **Empl insurance shall be arranged by Vendor**)), Uniform & Electrical Safety Accessories for workers and Labour welfare funds etc have been considered while arriving cost to Bank. Vendors/Bidders must pay all statutory payments to get enrolled EPF/ESI and shall submit evidence/proof for depositing the same and claim reimbursements from Bank.

**(A)- Manpower requirements are as below:**

SCOPE OF WORKS	Type of Workmen	No's	General shift	Shift A	Shift B	Shift C	Reliever
Samriddhi Bhavan HT works (such as Operation , Maintenance of All HT Electrical Installations	Highly-Skilled Electrical Supervisor (6 days in a week)	01	01	-	-	-	-
	Skilled Electrician	04	-	01	01	01	Skilled-01
	Helper	03	-	01	01	01	
DG set operation	Skilled Operator-01(for General Shift and routine check-up)	01	01	-	-	-	
	Total:	09	02	02	02	02	01
	<b>TOTAL STAFF</b>	<b>09</b>	<b>(Highly Skilled Supervisor-01, Skilled Electrician -04, Reliever( skilled)-01 &amp; Helpers-03)</b>				

**(B) –The below mentioned equipment are MAJOR Electrical Equipment:**

Sl.No	Item Description	Make	Rating	Qty
1	Diesel Generator	Engine- Cummins, Alternator-Stamford	500KVA	2 Nos
2	Dry Type Transformer	Voltas Transformer Ltd.	1250KVA	3 Nos
3	VCB Panel	Crompton Greaves	6.6 KV	4 Nos
4	Automatic Power Factor Correction (APFC) Panel	Schneider Electric(I) Pvt. Ltd.	400 KVAR	4 Nos
5	Air Circuit Breaker	SIEMENS	2000 /1250 Amp	9Nos+ 02 Nos
6	Air Circuit Breaker	SIEMENS	800 Amp	2 Nos
7	LT Panels of Transformer Room Fabricated/Customized (including all Switch Gears, Relay and Control for Protections )	LTPANELS-Fabricated/Customized, Relay English -Electric	415V, Aux 24/50/110vdc or as per spec	1 Lot
8	Static Battery Charger (Dual Type)	Make: Bagchi, Kolkata		1 No
9	Static Battery Charger (Single Type)	Make: Bagchi, Kolkata		1 No
10	LT panels of HVAC system comprising of 3 Chillers, 4 Primary, Secondary, Condenser Pumps each and 47-AHU panels ( scope includes all LT Switch Gears, and Controls Routine Mainte-nances as required )			1 Lot

All other Electrical HT- LT equipment not enumerated above but available at site are also included and part of the scopes as advised to cover the works.

**Tentative Scope of works :-**

<b>Scope of Work for Main LT panel/VCB/ACB/Transformer/DG</b>	
<b>Sl. No</b>	<b>Work Description</b>
1	Physical checking and testing of the panel in Present load condition to observe any heating , loose terminations, hot spot, chattering, humming noises & vibrations etc. are found, rectified the same.
2	Proper cleaning of the panel.
3	Physical checking of panel for any Missing / Faulty Switch ,Knob, Indicator, Door Lock etc. and replace / rectified the same.
4	Checking of power cable terminations thumping, gap between cables / bus bars & tightness of terminations etc.
5	Checking of Electrical Interlocking Rectify if needed.
6	Checking & cleaning of contacts of all switches etc. with CRC & Petroleum Jelly if needed.
7	Checking of healthiness of all insulating parts and replacement with new part if needed.
8	Special observations on heated parts and rectification of the same.
9	Checking of on / off operations of all switches (ACB , MCCB ) and other items after maintenance.
	<b>VCB checking checklist</b>
	Clean the VCB on regular basis
	Check for physical damage, rust or corrosion on the VCB
	Check the manual opening and closing of the breaker
12	Ensure the operating handle, springs and latches work properly
	Check the control panel for proper indication of ON, OFF and TRIP condition
	Check the correct operation of overcurrent, undervoltage and other protection functions.
	Clean and lubricate the contacts if necessary
	Tighten all electrical connections and bus bars if necessary
	<b>APFC Panel</b>
	Clean the APFC Panel on regular basis
13	Health Check and overheating and charging current of capacitor if applicable.
	Complete checking of APFC panel, deep monitoring of Contactor humming sounds, Current checking of each capacitors, Switch Sequence check of the Power Factor Panel and operate the capacitor bank for PF correction, if required
	<b>Dry Type Transformer checking checklist</b>
	Clean the Transformer on regular basis
	Check for any physical damage, cracks or deformations on the transformer body, winding and insulation
	Check the winding, terminals and connections for overheating, discoloration or burns
	Ensure cooling fans(if applicable) are operational and free of dust and obstructions.
	Check all ventilation pathways are clear to prevent overheating
	Check the tightness of all electrical connections
14	Inspect cable terminations and bus bar connections for signs of overheating, corrosion or discoloration
	Check the proper functioning of temperature sensors, thermal relays, indicators.
	Ensure the temperature gauge reading are within the normal operating range.
	Notice the unusual sounds like humming, buzzing or rattling that may indicate loose components or issues within the core
	Inspect the Tap Chaner mechanism for smooth operation
	Ensure that the Tap Changer position indicator is working correctly
	Check and verify the functionality of circuit breakers, fuses and any other protective device associated with the Transformer
	Avoid moisture,dust, corrosive elements in Transformer room
	Ensure that the Transformer is properly grounded to avoid any hazards.
	<b>DG Set regular checklist</b>
	Clean the DG set on regular basis
	Inspect the battery terminals for corrosion and ensure all connections are tight
	Check the fuel level in the tank and refill if necessary
	Check the engine oil level and top up if necessary
	Check the coolant level in the radiator and refill if needed
	Test battery voltage on regular basis
15	Ensure battery charger is functioning correctly
	Check and ensure all exhaust connections are functioning properly
	Inspect all wiring ,connectors and terminals for smooth operation
	Check the alternator and voltage regulator for correct operation
	Check and observe the unusual noise, vibration and smoke
	Perform load test and no-load test periodically to ensure the generator smooth operation
	Verify proper switching between mains and DG power
	Maintain log-book for DG operation
16	<b>LT panels of HVAC system: Chillers, Primary, Secondary, Condenser Pumps and AHU panels ( scope includes all LT Switch Gears, and Controls Routine Maintenances as required )</b>
	Periodical testing, services etc as required for maintaining all LT Panels of above HVAC equipment's in a good working Condition located at Basement of Building, including cable IR/Meggering/Earth test results etc are included as req

## 1. GENERAL INSTRUCTIONS

- The Contractor shall accept and bear full and exclusive liability for payment of any or all the taxes etc. in force or hereafter imposed, increased and revised from time-to-time by the Central or State government or by wages, salaries or other compensation paid or payable to persons engaged by the Contractor.
- The Contractor shall be responsible for maintaining record pertaining to payment of wages and also for depositing the ESI / PF contributions, if required with authorities concerned. He is required to produce the same with the authorities for verification or ratification.
- The Contractor's workmen will not have any right whatsoever to get absorbed in the Bank.
- The contract shall be for a period of one year, subject to review at the end of each completed period of one year. Either party can terminate the Agreement by giving 30 days' notice in writing in advance.
- The Bank shall pay the contracted price per month to the Contractor awarded with the contract for each month latest by the 1st week of the following month after deducting applicable taxes as per extant Tax laws subject to satisfactory performance and payment of salary/wages to its employees, any other dues paid/payable by him under any law.
- The Contractor shall ensure that all personnel are fully conversant with the premises and with the SBI's business activities and its related manpower requirements.
- SBI shall have the right to have any person removed who is considered to be undesirable or otherwise and similarly the Contractor reserves the right to remove the personnel with prior permission of the SBI, emergencies exempted.
- The Contractor shall exercise adequate supervision to ensure proper performance of Services in accordance with the requirements.
- The Contractor shall issue identity cards/ identification documents to all its employees.
- The personnel of the Contractor shall not be the employees of the SBIIMS/SBI and they shall not claim any salary or allowances, compensation, damages or anything arising out of their employment/duty under this Contract. The contractor shall also provide at its own cost all benefits; statutory or otherwise to its employees and the SBIIMS/SBI shall not have any liability whatsoever on this account.
- **SUPERVISION:**
- The Contractor shall have adequate Supervisory control at Bank premises as per SBIIMS/SBI's requirement, failing which it shall invite penalties as prescribed in the following paragraphs.
- The contractor's Supervisor shall be first line of contact for SBI, who shall report to the designated officers of SBI for all requirements where there is no supervisor, the contractor will identify one employee for take care of the work and for correspondence with the Bank.
- The contractor shall ensure that all statutory / mandatory requirements either related to wages disbursements or related to depositions of EPF/ESIC or WC policy, are complied with as applicable, with concerned authorities.
- The Contractor shall ensure that except that of the Service Margin/Charges/commission (as defined in the Price Schedule) all other levies (Wages, Uniform, ESIC, EPF, Bonus etc.), which are charged to SBI in the Price Schedule are passed on to the deployed employees, as applicable, on occurrence.
- The category wise requirement of manpower per day mentioned in Schedule of Works.
- The quantity for Manpower and Machines mentioned, is indicative and for calculation of Price variation only. The agency if required will deploy more manpower for doing the work as per utmost satisfaction of the user if approved by the Bank. In case of any other work other than specified in scope of work, manpower will be required to be provided by the agency to SBI on demand and the Cost of the same will be paid to the contractor on the basis of minimum wages plus commission/charges.
- The Contractor staff shall always be disciplined, properly dressed and be presentable all the time during duty. The persons deployed by the Contractor shall be properly trained, have requisite experience and skills for carrying out a wide variety of work. The Contractor shall be solely responsible to tackle the matters in case any of its staff deployed under this contract falls sick or is injured or goes on strike/ unfair activities etc. during performance of his/her duty. It shall indemnify SBI in all respects under this contract.

**1. Evaluation of tenders:**

- a. After opening of Envelope No. 1 (Technical bid), on the scheduled date, time and venue, the Bank’s committee shall examine the contents of the tenders received along with all prescribed mandatory documents.
- b. The technical bids shall be evaluated based on the available documents submitted by the bidder. And qualification marks obtained as per All bidders are supposed to furnish necessary documents in proof of claims as per Technical Bid/NIT for Pre-qualifications in Technical bids only at the time of submission of Envelope-1.
- c. No further communication shall be entertained in this regard, However, if Bank feels to assist in the examination, evaluation, and comparison of the bids, and qualification of the bidders, the SBI may, at its discretion, ask any bidder for a clarification of its bid, if the authorities deem necessary.

**The technical bid evaluation shall be done based on the following criteria:** During the technical evaluation stage, each bidder shall be assigned marks based on submitted credentials/documents , Marks shall be given on out of a total of **100 marks**, as per the criteria specified below after verification/scrutiny of eligibility of the bidder: **Min 60 Marks are required for prequalification for price bids opening.**

**2. QUALIFICATION BY OBTAINING MARKS:**

- a. **MIN 60 MARKS ARE REQUIRED FOR GETTING PRE-QUALIFIED FOR PRICE BID OPENING. Therefore, all Bidders shall submit** documentary evidence along with technical bid for each head of markings.
  - b. Please note that these marks will also be used for getting L1 decided in case of Tie when( % percentage) rates quotes are equal/same among different Bidders.
  - c. For deciding IN CASE OF Tie Bids (among bidders for quote having same (% Percentage )rates, L1 will be declared whose marks are highest among tied bids.
3. Experience in similar works such as (1) “Hiring of services on yearly basis under annual maintenance contract for Operations/Maintenance of HT-LT electrical installation of substation and DG set operations or (2) if Management of Big Establishments wherein HT-LT works shall be a sizeable Part of Work Orders etc.
4. DOCUMENTRY EVIDENCE SHALL BE FURNISHED ALONG WITH TECHNICAL BID, pl note that “NO UNDERTAKING IN ANY CIRCUMSTANCES FOR LATER SUBMISSION IS ACCEPTED TO BANK” no tender with undertaking on this clauses are going to be accepted and it leads to disqualification of Technical Bid straight ways.

**Details of marking in different Heads are as under :-**

<b>A). Experience in Electrical HT/LT Substation Maintenance ( for a continuous period of)</b>		<b>Max 5 Marks</b>
(a)	2 to less than 5 years	03 Marks
(b)	5 to less than 7 years	04 Marks
(c)	Above 07 years	05 Marks
<b>B). Number of Manpower on roll</b>		<b>Max 5 Marks</b>
(a)	30 to 100	03 marks
(b)	> 100 up to 200	04 marks
(c)	> 200	05 marks
<b>C). Experience of providing operations/maintenance of HT-LT electrical installation of substation and DG set operations or overall Management with Operation &amp; Maintenance of Electrical installations of Big Establishments in reputed Pvt/Ltd Institutions/establishments/Public/Private Banks/Enterprises.</b>		<b>Max 5 Marks</b>
(a)	Single work of value Rs. 0.35cr. To less than 0.8cr.	03 Marks
(b)	Single work of value Rs.0.8cr to less than 1.0 cr.	04 Marks
(c)	Single work of value above R.1.0 cr.	05 Marks
<b>D). Avg. Turnover (Last 3 Financial Year)</b>		<b>Max 10 Marks</b>
(a)	>10Lakhs to less than 50 Lakhs	02 marks
(b)	>50Lakhs to less than up to 1 crores	04 marks

(c)	> 1 crores to less than up to 3 crores	06 marks
(d)	> 3 crores up to 10 crores	08 marks
(e)	> 10 crores or above	10 marks
<b>E). Net Worth (Solvency) of the Company Min</b>		<b>Max 10 Marks</b>
(a)	1 Crores to less than 3 crore	02 marks
(b)	3 crores to less than 5 crore	05 marks
(c)	> 5 crores	10 marks
<b>F). Quality /Service-Related Certification</b>		<b>Total/Max 20 Marks</b>
(a)	ISO 9001 certification (Quality Management Systems)	04 marks
(b)	ISO 9001/ 14001	08 marks
(c)	ISO9001/14001/27001	12 marks
(d)	ISO9001/14001/27001/45001	20 marks
<b>(G) Constitution of firm</b>		<b>Max 10 Marks</b>
(a)	Proprietary firms	02 marks
(b)	Registered Partnership	04 marks
(c)	Private Limited Company	06 marks
(d)	Limited Company	10 marks
<b>(H). Availability of Tools &amp; Tackles</b> (full documentary proof with Calibration certificate in the name of firm shall be submitted )		
		<b>Total /Max 10 marks</b>
(a).	HT- LT Meggers of range up to 5000 M ohm	02 marks
(b).	Earth tester/Megger /Safety tools etc	02 marks
(c).	Hydraulic Cable termination Kits & Dies from	02 marks
(d).	Thermography Machine	04 marks
<b>(I) Office at Kolkata</b>		<b>Max 10 marks</b>
No (Any undertaking is not accepted for not having office for opening at later stage afetr receiving work orders )		0 marks
Yes		10 marks
<b>(J) Ranking after site visit(office and client's Premises of the bidder) verification</b>		<b>Max 15 marks</b>
<b>By officials of SBI</b>		
(a)	Good	5 MARKS
(b)	Better	10 MARKS
(c)	Excellent	15 Marks
		<b>TOTAL:- 100 Marks</b>

**Note:-**

1. Besides fulfilling eligibility and after completion of scoring exercise through the aforesaid criteria, all the bidders who will score 60% or above or as per the discretion of the Selection Committee will be considered for bucket of Qualified Bidders. Bidders who score less than 60% of marks shall be rejected and not qualified for price bids.

2. The successful bidders /contractors will then be shortlisted on descending order of their marks as per our job requirement. The pre-qualified bidders/contractors who are shortlisted for price bidding will be intimated individually by email.

3. Providing work order to the successful bidder/contractor is at the discretion of the SBI.

4. The technical bid not meeting the minimum requirements as per the tender documents shall be rejected.

5. Vendors/Bidders shall be careful while submitting bids and (i) The responsiveness of the bid, i.e, receipts of duly filled, signed and accepted bid documents in complete form, including Authorization Letter.(ii) Receipt of valid EMD & tender fees with requisite amount in acceptable format.(iii) Documents in proof of meeting the minimum eligibility criteria. (iv) Any other documents as required to support the responsiveness of the bidder, as per tender.

6. The Selection committee shall also analyse that there is no collusive or fraudulent practice involved in the entire tendering process amongst all the tenders received.

7.The technical scrutiny shall be on the basis of submitted substantiation of documents.

8.Any tender during the evaluation process not meeting the tender conditions laid down in the tender document will be declared as not acceptable and such tenders shall not be considered for further evaluation.

**Draft Format for Price Bid:-**

STATE BANK OF INDIA , PREMISES DEPARTMENT, LHO KOLKATA				
<b>PRICE BID FOR "HIRING OF SERVICES FOR ANNUAL MAINTENANCE CONTRACT FOR DAY -TO -DAY OPERATIONS OF HT -LT ELECTRICAL INSTALLATION OF SUBSTATION AND DG SET OPERATIONS AT SBI, LOCAL HEAD OFFICE, KOLKATA</b>				
Note :	Please refer <b>Page No.26 of NIT</b> for Minimum wages of total workmen (09 no's of Different Category ) for 12 months (It is As per the latest GOVT ORDER : F No.1/27(3) 2024-LS-II DT: 25.09.2024, and is always a variable amount and it may change on upcoming /prevailing Govt Circulars). Therefore bidders (Pre-Qualified) <b>need to quote in % only against their Overheads/Profit &amp; Margins .( but not less than 3.26%+GST)</b>			
Sr No.	Description of work	% of Contractor's Margin	Amount	Total amount( Rs.)
1	Contractors Margin for Profit & Overheads including providing of Testing equipment, Tools & Tackles, and miscellaneous expenses @ ( X ) % on Rs.3230452/-{ Cap on % of Contractor's Margin is 3.26%+GST ( No vendor is permitted to quote below 3.26% +GST of estimates)}		32,30,452.00	
<b>GST SHALL BE PAYABLE EXTRA ON PREVAILING RATES</b>				

SEAL & SIGN OF BIDDERS

DATE: