



Local Head Office, 16, College lane, Chennai- 600 006,  
Tel: 044 28308401 / 8403 / 8901 / 8903

**NOTICE FOR EMPANELMENT**

SBI invites applications for “Empanelment of Architects / Contractors / Consultants for Civil, Electrical, AC & Interior works and Vendors for supplying of Rental printers for Chennai Circle”. For details and application, log on to: <https://bank.sbi> > SBI in the News > Show more > Empanelment of vendors. Last date for submission is 23.08.2024. Corrigendum, if any, will be published only in website.

Chennai  
01.08.2024

AGM (P&E) / AGM (ITSS)



**NOTICE INVITING APPLICATIONS FOR  
EMPANELMENT OF CONTRACTORS / VENDORS / AGENCIES FOR VARIOUS  
TRADES AND CATEGORIES FOR CHENNAI CIRCLE (TAMIL NADU & PONDICHERRY)**

- TRADE :**
- i) **CIVIL WORKS (C)**
  - ii) **INTERIOR WORKS (IW)**
  - iii) **STRUCTURAL REPAIR/WATER PROOFING (SR)**
  - iv) **PLUMBING (PW)**
  - v) **HORTICULTURE (H)**

**Separate application shall be submitted for each trade**

**Last date for submission of Applications: 3.00 p.m. on 23.08.2024**

The Assistant General Manager (P&E)  
State Bank of India  
Local Head Office, Chennai  
4th floor, Circletop House,  
No. 16, College Lane,  
Chennai - 600 006  
Phone : 044 – 2830 8401 / 8403 / 8412

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

State Bank of India, LHO Chennai invites applications for empanelment of contractors / vendors / agencies under various trades and categories for its civil construction & maintenance, interior projects, Structural repair/ water proofing/ plumbing and Horticulture in the State Bank of India's offices / branches situated in the state of Tamilnadu & Pondicherry. Full details and format for submission of application forms can be downloaded from our website: <https://bank.sbi> > SBI in the news > Show more > Empanelment of vendors. **Contractors who are in the existing panel of SBI should submit application for the empanelment afresh.** Duly completed applications in the prescribed format with required documents etc. should be submitted on or before due date 23.08.2024.

The eligibility criteria, terms and conditions, application format and other details /requirements are as under:

**(I) MINIMUM ELIGIBILITY CRITERIA:**

(Table – 'A')

Sr. No.	Trade	Category	Eligibility Limit (Amount in Rupees)	*Similar Work Executed/Completed During Last 7 Years ending on 31.05.2024	**Average Turnover of Last 3 Years (Minimum)	Experience of Firm
(i)	<b>Civil &amp; Public Health Works Including Major Repairs and Renovation</b>	C1	Up to Rs.500 lakhs	One work of Rs.400 lakhs or Two works of Rs.250 lakhs each or Three works of Rs.200 lakhs each	Rs.150 lakhs	Min. 7 years
		C2	Up to Rs.300 lakhs	One work of Rs.240 lakhs or Two works of Rs.150 lakhs each or Three works of Rs.120 lakhs each	Rs. 90 lakhs	
		C3	Up to Rs.150 lakhs	One work of Rs.120 lakhs or Two works of Rs. 60 lakhs each or Three works of Rs.60 lakhs each	Rs. 45 lakhs	
		C4	Up to Rs. 75 lakhs	One work of Rs. 60 lakhs or Two works of Rs. 37.50 lakhs each or Three works of Rs.30 lakhs each	Rs. 22.5 lakhs	
		C5	Up to Rs.25 lakhs	One work of Rs. 20 lakhs or Two works of Rs.12.50 lakhs each or Three works of Rs. 10 lakhs each	Rs. 7.5 lakhs	

		C6	Up to Rs. 8 lakhs	One work of Rs.6.4 lakhs or Two works of Rs. 4 lakhs each or Three works of Rs.3.2 lakhs each	Rs. 2.4 lakhs	
		C7	Up to Rs. 3 Lakhs	One work of Rs. 2.4 Lakh or Two works of Rs. 1.50 Lakh each or Three works of Rs. 1.2 Lakhs each	Rs. 0.9 Lakhs	
(ii)	<b>Interior &amp; Fur- nishing Pro- ject</b>	IF1	Up to Rs.500 lakh	One work of Rs.400 lakh or Two works of Rs.250 lakh each or Three works of Rs.200 lakh each	Rs.150 lakh	Min. 7 years
		IF2	Up to Rs.150 lakhs	One work of Rs.120 lakhs or Two works of Rs.75 lakhs each or Three works of Rs.60 lakhs each	Rs.45 lakhs	
		IF3	Up to Rs.50 lakhs	One work of Rs.40 lakhs or Two works of Rs.25 lakhs each or Three works of Rs.20 lakhs each	Rs.15 lakhs	
		IF4	Up to Rs.25 lakhs	One work of Rs. 20 lakhs or Two works of Rs. 12.50 lakhs each or Three works of Rs.10 lakhs each	Rs.7.50 lakhs	
		IF5	Up to Rs. 15 lakhs	One work of Rs.12 lakhs or Two works of Rs.7.50 lakhs each or Three works of Rs. 6 lakhs each	Rs. 4.50 lakhs	
		IF6	Up to Rs.7 lakhs	One work of Rs.5.6 lakhs or Two works of Rs.3.5 lakhs each or Three works of Rs.2.8 lakhs each	Rs. 2.10 lakhs	
(iii)	<b>Structural Re- pair / water proofing works</b>	SR 1	Up to Rs.100 lakh	a) One work of Rs.80 lakh or Two works of Rs.50 lakh each or Three works of Rs.40 lakh each	Rs.30.0 lakh	Min. 7 years
		SR 2	Up to Rs.50 lakhs	One work of Rs.40 lakhs or Two works of Rs.25 lakhs each or Three works of Rs. 20 lakhs each	Rs.15 lakhs	

		SR 3	Up to Rs.15 lakhs	One work of Rs. 12 lakhs or Two works of Rs.7.5 lakhs each or Three works of Rs.6 lakhs each	Rs.4.50 lakhs	
		SR 4	Up to Rs.7 Lakhs	One work of Rs.5.60 lakhs or Two works of Rs.3.5 lakhs each or Three works of Rs.2.80 lakh each	Rs.2.10 Lakhs	
(iv)	<b>Plumbing works</b>	PW 1	Up to Rs.1 lakh	One work of Rs.0.8 lakh or Two works of Rs.0.5 lakh each or Three works of Rs.0.4 lakh each	Rs.0.30 lakh	Min. 7 years
		PW 2	Up to 0.25 Lakhs	One work of Rs.0.20 lakhs or Two works of Rs.0.125 lakhs each or Three works of Rs.0.4 lakh each	Rs. 0.075 Lakh	
(v)	<b>Horticulture</b>	H	Up to Rs.2 lakhs	One work of Rs. 1.60 lakhs or Two works of Rs.1.0 lakhs each or Three works of Rs.0.80 lakhs each	Rs.0.60 lakh	Min. 7 years

A. (\*) Applicants should have experience in having successfully completed similar works of value as prescribed in Table 'A' above for Government/Semi-Government/ PSUs/ PSBs/ Financial Institutions during the last 7 years ending on 31.05.2024. The information must be supported with the copies of Work Order, Satisfactory Completion Certificate, etc, proof of payment /Form 26 AS etc.

B. (\*\*) Applicants should have minimum average annual turnover prescribed in above table during last 3 years ending on 31<sup>st</sup> March of last financial year ie, 31.03.2024).

**The application not meeting any of the above minimum eligibility criteria will summarily be rejected without further communication in this regard.**

**(II) GENERAL CONDITIONS:**

- (i) **The contractors/vendors empaneled by SBI in the past need to apply afresh.**
- (ii) The applicant must submit sufficient documentary evidence/work completion certificates etc. meeting the above-mentioned criteria from the Govt./Semi-Govt./PSUs/Banks/Government Financial Institutions during last 5years ending on 31.05.2024 (as stipulated in Table 'A').
- (iii) ***Applicants who have been issued warning letter or put on cooling period or placed in negative list by any organization at any time for any reason whatsoever, need not apply and shall not be considered for empanelment by the Bank. A suita-***

ble self-declaration to be submitted on the Letter Head of the Firm duly signed by the vendor/ Authorized Signatory stating that they have had not been placed as indicated above. The application of disqualified/debarred/blacklisted/terminated agency/contractor/vendor on account of poor or unsatisfactory performance shall be summarily rejected.

- (iv) Bank may choose to carry out physical inspection of works mentioned by the applicants in their application forms, in addition to calling for confidential reports from the respective employer/client/department to ascertain their capability and quality of works.
- (v) The performance of all the empaneled contractors shall be reviewed by the SBI periodically and the contractors with unsatisfactory performance and also those who do not respond to **three consecutive tender enquiries without any valid reasons shall be removed from the panel without notice and no correspondence will be entertained in this regard.**
- (vi) The contractors should be equipped with necessary infrastructure like building construction equipment, machinery and tools, labour strength etc.
- (vii) The contractor is required to furnish their PAN No, GST Registration details of firm etc. along with supporting documents.
- (viii) The contractor should have an Office in Tamil Nadu / Pondicherry.
- (ix) The contractor should furnish the registration details for the EPF, ESI and the Labour license details under the Labour Contract Act. Further, the selected contractors shall be bound to make payment to their workmen through their Bank account and preferably to have their Bank account in State Bank of India branches. If the contractor do not have an account with SBI, they may open a Bank account with SBI for easiness of transactions.
- (x) The applicant applying for composite works must hold valid Electrical contractor license and supervisory license as mentioned. A-class electrical license from the Competent Government Authority issued in the name of Proprietor/Partner/Director of applied firm and should enclose photocopy thereof for verification. Agencies with valid Electrical License from other States applying for this empanelment should obtain valid Electrical License from the Tamilnadu Electrical Inspectorate prior to issue of any tender papers.
- (xi) The panel of contractors will be valid for three years and contractors will be entitled to participate anywhere in the Chennai Circle.
- (xii) Contractor will have to submit valid e-mail ID, cell no. and Digital Certificate to enable the firms for participation in the online procurement/e-tendering. The contractors who gets empanelled in this empanelment process shall frequently visit Bank's website [www.sbi.co.in](http://www.sbi.co.in) (Procurement news) for getting information regarding the tenders issued from Chennai Circle.
- (xiii) For assessing the Annual Turnover of the last 3 years, Architects must submit valid documents viz copy of Income Tax Return, Form 26 AS, copies of IT assessment order, Profit & Loss Account and Audited Balance Sheet for the last 3 years which shall distinctly identify fees earned towards rendering Architectural services.

- (xiv) The applicant shall agree to obtain the confidential report from the clients of the applicant contractors, to obtain credit opinion from the Bankers and to verify the work executed by the contractors. The applicant shall make necessary arrangements for the same.
- (xv) All the pages of application shall be duly signed with stamp of firm by the contractors, else their application shall be summarily rejected.
- (xvi) The intending applicants are categorically advised to submit the empanelment documents strictly in the attached formats only. Any addition/ alteration to the application format shall lead to rejection of the application submitted by the contractor for the empanelment under this notice. The information required should be neatly filled/typed in **each and every columns and rows** of the Formats. **The applications received with "partly filled formats" or not containing desired information in each and every columns/points/row of various annexures shall be treated as INCOMPLETE and such applications shall be summarily rejected without any intimation/ reference to the applicant and at the applicant's risk and responsibility.**
- (xvii) **The applicants are categorically advised to refrain from mentioning the remark "AS PER ATTACHEMENT/ENCLOSURES" in their applications and annexures to avoid rejection of their applications.**
- (xviii) All the details must be incorporated in the application form downloaded from the State Bank of India's website. Incomplete applications / not fully filled form will be rejected.
- III. The eligible and interested parties shall download prescribed application form and other details from our website

[www.sbi.co.in](http://www.sbi.co.in) <link> [SBI in the News](#) <link> [Show more](#) <link> [Empanelment of Vendors](#)

The application in the prescribed format with all supporting documents in sealed envelope and superscribed as **'APPLICATION FOR EMPANELMENT OF CONTRACTORS IN CHENNAI CIRCLE FOR TRADE ..... & CATEGORY.....'** shall be submitted at the office of The Assistant General Manager (P&E), Circle Office, 4<sup>th</sup> Floor, Circle Top House, No.16, College Lane, Nungambakkam, Chennai-600006 before the due date and time for receipt of application.

- IV. Bank reserves its right to empanel contractor as per its needs in each category & trade. The empanelment of contractors shall be considered on merits within the sole discretion of the Bank and cannot be claimed as right by the applicant and no correspondence shall be entertained in this regard.
- V. **The contractor shall specify the category under the trade for which they are submitting the application for empanelment.**
- VI. Canvassing in any form including bringing influence from any person/agency/Officials/authorities shall lead to disqualification of the applicant.
- VII. Bank reserves the right to accept or reject any or all the applications without assigning any reason thereof and no correspondence will be entertained in this regard.
- VIII. Any amendments/ corrigendum for empanelment of contractors/ vendors shall be published in Bank's website only. Therefore, applicants are requested to visit Bank's website regarding modifications/ corrigendum issued.

**Sd/-**  
**ASSISTANT GENERAL MANAGER(P&E)**



**APPLICATION FORM**

**(Please strike-off which is not applicable)**

(APPLIED FOR EMPANELMENT OF .....CONTRACTORS)

TRADE : .....**(Separate application shall be submitted for each trade)**

CATEGORY APPLIED FOR: ..... **(Specify only one higher eligible category. If not eligible under the specified category, Bank may consider the application for including in the qualifying category as per eligibility criteria)**

Willingness to empanel under other lower categories (**Please circle** the appropriate category. Tender notices for the selected categories alone shall be invited)

C1	IF1	SR1	PW1	H
C2	IF2	SR2	PW2	
C3	IF3	SR3		
C4	IF4	SR4		
C5	IF5			
C6	IF6			
C7				

1	<p>a) Name of the Applicant / Firm / Organization</p>	
	<p>b) Full Postal Address of Firm (Enclose proof)</p>	
	<p>c) Contact Details</p> <p>(i) Phone No. ....</p> <p>(ii) Mobile No. ....</p> <p>(iii) e-mail Id ....</p>	
2	<p>Year of Establishment of firm/ Company</p> <p>(Enclose certified copies of documents as an evidence – ENCLOSURE ‘A’)</p>	

3	Constitution of Firm  (Enclose certified copies of documents as an evidence – ENCLOSURE ‘B’)	Sole proprietorship/ Partnership /Private Ltd. / Public Ltd. / Any other (Please specify)
4	Name of the Proprietor/ Partners / Directors of the Organization / Firm with Qualification.  (Enclose certified copies of documents as an evidence – ENCLOSURE ‘C’)	
5	Name/s of Authorized Signatory / Directors / Partners with Designation and Contact No.	
6	Mode of Authorization  (Enclose certified copies of documents as an evidence – ENCLOSURE ‘D’)	Resolution / Partnership Deed / Registered Power of Attorney / Proprietor / Any Other (Please specify)
7	Details of Registration with Registrar of Companies/ Registrar of Firms. Whether Partnership Firm, Company, etc. Name of Registering Authority, Date and Registration Number.  (Enclose certified copies of documents as an evidence – ENCLOSURE ‘E’)	
8	Whether registered/empanelled with Govt./Semi Govt/Banks/CPWD/Municipal Authorities or any other Public Organization and if so, in which class and since when?  (Enclose certified copies of documents as an evidence – ENCLOSURE ‘F’)  a. Name of Organisation Category No. & Date of Registration  b. Name of Organisation Category No. & Date of Registration  c. Name of Organisation Category No. & Date of Registration	YES / NO
9	Number of years of experience in the field and details of work in any other field.	
10	Yearly turnover of the organization during last 3 years (year wise) and furnish audited balance sheet and Profit & Loss A/c. (Audited) for the last 3 years.  (Enclose certified copies of documents as an evidence – ENCLOSURE ‘G’)	2021-22: Rs..... 2022-23: Rs..... 2023-24: Rs.....

		<b>average: Rs.....</b>
11	<b>Banker's Details</b> (i) Banker's Name: (ii) Full Postal Address: (iii) Telephone No.: (iv) Account No.: (v) Type of Account:	..... ..... ..... ..... .....
12	<b>Registration with Government Authorities:</b> <b>(Enclose certified copies of documents as an evidence – ENCLOSURE 'H')</b> (i) Income Tax (PAN) No. (ii) Goods & Service Tax (GST) No. (iii) Labour License (iv) ESI (v) EPF	..... ..... ..... ..... .....
13	<b>Whether last three years IT returns filed</b> <b>(Please enclose certified copies of the I T return of 2021-22, 2022-23, 2023-24 – ENCLOSURE 'I')</b>	
14	<b>Details of major works executed &amp; completed during last 7 years in Central Govt. /State Govt. /Financial Institutions/PSUs.</b>	<b>Please fill up enclosed Annexure 'J' &amp; enclose copies of work order and satisfactory completion certificates.</b>
15	<b>Details of major works under execution in Central Govt./State Govt./Financial Institutions/PSUs/reputed MNCs.</b>	<b>Please fill up enclosed Annexure 'K' &amp; enclose copies of LOI /work order / agreement</b>
16	<b>Details of Key Personnel Permanently employed</b> (i) Technical Personnel (ii) Other Personnel	. (ANNEXURE 'L') ..... .....

17	Furnish the names of -3- responsible persons along with their designation, address, contact no., etc., for whose organization, you have completed the above-mentioned jobs and who will be in a position to certify about the quality as well as performance of your organization.	(ANNEXURE 'M')
18	Information relating to whether any litigation is pending before any Arbitrator for adjudication of any litigation or else any litigation was disposed of during the last seven years by an arbitrator. If so, the details of such litigation are required to be submitted.	(ANNEXURE 'N')
19	Declaration regarding near relatives working in the State Bank of India.	(ANNEXURE 'O')

**DECLARATION:**

- 1) All the information furnished by me/us here above is correct to the best of my knowledge and belief.
- 2) I/We have no objection if enquiries are made about the work listed by me/ us in the accompanying sheets/ annexures.
- 3) I/We agree that the decision of SBI in selection of contractors for empanelment will be final and binding to me/ us.
- 4) I/We hereby confirm that our firm/agency/company has not been disqualified / debarred / blacklisted by any Governments, Semi-governments, PSUs, Banks including any of the Offices/Branch of State Bank of India/SBIIMS during last 7 year from the date of application.
- 5) I/We hereby confirm that all information, particulars, copies of certificates and testimonials submitted in connection with my/our empanelment are correct and genuine. I am / We are, therefore, liable to face appropriate actions as deemed fit by the Bank in the event of any of the information, particulars, copies of certificates and testimonials are not found correct and genuine. I/We have read the instructions appended to the proforma and I/we understand that if any false information is detected at a later date, the empanelment shall be cancelled at the discretion of the Bank.

**PLACE :**

**DATE:**

**NAME & DESIGNATION**

**ANNEXURE – J****LIST OF MAJOR WORKS EXECUTED AND COMPLETED IN CENTRAL GOVT./STATE GOVT./FINANCIAL INSTITUTIONS/PSUs/REPUTED MNCs DURING LAST 7 (ENDING AS ON 31.05.2024)**

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

S. No.	Name of Work	Work executed for (Name of the Organization with Brief Address of Concerned Office & Contact No.)	Nature of Work	Location of the Work	Actual Value of the Work	Stipulated Date for Completion	Actual Date for Completion	In case of delay, time extension granted without LD (Yes/ No)	If Work Left Incomplete or Terminated (Furnish reasons)

*(Add separate sheet if required)*

Note:

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

Name of Authorized Signatory

**ANNEXURE – K**

**LIST OF MAJOR WORKS UNDER EXECUTION**  
**(Enclose Copies of Work Orders Issued by Clients)**

S. No.	Name of Work	Work being executed for (Name of the Organisation with Brief Address of concerned office & Contact No.)	Nature of Work	Location of the Work	Actual Value of the Work	Date of Commencement	Scheduled Date of Completion	Likely Date of Completion	If Work Left Incomplete or Terminate(Furnish reasons)

*(Add separate sheet if required)*

Note:

1. Information has to be filled up specifically in this format.

Name of Authorized Signatory

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

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

*(Add separate sheet if required)*

**Notes:**

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

Name of Authorized Signatory

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

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

*(Add separate sheet if required)*

**Notes:**

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

Name of Authorized Signatory



**ANNEXURE – N**

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

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

*(Add separate sheet if required)*

Notes:

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

Name of Authorized Signatory

**ANNEXURE – O**

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

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

*(Add separate sheet if required)*

Notes:

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

Name of Authorized Signatory

**CHECK LIST**

*(Please tick whichever applicable)*

<b>SR. NO.</b>	<b>PARTICULARS</b>	<b>SUBMITTED (Y or N)</b>
1	Application Form (All pages filled in, signed and stamped)	
2	Receipt of tender fee remittance	
3	Enclosure A	
4	Enclosure B	
5	Enclosure C	
6	Enclosure D	
7	Enclosure E	
8	Enclosure F	
9	Enclosure G	
11	Enclosure I	
12	Enclosure J	
13	Annexure K	
14	Annexure L	
15	Annexure M	
16	Enclosure N	
17	Enclosure O	

Date:

Name of Authorized Signatory

Place: