

STATE BANK OF INDIA
PREMISES & ESTATE DEPARTMENT, 3RD FLOOR, LOCAL HEAD OFFICE,
HOSHANGABAD ROAD, BHOPAL - 462011

EMPANELMENT OF SOLAR VENDORS / AGENCIES FOR BHOPAL CIRCLE (MADHYA
PRADESH AND CHHATISGARH STATES)

TENDER ID- LHO/BHO/P&E/2023-24/17

Last date for submission of Applications:
05.03.2024

The Assistant General Manager (Premises & Estate Department)
State Bank of India, Local Head Office,
Hoshangabad Road, Arera Hills,
Bhopal - 462011

STATE BANK OF INDIA
PREMISES & ESTATE DEPARTMENT, 3RD FLOOR, LOCAL HEAD OFFICE,
HOSHANGABAD ROAD, BHOPAL - 462011

A - NOTICE INVITING APPLICATIONS FOR THE EMPANELMENT OF SOLAR VENDORS / AGENCIES

SBI, Premises & Estate Department, LHO, Bhopal intend to empanelment of solar vendor / agencies, etc. under various trades and categories for supply, installation, testing & commissioning of solar power plant, solar rooftop and Annual Maintenance Contract works of solar rooftop system etc. in the State Bank of India's offices/Branches situated in the states of Madhya Pradesh and Chhattisgarh. The eligibility criteria, terms and conditions, application format and other details/requirements are as under:

(I) MINIMUM ELIGIBILITY CRITERIA:

a. Panel for Madhya Pradesh and Chhattisgarh State

(Table – 'A')

S N	Trade	Cat ego ry 'S' stan ds for Sola r roof top wor ks	Specified Project Cost Limit (Amount in Rupees)	*Similar Work Executed/Completed During Last 7 Years	**Average Turnover of Last 3 Years (Minimum) & Solvency Required (50% of min. average annual turnover of last 3 years)	Exper ience of Firm
	Solar Works	SA	Above Rs.50 lakh up to Rs.100 lakh	One work of Rs.80 lakh or Two works of Rs.50 lakh or Three works of Rs.40 lakh each	Rs.30 lakh	5 years
		SB	Above Rs.25 lakh up to Rs.50 lakh	One work of Rs.40 lakh or Two works of Rs.25 lakh or Three works of Rs.20 lakh each	Rs.15 lakh	
		SC	Above Rs.10 lakh up to Rs.25 lakh	One work of Rs.20 lakh or Two works of Rs.12.5 lakh or Three works of Rs.10 lakh each	Rs.7.5 lakh	
		SD	Up to Rs.10lakh	One work of Rs.8 lakh or Two works of Rs.5 lakh or Three works of Rs.4 lakh each	Rs.3 lakh	

#-Annual Contract Value

- A. (*) Applicants should have experience in having successfully completed **similar work (means solar rooftop installation works) (single order)** during last 5 or 7 years of value as prescribe in table 'A' above for Government/Semi-Government/PSUs/Banks/Government/Financial Institutions/Reputed private/Multinational organization. The information must be supported with the copies of Work Order, Satisfactory Completion Certificate, etc.
- B. (**) Applicants should have minimum average annual turnover prescribed in above table during last 3 years ending on 31st March of last financial year.
- C. The applicants should submit Solvency of specified value (min. 50% of average annual turnover of last 3 financial years) issued by any Scheduled Bank. The Solvency Certificate should not have been issued prior to 1 month from the date of application.

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

b. **GENERAL CONDITIONS:**

- (i) The applicant applying for more than one category shall need to ensure that: -
 - a. They must fulfill the eligibility criteria for each category of the work individually and
 - b. Applicants mentioning more than one category in the same applications shall be disqualified without notice.

c. Only relevant documents to be enclosed with the application
- (ii) The contractors/vendors empaneled by SBI in the past need to apply afresh, else their name will not be considered for empanelment.
- (iii) 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/Reputed Private/Multinational organization during last 5 or 7 years (as stipulated in table 'A').
- (iv) The applicant should be bona-fide resourceful and well experienced contractor/agency/firm registered with Banks/PWD/CPWD/MES/RLY/PSUs, etc. for carrying out the captioned works for pre-qualification at different places of Madhya Pradesh and Chhattisgarh states.
- (v) The applicant should not have been disqualified / debarred / terminated on account of poor or unsatisfactory performance / blacklisted from any Governments, Semi-governments, PSUs, Banks or any other organizations including any of the Offices/Branch of State Bank of India Pan India during last 7 years from the date of publication / application of this notice. A suitable declaration to be submitted on the Letter Head of the Firm duly signed by the Authorized Signatory only. The application of

disqualified/debarred/blacklisted/terminated on account of poor or unsatisfactory performance applicant shall be summarily rejected. In case any vendor found disqualified at later date, their empanelment will be rejected.

- (vi) The applicant applying to submit the declaration for that electrical works must be carried out by valid 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.
- (vii) The SBI may choose to carryout physical inspection of works mentioned by the vendors/applicants in their application forms in addition to calling for confidential reports from the respective employer/department to ascertain their capability and quality of works.
- (viii) The performance of all the empaneled vendors shall be reviewed by the SBI at periodical interval of 6 months or so and the contractors with unsatisfactory performance and also those who do not to respond to three consecutive tender enquiries of the SBI without informing any valid reasons will be debarred from the panel without notice and no correspondence will be entertained in this regard. Such contractors shall not be eligible for fresh empanelment in the SBI for next 3 years, thereafter, if they wish they can apply afresh for empanelment in prescribed format.
- (ix) The contractors should be equipped with necessary infrastructure like building construction equipment, machinery and tools, labor strength etc.
- (x) The contractor is required to furnish their PAN No, GSTIN Registration details of firm with GSTIN No. etc. to the SBI along with supporting documents.
- (xi) The contractor should furnish the registration details for the EPF, ESI and the Labor license details under the Labor Contract Act. Further, the selected vendors shall be bound to make payment to their workmen through their Bank account as per latest minimum wages act of Central Govt. and preferably to have their Bank account in State Bank of India branches.
- (xii) Preference will be given to those vendors who have history of timely completion of works/projects taken up by them during the last 7 years. The contractors prone to delay the projects without valid reasons may be disqualified by the SBI within its sole discretion.
- (xiii) The panel of vendors will be valid for the entire Madhya Pradesh and Chhattisgarh and vendors will be entitled to participate anywhere within these two states, subject to receipt of NIT from the SBI or Project Architect or its authorized e-procurement agencies.
- (xiv) The SBI is invariable inviting online tenders for its projects. Thus, the 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.

- (xv) For assessing the Annual Turnover of the last 3 years, contractor must submit valid documents viz copy of Income Tax Return, copies of IT assessment order, Profit & Loss Account and Audited Balance Sheet for the last 3 years.
- (xvi) The firm/ vendors should be profit making during last three financial years ending 31.03.2023 (Not mandatory for works up to Rs. 10.00 lakh).
- (xvii) The applicant shall agree and authorize the SBI to obtain the confidential report from the clients of the applicant contractors, to obtain credit opinion from the Bankers and to verify the work executed by the contractors.
- (xviii) All the pages of application shall be duly signed with seal of firm by the contractors, else their application shall be summarily rejected.
- (xix) The intending applicants are categorically advised to submit the empanelment documents strictly in the attached formats only. The information required should be neatly filled/typed in **each and every columns and rows** of the Formats. *The applications received with "partly filled formats" not containing desired information in each and every columns/points/row of various annexures shall be treated as INCOMPLETE and such applications shall be **summarily rejected** without any reference to the applicant and at the applicant's risk and responsibility.*
- (xx) *The applicants are categorically advised to refrain from mentioning the remark "AS PER ATTACHEMENT/ENCLOSURES" in their applications and annexures to avoid rejection of their applications.*
- (xxi) Applications received will be screened periodically by the SBI at interval of 6 months or as and when need arises with the sole discretion of the SBI and no correspondence will be entertained in this regard. Considering the performance/works/participation of vendor in the tendering or works.
- (xxii) All the details must be incorporated in the application form downloaded from the State Bank of India's website. Incomplete information / not fully filled form will be rejected.
- (xxiii) The eligible and interested parties may download prescribed application form and other details from our website of vendors www.sbi.co.in <link> **empanelment of solar vendors** the application in the prescribed format with all supporting documents in sealed envelope and super scribed as **'APPLICATION FOR EMPANELMENT OF SOLAR VENDORS/AGENCIES FOR WORK OF SOLAR POWER PLANT IN MADHYA PRADESH AND CHHATTISGARH STATE FOR TRADE..... & CATEGORY.....'** shall be submitted at the office of The Assistant General Manager (Premises & Estate Department), 3rd floor, Local Head Office, Hoshangabad Road, Bhopal – 462011 on or before 05.03.2024. The applications so received from the vendors shall be examined and evaluated by a Committee in the SBI. Contact: 0755-2575816

- (xxiv) The prequalification criteria mentioned above are minimum. Thus, the empanelment of contractors in each category shall be considered by the SBI purely on merits, performance of the contractor in timely execution of the project with quality, feedback / confidential reports of the firms/applicant received from other employers etc. Hence, merely fulfilling the prescribed minimum prequalification criteria shall not entitle the contractor for their empanelment with the SBI.
- (xxv) The SBI shall be empaneling reasonable no. of contractors on merit, with minimum qualifying criteria as decided by committee as prescribed in Empanelment Evaluation Matrix, in each category subject to verification of their credentials / inspection of work for quality, infrastructure, feedback from previous / present client etc. and no correspondence/communication shall be entertained in this regard.
- (xxvi) The SBI reserves its right to empanel vendor/contractor as per its needs in each category & trade. The empanelment of contractors shall be considered on merits within the sole discretion of the SBI and cannot be claimed as right by the applicant and no correspondence shall be entertained by the SBI in this regard.
- (xxvii) Separate applications are required to be submitted with supporting documents for each category. Single application submitted for more than one category shall not be entertained.
- (xxviii) Canvassing in any form including bringing influence from any person/agency/Officials/authorities shall lead to disqualification for the empanelment exercise.
- (xxix) The applications received will be processed by the SBI once in every 6 (six) months. The SBI preserve their rights to process applications even earlier depending upon its need irrespective of periodicity mentioned herein. However, applicant shall not be entitled to raise any claim for the same and no correspondence shall be entertained in this regard.
- (xxx) The vendor should have office setup in Madhya Pradesh or Chhattisgarh for satisfactory/smoothly rendering maintenance services supported by the necessary documents considering operational convenience. If presently, no office is established in MP then it should be ensured by the vendor must open the office in MP & CG. A suitable declaration in this regard must provide with application.
- (xxxi) The vendor has sufficient expertise to the solar project and having good liaison from local govt. authority electricity, MP/CG Discom, Electrical Safety Department of MP & CG or state govt. / Central Govt.
- (xxxii) The vendor has also sufficient experience in Installation or Annual Maintenance Contract of solar rooftop system works and deals with liaison works with State Discom/MP Electrical Safety Department/other Govt. Department and having experience in net metering with all liaison work with MP & CG Discom &

Electrical Safety Department of MP & CG and get the net metering within 30 days.

(xxxiii) We understand that this application is only for empanelment of solar vendor/agencies, not result for allotment of works.

(xxxiv) The applicant/vendor should have support of OEM of solar PV panel and solar inverter for satisfactory/smoothly rendering maintenance services supported by the necessary documents considering operational convenience.

The SBI reserves the right to accept or reject any or all the applications without assigning any reason thereof and no correspondence will be entertained in this regard.

**ASSISTANT GENERAL MANAGER
PREMISES & ESTATE**

STATE BANK OF INDIA
PREMISES & ESTATE DEPARTMENT, 3RD FLOOR, LOCAL HEAD OFFICE,
HOSHANGABAD ROAD, BHOPAL - 462011

EMPANELMENT OF SOLAR VENDORS/ AGENCIES FOR SOLAR WORKS IN
BRANCHES/OFFICES IN MADHYA PRADESH & CHHATTISGARH

APPLICATION FORM
{TO BE SUBMITTED ON A-4 SIZE NEATLY TYPED PAPERS}
(Please strike-off which is not applicable)

(APPLIED FOR EMPANELMENT OFVENDOR/AGENCIES)

TRADE:

CATEGORY:

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) e-mail Id
2	Year of Establishment (Enclose certified copies of documents as an evidence – ENCLOSURE 'A')	
3	Constitution of Firm (Enclose certified copies of documents as an evidence – ENCLOSURE 'B')	Sole proprietorship/ Partnership /Private Ltd. / Public Ltd. / Any other (Please specify)

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

9	Number of years of experience in the field and details of solar works in any other field.	
10	<p>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.</p> <p>(Enclose certified copies of documents as an evidence – ENCLOSURE 'G')</p>	<p>2020-21 :Rs.....</p> <p>2021-22 :Rs.....</p> <p>2022-23 :Rs.....</p> <p>Average: Rs.....</p>
11	<p>Banker's Details</p> <p>(i) Banker's Name:</p> <p>(ii) Full Postal Address:</p> <p>(iii) Telephone No.:</p> <p>(iv) Account No.:</p> <p>(v) Type of Account:</p>	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
12	<p>Solvency Certificate from the Bankers (For minimum amount of 50% of the average annual turnover of last 3 financial years).</p> <p>(Enclose certified copies of documents as an evidence – ENCLOSURE 'H')</p>	
13	<p>Registration with Government Authorities:</p> <p>(Enclose certified copies of documents as an evidence – ENCLOSURE 'I')</p> <p>(i) Income Tax (PAN) No.</p> <p>(ii) Goods & Service Tax (GST) No.</p> <p>(iii) Labour License</p> <p>(iv) ESI</p> <p>(v) EPF</p>	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
14	<p>Whether last three years IT returns filed</p> <p>(Please enclose certified copies of the I T return of 2020-21, 2021-22, 2022-23 – ENCLOSURE 'J')</p>	
15	Details of major solar works executed & completed during last 7 year in Central Govt./State/Govt./Financial	Please fill up enclosed Annexure 'K' & enclose copies of work order and satisfactory completion

	Institutions/PSUs.	certificates.
16	Details of major solar works under execution in Central Govt./State/Govt./Financial Institutions/PSUs.	Please fill up enclosed Annexure 'L' & enclose copies of LOI /work order / agreement
17	Details of Key Personnel Permanently employed. (ANNEXURE 'M') (i) Technical Personnel (ii) Other Personnel
18	(i) Whether the solar applicant possess valid "A" class Electrical Contractor's license under LT/HT and supervisory license for various work (<u>in case of empanelment for Electrical contractor only</u>) or if not (ii) A suitable declaration is provided the Electrical works pertains to solar power plant to be executed only by 'A' Class Electrical contractors. (Enclose certified copies of documents as an evidence – ENCLOSURE 'O')	
19	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 'Q')	
20	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 'R')	
21	Declaration regarding near relatives working in the State Bank of India.(ANNEXURE 'S')	

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/ annexure.
- 3) I/We agree that the decision of SBI in selection of solar vendor 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, and Banks including any of the Offices/Branch of State Bank of India Pan India during last 7 year from the date of application.
- 5) I/We hereby confirm that all information, particulars, copies of certificates and testimonials in connection with my/our empanelment are correct and genuine. I am / We are, therefore, liable to face appropriate actions as deemed fit by the SBI in the event of any of the information, particulars, copies of certificates and testimonials are not found correct and genuine. I/We have read the instructions appended to the proforma and I/we understand that if any false information is detected at a later date, the empanelment shall be cancelled at the discretion of the SBI.
- 6) The SBI reserves the right to accept or reject any or all the applications without assigning any reason thereof and no correspondence will be entertained in this regard.

PLACE :**DATE :****SIGNATURE OF VENDOR/AGENCIES****NAME & DESIGNATION****SEAL OF ORGANISATION**

ANNEXURE – K

**LIST OF MAJOR SOLAR WORKS EXECUTED AND COMPLETED IN CENTRAL
GOVT./STATE GOVT./FINANCIAL INSTITUTIONS/PSUs/REPUTED
PRIVATE/MULTINATIONAL ORGANIZATION DURING LAST 7 YEARS**

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

SATISFACTORY COMPLETION CERTIFICATE IS MUST

S. No.	Name of Work	Work executed for (Name of the Organization with Brief Address of Concerned Office &Contact No.)	Nature of Work(Installation of solar rooftop works & its maintenance)	Location of the Work & Capacity of Solar Power Plant in KWp	Actual Value of the Work	Stipulated Date / Time for Completion	Actual Date / Time for Completion	If Work Left Incomplete or Terminated (Furnish reasons)

(Add separate sheet if required)

Note:

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

Name of Authorized Signatory

Sign & seal of the applicant

ANNEXURE – L**LIST OF MAJOR SOLAR WORKS UNDER EXECUTION**

(Enclose Copies of Work Orders Issued by Clients)

S. No.	Name of Work	Work being executed for (Name of the Organization with Brief Address of concerned office & Contact No.)	Nature of Work	Location of the Work & Capacity of Solar power plant installations in KWp	Actual Value of the Work	Date of Commencement	Likely Date of Completion	If Work Left Incomplete or Terminated (Furnish reasons)

(Add separate sheet if required)

Note:

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

Name of Authorized Signatory

Sign & seal of the applicant

ANNEXURE – M

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

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

(Add separate sheet if required)

Notes:

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

Name of Authorized Signatory

Sign & seal of the applicant

ANNEXURE –Q

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

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

(Add separate sheet if required)

Notes:

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

Name of Authorized Signatory

Sign & seal of the applicant

ANNEXURE –R

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

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

(Add separate sheet if required)

Notes:

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

Name of Authorized Signatory

Sign & seal of the applicant

ANNEXURE –U

DECLARATION REGARDING NEAR RELATIVES WORKING IN THE STATE BANK OF INDIA

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

(Add separate sheet if required)

Notes:

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

Name of Authorized Signatory

Sign & seal of the applicant