



**NOTICE INVITING APPLICATIONS**  
**FOR PREQUALIFICATION OF CONTRACTORS FOR WOODEN CARPENTRY**  
**WORKS**

State Bank of India invites applications for prequalification of contractors for Wooden Carpentry works to carry out the work of Supply & fixing of Wooden Conference room table & chairs in Madurai. Application format may be downloaded from <https://sbi.co.in/web/sbi-in-the-news/procurement-news>. (or) can be obtained from this office. The last date for submission of applications is upto 15:00 hrs on 12.06.2023.

Admin office, Madurai.

Date : 29.05.2023

Deputy General Manager (B&O)



**STATE BANK OF INDIA**

**Admin Office, Madhuram Complex, No.2, Dr.Ambedkar Road, Madurai - 625002.**

**NOTICE INVITING EXPRESSION OF INTEREST FOR**

**FOR**

**PREQUALIFICATION OF CONTRACTORS FOR WOODEN CARPENTRY WORKS  
IN THE PROPOSED CONFERENCE ROOM AT OLD BUNGALOW, MADURAI**

**Last date and time for submission : 12.06.2023, 3.00 pm**

(Application to be submitted on any working day on or before the last date  
at the above address )

**Name of The Tenderer:** .....

**Address:** .....

.....

.....

## **PRE-QUALIFICATION (PQ) DOCUMENT**

### **BRIEF PARTICULARS OF THE WORK**

- 1.0 STATE BANK OF INDIA proposes to create a conference room (15 seater) at Madurai. It is also proposed to arrange for supply & fixing of a 15 seater conference room table made of fully wood with 15 nos of wooden chairs.
- 1.1 The proposed Carpentry work consists of supply & fixing of 15 seater wooden table with wooden top, wooden support, wooden frame, wooden base having design works in the table and chairs as directed by the Bank / Engineer In Charge.
- 1.2 The approximate cost of Carpentry works is estimated to Rs.6.00 lakh.
- 1.3 The time allowed for completion of the total work is 45 days including monsoon period.
- 1.4 SBI intends to pre-qualify the Contractors who have the requisite qualifying experience specified in the pre-qualification documents for selection of competent contractor for the carpentry works.

## INITIAL ELIGIBILITY CRITERIA FOR APPLYING TO PREQUALIFICATION.

- 1.4.1. The applicant should be a well-established and reputed Indian Company (for a minimum period of 07 years) engaged in Carpentry works for commercial/institutional/residential projects.
- 1.4.2. The applicant should have satisfactorily completed “similar” works of magnitude as specified below during the last 05 years ending 31.01.2023. This should be supported by completion certificate issued by an Officer not below the rank of Superintending Engineer / Chief Project Manager or equivalent of the Organization for whom the work has been done.
- (i) One similar completed work costing not less than Rs. 4.80 lakh.  
or
  - (ii) Two similar completed works each costing not less than Rs. 3.00 lakh.  
or
  - (iii) Three similar completed works each costing not less than Rs.2.40 lakh

NOTE : (i) “Similar completed works” under this clause shall mean “successful completion of **carpentry works or interior works including carpentry** for any commercial/institutional/residential projects” executed for Government/ Semi-Government/ PSUs/ PSBs/ Financial Institutions/MNCs/ Private companies.

**Carpentry works in this clause shall mean carpentry wooden works viz., wooden doors/windows, wooden shutters / panels, wooden furnitures, wooden ornamental works, wooden frame works carried out for all type of buildings.**

(ii) “Cost of work” shall mean actual gross value (excl GST) of completed “similar” carpentry work only executed under single contract. The applicant shall submit a copy of final Bill certificate/completion certificate of each project executed by them for carpentry works, during the said period.

(iii) “Applicant” means proprietary concern, partnership firm, private or public limited company applying for pre-qualification. “Employer” or “Client” or “Bank” means State Bank of India. **Joint ventures and/or consortium are not allowed.**

- 1.4.3. The applicant should have average annual financial turnover of minimum Rs.10 lakh during the last three financial years ending 31.03.2022. This should be duly audited and certified by a Chartered Accountant. Year in which no turnover is shown would also be considered for working out the average.
- 1.4.4. The applicant should not have incurred any loss in three years or more during the last five years ending 31.03.2022, duly certified by a Chartered Accountant. The firm should not be under liquidation, court receivership or similar proceedings.
- 1.4.5. The applicant should own adequate tools and equipments required for the proper execution of the work on a fast track basis and the details of the same shall be furnished duly authenticated as per the format enclosed in the Annexure – ‘G’.
- 1.4.7 The applicant should have sufficient number of Technical and Administrative employees on their roles for the proper execution of the contract as per the format enclosed in the Annexure – ‘F’.

1.4.8 Applicant's performance for each work completed in the last 5 (five) years and works should be good and it should be certified by an officer not below the rank of Superintending Engineer/Chief Project Manager or equivalent of the client for whom work was executed.

**1.5 Only such contractors who fulfill the aforesaid eligibility criteria need apply. Empanelled contractors in SBI may also apply.**

**1.6 EVALUATION CRITERIA FOR PRE-QUALIFICATION:**

For the purpose of pre-qualification, applications will be evaluated in the following manner:

1.6.1 The initial eligibility criteria prescribed in Para 1.4 above (in respect of experience of similar class of works completed) shall first be scrutinized and the applicant's eligibility for pre-qualification for the work be determined.

1.6.2 Only the applicants who meet the initial eligibility criteria specified as above will be further evaluated on the basis of details furnished by them.

1.6.3 If necessary, the authorized representatives of Bank may visit many / few projects / sites which are recently executed / being executed by the applicants, in order to evaluate the performance of the applicants. In such case, the applicant will be required to obtain/give them the necessary permission/facilities and arrangements for site visit as necessary.

1.6.4 Based on the prequalification criteria mentioned above and after the evaluation of the applicants based on the site visit report, credentials submitted by the applicants, confidential reports obtained from various clientele (wherever necessary), applications will be shortlisted. Thus, shortlisted applicants will be considered as the 'Prequalified contractors' subject to verification of relevant documents and only from them the tenders for the captioned work will be invited.

1.7 The prequalification document is available at the office of State Bank of India, Administrative office, Madurai

1.7 The duly filled-in Pre-Qualification Document shall be received up to **15.00 Hrs. on or before 12.06.2023** at the below mentioned address in sealed envelope superscribed as "PREQUALIFICATION OF CONTRACTORS FOR WOODEN CARPENTRY WORKS IN THE PROPOSED CONFERENCE ROOM AT OLD BUNGALOW, MADURAI".

1.8

**State Bank of India  
1st floor, Premises section, SBI Admin office,  
Maduram Complex, Madurai - 625002.**

1.9 Bank reserves the right to accept or reject any or all applications without assigning any reason thereof. However, Bank also reserves the right to restrict the list of prequalified contractors to any number deemed suitably by it. This prequalification does not bind SBI to award any other job/project to the prequalified contractors.

## **2.0 INSTRUCTIONS TO APPLICANTS**

### **GENERAL INSTRUCTIONS:**

- (i) Please read these instructions carefully before filling up the application form.
- (ii) The application must be submitted in the proforma to be downloaded from our website without editing/altering the text whatsoever. Any violation of this condition shall render the application invalid.
- (iii) The Application form has to be submitted in the prescribed format with Letter of Transmittal and necessary documents / details as sought in a separate sealed cover supported by prescribed annexures containing other details etc. as mentioned. The sealed cover super scribed with legend **“PREQUALIFICATION OF CONTRACTORS FOR WOODEN CARPENTRY WORKS IN THE PROPOSED CONFERENCE ROOM AT OLD BUNGALOW, MADURAI”**.
- (iv) The applicant should seal and sign each page of the application and its annexures / supporting documents.
- (v) The applicant is advised to visit the site of work, at his own cost, and examine it and its surroundings by himself, collect all information that he considers necessary for proper assessment of the prospective assignment. He may contact the office of the client during working hours for fixing appointment prior to the site visit.
- (vi) All information called for in the enclosed forms should be furnished against the relevant columns in the forms. If for any reason, information is furnished on separate sheet, this fact should be mentioned against the relevant column. Even if no information is to be provided in a column, a “Nil” or “no such case” or “Not Available” entry should be made in that column. If any particulars/queries are not applicable in case of the applicant, it should be stated as “Not Applicable”. The applicants may please note that giving incomplete/unclear information called for in application forms, or making any changes in the prescribed forms, or deliberately suppressing any information, may result in disqualification of the applicant summarily. Applications received thus will not be entertained. Application made by also will not be entertained.
- (vii) Overwriting and using of correcting fluid should be avoided. Corrections, if any, should be made by neatly crossing out and shall be rewritten with initials and date. Pages of the document have to be numbered. Additional sheets, if any added by the contractor, should also be numbered by him. They should be submitted as a package with signed letter of transmittal.
- (viii) The applicant may furnish any additional information, which he thinks is necessary to establish his capabilities to successfully complete the envisaged work. He is, however, advised not to furnish superfluous information. No information shall be entertained after submission of Expression of Interest document unless it is called for by the Employer.
- (ix) References, information and certificates from the respective clients certifying suitability, technical know-how or capability of the applicant should be signed by an

officer not below the rank of Superintending Engineer/Chief Project Manager or equivalent.

- (x) Documents submitted in connection with pre-qualification will be treated as confidential and will not be returned.

## **2.1 LETTER OF TRANSMITTAL**

The applicant should submit the letter of transmittal on the letter head of the applicant attached/appended with Application form along with annexures of pre-qualification document as mentioned / necessitated.

## **2.2 ORGANISATIONAL INFORMATION - BIODATA**

Applicant is required to submit the information in respect of his organization (**in Application form**) and Biodata of the Directors / Partners / Key associates as per Annexure-'A'.

## **2.3 FINANCIAL INFORMATION**

Applicant should furnish the necessary details as per Annexure-'B'.

2.3.1 Banker's Details, Chartered Accountant, Annual financial statement for the last five years should be supported by audited balance sheets and profit & loss accounts duly certified by a Chartered Accountant, as submitted by the applicant to the Income Tax Department.

2.3.2 Name and address of the banker's identification of individuals familiar with the applicant's financial standing and a banker's statement on availability of credit.

## **2.4 EXPERIENCE IN SIMILAR WORKS HIGHLIGHTING MAJOR PROJECTS**

Applicant should furnish the following:

2.4.1 List of all "Similar" works successfully completed during the last Five years (as per Annexure-'C').

This list is to be substantiated with the documentary evidences such as copies of work orders, certified final bill copy, satisfactory completion certificate obtained from client etc. without which, the projects mentioned in the format may not be considered for scrutiny. List of works completed before seven years may be mentioned in separate sheet if the applicant intends to do so. Details desired in Annexure -'C-1' may be submitted project wise as supplementary information for the major projects only executed during the last five years ending 31.01.2023. Completion certificates of the completed projects to be submitted as per Annexure-'E'

2.4.2 List of the 'similar' projects under execution or awarded (as per Annexure -'D')

## **2.5 ORGANISATIONAL INFORMATION - OTHERS**

- 2.5.1. Number of Technical and Administrative Employees in the organization and how they would be involved in this work (as per Annexure-'F')
- 2.5.2. Copies of ISO certification or other equivalent accreditation may also be enclosed.

## **2.6 CONSTRUCTION PLANT AND EQUIPMENTS:**

The applicant should furnish the list of tools, plant, machineries and equipment (as per Annexure-'G'). The applicant shall also furnish the particulars of steel props and scaffolding which he proposes to use for carrying out the work on FAST TRACK basis.

## **2.7 TENDER SUBMISSION**

- 2.7.1 After evaluation of applications for pre-qualification, based on the evaluation criteria, list of qualified / shortlisted contractors will be prepared. Thereafter, pre-qualified contractors only would be invited to submit tenders for the work.
- 2.7.2 The employer reserves the right to:-
  - (a) Amend the scope and value of contract to the applicant.
  - (b) Reject any or all of the applications without assigning any reasons thereof.
- 2.8 The SBI reserves the right to verify the particulars furnished by the applicant independently. If any information furnished by the applicant is found incorrect at a later date, he shall be liable to be debarred from tendering/taking up of work in SBI, the tender/work will be cancelled, whenever it is so noticed. The department will not pay any damages to the Company or firm or the concerned person. The Company or Firm or the person will be also debarred for further participation in any tender in the SBI. Further, any breach of this condition by the applicant would also render him liable to be removed from the approved list of contractors of SBI.
- 2.9 (a) SBI reserves the right to reject any application without assigning any reason and to restrict the list of pre-qualified contractors to any number deemed suitable by it, if too many applications are received satisfying the basic Pre-Qualification criteria.  
(b) Even though an applicant may satisfy the above requirements, he would be liable to disqualification if he has:
  - (i) Made misleading or false representation or deliberately suppressed the information in the forms, statements and enclosures required in the pre-qualification document.
  - (ii) Record of poor performance such as, abandoning work, not properly completing the contract, or financial failures/ weaknesses etc.
- 2.10 The prequalification of the shortlisted contractors stands valid for one year from the date of Confirmation of pre-qualification by the Bank. However, SBI reserves the right to curtail or extend this period at its sole discretion.
- 2.11 Corrigendum / addendums (if any) to this notice shall only be available / posted on SBI's website bank.sbi



2.12 The applicants who have downloaded the Prequalification (PQ) document from the website, should read the following important instructions carefully before submitting the PQ documents:-

- a) The applicants should see carefully & ensure that the **complete PQ document** contains all the pages as published while taking printout.
- b) The printout of PQ document should be taken on 'A4' size paper only & the printer settings, such that document is printed as appearing in the web & there is no change in formatting, number of pages etc.
- c) The applicant should ensure that **no page** in the downloaded PQ document is **missing**.
- d) The applicant should ensure that all pages in the downloaded PQ document are **legible & clear** & are printed on a good quality paper.
- e) The applicant should ensure that **every page** of the downloaded PQ document is **signed by applicant with stamp (seal) of the applicant company and all the blanks are filled by the Applicant, suitably**.
- f) The applicant should ensure that the downloaded PQ document is properly **Spiral bound and sealed** before submitting the same and any correction / addition / alteration / omission are made in the PQ document by the applicant, it shall be treated as non – responsive and the application shall be similarly rejected.
- g) The applicant shall furnish a declaration as per the format to this effect that no addition / deletion / corrections have been made in the PQ document submitted and it is identical to the PQ document appearing on Website.
- h) The applicant who has downloaded the PQ document from website should read carefully & **sign the declaration** given on the Form E before submitting the PQ document.
- i) In case of any doubt in the downloaded PQ document, the same should be got clarified from the SBI before submitting the PQ document.

2.13 The Company or firm or any other person shall not be permitted to seek pre-qualification for the work in case his near relative(s) (directly recruited or on deputation in SBI & the Office of the Project Architect) is/are posted in any capacity either non-executive or executive employee in Chennai. Near relative(s) for this purpose is/are defined as –

- i) Member of Hindu Undivided family (HUF)
- ii) They are Husband and wife
- iii) The one is related to other in the manner as father, mother, son(s) & son's wife (daughter-in-law), Daughters(s), Daughter's husband (son-in-law), brother(s), brother's wife, sister(s), sister's husband (brother-in-law).

The applicant (principal contractor) shall also intimate the names of persons who are working with him in any capacity or are subsequently employed by him or who are near relative to any executive employee/Gazetted officer in the STATE BANK OF INDIA.

2.14 Efforts on the part of the applicant or his agent to exercise influence or to pressurize the employer would result in rejection of application. Canvassing of any kind is prohibited.

# **ANNEXURES**

**LETTER OF TRANSMITTAL**  
(to be printed on the applicant's letter head)

To  
DGM (B&O),  
State Bank of India,  
Administrative Office,  
Madurai – 625 002.

Sub: Submission of Expression of Interest (EOI) for “PREQUALIFICATION OF CONTRACTORS FOR WOODEN CARPENTRY WORKS IN THE PROPOSED CONFERENCE ROOM AT OLD BUNGALOW, MADURAI”.

Dear Sir,

Having examined the details given in prequalification web-notice and prequalification document for the above work, I/we hereby submit the prequalification documents (issued / downloaded from web) and other relevant information.

- a. I/We have furnished all information and details necessary for pre-qualification and have no further pertinent information to supply.
- b. I/We also submit prescribed declaration in respect of PQ document.
- c. I/We submit the following certificates in support of our suitability, technical know-how & capability for having successfully completed the following works

| SN | Name of Work | Certificate from |
|----|--------------|------------------|
|    |              |                  |
|    |              |                  |

- d. In case at any stage later, information/details submitted by me / us is / are found to be incorrect / false / fabricated, SBI shall have the absolute right to disqualify / reject the application out-rightly and also debar me / us in participating in any future tenders without any prior intimation to me / us.
- e. I / We agree that the decision of State Bank of India in selection of contractors and award of work will be final and binding to me / us.
- f. I/We hereby certify that all the statements made and information supplied in the Application form, Annexures, Checklist and accompanying statements are true and correct.
- g. I / We agree that I / we have no objection if enquiries are made about the work listed by me / us in the accompanying sheets.
- h. I / We agree that I / We have not applied in the name of sister concern for the subject project.
- i. I / We agree to enter into Agreement and execute the pre-contract indemnity pact with the Bank as per the draft enclosed in Annexure 'L' & Annexure 'M' respectively of this bid document, in case, our firm/company has been awarded the project.

Date of submission:

Seal & Signature of the Applicant

**APPLICATION FORM**

|   |   |  |
|---|---|--|
| 1 | a) Name of the Applicant / Firm / Organization  |  |
|   | b) Full Postal Address of Firm (Enclose proof)  |  |
|   | c) Contact Details<br><br>(i) Phone No.<br><br>(ii) Mobile No.<br><br>(iii) e-mail Id       | .....<br><br>.....<br><br>.....  |
| 2 | Year of Establishment of firm/ Company  | <i>(Enclose certified copies of documents as an evidence – Flag ‘A’)</i>   |
| 3 | Constitution of Firm  | Sole proprietorship/ Partnership /Private Ltd. / Public Ltd. / Any other (Please specify)<br><br><i>(Enclose certified copies of documents as an evidence – Flag ‘B’)</i>              |
| 4 | Name of the Proprietor/ Partners / Directors of the Organization / Firm with Qualification. | <i>(Enclose certified copies of documents as an evidence – Flag ‘C’)</i>   |
| 5 | Name/s of Authorized Signatory / Directors / Partners with Designation and Contact No.      |  |
| 6 | Mode of Authorization, if any,  | Resolution / Partnership Deed / Registered Power of Attorney / Proprietor / Any Other (Please specify)<br><br><i>(Enclose certified copies of documents as an evidence – Flag ‘D’)</i> |

|    |   |  |
|----|---|--|
| 7  | Details of Registration with Registrar of Companies/ Registrar of Firms. Whether Partnership Firm, Company, etc. Name of Registering Authority, Date and Registration Number. | <i>(Enclose certified copies of documents as an evidence – Flag ‘E’)</i>   |
| 8  | Whether registered/empaneled with Govt./Semi Govt/Banks/CPWD/Municipal Authorities or any other Public Sector Organizations and if so, in which class and since when?         | YES / NO<br><br><i>(Enclose certified copies of documents as an evidence – Flag ‘F’)</i>   |
| 9  | Registration with Government Authorities:<br><br>a. Income Tax (PAN) No.<br><br>b. Goods & Service Tax (GST) No.<br><br>c. Labour License<br><br>d. ESI<br><br>e. EPF         | .....<br>.....<br>.....<br>.....<br>.....<br><br><i>(Enclose certified copies of documents as an evidence – Flag ‘G’)</i>                                      |
| 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.                  | 2019-20: Rs.....<br>2020-21: Rs.....<br>2021-22: Rs.....<br><br><b>average: Rs.....</b>  |
| 11 | Bio-data of the Proprietor/Partner(s)/Key Associates  | <i>(Details may be given in the format enclosed as Annexure ‘A’)</i>   |
| 12 | Banker’s/CA/Financial position details:   | <i>(Details may be given in the format enclosed as Annexure ‘B’)</i>   |
| 13 | Details of major works executed & completed during last 5 years in Central Govt. /State Govt. /Financial Institutions/PSUs.   | <i>(Details may be given in the format enclosed as Annexure ‘C’ &amp; ‘C1’. To be supported by certificates issued in the enclosed format at Annexure ‘E’)</i> |

|    |   |  |
|----|---|--|
| 14 | Details of major works under execution in Central Govt./State Govt./Financial Institutions/PSUs   | <i>(Details may be given in the format enclosed as Annexure 'D')</i> |
| 15 | Details of Key Personnel Permanently employed   | <i>(Details may be given in the format enclosed as Annexure 'F')</i> |
| 16 | Details of Plant & Machinery / Manufacturing unit / tools / equipment owned by the company  | <i>(Details may be given in the format enclosed as Annexure 'G')</i> |
| 17 | Furnish the details names of min. three representatives of the past clients who will be in a position to certify the quality as well as performance of your organization.   | <i>(Details may be given in the format enclosed as Annexure 'H')</i> |
| 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. | <i>(Details may be given in the format enclosed as Annexure 'J')</i> |
| 19 | Declaration regarding near relatives working in the State Bank of India.  | <i>(Details may be given in the format enclosed as Annexure 'K')</i> |
| 20 | If the firm is not having its office in Tamilnadu/Pondicherry, please indicate the willingness and time duration required by which it is likely to open an office with documentary evidence.  |  |

**Note:** Please enclose separate sheets for additional information, photographs, and documents.

Signature of the applicant with seal

Date:

Place:

**BIO-DATA OF THE DIRECTORS/PARTNERS/ KEY ASSOCIATES**

1. Name :

2. Date of Birth :

3. Associates with the organization since:

4. Professional Qualification :

5. Professional Experience :

6. Professional Affiliation :

7. Membership in :

8. Details of Published papers  
in Magazine / Journals (if any) :

9. Details of cost effective methods/  
innovative techniques adopted  
in the projects :

10.Exposure to new materials/  
Technology :

**FINANCIAL INFORMATION****I. Banker Details**

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

**II. Details of Chartered Accountant**

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

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

| <b>YEARS</b>                                | <b>2019-20</b> | <b>2020-21</b> | <b>2021-22</b> |
|---|----------------|----------------|----------------|
| (i) Gross Annual turn-over in Similar works |                |                |                |
| (ii) Profit/Loss                            |                |                |                |
| (iii) Financial position:                   |                |                |                |
| a. Cash                                     |                |                |                |
| b. Current Assets                           |                |                |                |
| c. Current Liabilities                      |                |                |                |
| d. Working capital (b-c)                    |                |                |                |

- IV. Income Tax clearance Certificates duly attested by the CA.  
 V. Financial arrangements for carrying out the proposed work

Signature of Chartered Accountant  
with seal

Signature of Applicant(s)  
with Seal



**DETAILS OF ALL ‘SIMILAR’ WORKS COMPLETED DURING THE LAST FIVE YEARS ENDING BY 31.01.2023.**

| S. No. | Name of work/ project & location | Client or Owner (Mention Govt/ / Semi Govt / PSU / Autonomous) | Scope of work executed | Cost of total project work in lakh | Cost of carpentry work in Crores | Works done Heritage Building details, if any | Date of commencement as per contract & actual date of commencement | Stipulated Date of completion & Actual date of completion | Litigation/ Arbitration pending/ In progress with details (if any) | Name and address with contact No. of Officer of client to whom reference shall be made | Remarks |
|--------|----------------------------------|--|------------------------|------------------------------------|----------------------------------|--|--|---|--|--|---------|
|        |                                  |  |                        |                                    |                                  |  |  |   |  |  |         |
|        |                                  |  |                        |                                    |                                  |  |  |   |  |  |         |
|        |                                  |  |                        |                                    |                                  |  |  |   |  |  |         |

*(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 Engineer / Project In-charge.

**SUPPLEMENTARY INFORMATION ON COMPLETED MAJOR WORKS**

|     |  |  |
|-----|--|--|
| 1.  | Name of work   |  |
| 2.  | Location   |  |
| 3.  | Client's name and address  |  |
| 4.  | Consultants name and address.  |  |
| 5.  | Scope of work and nature of works  |  |
| 6.  | Built up area. (Sqm) <ul style="list-style-type: none"> <li>• Basement.</li> <li>• Superstructure</li> </ul> |  |
| 7.  | Time taken for Project completion  |  |
| 8 . | Specialized service, if any, provided, with cost details,  |  |
| 9.  | Specialized Tools & Plant deployed for the project.  |  |
| 10. | Project Management organization structure.   |  |
| 11. | Number of shift and its duration adopted in execution.   |  |
| 12. | Systems adopted for timely completion of the project.  |  |
| 13. | Details of Green building features   |  |

**‘SIMILAR’ PROJECTS ON HAND - UNDER EXECUTION OR AWARDED**

| Sl. No. | Name of work/ project & location | Client / Owner or sponsoring organizations (Mention Govt / Semi Govt / PSU / Autonomous ) | Cost of project work in lakh | Works done Heritage Building details, if any | Date of commencement as per contract & actual date of commencement | Stipulated Date of completion | Up to date percentage of progress of work completed | Delay in progress (if any) and reasons thereof | Name and address with contact No. of Officer of client to whom reference shall be made | Remarks (Indicate whether any show cause notice issued or Arbitration initiated during the progress work) |
|---------|----------------------------------|---|------------------------------|--|--|-------------------------------|---|--|--|---|
|         |                                  |   |                              |  |  |                               |   |  |  |   |
|         |                                  |   |                              |  |  |                               |   |  |  |   |
|         |                                  |   |                              |  |  |                               |   |  |  |   |
|         |                                  |   |                              |  |  |                               |   |  |  |   |

Note :

The projects mentioned in the above format shall be sorted in the order of cost of the project (Descending order)

**PERFORMANCE REPORT FOR MAJOR ‘SIMILAR’ COMPLETED WORKS  
(REFERRED TO IN ANNEXURE ‘C’)**

|     |   |   |  |
|-----|---|---|--|
| 1.  | Name of the work / Project & Location                         | : |  |
| 2.  | Scope of work and nature of work                              | : |  |
| 3.  | Agreement No & Date.  | : |  |
| 4.  | Estimated Cost / Tendered Cost                                | : |  |
| 5.  | Actual Value of work done                                     | : |  |
| 6.  | Date of commencement<br>a. Stipulated date of commencement.   | : |  |
|     | b. Actual date of commencement.                               | : |  |
| 7.  | Date of completion<br>a. Stipulated date of completion.       | : |  |
|     | b. Actual date of completion.                                 | : |  |
| 8.  | Amount of compensation levied for delayed completion, if any. | : |  |
| 9.  | Arbitration cases, if any.                                    | : |  |
| 10. | Performance parameters  |   | <i>(please ✓ the appropriate)</i>      |
|     | a. Quality of Work  | : | Very Good / Good / Satisfactory / Poor |
|     | b. Time Management  | : | Very Good / Good / Satisfactory / Poor |
|     | c. Resourcefulness  | : | Very Good / Good / Satisfactory / Poor |
|     | d. Financial Soundness  | : | Very Good / Good / Satisfactory / Poor |
|     | e. Technical Proficiency                                      | : | Very Good / Good / Satisfactory / Poor |

Seal & Signature of the authorized signatory  
*(Preferably Superintending Engineer / Chief Project Manager or Equivalent)*

Note :

- a. The performance report is to be submitted separately for all major works mentioned in Annexure ‘C’.
- b. The performance report preferably be submitted in the above Performa. In case, different performa is used, the applicant shall ensure that the report / certificate shall contain all the above information / details

**DETAILS OF KEY TECHNICAL AND ADMINISTRATIVE PERSONNEL EMPLOYED IN THE ORGANIZATION**

| Sr. No. | Designation | Total Number | Names | Educational Qualification | Professional Experience | Length of continuous service with employer in years |
|---------|-------------|--------------|-------|---------------------------|-------------------------|---|
| 1       | 2           | 3            | 4     | 5                         | 6                       | 7   |
|         |             |              |       |                           |                         |   |
|         |             |              |       |                           |                         |   |
|         |             |              |       |                           |                         |   |
|         |             |              |       |                           |                         |   |
|         |             |              |       |                           |                         |   |

**Note:**

1. Details of Technical personnel shall be provided qualification-wise
2. Organization chart of the company, additional information about Technical and administrative personnel, if any, may be submitted on separate sheet
3. Professional experience in terms of Institutional structures shall be mentioned separately.

**DETAILS OF PLANT & MACHINERY, MANUFACTURING UNITS, TOOLS AND EQUIPMENTS  
LIKELY TO BE USED IN CARRYING OUT THE WORK.**

| Sr. No | Name of the Tools / Machinery / Equipment | Unit | Make / Model / Capacity or Type | Age in years | Condition of the unit | Ownership Status (mention the quantity) |                 |        | Current location | Remarks |
|--------|---|------|---------------------------------|--------------|-----------------------|---|-----------------|--------|------------------|---------|
|        |   |      |                                 |              |                       | Presently owned                         | To be purchased | Leased |                  |         |
| 1      | 2   | 3    | 4                               | 5            | 6                     | 7                                       | 8               | 9      | 10               | 11      |
|        |   |      |                                 |              |                       |   |                 |        |                  |         |
|        |   |      |                                 |              |                       |   |                 |        |                  |         |
|        |   |      |                                 |              |                       |   |                 |        |                  |         |
|        |   |      |                                 |              |                       |   |                 |        |                  |         |
|        |   |      |                                 |              |                       |   |                 |        |                  |         |

## Note:

1. Details shall be submitted separately for (i) Earth moving equipment, (ii) Hoisting / lifting equipment, (iii) Equipments for foundation works, (iv) Equipment for concrete works, building works, (v) Manufacturing units etc.
2. Use extra sheet if required

**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

**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



**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

## DECLARATION

It is to certify that

1. I / We have submitted the PQ document in the proforma as **downloaded directly from the web site & there is no change in formatting, number of pages etc.**
2. I / We have submitted PQ document which **are same / identical** as available in the website.
3. I / We have checked that **no page is missing** and all pages as per the index and checklist are available & that all pages of PQ document submitted by us are **clear & legible.**
4. I / We have **signed (with stamp) all the pages** of the PQ document before submitting the same.
5. I / We have **sealed** the PQ documents properly before submitting the same.
6. I / We have read carefully & understood the instructions to the applicants.
7. I / We have **not made any modification / corrections / additions / deletions etc.** in the PQ documents downloaded from web by me / us. In case at any stage later, it is found there is difference in our downloaded PQ documents from the original and / or any documentation, SBI shall have the absolute right to disqualify / reject the application out-rightly and also debar me / us in participating in any future tenders without any prior intimation to me / us.

Signature of Applicant