



भारतीय स्टेट बैंक

STATE BANK OF INDIA

Premises & Estate Department,
Local Head Office,
Hoshangabad Road, Bhopal.

NOTICE INVITING APPLICATION FOR EMPANELMENT OF EXTERNAL AUDITORS/CONSULTANT FOR ONLINE ELECTRICAL SAFETY AUDIT (OESA) OF BRANCHES AT M.P. AND C.G.

State Bank of India, Bhopal (LHO) invites sealed prequalification applications from reputed & established External Auditors/Consultants for Online Electrical Safety Audit (OESA) of Bank's offices/ branches situated in the states of Madhya Pradesh & Chhattisgarh. The auditors who fulfil the following criteria need only apply:-

(I) ELIGIBILITY CRITERIA:

a) For Electrical Safety Audit

i) Trade: Electrical Auditors

Category	Branches with Electrical load (in Kilowatts)	Minimum Pre- qualification Criteria for Electrical Auditors
X	Electrical load up to 30 KW	Should have graduation with 03 Years of experience in electrical installations and safety related work.
Y	Electrical load from 31 KW to 60 KW	OR Should have supervising license from concerned licensing authority of the state or central govt. with minimum 05 years' experience in electrical installations and safety related work.
Z	Electrical load above 60 KW & premises having its own sub-station	OR Retired electrical engineer from SBI group, PSUs, Central and state Govts. Employed as electrical engineers who dealt electrical installations and safety related work and not banned from re-employment.
<u>For all the above, age Should be less than 65 years.</u>		

ii) Trade: Electrical Consultant/Firm

Category	Branches with Electrical load of (in Kilowatts)	Minimum Pre- qualification Criteria for Electrical Consultant/Firm
X	Electrical load up to 30 KW	i) Should have an average annual turnover of not less than Rs. 30 lacs during the past 3 years, ending 31 st March of previous year for electrical installations and safety related consultancy and advisory services and not from sale of

Y	Electrical load from 31 KW to 60 KW	electrical equipment, verifiable from audited balance sheet, if otherwise, CA certificates to this effect may be submitted with the balance sheet. ii) Should have been in electrical engineering/consultancy business for minimum 3 years.
Z	Electrical load above 60 KW & premises having its own sub-station	iii) Electrical auditors detailed by the firm for audit in SBI should have qualification mentioned at Qualification for Electrical Auditors as above (in the column "Minimum Pre-qualification Criteria for Electrical Auditors"). The firm should give a certificate to this effect to the auditors detailed by them, on their letter pad.

(II) GENERAL CONDITIONS:

(i) External Electrical auditors/Firms must submit the sufficient documentary evidences/work completion certificates etc. meeting the above mentioned criteria from the Govt./Semi-Govt./PSUs/Banks etc. regarding satisfactory performance of works completed during the last 3 years.

(ii) The Bank may carryout physical inspection of works mentioned by the applicants in their application forms in addition to calling for confidential reports from the respective employer/departments to ascertain their capability and quality of works.

(iii) The External Electrical auditors/Firms should be equipped with necessary infrastructure like Office at Madhya Pradesh & Chhattisgarh, equipment, machinery and tools, staff/labour strength, Laptop with data card, etc.

(iv) The External Electrical auditors/Firms is required to furnish their PAN No, VAT/Sales Tax No., Registration details of firm with PIN No, TIN No, Service Tax No, etc. The Auditors to furnish the registration details for the EPF/ESI and the Labour license details under the labour contract Act.

(v) Preference will be given to those External Electrical auditors/Firms who have history of completion of works, taken up by them during the last 3 years.

(vi) The panel of External Electrical auditors/Firms will be valid for the entire Madhya Pradesh and Chhattishgarh and External Auditors will be entitled to participate anywhere within these two states. The empanelment of External Electrical auditors/Firms would be valid for a period of three years.

(vii) Bank has planned for Online Electrical Safety Audit (OESA) and External Electrical auditors/Firms will have to submit Valid E-mail ID, Cell No. etc. to enable the Firms for participation in the online Auditing.

(viii) For Assessing the Annual Turnover of the last 3 years, External Electrical auditors/Firms must submit Valid documents viz Copy of Income tax return, Profit & Loss Account and Balance sheet for the last 3 years.

(ix) The applicant shall agree and authorize the Bank to obtain the confidential report from the clients of the applicant (External Electrical auditors/Firms), to obtain credit opinion from the Bankers and to verify the work executed by the External Electrical auditors/Firms.

(x) The applications received after due date will not be entertained. Bank will not be responsible for late receipt due to postal delay, strikes or any other reasons. The incomplete application is liable to be rejected summarily.

(xi) The applicant may apply for empanelment in more than one category. However separate applications will have to be submitted for each category & trade with all relevant documents.

(xii) The applicant/firm should not be blacklisted or included in negative list or terminated of their services in the past by any scheduled bank/PSU/Corporate body/Govt. body. No partner/proprietor of the applicant should have been a director/Partner/Proprietor in an entity that been blacklisted or included in negative list in the past by any scheduled bank/PSU/Corporate body/ Govt. body. An undertaking/Certificate to this effect should be submitted in the application. If the bank finds the undertaking/Certificate provided by the applicant to be false/forged at any time, including during the term of the empanelment (If empanelled), the applicant will be immediately disqualified/terminated by the bank.

(xiii) For empanelment, the external auditors should be equipped with laptops and a data card for connectivity, by themselves or by the Electrical consulting firm. The software for electrical audit, in excel or any other soft form, will be filled by external auditors in the Branch itself and report will be submitted to the BM and his controller through email using his registered email id.

III. The eligible and interested parties may download prescribed application form and other details from our website www.sbi.co.in>link>procurement News. All External Electrical auditors/Firms in the Bank's existing panel shall also need to apply afresh for this empanelment failing which their name will not be considered for the purpose. The application in the prescribed format with all supporting documents in sealed envelope and superscribed as **'APPLICATION FOR EMPANELMENT OF EXTERNAL ELECTRICAL AUDITORS/FIRMS FOR ONLINE ELECTRICAL SAFETY AUDIT (OESA) IN MP & CG FOR TRADE..... & CATEGORY.....'** shall be submitted to The AGM (P&E), Premises & Estate Department (3RD Floor), State Bank of India, Local Head Office, Hoshangabad Road, Bhopal-462011, on or before 15/02/2017 upto 3:00 PM. And will be opened at 3:30 PM on same day.

IV. The 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.

Asstt. General Manager
(Premises & Estate)



LOCAL HEAD OFFICE, HOSHANGABAD ROAD, BHOPAL

EMPANELMENT OF EXTERNAL AUDITORS FOR ONLINE ELECTRICAL SAFETY AUDIT (OESA) IN MP & CG.

TRADE..... & CATEGORY.....'

APPLICATION FORMAT NO.1

(APPLIED FOR EMPANELMENT OF EXTERNAL AUDITORS FOR MP & CG)

TRADE:

CATEGORY: ...

1. Name of the Auditor / Agency / Firm:

2. Complete Address :

Telephone No – Office :

Residence :

Mobile :

Fax :

E-mail :

3) a) Status of firm (whether company/ partnership/ proprietary):

b) Name of the Proprietor/ Partners/ Directors (with Professional qualification if any) Annexure-A:

i)

ii)

iii)

iv)

c) Year of establishment of firm:

d) Date of Birth (Submit document in support):

4) Whether registered with Registrar of Companies/ firm
If so, mention Number & date:

5) Graduation details, if Electrical Engineering graduate: (submit

copy of degree/ marksheet)

OR

Details of Electrical Supervisor license issued by Deptt. Of Electrical Safety, Govt. of UP, if holder of the license (submit copy of license and Diploma certificate) :

OR

Details of previous employment as Electrical Engineer in SBI group, PSU, Central/State Govt.(submit copies of documents in support) :

6) Whether willing to work for all six Administrative Offices of the bank including all Branches i.e. anywhere in the two states of Madhya Pradesh and Chhattisgarh (Administrative Offices are at Bhopal, Indore, Jabalpur, Gwalior, Raipur and Bilaspur) :

7) REGISTRATION WITH TAX AUTHORITIES:

a) Income Tax No PAN No (furnish copies of IT returns)

b) Sales/ Commercial Tax No (furnish the latest copies of the returns filed)

c) Registration number with Service tax department.

d) Whether Registration/ license obtained from Govt. Authorities i.e. Labour deptt., ESI, EPF etc.

e) Valid Digital Certificate for online e-procurement, if any:

8) a) Names of the Bankers with address

i)

ii)

b) Enclose Solvency Certificate from the Bankers (For minimum amount of 50% of the minimum Average Annual Turnover for last three years as sought in the eligibility criteria).

9) Turnover of the company/ firm: (Please attach copy of audited balance sheet and profit & loss account for three years)

Sl No	Year	Turnover in Rs.
01	2013-2014	
02	2014-2015	
03	2015-2016	

10) Registration with Government/Semi-Government/ Public Sector/ Banks viz. CPWD/PWD/MES/BANKS etc.

14) Key personnel permanently employed in your Organization:

The applicant firm should give a certificate (in their letter head) to this effect in respect of Electrical auditor detailed in their application and should also enclose sufficient documentary evidence as to the fulfilment of the said qualifications. (Also furnish their qualification and experience- Details are to be given in the enclosed format Annexure - 'D').

15) Furnish the names of three responsible clients/ persons to whom the major works carried out by the applicant with address and telephone number who will be in a position to certify about the quality as well as past performance of your organization:

S. No.	Name of the Official	Organization & Address	Contact Numbers

16) Enclose copy of valid Electrical Supervising license issued by the concerned licencing authority of the state or Central Govt. (applicable only for the firms/ contractors applying for empanelment as electrical safety audit).

17) Furnish the details of litigation/ arbitration cases resulting from the contracts executed in the last three years or currently under execution in the following format:

Year	Award for or against Applicant	Name of Client	Cause of litigation and matter of Dispute	Disputed Amount	Actual awarded Amount

18) Declaration regarding near relatives working in the Bank:

a)

Name of Bank Staff related to applicant	Designation	Office/Branch & Place of Posting	Relation with the applicant

- b) Confirm that applicant is not a near Relative of any State Bank of India Employee. Near relative to mean Spouse, Father (including step father), Mother (including Step mother), Son (including step son) and/or his wife, Grandson, Daughter (including step daughter) And/or her husband, brother (including step Brother) and/or his wife, sister and/or her Husband, Father-in-law, Mother-in-law, Brother-in-law and/or his wife, Sister-in-law and/or her husband :

Confirmed/Not confirmed
(Tick one as may be the case)

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 STATE BANK OF INDIA in selection of External Electrical Auditors/Firms will be final and binding to me/ us.

4) I/We certify that the applicant/firm has not be blacklisted or included in negative list or terminated of our services in the past by any scheduled bank/PSU/Corporate body/Govt. body. Further, applicant has not abandoned any work or rescinded any part of our contract. I/We also certify that none of the partner/proprietor of the applicant has been a director/Partner/Proprietor in an entity which is/has been blacklisted or included in negative list by any scheduled bank/PSU/Corporate body/ Govt. body.

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 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.

Note:

1. All documents submitted with the application form should be self-attested.
2. Seal and sign of applicant should be put on every page of the application.
3. Use additional pages, if required.

PLACE :
DATE :

SIGNATURE OF AUDITOR/
AGENCY NAME & DESIGNATION
SEAL OF ORGANISATION

Application Form-II

**EMPANELMENT OF QUALIFIED ELECTRICAL ENGINEERS /
RETIRED ELECTRICAL ENGINEERS OF PSUs FOR ELECTRICAL
SAFETY AUDIT OF BANK'S OFFICES/BRANCHES**

1. Name of Candidate :
2. Father's Name :
3. Date of Birth :
4. Age :
5. Telephone Nos. including Mobile :
6. E mail ID :
7. Address for correspondence :
8. Permanent address :
9. Education Qualifications :

Sl.No.	Class	Year of passing	subjects	Examination passed from Board / University	% marks
1					
2					
3					
4					
5					

13. Experience :(Copies of the work experience certificates to be enclosed)

Sl. No	Post held	Name of Organization	From	To	Nature of Duties performed
1					
2					
3					
4					

I, hereby confirm that all information, particulars, copies of certificates and testimonials in connection with my empanelment are correct and genuine. I am, therefore, liable to face appropriate actions as deemed fit by the Bank in the event of any of the information, particulars, copies of certificates, photograph and testimonials are not found correct and genuine.

PLACE:
DATE :

SIGNATURE

ANNEXURE-'A'

BIO-DATA OF THE PARTNERS / ASSOCIATES

1. Name :
2. Associated with the firm since :
3. Date of Birth :
4. Professional Qualifications :
(Relevant copies be enclosed)
5. Professional Experience :
6. Professional Affiliation :
7. Membership, if any :
8. Details of Published papers in Magazine, if any. :
9. Details of cost effective methods / design adopted in the projects :
10. Exposure to new materials / Techniques : Note:
 - (i) Copy of partnership Deed with passport size coloured photographs of all the partners / proprietor of the firm be enclosed.
 - (ii) Minimum professional qualification of the proprietor or any one of the partner of the firm should have degree in Electrical Engineering.
 - (iii) The firm should have adequate experience of minimum 3 years for providing consultancy services in connection with execution of major works related to Electrical installation & Safety related in buildings.
 - (iv) Separate sheet for each partner of the firm be enclosed.

PLACE:
DATE :

SIGNATURE WITH SEAL

**LIST OF MAJOR ELECTRICAL CONSULTANCY WORKS
COMPLETED DURING THE LAST 5 YEARS AS ON 31.12.2016**

sl.no	Name of the client	Nature of work	Estimated value	Date of start of work	Period of completion	Actual date of completion	Final value of project	Reasons for the variation / delay, if any
1	2	3	4	5	6	7	8	9

Note : (a) The credentials issued by the clients shall be enclosed.

(b) The works should have been executed by the firm under the name of the firm in which they are submitting the applications.

(Copies of award of work and performance certificate by the clients be enclosed)

PLACE:
DATE :

SIGNATURE WITH SEAL

ANNEXURE-'C

**LIST OF MAJOR ELECTRICAL CONSULTANCY WORKS IN HAND AS ON
31.12.2016**

sl.no	Name of the client	Nature of work	Value of work	Date of start of work	Present position of work	Schedule date of completion	Remarks
1	2	3	4	5	6	7	8

Note: The works being executed by the firm should be under the name of the firm in which they are submitting the applications.
(Copies of award of work / completion certificate by the clients be enclosed)

PLACE :
DATE :

SIGNATURE WITH SEAL

ANNEXURE-'D'

LIST OF TECHNICAL PERSONNEL EMPLOYED:

(Furnish their qualification & experience)

1.Name:

Sl.No.	Class	Year of passing	subjects	Examination passed from Board / University	% marks
1					
2					
3					
4					
5					

Sl. No	Post held	Name of Organization	From	To	Nature of Duties performed
1					
2					
3					
4					

Place:

Date:

SIGNATURE WITH SEAL