



स्वावलंबन अकादमिक केन्द्र [पूर्ववर्ती सिडबी एमएसएमई अंतरराष्ट्रीय प्रशिक्षण संस्थान (सिटी)], प्लॉट सं. एल-3, जयदेव विहार, लोयोला स्कूल के सामने, जिम्ब स्क्वायर के पास, भुवनेश्वर - 751013, ओडिशा की मरम्मत, नवीनीकरण और निर्माण कार्य के लिए पूर्व अर्हता सह- निविदा सूचना

**निविदा सं.. /2020/1532/SAC/परिसर दिनांक 26 दिसम्बर,2019**

सिडबी (नियोजक) अपने भुवनेश्वर, ओडिशा स्थित कार्यालय परिसर की मरम्मत/नवीनीकरण-कार्य (जिसमें सिविल, प्लंबिंग तथा बिजली का काम शामिल है) हेतु प्रतिष्ठित और सुस्थापित ठेकेदारों से पूर्व-अर्हता सह निविदा के लिए आवेदन आमंत्रित करता है। उपर्युक्त के लिए एतद्वारा प्रतिष्ठित, अनुभवी एवं सुस्थापित ठेकेदारों से पूर्व अर्हता हेतु आवेदन आमंत्रित किए जाते हैं। आवेदन-प्ररूप सिडबी की वेबसाइट [www.sidbi.in](http://www.sidbi.in) तथा [www.eprocure.gov.in](http://www.eprocure.gov.in) में सूचनाएं एवं निविदाएँ से डाउनलोड किए जा सकते हैं। यदि कोई संशोधन अथवा अतिरिक्त सूचना होगी तो वह उपर्युक्त वेबसाइट पर डाली जाएगी। अलग से कोई प्रेस विज्ञापन जारी नहीं होगा। आवेदन 15 जनवरी 2020 को या उससे पहले सहायक महाप्रबन्धक-कार्यालय, स्वावलंबन अकादमिक केन्द्र [पूर्ववर्ती सिडबी एमएसएमई अंतरराष्ट्रीय प्रशिक्षण संस्थान (सिटी)], प्लॉट सं. एल-3, जयदेव विहार, लोयोला स्कूल के सामने, जिम्ब स्क्वायर के पास, भुवनेश्वर-751013, ओडिशा फोन नं. 0674-2304102 तथा आर्किटेक्ट-कार्यालय मेसर्स.3डी विजन, प्लॉट सं-4704/5004, आदिमाता कॉलोनी, मंचेश्वर रेलवे कॉलोनी, भुवनेश्वर-751017. फोन नं: 0674-2748127 ई-मेल-[admin@3dvision.co.in](mailto:admin@3dvision.co.in) से भी लिया जा सकता है। पूरी तरह भरी हुई निविदा जमा करने की आखिरी तारीख 10 जनवरी 2020 है।

**Pre-qualification Tender Document (Part-I)**



**PRE QUALIFICATION CUM TENDER NOTICE  
for Repairs, Renovation & Civil work at Swavalamban Academic Centre [formerly  
SIDBI MSME International Training Institute (SITI)], Plot No.L-3, Jayadev Vihar,  
Opp. Loyola School, Near XIMB Square  
Bhubaneswar - 751013, Odisha**

**TENDER NO. / 2020/1532/SAC /PREMISES DATED DECEMBER 26, 2019**

SIDBI (Employer) invites applications for Pre-qualification cum Tender from reputed and established contractors for execution of Repairs / Renovation works (consisting of Civil, Plumbing and Electrical works) for its office premises located in Bhubaneswar, Odisha. Applications for prequalification are hereby invited from reputed, experienced and established contractors for the same. The format of application can be downloaded from SIDBI's web site [www.sidbi.in](http://www.sidbi.in) and [www.eprocure.gov.in](http://www.eprocure.gov.in) in Notices & Tenders. Corrigendum(a), Addendum(da), if any, would appear only on the above website. No separate press advertisement will be issued. The application can also be obtained from office of **The Astt. General Manager, Swavalamban Academic Centre [ formerly SIDBI MSME International Training Institute(SITI)], Plot No.L-3, Jayadev Vihar, Opp. Loyola School, Near XIMB Square, Bhubaneswar - 751013, Odisha**, Phone No: 0674-2304102 and Architect office at M/s.3D Vision, Plot No-4704/5004, Adimata Colony, Mancheswar Railway colony, Bhubaneswar-751017. Phone No: 0674-2748127, [E-mail-admin@3dvision.co.in](mailto:admin@3dvision.co.in), from 26<sup>th</sup> December 2019 to 9<sup>th</sup> January 2020 during working hours. The last date for submission of completed applications is **January 10, 2020.**

**PART I**

**PRE-QUALIFICATION OF CONTRACTORS FOR  
REPAIRS / RENOVATION WORKS (CONSISTING OF CIVIL, PLUMBING AND  
ELECTRICAL WORK)**

SITI wish to empanel contractors for execution of Repairs / Renovation works (consisting of Civil, Plumbing and Electrical works) for its **Repairs, Renovation & civil work at Swavalamban Academic Centre [formerly SIDBI MSME International Training Institute(SITI)], Plot No.L-3, Jayadev Vihar, Opp. Loyola School, Near XIMB Square , Bhubaneswar - 751013, Odisha.**

The Contractors will be empanelled in following category:

Repairs / Renovation works(consisting of Civil, Plumbing and Electrical works) - For works having Estimated Cost - Above Rs.30 lakh and upto Rs.50 lakh.

Agencies who are capable of undertaking similar works, fulfilling the following qualification criteria and are willing to participate in the Pre-qualification of the above work are requested to submit their applications on or before January 10, 2020 for Pre-qualifications and tender documents.

The applications in the prescribed Format along with all supporting documents like copies of latest Income-Tax return filed, list of work completed / in hand with their value during last 5 years, work completion certificates, list of tools and personnel available, details of registration / empanelment with different institutions, solvency certificate from Bank etc. The applications should reach office of **The Astt. General Manager, Swavalamban Academic Centre [formerly SIDBI MSME International Training Institute(SITI)], Plot No.L-3, Jayadev Vihar, Opp. Loyola School, Near XIMB Square, Bhubaneswar - 751013, Odisha, Phone No: 0674-2304102 on or before January 10, 2020.**

Contractors who shall be found eligible after scrutiny of applications, documents, site visits to the earlier work, etc. shall be prequalified and Financial Price Bid (BoQ) for the proposed works shall be opened for them only. No other advertisement shall be released for issuance of Bids. SIDBI reserves the right to reject any or all applications without assigning any reason, thereof.

Interested contractors who satisfy the criteria should apply with complete details in the following Format.

- I Format for bio-data/application
- II Format for list of works executed

## **Pre-qualification Tender Document (Part-I)**

### **ELIGIBILITY CRITERIA**

1. The contractors should be preferably based at Odisha and having its/ their office at Bhubaneswar / Cuttack. They shall have minimum experience of 5 years in the field of executing similar works. Contractors who have executed similar work / empanelled with Banks, Financial institutions, central government/ state government, PWD and Public Sector Undertakings will be preferred.
2. The average annual financial turnover should be at least Rs. 200 lakh during last 03 years ending 31st March of previous financial year. (Audited Balance sheets showing turnover, Profit & Loss account of the firm for the preceding 03 years should be submitted)
3. The contractor should have satisfactorily executed works of similar nature of following magnitude in last 3 years (ending with the last date for receipt of applications).

**Minimum qualification criteria for participating in the tender will be as follows:**

- i. Experiences having successfully completed similar works during the last 3 years ending last day of month previous to the one in which tenders are invited should be either of the following:

a). Two similar completed works each costing not less than the amount equal to Rs 15 lakhs

OR

b). One similar completed work costing not less than the amount equal to Rs 24 lakhs

Details of work orders executed along with completion certificate from the client indicating value of work executed and performance shall be submitted in this regard.

4. The contractor should have a professional reputation and the quality of works executed by the contractor should be of acceptable standard. The works assigned to them should have been completed within the prescribed time.
5. The contractors are required to attach the requisite satisfactory documents towards pre-qualification, along with their application. Failure to submit the same may result into rejecting the application. SIDBI reserves the right to cross check the same besides obtaining confidential report from their previous clients.

\* \* \* \*

**NOTE:**

- To be filled in and signed by the Director / Authorised person of respective company.
- Incorrect or false information will disqualify the agency.
- Contractor should support the information with necessary documents.
- SIDBI reserve the right to assess capability and capacity of the agency, if necessary, by visiting the sites where they are currently executing similar works.

**Pre-qualification Tender Document (Part-I)**

**APPLICATION FORM**

1. Name of the Applicant :
- Address :
- Telephone Nos. Office :
- Residence :
- Mobile :
- Fax :
- E-Mail :
2. a) Status of the Firm(Whether company/  
Partnership / proprietary) :
- b) Name of the Proprietor/ Partners  
Directors  
(with professional qualifications, if any):  
I)  
II)  
III)
- c) Year of establishment :
3. Whether registered with Registrar of  
Companies / firm. If so, No. & Date :
4. Registration with Tax Authorities :
- a) Income-tax No. PAN/GIR NO :
- b) Value Added Tax No :
- c) GSTN No :
- (Furnish copies of Income-tax returns, registration)
- d) Registration Number (Enclose the copies)  
with Council of Architects,  
in case of Architects or Professional bodies:  
in case of other consultants :  
in Electrical contractors, Registration No. :
5. Turnover of the Company/firm (Please attach copy of audited balance sheet and  
Profit and loss account for three years).

Sl. No.	Year	Turnover
1	2018-19	

**Pre-qualification Tender Document (Part-I)**

2	2017-18	
3	2016-17	
	Average	

6. Registration with Government / Public Sector / Banks

NAME OF THE ORGANISATION	NATURE OF WORKS	VALUE OF WORKS	DATE OF REGISTRATION

What are your fields of core competence? Mention the fields on preference Basis

1)

2)

3)

7. Details of the qualifying works executed ( please mention only such works which qualifies for the category/class for which you have applied)

Sl .N o	Name of Work	Work executed for (name of the organization with address, concerned office & telephone no)	Nature of work (in brief)	Location of the work	Actual Value of the works	Stipulated time for completion	Actual time for completion	If work left incomplete or terminated (furnish reasons)
1								
2								
3								

Note: Copies of satisfactory completion certificate obtained from the client shall be enclosed.

8. Details of the qualifying works on HAND ( please mention only such works which qualifies for the category/class for which you have applied)

**Pre-qualification Tender Document (Part-I)**

Sl .No	Name of Work	Work executed for (name of the organization with address, concerned office & telephone no)	Nature of work (in brief)	Location of the work	Actual Value of the works	Stipulated time for completion
1						
2						
3						

9. Key personnel permanently employed in your organization:

SI No	Name	Qualifications	Experience	Particulars of work done	Employed in your firm since	Any other

10. 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.

NAME OF THE OFFICIAL	ORGANISATION & ADDRESS	CONTACT NUMBERS

11. Whether any Civil Suit/ litigation/ arbitration arisen with Govt./ Semi Govt./ PSU/ Banks etc. During the last 5 yrs./ being executed now. If yes, please furnish the details in the proforma given below :-

**Pre-qualification Tender Document (Part-I)**

Sr. No	Name of the Project & Employer	Nature of work	Work Order No. & Date	Present Stage of work	Value of the Contract (Rs.)	Brief details of the Dispute

**D--OTHER RELEVANT INFORMATION**

Details of work force:

S.No	Work Force permanently employed	Nos	No. of years with the firm	Any other information
1.	Technical Person			
2.	Masons			
3.	Carpenters			
4.	Mechanics			
5.	Electricians			
6.	Mate / Helpers			
	Others			

**E--Details of Workshops**

Location	Land Area	Type of structure	Type of facilities

**F--List of major constructional equipment in the possession of the firm  
(Please furnish details)**

S.No.	Name of the equipment	Details

Any other additional information:

(CONTRACTOR'S SIGNATURE WITH SEAL)



**Pre-qualification Tender Document (Part-I)**

12. Any other details you would like to mention

(Strikeout whichever is not applicable to the applied category)

**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 SIDBI in selection of contractors will be final and binding to me / us.
4. 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 :**

**SIGNATURE OF THE APPLICANT  
NAME & DESIGNATION  
SEAL OF ORGANISATION**

**Pre-qualification Tender Document (Part-I)**

**FORMAT OF CONFIDENTIAL REPORT  
(on letter head)**

To:

**The Astt. General Manager,  
Swavalamban Academic Centre  
[Formerly SIDBI MSME International Training Institute(SITI)],  
Plot No.L-3, Jayadev Vihar,  
Opp. Loyola School,  
Near XIMB Square,  
Bhubaneswar - 751013, Odisha,  
Phone No: 0674-2304102**

Sir,

**Confidential Report on M/s.** \_\_\_\_\_

This is to certify that M/s. \_\_\_\_\_, having Office  
at \_\_\_\_\_ have provided  
services as Contractor for our project of

\_\_\_\_\_.  
Confidential Report for our project executed is as under:

1. DETAILS OF PROJECT EXECUTED BY THE FIRM:
2. SCOPE OF WORK:
3. DATE OF COMMENCEMENT OF PROJECT:
4. DATE OF COMPLETION OF PROJECT:
5. TOTAL VALUE OF PROJECT EXECUTED:
6. QUALITY OF SERVICE RENDERED:
7. COMPETENCE TO HANDLE WORKS:
8. INTEGRITY AND RELIABILITY OF THE FIRM:
9. DEALING IN EXECUTION OF WORK:
10. WHETHER TIME SCHEDULE IS ADHERED TO:
11. WHETHER ANY PENALTY IMPOSED FOR THE DELAY:
12. GENERAL ATTITUDE OF THE FIRM:
13. ANY OTHER INFORMATION WHICH YOU CONSIDER WILL HELP US IN TAKING  
OUR DECISION:

PLACE:

DATE:

SIGNATURE  
NAME  
DESIGNATION  
OFFICE SEAL

## **Pre-qualification Tender Document (Part-I)**

### **Checklist**

#### **(To be filled by Applicants)**

- |  |        |
|--|--------|
| 1. Have you mentioned the category for which you have applied in the application form?   | Yes/No |
| 2. Have you signed in all the sheets?  | Yes/No |
| 3. Whether copy of PAN/VAT/GSTN Registration copy is enclosed?   | Yes/No |
| 4. Whether requisite application fee by cash/DD is paid?   | Yes/No |
| 5. Whether enclosed valid Electrical License in case of electrical contractor/ Council of Architecture in case of Architects?                                      | Yes/No |
| 6. Whether enclosed proof for year of establishment?   | Yes/No |
| 7. Whether proof for average annual financial turnover enclosed?   | Yes/No |
| 8. Whether documentary proof for having undertaken the works is enclosed?  | Yes/No |
| 9. Certificate of registration of Company / partnership deed.  | Yes/No |
| 10. Certificates of registration with Income Tax, Service Tax, EPF authorities.  | Yes/No |
| 11. Certificate of registration with Registrar in case of company  | Yes/No |
| 12. Certificates of Registration with Govt. / Public Sector /Banks.  | Yes/No |
| 13. Copies of work orders / appointment letters along with xerox copies of relevant TDS certificate, satisfactory completion certificate mentioning value of work. | Yes/No |
| 14. Copies of performance certificate, work orders issued by valued clients, preferably Banks, Govt., Semi-Govt. Bodies.   | Yes/No |
| 15. Audited Balance Sheet & Profit & Loss A/c. Statement for the last three years.   | Yes/No |
| 16. Copies of income-tax returns / assessment orders for previous 03 years.  | Yes/No |
| 17. Sealed envelope containing Confidential Report from Client for the qualifying work.  | Yes/No |
| 18. If yes, No. of certificates enclosed   | _____  |

**Note:** In absence of any of the above enclosures, your application is likely to be rejected.