



SMALL INDUSTRIES DEVELOPMENT BANK OF INDIA
SIDBI Tower, 15, Ashok Marg, Lucknow – 226 001

Notice Inviting Tender

Small Industries Development Bank of India (SIDBI), SIDBI Tower, 15, Ashok Marg, Lucknow – 226 001 invites tenders for Annual Maintenance Contract for General Maintenance and housekeeping of **SIDBI Office**, SIDBI Officers' Residential flats and Staff Quarter along with quarterly cleaning of individual residential flats at

1. SIDBI Officers Apartment, 16 MMM Marg, Lucknow.
2. SIDBI Officers Apartment, Arif King's Apartment, Mall Avenue Lucknow.
3. SIDBI Officers Apartment, Chitrashilla Apartment, Indira Nagar, Lucknow.
4. Staff Quarter, Indira Nagar, Lucknow.

Bids are invited for services to be engaged in three Lots as follows:

- A. **Lot I** : Annual Maintenance Contract for General maintenance and housekeeping of SIDBI Head Office, 15 Ashok Marg, Lucknow.
- B. **Lot II** : Annual Maintenance Contract for General maintenance, housekeeping and quarterly cleaning of SIDBI Officers' Residential flats at (i). 16 MMM Marg, Lucknow and (ii) Arif King's apartment, Mall avenue, Lucknow
- C. **Lot III**: Annual Maintenance Contract for General maintenance, housekeeping and quarterly cleaning of SIDBI Officers' Residential flats and Staff Quarter at (i). Chitrashilla Apartment, Indira Nagar, Lucknow and (ii) Staff Quarter, Indira Nagar, Lucknow.

The bidders are requested to submit their quotation in the attached format in Tender Document comprising –

Envelope I : Containing Notification, DD for EMD, Tender summary, Form of quotation, Tender documents for Lot 1, Lot 2, Lot 3, General Terms and conditions, Tender Details, Technical specifications.

Envelope II : Containing Price Bid for Lot 1, Lot 2, Lot 3 (each price bid in separate sealed envelope kept in one Envelope i.e. Envelope no II) duly filled in and signed on each page.

Bidders are requested to clearly mention the lot/ lots being quoted in the Form of Quotation provided below.

The tender document can be obtained from the office of Small Industries Development Bank of India (SIDBI), SIDBI Tower, 15, Ashok Marg, Lucknow – 226 001 from December 04, 2014 between 9.30 am to 5:30 pm on working days (Monday to Friday) at a price of ₹200/-.

The interested Bidders can quote for providing above mentioned service for any/all/ any combination of lots of Tender.

The tender documents for all three lots (irrespective of the lot/combination of lot being quoted) along with requisite DD towards Earnest Money Deposit (EMD) in respect of the respective lot being quoted for and Price Bid of for the quoted Lot shall be submitted in two separate sealed envelopes super scribing “Annual Maintenance Contract for General Maintenance, housekeeping and quarterly cleaning of SIDBI Office, SIDBI Officers’ Residential flats and Staff Quarter at Lot I - (i) SIDBI Head Office, SIDBI Tower, 15, Ashok Marg, Lucknow , Lot II- (i) SIDBI Officers Apartment, 16 MMM Marg , Lucknow, (ii) SIDBI Officers Apartment, wing ‘B’, Arif King’s Apartment, Mall Avenue Lucknow, Lot III- (i) SIDBI Officers Apartment, Chitrashilla Apartment, Indira Nagar, Lucknow, (ii) Staff Quarter, Indira Nagar, Lucknow – **Envelope I (Technical Bid)**” and “Annual Maintenance Contract for General Maintenance, housekeeping and quarterly cleaning of SIDBI Office, SIDBI Officers’ Residential flats and Staff Quarter at Lot I - (i) SIDBI Head Office, SIDBI Tower, 15, Ashok Marg, Lucknow , Lot II- (i) SIDBI Officers Apartment, 16 MMM Marg, Lucknow, (ii) SIDBI Officers Apartment, wing ‘B’, Arif King’s Apartment, Mall Avenue Lucknow, Lot III- (i) SIDBI Officers Apartment, Chitrashilla Apartment, Indira Nagar, Lucknow, (ii) Staff Quarter, Indira Nagar, Lucknow – **Envelope II (Price Bid)**” respectively. In case interested bidders are bidding for more than one lot separate price bid for each lot as given in Annexure-IV shall be sealed in separate envelope and then kept in Envelope II.

Both the sealed envelopes should be sent in a common envelope super scribing "Tender Document for Annual Maintenance Contract for General Maintenance, housekeeping and quarterly cleaning of SIDBI Office, SIDBI Officers' Residential flats and Staff Quarter at Lot I - (i) SIDBI Head Office, SIDBI Tower, 15 Ashok Marg, Lucknow , Lot II- (i) SIDBI Officers Apartment, 16 MMM Marg , Lucknow, (ii) SIDBI Officers Apartment, wing 'B', Arif King's Apartment, Mall Avenue Lucknow, Lot III- (i) SIDBI Officers Apartment, Chitrashilla Apartment, Indira Nagar, Lucknow, (ii) Staff Quarter, Indira Nagar, Lucknow – **Envelope I and II**" and shall be sent at the above mentioned address of the office of SIDBI so as to reach on or before **11:00 am of December 24 , 2014**. Late tenders will not be accepted and are liable to be rejected.

The above offer will be subject to various terms and conditions given in the Tender Document. The bidders are requested to visit the site to acquaint with site conditions and type of work involved.

Site visit can be done between December 04 to December 19, 2014 between 10:00 am to 5:00 pm.

Conditional tenders will be summarily rejected and the tender may not be considered for evaluation. Any doubt or clarification may be clarified from the officer-in-charge before submitting the Tender Document.

The validity of tender will be 120 days from the date of opening of the Price Bid.

Please note that SIDBI reserves the right to reject any or all the tenders without assigning any reason thereof.

Signature :

Name of the Tenderer :

Date / Place :

Seal :

**All the intending agencies/ contractors are also
requested to note the following important provisions**

Preference for registered Micro and Small Enterprises (MSEs)

As per Policy of Government of India following purchase preference shall be given to Micro and Small Enterprises (MSEs) tenderers which are registered with District Industries Centers or Khadi and Village Industries Commission or Khadi and Village Industries Board or Coir Board or National Small Industries Corporation or Directorate of Handicrafts and Handloom or any other body specified by Ministry of Micro, Small and Medium Enterprises.

1. The Bank shall provide the tender documents free of cost to the tenderers who are registered MSEs and such shall also be exempted from submission of earnest money deposit (EMD).
2. MSEs quoting price within the price band of L1 +15% shall also be allowed to provide a portion of requirements (services) by bringing down their price to L1 price, in a situation where L1 price from someone other than a MSEs and such MSEs shall be allowed to supply upto 20% of total tender value. In case of more than one such MSEs, the supply shall be shared proportionately.
3. The Bank has also earmarked a sub target of 4% procurement of goods/Services, out of 20% from MSEs, owned by SC/ST Entrepreneurs from MSEs.

I N D E X

S.No.	Description	Pages
1.	Tender summary	6-9
2.	Eligibility Criteria of Contractor	10-12
3.	Application Form (Technical BID)	13-17
4.	Tender document for Lot I	(Annexure I) 1-9
5.	Tender document for Lot II	(Annexure II) 1-7
6.	Tender document for Lot III	(Annexure III) 1-7
	Price BID	Annexure IV
7	Price BID for LOT I	Annexure IV 1-2
8	Price BID for LOT II	Annexure IV 3-5
9	Price BID for LOT III	Annexure IV 6-8

Tender Summary

Sr. No.	Particulars	Details
1	Nature of Work	Annual Maintenance Contract for General Maintenance and housekeeping of SIDBI Office, SIDBI Officers' Residential flats and Staff Quarters along with quarterly cleaning of individual residential flats; at Lot I - (i) SIDBI Head Office, SIDBI Tower, 15 ashok Marg, Lucknow , Lot II - (i) SIDBI Officers Apartment, 16 MMM Marg , Lucknow, (ii) SIDBI Officers Apartment, wing 'B', Arif King's Apartment, Mall Avenue Lucknow, Lot III - (i) SIDBI Officers Apartment, Chitrashilla Apartment, Indira Nagar, Lucknow, (ii) Staff Quarter, Indira Nagar, Lucknow
2	Site of Work	<ol style="list-style-type: none">1. SIDBI Head Office, SIDBI Tower, 15 Ashok Marg, Lucknow.2. SIDBI Officers Apartment, 16 MMM Marg , Lucknow.3. SIDBI Officers Apartment, Arif King's Apartment, Mall Avenue Lucknow.4. SIDBI Officers Apartment, Chitrashilla Apartment, Indira Nagar Lucknow.5. Staff Quarter, Indira Nagar, Lucknow.
3	Stipulated dates	<ol style="list-style-type: none">a. Last date and time of submission of Tender Document. : 11.00 am of December 24, 2014.b. Site Visit : 10:00 am to 5:00 pm December 04, 2014 to December 19, 2014.c. Opening of Tender : 11.30 am of December 24, 2014.d. Validity of Tender : 120 days from the date of opening of Price Bid.
4	Time period of contract (Each Lot)	The period of contract will be 12 months from the date as mentioned in work order. This may further be extended for Two more years based on the performance with an increase of 5% of the initially quoted rates for first years and 10 % of the initially quoted rates for second year in the rate (all inclusive).
5	Earnest Money Deposit (EMD)	Following are the details of Demand Draft to be submitted under various lots. Separate Demand draft/drafts to be submitted in respect of particular lot/lots quoted:

Lot I : Annual Maintenance Contract for General Maintenance, housekeeping and quarterly cleaning of SIDBI Head Office, SIDBI Tower, 15 Ashok Marg, Lucknow - Demand draft for an amount of ₹26,000/- (Rupees twenty six thousand only) drawn in favour of 'Small Industries Development Bank of India' payable at Lucknow.

Lot II : Annual Maintenance Contract for General Maintenance, housekeeping and quarterly cleaning of SIDBI Officers' Residential flats at i) SIDBI Officers Apartment, 16 MMM Marg , Lucknow, (ii) SIDBI Officers Apartment, wing 'B', Arif King's Apartment, Mall Avenue Lucknow,- Demand draft for an amount of ₹28,000/- (Rupees twenty eight thousand only) drawn in favour of 'Small Industries Development Bank of India' payable at Lucknow.

Lot III: Annual Maintenance Contract for General Maintenance, housekeeping and quarterly cleaning of SIDBI Officers' Residential flats and Staff Quarter at (i). Chitrashila Apartment, Indira Nagar, Lucknow and (ii) Staff Quarter, Indira Nagar, Lucknow- Demand draft for an amount of ₹30,000/- (Rupees thirty thousand only) drawn in favour of 'Small Industries Development Bank of India' payable at Lucknow.

- 6** Refund of EMD (i) To unsuccessful Bidder: After award and acceptance of work by successful tenderer without any Interest.
(Each Lot)
- (ii) If the successful bidder fails to accept the LOI / sign the contract or do not provide the required performance security or expresses inability to carry out the contract or fails to start the work within stipulated time, SIDBI shall forfeit the bid security amount (EMD) of the bidder and ban the contractor from subsequent bidding for a period of 3 years
- 10** Other Terms The total security deposit (EMD + Retention money) amounting to **6%** of the total contract value under each lot will be required to be deposited b y the successful bidder within 7 days of award of contract to successful bidder. Total security Deposit will be released to the agency without interest after successful completion of the contract.
- 11** Estimate Amount ₹15.50 Lakh for lot I, ₹18.00 lakhs for Lot II, ₹19.25 Lakhs for Lot III

Signature :
Name of the Tenderer :
Date / Place :
Seal :

(7)

(Sign. & stamp of Contractor)

Form of Quotation

**The DGM
SIDBI,
Lucknow.**

Dear Sir,

Sub:- Tenders for Annual Maintenance Contract for General Maintenance and housekeeping of SIDBI Office, SIDBI Officers' Residential flats and Staff Quarter along with quarterly cleaning of individual residential flats; at

Lot I - (i) SIDBI Head Office, SIDBI Tower, 15 ashok Marg, Lucknow ,

Lot II- (i) SIDBI Officers Apartment, 16 MMM Marg , Lucknow, (ii) SIDBI Officers Apartment, wing 'B', Arif King's Apartment, Mall Avenue Lucknow,

Lot III- (i) SIDBI Officers Apartment, Chitrashilla Apartment, Indira Nagar, Lucknow, (ii) Staff Quarter, Indira Nagar, Lucknow

We have examined the terms and conditions for the Tender Document. We have also visited the sites where above work has to be carried out and acquainted ourselves with the nature of work involved. We hereby offer our quotations as specified in the Tender Document- Envelope I (Technical Bid) & Envelope II (Price Bid).

We have fully understood all the conditions made for the captioned work and have taken into account all the conditions while quoting the rates in the Tender Document- Envelope II (Price Bid). The bill of quantities in Price Bid has been read in conjunction with all the terms and conditions of Tender. We are bidding forlot. and

I. A Demand Draft No. _____ dated _____ drawn on _____ for an amount of (Rs. _____ only) is enclosed herewith towards Earnest Money Deposit for the captioned work under **lot I**.

II. A Demand Draft No. _____ dated _____ drawn on _____ for an amount of (Rs. _____ only) is enclosed herewith towards Earnest Money Deposit for the captioned work under **lot II**.

III. A Demand Draft No. _____ dated _____ drawn on _____ for an amount of (Rs. _____ only) is enclosed herewith towards Earnest Money Deposit for the captioned work under **lot III**.

We are also aware that SIDBI reserves the right to reject any or all the offers without assigning any reason whatsoever. As required by you, I/We am/are returning herewith Tender Document (Envelope I & II) duly signed by me/us at each page as a token of our acceptance of the provisions of the Tender Document.

In the event of this tender being accepted, I/we agree to undertake the work as specified in tender.

Signature :
Name of the Tenderer :
Date :
Place :
Seal :

Tender for Annual Maintenance Contract General Maintenance, Housekeeping and quarterly cleaning of SIDBI Officers' Residential flats and Staff Quarter at Lot I - (i) SIDBI Head Office, SIDBI Tower, 15 Ashok Marg, Lucknow , Lot II- (i) SIDBI Officers Apartment, 16 MMM Marg , Lucknow, (ii) SIDBI Officers Apartment, wing 'B', Arif King's Apartment, Mall Avenue Lucknow, Lot III- (i) SIDBI Officers Apartment, Chitrashilla Apartment, Indira Nagar, Lucknow, (ii)Staff Quarter, Indira Nagar, Lucknow.

Eligibility criteria for Contractors

Applications are invited from experienced and competent contractors (**Lucknow based/ having registered branch office at Lucknow**) for taking up the Annual Maintenance Contract for General Maintenance, House keeping and quarterly cleaning of SIDBI Officers' Residential flats and Staff Quarter at Lot I - (i) SIDBI Head Office, SIDBI Tower, 15 Ashok Marg, Lucknow , Lot II- (i) SIDBI Officers Apartment, 16 MMM Marg , Lucknow, (ii) SIDBI Officers Apartment, wing 'B', Arif King's Apartment, Mall Avenue Lucknow, Lot III- (i) SIDBI Officers Apartment, Chitrashilla Apartment, Indira Nagar, Lucknow, (ii)Staff Quarter, Indira Nagar, Lucknow subject to fulfilling following eligibility criteria :

Minimum qualifying criteria

1. Contractors should have **minimum 5 years of experience** in the field.
2. Contractors should have done at least one job of similar nature following magnitude **in the last 3 years** - Annual Maintenance, General Building maintenance (including Fire fighting and Electrical system maintenance) in case bidding for lot II and III) and repair and maintenance works for the office premises (one or more) having cumulative minimum total built-up area of 50,000 sq.ft of such kind in case bidding for lot I, one such AMC work costing minimum ₹ 15.5 Lakh per annum or two such works costing minimum ₹ 9.75 Lakh to be eligible for each lot.
3. The contractor should be an Income-tax assessee and should have filed Income Tax return for the last 3 assessment years.
Contractor to be in profit, at least in one financial year during the last three financial years.
Annual gross income reflected in any one of the three financial years shall be taxable.
4. The contractor should have valid Service Tax Registration, Registration with the labor Department, P.F. and ESI registration.
5. The contractor could be a sole proprietary concern/ partnership firm or a company and should be registered with Registrar of Firms/ Companies wherever applicable.
6. Contractor should have sufficient and competent manpower and tools & tackles to take up the work.
7. Contractor should not have been black listed by any Central/State Government/Public Sector Undertaking/Institute of Govt. of India.

8. Bank reserves the right to verify the credibility of contractor from references mentioned by the contractor in S.no. 13 of application format of Technical Bid. In case of getting the negative feedback, Bank reserves the right to disqualify the contractor.
9. In case any contractor bids for more than one lot then his qualification will be judged on cumulative estimated amount of lots for which the contractor has applied ie.:
 - i. Contractor should have done one job of similar kind of general maintenance, housekeeping and quarterly cleaning works of minimum cumulative area of 50,000 sq ft work in any of last five years.
 - ii. Contractor should have done one job of Annual Value 80 % of cumulative estimated amount of lots qualified for/ two jobs of Annual Value of 50 % of estimated amount of lots in any of last five year.
 - iii. Should have solvency of amount ₹10 lakh to judge about the financial soundness of the contractor to execute the work. This will be judged as per attached Solvency certificate from the Bankers or Income Tax return filing attached by the contractor.

In case the contractor qualifies the above criteria his price bid for quoted and qualified lots will be opened.

In case contractor disqualifies in cumulative qualification criteria mentioned above but qualifies in single lot/ 2 lots cumulative criteria, price bid of lot/ lots qualified will be opened. In that case opinion of contractor will be taken for the lot in which he is interested to appear before opening of the price bid and price bid opted for by the contractor will only be opened. Price bid of other lot will not be considered and will be returned to the contractor.

How to apply

Application should be submitted in the prescribed form (enclosed) along with signed and stamped copies of the following documents:-

- 1) Certificate of registration of the firm, if any
- 2) Solvency certificate from the Bankers or Income Tax return filing to assess the soundness
- 3) Letters of empanelment with other organization/ statutory bodies, if any.
- 4) Letters of intent/ work order/ certificate from other employers showing details of work, value, etc., done in last 3 years.
- 5) Necessary license, Registration certificates with various above mentioned departments, PAN, etc. duly signed and stamped by the contractor to be attached with the Tender.

Completed application form along with the above documents shall be submitted in sealed envelope clearly indicating the name of work on top of the envelope to :-

The Deputy General Manager (Premises)
Small Industries Development Bank of India
SIDBI Tower, 15, Ashok Marg
Lucknow - 226 001 (Uttar Pradesh)

Furnishing of false information or suppression of any information would lead to rejection of application and/or initiation of penal proceedings by the Bank.

(Dy. General Manager)

APPLICATION FORM

(Technical Bid to be submitted in Envelope I)

1. Name of the Organisation :
2. Registered Address :
 - i. Telephone No. -
 - ii. Fax No. -
 - iii. E-mail address -
 - iv. Name of contact person -
3. Office Address/ Branch Address :
 - I. Telephone No. -
 - II. Fax No. -
 - III. E-mail address -
 - IV. Name of contact person -
3. Year of Establishment (Attach Supporting Document) :
4. Status of the firm :
(whether Company/ Firm/ Proprietary)
(In case of Ltd. Company,
Memorandum of Articles and
Association to be attached)
5. Name of Directors/ Partners/ Proprietor
 - i)
 - ii)
 - iii)
6. Whether registered with the Registrar of :
Companies/ Registrar of Firms. If so,
mention number and date
7. a) Name and address of Bankers
 - i) ii)
 - ii) iv)

b) Enclose Solvency Certificate from the Bankers or Income tax return filing
8. Permanent Account Number (Copy to be attached) :
9. Details of last three years Income Tax return filed (Copy to be attached):
10. Details of Registration with the Labor office (copy to be attached) :
11. Details of Excise/ Service Tax Registration (copy to be attached) :

12. Details of P.F. ESI registration (copy to be attached) :
13. If registered in the panel of other organisations/ statutory bodies, such as CPWD, PWD, MES, Banks etc., furnish their names, category and date of registration.
- | | |
|------|-----|
| i) | ii) |
| iii) | iv) |
| v) | vi) |
14. What are your fields of activities ? Mention the fields on preference basis.(Copy of LOI/ work order/ contract / Completion certificate to be attached)
- | | |
|------|-----|
| i) | ii) |
| iii) | iv) |
| v) | vi) |
15. Furnish detailed description and value of works done in last 5 years in Proforma-1 : and other details as per Proforma-2 .
16. Specify the maximum value of : work executed in a year during the period of last 5 years (copy of LOI / work order to be attached)
17. Furnish the names of responsible persons and their contact details who will be in a position to certify about the quality as well as past performance of your organization.
- | |
|------|
| i) |
| ii) |
| iii) |

Note : Where copies are required to be furnished these are to be certified copies preferably by the concerned agencies or a Government Officer.

UNDERTAKING BY THE LABOUR CONTRACTOR

I, S/o Proprietor
/ Partner / Director of do hereby declare and
undertake as under:

That in the capacity of independent Labour Contractor for M/s.
..... I have complied with the provisions of all laws as applicable. I have
paid the wages for the month of which are not less than the
minimum rates as applicable, to all my employees and no other dues are payable
to any employee.

That I have covered all the eligible employees under Employees' Provident
Funds and Miscellaneous Provisions Act and the Employees' State Insurance Act
and deposited the contributions for the following months and as such no amount
towards contributions whatsoever is payable.

I further declare and undertake that in case any liability pertaining to my
employees is to be discharged by the M/s. due to my lapse,
I undertake to reimburse the same M/s. is also authorized
to deduct the same from my dues as payable.

LABOUR CONTRACTOR

Authorised Signatory

PROFORMA - 1

PARTICULARS IN RESPECT OF WORK EXECUTED and WORK IN PROGRESS

Sl. No.	Name of Work/ Project with Address	Short Description of Work and built up area	Name, contact details & address of Owner.	Value of Work Executed	Stipulated Time of Completion	Actual Time of Completion	Name & Contact no. of Organisation/Architect/Engineer-in-charge
1	2	3	4	5	6 *	7 *	8 *

*** Applicable for executed works**

PROFORMA – 2

KEY PERSONNEL PERMANENTLY EMPLOYED

Sl. No.	Name	Designation	Qualification	Experience	Years with the Firm	Any Other
1	2	3	4	5	6	7
