



**SMALL INDUSTRIES DEVELOPMENT BANK OF INDIA (SIDBI)
INVITES APPLICATIONS
FOR
EMPANELMENT OF CONTRACTORS AT LUCKNOW FOR WORKS AT BANK'S
PREMISES AT ITS VARIOUS LOCATIONS AT LUCKNOW**

TENDER NO. 314/2019/1393/HO1/PREMISES

LAST DATE OF SUBMISSION OF SEALED TENDER: October 24, 2018 UPTO 15:00

HRS

Issued By:-

**The Deputy General Manager (APV)
Small Industries Development Bank of India
SIDBI Tower, 15, Ashok Marg,
Lucknow – 226 001 (Uttar Pradesh)
Contact: 4261633 / 4261778**



EMPANELMENT OF CONTRACTORS AT LUCKNOW FOR WORKS AT BANK'S PREMISES AT ITS VARIOUS LOCATIONS AT LUCKNOW

The Premises Vertical of Lucknow Head Office is managing Bank's office buildings and residential premises at various locations of Lucknow.

The intention of this notice of empanelment is to maintain separate panel of contractors for various traits, the details of which are as under.

Contractors for; • Civil Construction • Interior Furnishing • Renovation and Repair

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 October 24th, 2018 upto 3pm.** for Pre-qualifications and empanelment process.

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 eligible and interested, contractors may collect the "Document for empanelment" from the above office and EMD of **`1000.00 in the form of Demand Draft in favour of Small Industries Development Bank of India payable at Lucknow** shall be submitted along with the duly filled in application forms. EMD's of qualified agencies/Contractors will be given back after one month after the scrutiny of the applications and EMD's of disqualified agencies/Contractors will be given back in one month. The document can also be downloaded from the website of Bank namely www.sidbi.in. The duly completed document in the prescribed format with all supporting documents shall be sealed in a cover and super scribed as 'Application for EMPANELMENT of Contractor (Category name)' and should reach office of **The Dy. General Manager , Small Industries Development Bank of India, SIDBI Tower, 15, Ashok Marg, Lucknow, Uttar Pradesh-226001, Phone No: 0542-4262778/633 on or before October 24th, 2018 upto 3pm.**

Contractors who shall be found eligible after scrutiny of applications, documents, site visits to the earlier work, etc. shall be prequalified and empanelled for works at Bank's Premises at its various locations at Lucknow. 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

I. Empanelment Notice for Contractors at Lucknow for works at Bank's Premises at its various locations at Lucknow

- Request for empanelment is invited from reputed contractors for their services for various types of Civil, Interior Furnishing, Repair & Renovation works of Bank's premises at its various locations at Lucknow.
- The various categories of the Contractor are detailed as below: -

<u>S.No.</u>	<u>Category</u>	<u>Job Value</u>	<u>Category</u>
1.	Contractors for Civil Construction/ Interior Furnishing / Renovation and Repair	Upto ` 50 Lakh	Class A
		Above ` 50 Lakh to ` 2 Crore	Class B
		Above ` 2 Crore to ` 10 Crore	Class C
		Above ` 10 Crore	Class D

II. ELIGIBILITY CRITERIA

1. The Contractor/ firm / agency should be
 - should be preferably based at Lucknow.
 - shall have minimum experience of 5 years in the field of executing similar works.
 - having executed similar work / empanelled with Govt. Dept., Banks, Financial institutions and Public Sector Undertakings will be preferred.
2. The Contractor/ firm / agency should have satisfactorily completed Civil Construction/ Repairs / Renovation / Interior works
 - One similar nature of work costing at-least 80% of upper limit of job i.e. 80% of ` 30 lakh / ` 2 Crore / ` 10 Crore/above



₹ 10 crore (as the case maybe for Class A / Class B / Class C/ Class D respectively) in last 3 years (ending with the last date for receipt of applications) or

- Two similar nature of works costing atleast 60% of upper limit of job i.e. 80% of ₹ 30 lakh / ₹ 2 Crore / ₹ 10 Crore/ above ₹ 10 Crore (as the case maybe for Class A / Class B / Class C/ Class D respectively), in last 3 years (ending with the last date for receipt of applications).

3. The Contractor/ firm / agency should have a professional reputation and the quality of works executed by them should be of acceptable standard. The works assigned to them should have been completed within the prescribed time. SIDBI may inspect the works of the Agency to assess quality and performance.

The Contractor/ firm / agency are required to attach the requisite satisfactory documents as proof 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 information furnished and may obtain confidential report from their previous clients. SIDBI reserves the right to reject any or all applications at any stage without assigning any reason, thereof.

III. All the intending Contractor/ firm / agency are also requested to note following important provisions.

- a. SIDBI is governed by Public Procurement Policy for Micro and Small Enterprises (MSEs) as circulated by The Ministry of MSME, Govt.
- b. These provisions shall be applicable to Micro and Small Enterprises (MSEs) 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 (MSMEs).

- c. If deemed fit, the Bank may procure minimum of 20% of the contract value of any goods or services from MSEs. Further, the Bank reserves the right to procure part work/services (about 4% out of above 20%) to MSEs owned by SC and ST entrepreneurs, if found suitable. Provided, these MSEs quoting price within the price band of L1 +15% & bringing down their price to L1 price, in a situation where L1 price is from someone other than a MSEs. In case of more than one such MSEs, the supply shall be shared proportionately at the discretion of the Bank.
- d. Further, such MSEs would also be entitled for tender sets free of cost and exemption from payment of earnest money deposit. In case of any issue on the subject matter, the MSE's may approach the tender inviting authority to resolve their grievances.
- e. Agencies desirous of availing preference under above provisions should submit a copy of proof of Registration as MSEs/ and ownership of the same by SC/ST along with the tender/RFP/RFO.

IV. VALIDITY OF PANEL

The panel of prequalified Contractor/ firm / agency shall be normally valid for a period of 3 years but can be extended for another 2 years at the discretion of SIDBI. Contractor/ firm / agency whose performance not found satisfactory will be removed from the panel. SIDBI reserves the right to use the said panel for other works also.

V. APPLICATION FORM, ETC.

- The applications in the prescribed Format along with all supporting documents like copies of PAN card and latest



Income-Tax return filed, list of work completed / in hand with their value during last 5 years, work completion certificates, list of personnel available, details of registration / empanelment with different institutions, etc.

- The applications should reach Dy. General Manager, Administration and Premises Vertical, Small Industries Development Bank of India, SIDBI Tower, 15, ashok Marg, Lucknow-226001, Uttar Pradesh **on or before October 24, 2018 upto 15.00 Hrs.**
- Interested Contractors who satisfy the criteria should apply with complete details in the following format.
 - 1 Format for bio-data/application (Format-III)
 - 2 Format for list of works executed / in hand (Format III A & III B)
 - 3 Format for details of Resources / Infrastructure (Format III C)Format for details of empanelment with other organization (Format III D, E)

VI. EARNEST MONEY DEPOSIT (EMD)

EMD of ` 1000.00 in the form of Demand Draft in favour of **Small Industries Development Bank of India** payable at Lucknow shall be submitted along with the duly filled in application forms. EMD's of qualified agencies/Contractors will be given back after one month after the scrutiny of the applications and EMD's of disqualified agencies/Contractors will be given back in one month.

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Format-III

APPLICATION FORM

1	Name and address of the Firm/ Co., including contact numbers / Mobile / Fax/E-mail,etc	
2	Nature of firm/Co., whether Proprietary/ Company Partnership (furnish full details)	
3	Year of Establishment	
4	Organization profile, infrastructure facilities, etc	
5	Name of Main Architect (Principal) / Engineer with Registration details with Council of Contractors/IIA /Local Dev. Authority / Municipal Corporation	
i	Telephone/	
ii	Mobile No:	
iii	Email id.	
6	Name of Partner(s) / Associate(s), if any with their Bio-data	
7	Details PAN No. (Enclose copy of PAN card and latest income tax return filed)	
8	Name & address of the Bankers	
9	Detailed description and value of work done in the past five years and works in hand (to be furnished in Format- A & B)	
10	Details of Resources (manpower, tools and plant) / Infrastructure available (to be furnished in Format-C)	
11	Details of registration/ empanelment with Govt. Agencies/ Banks /FIs /PSUs	

Empanelment of Contractors at Lucknow for works at Bank's
Premises at its various locations at Lucknow



	(to be furnished in in Format – D)	
	Signature	
	Name	
	Date	
<p><i>Note: Please enclose separate sheets / photographs / documents as required.</i></p>		

Format-III A

Particulars in respect of similar works executed in the last five years

S. No.	Name of the work executed with addresses	Name and address of the owner / client	Value of work executed in Rs	Date of completion	Stipulated time for completion	Actual time taken for completion	Name of Contractor & Contract details	Remarks, if any for variation / delay

Please enclose copies of appointment letter / agreement for each job.

Format – III B

Particulars in respect of similar works in hand

S. No.	Name of the work with addresses	Name and address of the owner / client	Value of work in `	Date of award	Stipulated time for completion	Present status	Name of Contractor & Contract details	Remarks, if any for variation / delay

Please enclose copies of appointment letter / agreement for each job.

Details of Resources (Manpower, Equipments & Infrastructure)

1. Details of Manpower

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			

2. Details of Workshops

Location	Land Area	Type of structure	Type of facilities

3 --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)

3. **Details of Equipments / Infrastructure:**

(please indicate the infrastructure facilities available
viz., computers, softwares, plotter, office details,
etc.)

4. Any other information.

Format- III D

Details of Empanelment with other Organisation / Department

S. No.	Name and address of institution with contact No	Registered/ empanelled for value of work upto ` and other details	Date of empanelment and validity	Details of certificate / letter from the Institution / Bank, etc. if any

Please enclose letter from the organization where you are empanelled.

1. 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 :

SIGNATURE OF THE APPLICANT

Date :

NAME & DESIGNATION

SEAL OF ORGANISATION

FORM OF BANKERS' CERTIFICATE

To

**The Deputy General Manager (APV)
Small Industries Development Bank of India
SIDBI Tower, 15, Ashok Marg,
Lucknow – 226 001 (Uttar Pradesh)
Contact: 4261633 / 4261778**

This is to certify that to the best of our knowledge and information M/s. /Shri..... having marginally noted address, a customer of our bank are/is respectable and can be treated as good for any engagement up to a limit of `(Rupees).

This certificate is issued without any guarantee or responsibility on the Bank or any of the office

(Signature)

For the Bank with Name & Seal

Note:

1. Bankers' certificate should be on letter head of the bank, sealed in cover addressed to enlistment authority – **The Dy. General Manager , Small Industries Development Bank of India**, SIDBI Tower, 15, Ashok Marg, Lucknow, Uttar Pradesh- 226001, Phone No: 0542-4262778/633.

2. In case of partnership firm, certificate should include names of all partners as recorded with the bank.

FORMAT OF CONFIDENTIAL REPORT

(on letter head)

To:

The Dy. General Manager
Small Industries Development Bank of India
SIDBI Tower
15, Ashok Nagar, Lucknow
Uttar Pradesh
Phone No: 0542-4261778/633
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:

SIGNATURE

NAME

DATE:

DESIGNATION

OFFICE SEAL

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/ GSTN Registration copy is enclosed? | Yes/No |
| 4. Whether requisite application fee by cash/DD is paid? | Yes/No |
| 5. Whether enclosed valid Contractor License in case of civil/electrical contractor/ | 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 photo 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 | Yes/No |
| 19. Letter from Bank for Banks certificate | Yes/No |

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