



**REQUEST FOR EMPANELMENT FOR VARIOUS CATEGORIES OF JOBS AT BANK'S  
HEAD OFFICE AND FLATS AT LUCKNOW**

**TENDER IDENTIFICATION NO. 314/2018/1354/HO1/PREMISES**

**LAST DATE OF SUBMISSION OF SEALED TENDER -July 23, 2018UPTO 15:00 HR**

**Issued By:-**

**The Dy. General Manager [Administration and Premises Vertical]  
SIDBI TOWER, Small Industries Development Bank of India (SIDBI),  
5th Floor, Administration and Premises Vertical,  
15, Ashok Marg,  
Lucknow-226001  
Phone No. 0522-2288210  
Mob:- 7705012705**

**Tender Document Price ` 500/- (non-refundable) by way of DD**

**EMPANELMENT DOCUMENT**

This document consists of the following:

- a. Notice inviting applications for empanelment of consultants, contractors and suppliers**
- b. General rules and instructions to the intending applicants**
- c. Application format for empanelment**

Administration and Premises Vertical of SIDBI Head office, situated at SIDBI Tower, 15, Ashok Marg, Lucknow-226001 maintains & manages office premises situated at various locations of Lucknow and also looks after various residential apartment complexes, individual flats (total about 118 numbers) & other leased properties.

The intention of this notice is to invite applications for empanelment from Architects, Consultants from various technical fields as mentioned below, Contractors / AMC Contractors & Suppliers of various traits, the details of which are as under.

- 1. Architects, Consultants (Civil, Structural, Electrical and Air-conditioning)**
- 2. Contractors/ AMC Contractors & Suppliers for : Interior furnishing, Modular furnishing, Civil work, Water proofing work, Plumbing, façade cleaning, Electrical works, Fire alarm & detection system, Fire extinguishing equipments, Firefighting Work, Air conditioners supply /maintenance of existing air-conditioners, Furniture supply, Landscaping, Security items (Access control & CCTV), Electrical fixture/Fittings suppliers, Electrical panel builders , Registered Plumber, Signage, Minor and Miscellaneous works.**

**All Consultants, Contractors / AMC Contractors and Supplier/Vendors in the existing panel should also apply afresh for new empanelment.**

The eligible and interested consultants, contractors and suppliers may collect the relevant **“Document for empanelment”** from the following office on paying a non-refundable fee of **₹500/-** (Five Hundred only) by

way of cash/Demand Draft (DD) favoring "**SIDBI**" Payable at Lucknow for each category of Work.

Alternatively, the document can also be down loaded from the website of Bank namely [www.sidbi.in](http://www.sidbi.in) and the document fee of `500/- (Five Hundred only) for each category of work **as detailed above (in the form of DD drawn in favor of "SIDBI" payable at Lucknow)** may be submitted along with the duly filled in document. The document submitted without the prescribed fee will be liable for rejection.

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 (Category name)**" and **shall be submitted to The Dy. General Manager (Administration and Premises Vertical), 5<sup>th</sup> Floor, SIDBI Tower, 15 Ashok Marg, Lucknow- 226001 on or before 23/07/2018 upto 3.00 PM.**

The Bank reserves the right to accept or reject any or all the applications without assigning any reasons thereof, and their decision of selection will be final.

**DEPUTY GENERAL MANAGER**  
SIDBI, ADMINISTRATION AND PREMISES VERTICAL

## **GENERAL RULES AND INSTRUCTIONS TO THE INTENDING APPLICANTS:**

1. Generally, the routine works of the Bank are awarded /procurements are made on calling competitive tenders/quotations from the empanelled contractors/suppliers and in case of emergent works/works of small magnitude, the Bank may opt to award the work/procure goods from any of the empanelled agencies, depending on the exigencies of the work on nomination basis and also has the right for open tendering process for any particular work, depending on the nature & magnitude of the work.
2. The details of the applicants and their experience shall be furnished in the prescribed "**Application Format**" only. Wherever required and if the space provided is not sufficient, particulars can be furnished in **Annexures** but such details shall be clearly mentioned in the respective columns of the Application Format. Applicant shall enclose latest copies of brochures and technical documentation giving additional information about the applicant. Each page of the document shall be duly signed by the Applicant or their authorized representative.
3. **The Consultants/Contractors/suppliers, who intend to apply for more than one category, have to apply for each category using separate application forms along with separate non-refundable fee submit in independent covers super -scribing in the envelope the category of work applied for.**
4. No costs incurred by the applicant in applying, in providing necessary clarifications or attending discussions, conferences or site visits will be reimbursed by the Bank.
5. Documentary proof with respect to the details furnished in the application form shall be submitted along with the application form. In this regard, copies of the work order, completion certificate, TDS Certificate and or other such documents shall be attached. Incomplete applications or applications without proper proofs for establishing their credentials will be liable for rejection and no correspondence will be entertained in this regard.
6. The authorised person of the firm/ company shall sign in all the pages of the application with seal of the company/ firm.
7. The empanelment shall be made for a specific category. However, the applicant empanelled in higher category shall be eligible for works in the lower category.

8. The evaluation will be based on the experience, reputation, their empanelment with similar kind of institutions for similar nature of works, manpower & logistical support available with the applicant, financial capabilities, quality consciousness, etc and if found necessary may also include inspecting the works undertaken by them for which, necessary co-ordination shall be made by them. Based on the details furnished and inspection of works, eligibility criteria, the consultants/ contractors/ suppliers will be empanelled. Decision of the Bank regarding selection / rejection for empanelment will be final and binding and no further correspondence will be entertained. The empanelled contractors will only be informed by post.
9. If, information and details furnished by applicants are found to be false at any time in future or any information withheld, which comes to the notice of the Bank at a later date, the empanelment of such applicant will be cancelled immediately.
10. Applications received after the due date and time are liable for rejections.
11. **The Applicants having their office in the geographical jurisdiction of the Lucknow City will be preferred. The empanelment shall be valid for a period of Three years from the date of intimation to the short - listed applicants. However, the Bank may extend the validity period by another 2 years, subject to performance review at its discretion.**
12. The present empanelment is mainly for works for value up to the limits mentioned in respective categories. In case of any high value works, Bank may undertake the work by inviting separate tenders/bids.
13. Bids will be invited from empanelled agencies for the works of specified value and on separate advertisement will be issued.
14. SIDBI reserves its right to reject any / or all the applications without assigning any reasons whatsoever.

**All the intending Agencies/Contractors are also requested to note following important provisions.**

1. SIDBI is governed by Public Procurement Policy for Micro and Small Enterprises (MSEs) as circulated by The Ministry of MSME, GoI.
2. 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).
3. 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.
4. 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.
5. 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.

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## **SCOPE, ELIGIBILITY CRITERIA AND RELATED DETAILS**

### **CONSULTANTS**

The professionals experienced in planning, designing, estimation, preparation of tender documents, supervision of works wherever required, assisting in techno-commercial aspect with exposure to Government & Central Vigilance Guidelines will be preferred.

#### **Eligibility:**

The consultant should have the following minimum eligibility criteria:

- i) The consultant should have provided consultancy services for similar kind of works in the last three years prior to **31/ 05/2018**
  - a. One project costing 80% of the class limit or
  - b. Two projects costing 60% of the class limit or
- ii) The consultant should be an assessee of Income Tax, Goods and Service tax, etc.

SI No	CATEGORY	VALUE OF THE WORKS UPTO WHICH THE CONSULTANT CAN PARTICIPATE (AMOUNT IN LAKHS)	
		CLASS- B	CLASS- A
a	Architects	20	50
b	Civil engineering Consultant	20	50
c	Electrical engineering Consultant	20	50
d	Air conditioning Consultant	20	50

#### **a. Architects:**

##### **Scope :**

**Architects' services** includes planning, designing, estimation, supervising & execution of Civil Engineering repair and renovation works, interior furnishing works, other infrastructure works for the offices/residences of the Bank, providing specifications of the materials, assisting Bank in finalizing the contractor and supervision of the interior works, if sought for by the Bank. The panel architect's services will also be availed for planning, designing and execution of redeveloping of Banks own buildings involving the approval for the same from the local Authorities wherever it is required.

##### **Eligibility:**

1. Graduate/ Post graduate degree in Architecture/Civil engineering with minimum **5 years** of experience in the respective field as on **31/05/2018**.
2. The Architect must be registered with the council of Architecture /Members of the Indian Institute of Architecture and should have experience in planning, designing and supervising Civil Engineering, Interior works for the Banks, Financial Institutions and for software companies.
3. Architectural firms should be preferable based at Lucknow having engineering department with suitable personnel having required qualification and meeting the other eligibility criteria can also apply.
4. They should have sufficient manpower to execute the work as per the Bank's requirement and satisfaction.

#### **b. Civil Engineering Consultant:**

##### **Scope:**

**Civil Engineering consultants'** services shall be used for planning, designing, estimation, tendering and supervision of execution of Buildings construction & repairs/ renovations/ maintenance and other Civil works of Bank's own buildings and also for the buildings constructed by landlord in leased premises.

The scope of Civil Engineering Consultants also include assessment of repairs, renovation (in some cases involving structural evaluation) and recommending correct rectification works procedure, periodical evaluation of buildings for structural conditions, if necessary by undertaking necessary structural studies and submitting technical assessment reports suggesting remedial measures, preparation of tender papers and assisting the Bank in undertaking repair works with or without their site supervision.



### **Eligibility:**

- a. Graduate in Civil Engineering with minimum **5 years** of experience in planning, designing and supervision of buildings, sanitary and plumbing services and other allied works as on 31.05.2018. The consultant with post graduation in structural Engineering with experience in repairs and rehabilitation of the structures will also be preferred.
- b. Should have experience in planning, designing and supervision of Civil Engineering Constructions repair/ renovation works including water proofing works of buildings.
- c. The Consultants should be preferably based at Lucknow.

### **c. Electrical Consultants:**

#### **Scope:**

The services of **Electrical consultants** will be used for planning and execution of the electrical works for the Bank offices including procurement of electrical equipments like Generators, UPS, Transformers and other allied items, electrical auditing., energy audit and coordinating/ liasoning with TATA Power & such other local authorities.

The electrical system of the Bank's Head office at Lucknow is with HT substation of 800 KVA, supported by DG sets for 100% load. Bank is looking for consultants who have specialized in the field of energy audit, power saving product implementation in electrical engineering with the knowledge on HT sub-station, internal electrical system for a computerized office environment, specialized electro-mechanical works like DG sets, lifts, Building Management System, air-conditioning etc.

### **Eligibility:**

1. Graduate in Electrical Engineering with minimum 5 years of experience in the respective field as on 31.05.2018.
2. Should have experience in planning, designing and supervising of electrical works for computerized environment including experience in LT/HT works, generator and motors, UPS, lifts.
3. The Consultants should be preferably based at Lucknow.

### **d. Air-conditioning consultants :**

#### **Scope:**

The services of **Air-conditioning consultants** will be used by the Bank for planning, designing and supervision of the Air-conditioning works of the Bank offices.

### **Eligibility:**

1. Graduate in Electrical/Mechanical/refrigeration Engineering with minimum 05 years of experience in the air- conditioning field as on 31.05.2018.
2. Should have experience in planning, designing and supervising of air-conditioning works for computerized environment using split/ ductable splits/package units.
3. The Consultants should be preferably based at Lucknow.

### **General:**

Generally, the routine interior works, Civil, electrical and air-conditioning works as detailed above are being carried out by the Bank's Engineers. The services of the consultants will be availed as and when it is required depending on the magnitude and specialization required for the project.

Services of Consultants/Architects may be taken for Electrical/Structural repairs/Building services where the estimated cost exceeds ₹5 lakh and for Civil/Interior/Major repairs works, where estimated cost exceeds ₹8 lakh. If need is felt, consultants may be appointed for works with lump-sum fees/ percentage rate basis on estimated cost with following due procedure of the Bank. **However, the Bank has the right to avail the services of any other consultant from outside the panel depending on the circumstances.**

Note:: In all the above categories of consultants, if other things being equal, the consultants having the experience in the contract administration for government, PSUs and Public Sector banks and Financial Institutions will be preferred.

### **CONTRACTORS:**

Empanelment of Contractors is sought for the following categories of works under various cost limits. The contractors empanelled under lower cost limit will not be eligible to quote for the works costing more than the limit. However, the contractors empanelled under higher class can participate even for works in lower cost limits.

The various Categories & Cost limits are furnished in the next page :-

SI No	CATEGORY	VALUE OF THE WORKS UPTO WHICH THE CONTRACTOR CAN PARTICIPATE (AMOUNT IN LAKHS)		
<b>A</b>	<b>CIVIL HEAD</b>	CLASS- C	CLASS- B	CLASS- A
1	CIVIL ENGG WORKS	10	25	50
2	INTERIOR FURNISHING	10	25	50
3	MODULAR FURNISHING	10	25	50
4	FURNITURE SUPPLIERS	10	25	50
5	PLUMBING WORK	10	25	50
6	SIGNAGE/LOGO SUPPLIERS	10	25	50
7	LANDSCAPING & GARDENING	10	25	50
8	MINOR AND MISCELLANEOUS WORKS CONTRACTOR	10	25	50
<b>B</b>	<b>ELECTRICAL HEAD</b>			
1	ELECTRICAL WORKS	1	5	25
2	ELECTRICAL FIXTURE/FITTINGS SUPPLIERS	-	5	25
3	SECURITY ITEMS (ACCESS CONTROL, CCTV & PROJECTORS)	5	15	25
<b>C</b>	<b>MECHANICAL HEAD</b>			
1	MAINTENANCE OF AIR-CONDITIONERS (Split/Window/Tower AC)	1	5	-
2	FIRE DETECTION, ALARM & FIRE FIGHTING SYSTEM	5	15	25
3	FIRE EXTINGUISHING EQUIPMENTS AND RE_FILLING	5	15	25

## **Eligibility:**

The applicant should have the following minimum eligibility criteria:

- i) The applicant should have undertaken works in **Government departments/public sector undertaking/central autonomous bodies/state autonomous bodies/financial institutions/Banks and other reputed private firms during last 3 years prior to 31.05.2018:**
  - i) One work/project costing 80% of the class limit or
  - ii) Two works/projects costing 50% of the class limit or
- ii) The Class –A & B applicant should be an assessee of Income Tax, Goods and Service tax and should submit the copy of the income tax PAN & GST certificate with valid registration Number. However, Class-C applicant should have preferably a valid Goods and Service tax number but must submit a copy of PAN card.
- iii) The Suppliers should be original manufacturers/ Suppliers of the items having wide dealer and service network in the geographical Jurisdiction of Lucknow City. They should be established in this field for minimum of 5 years.
- iv) The supplier shall provide details of the personnel, equipment and manufacturing facilities.

**Based on the assessment of details furnished like works undertaken, technical & financial capabilities, selection will be made. From such panel, competitive offers/tenders will be called for specific works.**

### **A. CIVIL HEAD**

**1. Civil Engineering works:** The scope of work of Civil Contractors broadly is to undertake new constructions, redevelopment of existing properties, periodical repairs & renovations, painting, plumbing & sanitary, demolition works, structural steel fabrication, woodwork (doors and windows only), Aluminum Work (Sliding Door, Windows, partitions etc), different types of flooring and Tiles works with water proofing work for different location as required and other allied works for residences and offices of the Bank . Also, they will be used for executing specialized waterproofing works such as water proofing to terraces, basements, and sunken slabs of toilets, balcony, retaining walls, etc. of Bank's offices and residential buildings.

Except for Class-C, the contractors for other classes should have well-established office with adequate engineering staff.

**2.Interior Furnishings:** The scope of work of Contractors for Interior works mainly original works, alterations and renovations involving erection of partitions work both wood & aluminium, counters, paneling, false ceiling, cavity flooring, storage units, furniture and fabricated workstations and other allied works for furnishing of our Office premises.

## **The Class A, B contractors shall have full fledged work shop for preparing the furnishing/ furniture items**

**3. Modular furnishing & ready supply items:** The Companies/ Agencies/ authorised franchisees, having well established manufacturing & marketing facilities in the area of modular work stations, low height & full height partitions with MS / Aluminium frame works, post forming & edge banding facilities etc., in modular furnishing works and who have executed such works are eligible to apply. Considering the products profiles, manufacturing facilities, business turn over, the eligible agencies will be empanelled.

The applicants are requested to furnish the full details of the company's product profile, client list details of major projects executed with documentary proof.

**4. Furniture Suppliers:** The Companies/ Agencies/ authorised franchisees, having well established manufacturing & marketing facilities in the field of readymade office furniture items like computer operators chairs, executive chairs, conference chairs, almirahs, side racks, revolving chairs of various varieties, storage units, file racks, compactors, FRFC, etc. and who have supplied/executed such ready items are eligible to apply. Considering the products profiles, manufacturing facilities, business turn over, the eligible agencies will be empanelled. The applicants are requested to furnish the full details of the company's product profile, client list details of major projects executed with documentary proof.

**5. Plumbing Work:** The panel of Plumbing contractors will be used for repair, maintenance, rework and new work of Plumbing of Bank's offices and residential buildings. The repair, maintenance, rework and new Plumbing work at the region/stretch beyond the water meter of water of supply main and other related works of sewerage and storm water drain outside of Bank's owned office and residential premises will be executed by empanelled registered plumber as and when required. (Contractors should furnished the documentary proof along with the application)

**6. Signage Work:** The empanelled Signage Designer will be used for design, supply and fixing work of Logo/Signage/Name board/Flex for Bank's offices and residential buildings.

**7. Landscaping and Gardening works:** The empanelled contractors/agencies will have to plan, execute and maintain the garden/greeneries in Bank's owned Office and residential complex.

**8. Contractor for Minor and Miscellaneous Work:** The Premises Vertical undertakes various minor works of repair, maintenance, rework, add-on work to the existing features at Bank's Head Office and quarters situated at various locations of Lucknow. The minor and miscellaneous works mainly involves repair, maintenance, fabrication/welding, false ceiling, PVC/ Vinyl flooring, carpentry works like repairing of doors & windows, repairs to furnitures, wardrobes & fixtures, supply of floor springs, door closers and related hardware etc., cleaning and repairing of venetian blinds, attending to leakages & seepages related works, touch up work with painting, Aluminum work like repairing and maintenance of aluminum doors & windows, partitions, Mullion and Transom of façade work etc. , cleaning of vacant premises, making of duplicate key, writing/painting of Logo on compound wall etc., attending to electrical & telephone works in liaison with statutory authorities etc. The work also involves attending to minor/urgent nature of repairs to electrical appliances like geyser, heaters, pumps & motors, washing machine, mixtures, TV etc., Specialised small/minor works, all kind of hardware, and such other allied material suppliers and such other disciplines of works which are not figuring in the above categories would be considered under the minor and miscellaneous works. Depending upon the requirements and emergency of the work, Bank may engage the empanelled Contractor/agencies with suitable cost limits.

Such nature/type of works/services shall be attended immediately by the agency/contractor/supplier as and when required by the Bank.

The Vertical is looking to empanel such contractors who are equipped with sufficient manpower, mobile phones and who are willing to undertake such minor works.

### **A. ELECTRICAL HEAD**

**1. Electrical Contractors:** The scope of work for Electrical Contractors is to undertake HT as well LT works, panel board for LT applications, will be mainly used for internal and external electrification, associated cabling, copper plate earthing, wiring for air-conditioners, UPS, liasoning with statutory authority for obtention of additional power, breakdown repair, interior wiring for computerized office environment and other allied works.

The electrical works also involves domestic electrical works attending to LT side, liasoning with statutory authority in case of meter burn outs etc. attending to repairs of electrical appliances like fans, geysers, pumps & motors, switch boards, re-wiring and cabling works. Exposure to repairs of other home appliances like fridge, T.V./LCD, mixtures, washing machines etc. will be added advantage.

Electrical contractors shall have necessary permits / license from CEIG office and familiar with IE rules & regulations and guidelines of CEIG.

**2. The suppliers of electrical fittings and fixtures** should be the reputed manufacturer of such products like fan, tube lights, wires and established in the field for more than 3 years. They should have dealer and service network in the geographical area of Lucknow.

**Supply and installation of Security Equipments (Access Control, CCTV, Projector):** The suppliers should have minimum of 5 years experience in supplying various type of Access Control and CCTV, Projector equipments with different Capacity to large Offices and Organizations. The suppliers should have experience in maintenance of all type of Security equipments. If Banks requires imported Security items, the vendor should have the direct dealership network of the products to supply the same.

#### **A. MECHANICAL HEAD**

**1. Maintenance of air-conditioners:** Those Contractors who are interested to empanel as Contractor for maintenance of existing Air-conditioners, shall be able to maintain any make of the ACs Split/Window /Ductable Split/Package/ Tower Units. They should have well established service facilities, Technical Staff in the area of Air-conditioners.

**2. Fire Fighting and Fire Detection system :** The scope of work of the Fire fighting and Fire detection contractors mainly involves all original works, alterations and modifications involving supply, installation, testing and commissioning of fire fighting and fire detection system for various Offices /Residential buildings at Lucknow and also maintaining and servicing of the new and existing installations.

**3. Fire extinguishing equipments:** The suppliers should have minimum of 5 years experience in supplying various types of Firefighting equipments and refilling of fire extinguisher with different Capacity to large Offices/Organizations. Also the suppliers should have experience in maintenance/refilling of all type of Fire extinguishers.

**If other things being Equal, the professionally qualified contractors and the contractors who have undertaken the works for Government Departments, Financial Institutions, Banks, PSU organizations will be preferred.**

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To

Date:

**The Deputy General Manager (Administration and Premises Vertical)**

SIDBI

SIDBI Tower, 15 Ashok Marg

Lucknow-226 001

**Dear Sir,**

**Sub: EMPANELMENT OF CONSULTANTS / ARCHITECTS,**  
**CONTRACTORS AND SUPPLIERS FOR**

.....

I / we have read and understood the press notice for prequalification and instructions to the Applicants. I /We hereby declare that the information furnished in the proforma and in the supplementary sheets is correct to the best of my knowledge and belief. I/ We have no objection if enquiries are made about the work listed by me/us in the accompanying sheets/ annexure below. I/We agree that the decision of SIDBI in selection of contractors will be final and binding to me/us. I/We have read the instructions appended to the proforma and I / We understand that if any false information/ particulars is detected at a later date, the empanelment shall be cancelled at the sole discretion of the Bank.

**Encl: Supplementary sheets Nos.:**

**Yours faithfully,**

**Signature of the Applicant**

**Name.....**

**Designation.....**

**Address.....**



## **APPLICATION FORMAT**

**APPLIED FOR EMPANELMENT OF: CONSULTANTS/ CONTRACTORS  
/SUPPLIERS**

**CATEGORY (type of work)::**

Architects, Consultants  
(Civil, Structural,  
Electrical and Air-  
conditioning)

Contractors Civil  
/Water proofing/  
Interior furnishing/  
Modular furnishing/  
Office ready furniture  
suppliers/Furniture for  
quarters/Plumbing/BM

C Registered  
Plumber/Signage and  
Logo design/Minor and  
Miscellaneous Work/  
Electrical /Electrical  
fixture and fittings  
suppliers / Electrical  
panel builders/  
Security Items ( Access  
Control, CCTV,  
Projectors)/ Air-  
conditioners supply/  
maintenance of  
ACs/Fire fighting and  
fire detection  
System/Fire  
extinguishers  
equipment and re-  
filling.

**Class** ( if any) :

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) Goods and Service Tax No :

(Furnish copies of Income-tax returns, registration)

d) Name of Bank with Branch Address and A/C No details:

e) 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	2017-18	
2	2016-17	
3	2015-16	
	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 No	Name of Work	Work executed for (name of the organization with address, concerned office & telephone no)	Nature of work (in brief)	Locatio n of the work	Actual Value of the works	Stipulat ed time for comple tion	Actual time for compl etion	If work left incomple te or terminat ed (furnish reasons)
1								
2								

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)

SI .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	Stipulate d time for completi on
1						
2						

9. Key personnel permanently employed in your organization:

SI No	Name	Qualifications	Experience	Particulars of work done	Employed in your firm since	Any other
1						
2						

10. Details of Tools, equipment and Machineries available with you/your organization/Workshop:

i)

ii)

iii)

iv)

v)

11. 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

12. 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 :-

Sr. N o	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

13. Any other details you would like to mention: If required please attach separate sheet.

**(Strikeout whichever is not applicable to the applied category)**

**D E C L A R A T I O N**

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        :**

**APPLICANT**

**SIGNATURE        OF        THE**

**Date        :**

**NAME & DESIGNATION**

**SEAL OF ORGANISATION**

## FORMAT OF CONFIDENTIAL REPORT

(on letter head)

To:

The Deputy General Manager  
Small industries Development bank of India  
SIDBI Tower  
15, Ashok Marg  
Lucknow – 226001

Sir,

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

This is to certify that M/s.\_\_\_\_\_, having  
Office

at\_\_\_\_\_ have  
provided services as Project  
Architect/Consultant/Contractor/Office furniture supplier/  
vendor 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/Goods and Service tax 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, Goods and 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   | Yes/No |

of relevant TDS certificate, satisfactory completion certificate mentioning value of work.

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.

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