



भारतीय लघु उद्योग विकास बैंक  
Small Industries Development Bank of India

प्रस्ताव हेतु अनुरोध  
Request for Proposal  
for

राष्ट्रीय राजधानी क्षेत्र (एनआर.सी.) में सिडबी के आवासीय भवनों / फ्लैटों की मरमत  
तथा पुनरुद्धार के लिए ठेकेदारों की पूर्वअहर्ता

**PRE-QUALIFICATION OF CONTRACTORS FOR REPAIR , RENOVATION WORK  
IN SIDBI'S RESIDENTIAL BUILDINGS / FLATS  
AT NATIONAL CAPITAL REGION (NCR)**

टेंडर सं. Tender No. : 3/APV/NDO/2015-16 दिनांक : अगस्त 28, 2015.

यह दस्तावेज भारतीय लघु उद्योग विकास बैंक (सिडबी) की संपत्ति है। सिडबी की लिखित अनुमति के बिना इस दस्तावेज की इलेक्ट्रॉनिक या अन्य माध्यम से प्रतिलिपि न बनाई जाए, इसे वितरित या अभिलेखित न किया जाए। प्राधिकृत कर्मचारियों / एजेंसियों द्वारा भी निर्दिष्ट प्रयोजनों के अलावा अन्य किसी उद्देश्य के लिए, इस दस्तावेज में दी गई विषयवस्तु का प्रयोग निषिद्ध है ,क्योंकि यह प्रतिलिप्याधिकार का उल्लंघन है ,अतः दंडनीय होगा।

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(Website advertisement)

**PRE-QUALIFICATION OF CONTRACTORS FOR REPAIR , RENOVATION WORK  
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AT NATIONAL CAPITAL REGION (NCR)**

Small Industries Development Bank of India (SIDBI) wish to empanel contractors for REPAIR & RENOVATION WORKS for its Residential Premises located at following locations-

- 1) SIDBI officers apartments situated at Ramprastha ( Deep Vihar Colony), Sector 12, Ghaziabad, Uttar Pradesh,
- 2) Officers' flats situated at Sector 19, Divya Jyoti Apartments, Rohini, New Delhi (16 flats),
- 3) Any other locations in NCR,

The estimated cost for the work at Sr.No.1 above is around ₹ 300 lakh (approx.). Estimated cost of other works may vary from ₹25 lakh to ₹100 lakh.

The applications in the prescribed Format should be submitted 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, financial turnover, solvency certificate from Bank, etc.

The applications should reach the

THE DEPUTY GENERAL MANAGER  
ADMINISTRATION & PREMISES VERTICAL,  
SIDBI, VIDEOCON TOWER, GROUND FLOOR,  
E-1, RANI JHANSI ROAD,  
JHANDEWALAN EXTENSION,  
NEW DELHI-110 055.

on or before 21.09.2015 at 1500 hrs.

Contractors who shall be found eligible after scrutiny of applications, documents, site visits to the earlier work, etc. shall be empanelled and tender documents for the proposed works shall be issued to them. No other advertisement shall be released for issuance of Bids.

The panel of pre-qualified contractors shall be normally valid for a period of 3 years but can be extended for another 2 years at the discretion of SIDBI. Contractors whose performance not found satisfactory will be removed from the panel. SIDBI reserves the right to use the said panel for other works also.

Interested contractors who satisfy the criteria should apply with complete details in the following formats :-

- I. Bio-data / application - (Format I )
- II. List of works executed and works in hand - (Format II A & II B)

- III. Details of empanelment with other institutions - (Format III).
- IV. Details of Resources (manpower, tools and plant) and infrastructure facilities available -(Format-IV)
- V. Financial information (turnover / profit & loss, etc.) during last three years) - [Format-V]

### **ELIGIBILITY CRITERIA**

1. The Contractors / Service Providers should have their office / set-up in Delhi / NCR for the last 2 years. They shall have minimum experience of 5 years in the field of executing similar works. Contractors / Service Providers who have executed similar work / empanelled with Banks, Financial institutions, Public Sector Undertakings and large corporate will be preferred. Similar works means Repair and Renovation Works (including Fire Fighting System Works) or Original Building Construction.
2. The Contractors should have satisfactorily executed one similar nature of work (i.e. repair, renovation etc.) costing atleast ₹ 240 lakh or one original building construction work costing atleast ₹ 500 lakh.

#### **OR**

Two similar nature of works (i.e. repair, renovation etc.) costing atleast ₹ 150 lakh each or two original building construction work costing atleast ₹ 250 lakh each, in last 3 years (ending with the last date for receipt of applications).

3. The Contractors / Service Provider 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. SIDBI may inspect the works of the Agency to assess quality and other parameters.
4. ***Solvency certificate of at least ₹50 lakh from the Bankers.***
5. Comply following related financial turnover and Profit & Loss account for the last three financial years duly certified by Chartered Accountant.
  - a. **Average annual financial turnover ₹500 lakh**
  - b. **Agency to be in profit, at least in one financial year during the last three financial years.**

The contractors are required to attach the requisite satisfactory documents as a proof in support of above pre-qualification criteria, along with their application. Failure to submit the same may result into rejection of 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.

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**Application Form / bio data**

1	Name and address of the Agency, including contact numbers	
2	Nature of constitution of Agency (whether Proprietary / Company / Partnership, furnish full details)	
3	Year of Establishment	
4	Organization profile.	
5	Whether Agency is a Micro / Small Enterprise (MSE). If yes, please enclose a registration proof.	<b>YES/NO</b>
6	Name of the Proprietor/ Managing Partner/ Director i) Telephone/Mobile No ii) Fax No. / E-mail id :	
7	Income Tax PAN No. (Enclose copy of PAN card and latest income tax return filed)	
8	Name & address of the Bankers [Enclose solvency certificate of ₹ 50 lakh	<b>YES/NO</b>
9	Detailed description and value of work done in the past five years and works in hand (to be furnished in the Format-II A & II B)	<b>YES/NO</b>
10	Details of registration / empanelment with Govt. Department / Banks / FIs / PSUs (to be furnished in Format – III)	<b>YES/NO</b>
11	Details of Resources (manpower, tools and plant) and other infrastructure facilities available (to be furnished in Format-IV)	<b>YES/NO</b>
12	Financial information (details to be furnished in Format-V) (a) Average Financial turnover during last three financial years (b) Whether the Agency in profit at least: in one financial year during last three financial years	₹ ..... lakh p.a. <b>YES/NO</b>
13	Whether the applicant was blacklisted by any client / agency	<b>Yes / NO</b> If Yes, please furnish details.
	SIGNATURE	
	Date	
	Name	
	Seal	

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

S.No.	Name of the work executed with address	Name & address of the client with contact numbers	Value of work executed in ₹ Lakhs	Date of completion	Stipulated date for completion	Actual duration taken for completion	Name of consultant if any, with contact no.

Please enclose the copies of work order / agreement and completion certificate from the client (employer) for each of the work.

Particulars of similar works in Hand

S.No.	Name of the work executed with address	Name & address of the client with contact numbers	Value of work executed in ₹ Lakhs	Date of completion	Stipulated date for completion	Actual duration taken for completion	Name of consultant if any, with contact no.

Details of empanelment with other institutions

S.No.	Name & address of the institution with contact no.	Category /Type of work for which empanelled	Registered / Empanelled for value of work upto ₹	Date of empanellment and validity	Details of certificate/ letter from the Institution /Bank etc. if any

Please enclose the copies of letter of empanelment of each organization

**Details of Resources (Manpower, Tools and Plant)  
/ Infrastructure Facilities**

Details of Resources (Manpower, Tools and Plant) / Infrastructure Facilities

<b>1</b>	<b>Details of Man power</b>	
	(a) Manager / Engineer	
	(b) Supervisor	
	(c) Skilled workers	
	(d) Unskilled workers	
<b>2</b>	<b>Details of Tools &amp; Plant</b>	
	(a)	
	(b)	
	(c)	
<b>3</b>	<b>Details of Infrastructure available</b>	
<b>4</b>	<b>Any other relevant Information</b>	



**Format of Financial Information (Turnover / Profit & Loss etc.)  
during last 3 years**

S.No.	Financial Year	Annual Turnover (in ₹ Lakh)	Profit / Loss (in ₹ Lakh)	Net Worth (in ₹ lakh)	Documents enclosed as proof.

**Note: please enclose copy of Profit & Loss account and Balance Sheet duly audited / certified by CA.**

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