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**भारतीय लघु उद्योग विकास बैंक**

**Small Industries Development Bank of India**

प्रस्ताव हेतु अनुरोध

 Request for Proposal

for

पंचकुला , हरियाणा एवम लुधियाना, पंजाब में सिडबी के आवासों / फ्लैटों की मरमत

तथा नवीकरण के लिए ठेकेदारों की पूर्वअहर्ता

**PRE-QUALIFICATION OF CONTRACTORS FOR REPAIR, RENOVATION WORK**

**IN SIDBI’S RESIDENTIAL BUILDINGS / FLATS**

**AT PANCHKULA, HARYANA & LUDHIANA, PUNJAB**

टेंडर सं. Tender No. :2016/1141/ROCHADMN दिनांक: 25/01/2016

**यह दस्तावेज भारतीय लघु उद्योग विकास बैंक (सिडबी) की संपत्ति है। सिडबी की लिखित अनुमति के बिना इस दस्तावेज़ 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 दस्तावेज़ में दी गई विषयवस्तु का प्रयोग निषिद्ध है, क्योंकि यह प्रतिलिप्याधिकार का उल्लंघन है, अत: दंडनीय होगा।**

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**(Website advertisement)**

**PRE-QUALIFICATION OF CONTRACTORS FOR REPAIR, RENOVATION WORK**

**IN SIDBI’S RESIDENTIAL BUILDINGS / FLATS AT PANCHKULA, HARYANA & LUDHIANA, PUNJAB**

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’s officers apartment GHS-1, Sector-17, Panchkula,
2. Employee’s flats situated at Sector 14, Panchkula.
3. SIDBI’s officers flat at Ferozepur road, Ludhiana.

The estimated cost for the work at Sr.No. A & B above is around ` 50 lakh (approx.) each.

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 :

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| --- | --- |
| **THE General Manager****Small Industries Development Bank of India,****SCO 145-146,****Sector – 17C,****Chandigarh – 160017****Contact No. : 0172-5041662/5041661** | **PRE-QUALIFICATIOMN APPLICATIONS FOR PANCHKULA FLATS SHOULD BE SENT TO THIS ADDRESS.** |
| **The Deputy General Manager****Small Industries Development Bank of India,****SCO 16-17,****First Floor, Feroze Gandhi Market,****Ludhiana-141001****Contact No. : 0161-5099367** | **PRE-QUALIFICATIOMN APPLICATIONS FOR LUDHIANA FLATS SHOULD BE SENT TO THIS ADDRESS.** |

 **on or before 15/02/2016 at 1600 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:-

1. Bio-data / application - (Format I )
2. List of works executed and works in hand - (Format II A & II B)
3. Details of empanelment with other institutions - (Format III).
4. Details of Resources (manpower, tools and plant) and infrastructure facilities available -(Format-IV)
5. 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 Chandigarh / Panchkula, Mohali or Ludhina for the last 2 years (proof to be submitted).
2. 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, Public Sector Undertakings and large corporate will be preferred. Similar works means Repair and Renovation Works / interior decoration works with civil works or Original Building Construction work/redevelopment work.
3. The Contractors should have satisfactorily executed one similar nature of work (Repair and Renovation Works / interior decoration works with civil works) costing at least Rs 40 lakh or one original building construction work/redevelopment costing at least Rs 120lakh.

**OR**

Two similar nature of works (i.e. Repair and Renovation Works / interior decoration works with civil works.) costing at least Rs 25 lakh each or two original building construction work costing at least Rs 75 lakh each, in last 5 years (ending with the last date for receipt of applications).

1. 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.
2. ***Solvency certificate of at least Rs* 25 *lakh from the Banker.***
3. Comply following related financial turnover and Profit & Loss account for the last three financial years duly certified by Chartered Accountant.
	1. **Average annual financial turnover Rs 50 lakh,**
	2. **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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**Format - I**

**Application Form / bio data**

|  |  |  |
| --- | --- | --- |
| 1 | Name and address of the Agency, including contact numbers |  |
| 1(a) | Address and contact details of Agency in Chandigarh/Panchkula, Mohali, Ludhiana |  |
| 2 | Nature of constitution of Agency (whetherProprietary / Company / Partnership, furnish fulldetails) |  |
| 3 | Year of Establishment |  |
| 4 | Organization profile. |  |
| 5 | Whether Agency is a Micro / Small Enterprise (MSE). If yes, please enclose a registration proof. | **YES/NO** |
| 6 | Name of the Proprietor/ Managing Partner/ Directori) Telephone/Mobile Noii) Fax No. / E-mail id : |  |
| 7 | Income Tax PAN No.(Enclose copy of PAN card and latest income taxreturn filed) |  |
| 8 | Name & address of the Bankers [Enclose solvencycertificate of ` 25 lakh] | **YES/NO** |
| 9 | Detailed description and value of work done in thepast five years and works in hand (to be furnished inthe Format-II A & II B) | **YES/NO** |
| 10 | Details of registration / empanelment with Govt.Department / Banks /Fls /PSUs(to be furnished in Format – III) | **YES/NO** |
| 11 | Details of Resources (manpower, tools and plant)and other infrastructure facilities available (to befurnished in Format-IV) | **YES/NO** |
| 12 | Financial information (details to be furnished inFormat-V)(a)Average Financial turnover during last threefinancial years(b) Whether the Agency in profit at least: in onefinancial year during last three financial years | ` …….. lakh p.a.**YES/NO** |
| 13 | Whether the applicant was blacklisted by any client / agency | **Yes / NO**If Yes, please furnish details. |
|  | SIGNATURE |  |
|  | Date |  |
|  | Name |  |
|  | Seal |  |

**Format-II A**

**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.** |
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Please enclose the copies of work order / agreement and completion

certificate from the client (employer) for each of the work.

 **Format II B**

**Particulars of similar works in Hand**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **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.** |
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 **Format - III**

**Details of empanelment with other institutions**

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| --- | --- | --- | --- | --- | --- |
| **S.No.** | **Name & address of the institution with contact no.** | **Category /Type of work for which empanelled** | **Registered / Empanelled for value of work up to `** | **Date of empanelment and validity** | **Details of certificate/ letter from the Institution /Bank etc. if any** |
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Please enclose the copies of letter of empanelment of each organization

**Format – IV**

**Details of Resources (Manpower, Tools and Plant)**

 **/ Infrastructure Facilities**

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

|  |  |
| --- | --- |
| **1** | **Details of Man power**  |
|  | 1. Manager / Engineer
 |  |
|  | 1. Supervisor
 |  |
|  |  (c) Skilled workers |  |
|  |  (d)Unskilled workers |  |
| 2 | **Details of Tools & Plant** |
|  | (a) |  |
|  | (b) |  |
|  | ( c) |  |
| 3 | **Details of Infrastructure available**  |  |
| 4 | **Any other relevant Information** |  |

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**Format V**

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

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