



भारतीय लघु उद्योग विकास बैंक, नई दिल्ली
Small Industries Development Bank of India, New Delhi

प्रस्ताव हेतु अनुरोध
Request for Proposal
for

सिडबी के नई दिल्ली कार्यालय तथा नई दिल्ली / राष्ट्रीय राजधानी क्षेत्र स्थित आवासीय परिसरों में
विभिन्न प्रकार की सेवाओं हेतु सर्विस प्रदाताओं को सूचीबद्ध करना

Empanelment of Service Providers for Various Services categories of Jobs at
SIDBI's New Delhi office and Flats at Delhi/NCR

निविदा संख्या: 2020/1442/NDO/PREMISES

Tender No.: 2020/1442/NDO/PREMISES

LAST DATE OF SUBMISSION OF SEALED TENDER – May 06, 2019 UPTO 15:00 HR

**The Dy. General Manager
[Administration and Premises Vertical]
SMALL INDUSTRIES BANK DEVELOPMENT OF INDIA
3rd Floor, Atma Ram House,
1, Tolstoy Marg, New Delhi - 110 001**

यह दस्तावेज़ भारतीय लघु उद्योग विकास बैंक (सिडबी) की संपत्ति है। सिडबी की लिखित अनुमति के बिना इसे किसी भी माध्यम अर्थात् इलेक्ट्रॉनिक या अन्य किसी प्रकार से कॉपी, वितरित या रिकॉर्ड नहीं किया जा सकता है। प्राधिकृत कार्मिकों / एजेंसियों द्वारा भी इस दस्तावेज़ में दी गई विषयवस्तु का उपयोग, यहाँ निर्दिष्ट प्रयोजन के अलावा किसी अन्य प्रयोजन के लिए पूर्णतया वर्जित है, क्योंकि इससे स्वत्वाधिकार का उल्लंघन होगा और इस प्रकार यह भारतीय कानून के तहत दंडनीय होगा।

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इस निविदा दस्तावेज़ के उत्तर में बोलीदाताओं द्वारा दी गई जानकारी सिडबी की संपत्ति बन जाएगी और वापस नहीं लौटाई जाएगी। सिडबी को इस निविदा दस्तावेज़ में संशोधन करने, उसे रद्द करने या पुनः जारी करने का अधिकार है और सभी संशोधन बोलीदाताओं को सूचित किए जाएंगे और ऐसे संशोधन उन पर बाध्यकारी होंगे।

The information provided by the bidders in response to this tender document will become the property of SIDBI and will not be returned. SIDBI reserves the right to amend, rescind or reissue this tender document and all amendments will be advised to the bidders and such amendments will be binding on them.

आपसे अनुरोध है कि आप अपनी बोलियां संलग्न परिशिष्टों एवं प्ररूपों में नियत निबंधन एवं शर्तों के अनुरूप प्रस्तुत करें।

You are requested to submit your bids strictly conforming to the schedule and terms and conditions given in Annexures and formats attached.

EMPANELMENT DOCUMENT

This document consists of the following:

- | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none">a. Notice inviting applications for empanelment of Contractors and Suppliersb. General rules and instructions to the intending applicantsc. Application format for empanelment |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Administration and Premises Vertical of SIDBI New Delhi office, situated at 3rd Floor, Atmaram House, 1 Tolstoy Marg, New Delhi maintains & manages office premises situated at Atmaram House, 1 Tolstoy Marg, New Delhi and also looks after various residential apartment complexes, individual flats (total about 67 numbers) & other leased properties.

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

Contractors/ AMC Contractors & Suppliers for: Civil work, Plumbing, Interior furnishing, Landscaping & Gardening, Water proofing work, Façade cleaning, Modular furnishing, Signage, Logo Suppliers, Electrical works, Electrical fixture & fittings suppliers, Security items (Access control & CCTV), Fire Detection, Fire Alarm & Fire Fighting System, Fire Extinguishing Equipment & Refilling, Minor and Miscellaneous works.

The various Categories are furnished below:

Sl. No.	Category
A	Civil Head
1	Civil /Plumbing/ Interior Furnishing/ Landscaping & Gardening/Minor & Misc. works
2	Signage/Logo Suppliers
3	Water Purifier (RO)
4	Façade cleaning
5	Modular Furnishing
B	Electrical Head



Empanelment of Service Providers for Various Services categories of Jobs
at SIDBI's New Delhi office and Flats at Delhi/NCR

1	Electrical Works
2	Electrical Fixture/ Fitting Suppliers
3	Security Items (Access Control, CCTV & Projectors)
C	Mechanical Head
1	Fire Detection, Fire Alarm & Fire Fighting System
2	Fire Extinguishing Equipment & Refilling

The eligible and interested contractors and suppliers may collect the relevant “**Document for empanelment**” from the office of Small Industries Development Bank of India (SIDBI), 3rd Floor, Atam Ram House, 1, Tolstoy Marg, New Delhi - 110001 from April 08, 2019 to May 05, 2019, between 10.00 a.m. to 5.00 p.m. on working days (Monday to Friday) and May 06, 2019 between 10.00 a.m. to 12.00 noon or can be downloaded from SIDBI Website: www.sidbi.in & Central Public Procurement (CPP) Portal : <http://eprocure.gov.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 (Category name)**” and shall be submitted to The Dy. General Manager (Administration and Premises Vertical), 3rd Floor, Atmaram House, 1 Tolstoy Marg, New Delhi on or before May 06, 2019 up to 15:00 hours.

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 Contractors/suppliers, who intend to apply for more than one category, have to apply for each category using separate application forms 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 (i.e. A & B). 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, 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.
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 Delhi/ NCR City will be empanelled. 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 two (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. 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 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/RFQ.

Tender Summary

क्रम सं. Sl. No.	प्रयोजन Purpose	विवरण Details
1	कार्य का स्वरूप Nature of Work	सिडबी के नई दिल्ली कार्यालय तथा नई दिल्ली / राष्ट्रीय राजधानी क्षेत्र स्थित आवासीय परिसरों में विभिन्न प्रकार की सेवाओं हेतु सर्विस प्रदाताओं को सूचीबद्ध करना Empanelment of Service Providers for Various Services categories of Jobs at SIDBI's New Delhi office and Flats at Delhi/NCR
2	कार्य-स्थल Site of Work	सिडबी के नई दिल्ली कार्यालय तथा नई दिल्ली / राष्ट्रीय राजधानी क्षेत्र स्थित आवासीय परिसरों SIDBI's New Delhi office and Flats at Delhi/NCR
3	बोली जमा करने की अंतिम तिथि Last date for submission of bids	06 मई, 2019 को 15.00 बजे May 06, 2019 at 15:00 hrs
4	स्थल का निरीक्षण Site Visit	08 अप्रैल, 2019 से 26 अप्रैल, 2019 तक प्रातः 10.00 बजे से सायं 5.00 बजे तक 10.00 a.m. to 5.00 p.m. April 08, 2019 to April 26, 2019.
5	बोली-पूर्व बैठक / Pre Bid meeting	26 अप्रैल, 2019 को 11.30 बजे April 26, 2019 at 11.30 hrs.
6	तकनीकी बोली खोलने की तिथि व समय Date & Time of Opening of Technical bid	06 मई, 2019 को 16:00 बजे May 06, 2019 at 16.00 hrs.
7	वित्तीय बोलियाँ खोलने की तिथि व समय Date and time of opening of Financial bids	बाद में सूचित किया जाएगा To be intimated at a later date
8	निविदा की वैधता Validity of Tender	बोली जमा करने की अंतिम तिथि से 60 दिन तक 60 days from the date of opening of Financial Bid.
4	संविदा की समयावधि Time period of Contract	संविदा की अवधि कार्य आदेश में दी गई तिथि से 24 माह की होगी। The period of contract will be 24 months from the date as mentioned in work order.



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ध्यान दें: उपरोक्त तारीखों में से किसी एक तारीख को अवकाश घोषित होने की स्थिति में इस उद्देश्य हेतु अगला कार्य दिवस व समय मान्य होगा।

Note: If holiday is declared on any of the dates mentioned above, the next working day and time shall be the valid date for the same purpose.

हस्ताक्षर / Signature :

निविदाकर्ता का नाम / Name of the tenderer:

दिनांक / Date स्थान / Place :

मोहर / Seal :

SCOPE, ELIGIBILITY CRITERIA AND RELATED DETAILS

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:-

Sl. No.	Category	Value of the works up to which the Contractor/Agency can Participate for a single work (Amount in Lakhs)	
		A	B
A	Civil Head		
1	Civil /Plumbing/ Interior Furnishing/ Landscaping & Gardening/Minor & Misc. works	5	10
2	Signage/Logo Suppliers	5	10
3	Water Purifier (RO)	5	10
4	Façade cleaning	5	10
5	Modular Furnishing	5	10
B	Electrical Head		
1	Electrical Works	5	10
2	Electrical Fixture/ Fitting Suppliers	5	10
3	Security Items (Access Control, CCTV & Projectors)	5	10
C	Mechanical Head		
1	Fire Detection, Fire Alarm & Fire Fighting System	5	10
2	Fire Extinguishing Equipment & Refilling	5	10

(Contractor(s) / Agency(s) can apply for empanelment for more than one category(s), however they need to submit tender documents / application separately for / under each category)

Eligibility:

- i) The applicant should have the following minimum eligibility criteria:
- ii) The applicant should have minimum 5 years of experience in the category of application as on 31.12.2018.
- iii) Contractor should have minimum 5 years of experience post registration of the firm /company in the field.
- iv) The Service Provider should be located within NCR within 15 km radius of SIDBI, Atma Ram House, 1, Tolstoy Marg, New Delhi-110 001.
- v) The Service Provider should be a sole proprietary concern, partnership firm or a company and should be in existence for at least 5 years.
- vi) 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 31.12.2018:**
- vii) The Service Provider should have satisfactorily executed
 - a) one work of similar nature, costing atleast / minimum 80% of estimated cost / value of work in last 3 years (ending with the last date for receipt of applications) in their respective categories.
 - or
 - b) two works of similar nature costing atleast / minimum 50% of estimated cost / value of work each in last 3 years (ending with the last date for receipt of applications) in their respective categories.
- viii) 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 during the last three financial years.
- ix) The contractor should have valid GST Registration, Registration with labour department, Shop & Establishments, P.F. and ESI registration.
- x) The contractor could be a sole proprietary concern / partnership firm or a company and should be registered with Registrar of Firms / Companies wherever applicable.
- xi) Contractor should have sufficient and competent manpower and tools & tackles to take up the work.
- xii) Contractor should not have been black listed by any Central / State Government / Public Sector Undertaking / Institute of Govt. of India.
- xiii) Bank reserves the right to verify the credibility of contractor from references mentioned by the contractor in Sl. No.11 of application form of Technical Bid. In case of getting the negative feedback, Bank reserves the right to disqualify the contractor.
- xiv) Contractor should have solvency of atleast / minimum 50% cost / value of the work 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 of atleast /

minimum 50% cost / value of the work in immediately preceding financial year attached by the contractor.

- xv) The Category 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, Category A applicant should have preferably a valid Goods and Service tax number but must submit a copy of PAN card.
- xvi) The Suppliers should be original manufacturers/ Suppliers of the items having wide dealer and service network in the geographical Jurisdiction of Delhi/ NCR City. They should be established in this field for minimum of 5 years.
- xvii) 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/Plumbing/Interior Furnishing/ Landscaping and Gardening/ Minor and Misc. works:

- The scope under Civil works 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.
- The scope under Interior Furnishing works broadly is 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 scope under Plumbing works broadly is 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.
- The scope under Landscaping and Gardening works broadly is plan, execute and maintain the garden/greeneries in Bank's owned Office and residential complex.
- The scope under Minor and Misc. works broadly is 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 Delhi/ NCR. 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.

2. 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.

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 Delhi/ NCR.
3. 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.

B. MECHANICAL HEAD

1. 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 firefighting and fire detection system for various Offices /Residential buildings at Delhi/ NCR and also maintaining and servicing of the new and existing installations.

2. 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.



Empanelment of Service Providers for Various Services categories of Jobs at SIDBI's New Delhi office and Flats at Delhi/NCR

To

Date:

The Deputy General Manager (Administration and Premises Vertical)

SIDBI

3rd Floor, Atmaram House

1 Tolstoy Marg

New Delhi - 110001

Dear Sir,

Sub: EMPANELMENT OF 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: CONTRACTORS /SUPPLIERS

CATEGORY (type of work):

Sl. No.	Category
A	Civil Head
1	Civil /Plumbing/ Interior Furnishing/ Landscaping & Gardening/Minor & Misc. works
2	Signage/Logo Suppliers
3	Water Purifier (RO)
4	Façade cleaning
5	Modular Furnishing
B	Electrical Head
1	Electrical Works
2	Electrical Fixture/ Fitting Suppliers
3	Security Items (Access Control, CCTV & Projectors)
C	Mechanical Head
1	Fire Detection, Fire Alarm & Fire Fighting System
2	Fire Extinguishing Equipment & Refilling

(Please select one and fill separate forms for each service category as given in table above).

Category :

1. Name of the Applicant:

Registered Address:

Telephone No -

Fax No –

E – mail address –

Name of contact person–

Office Address / Branch Address :

Telephone No –

Fax No –

E-mail address –

Name of contact person –

**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)

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

**Empanelment of Service Providers for Various Services categories of Jobs
at SIDBI's New Delhi office and Flats at Delhi/NCR**

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)

SI .N o	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	Stipula ted time for comple tion	Actua l time for comp letion	If work left incompl ete 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	Stipulated time for completion
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. No	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:

SIGNATURE OF THE APPLICANT

Date :

NAME & DESIGNATION

SEAL OF ORGANISATION



FORMAT OF CONFIDENTIAL REPORT

(on letter head)

To:
The Deputy General Manager
SIDBI
3rd Floor, Atmaram House
1 Tolstoy Marg
New Delhi - 110001

Sir,

Confidential Report on M/s. _____

This is to certify that M/s. _____, having Office
at _____ have
provided services as 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



Empanelment of Service Providers for Various Services categories of Jobs
at SIDBI's New Delhi office and Flats at Delhi/NCR

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? 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 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
