



भारतीय लघु उद्योग विकास बैंक

Small Industries Development Bank of India

प्रशासन एवं परिसर उद्-भाग, सिडबी आत्मा राम हाउस, 1 टोलस्टॉय मार्ग, नई दिल्ली – 110 001
Administration and Premises Vertical, SIDBI, Atma Ram House, 1, Tolstoy Marg,
New Delhi - 110001

नई दिल्ली/एनसीआर में सिडबी के कार्यालय और आवासीय परिसरों के सामान्य रखरखाव, हाउसकीपिंग और
विद्युत रखरखाव के लिए वार्षिक अनुबंध के लिए निविदा

**TENDER FOR ANNUAL CONTRACT FOR GENERAL MAINTENANCE, HOUSEKEEPING AND
ELECTRICAL MAINTENANCE OF SIDBI'S OFFICE AND RESIDENTIAL PREMISES AT NEW
DELHI/ NCR**

TENDER DOCUMENT NO. : T002308159

GENERAL TERMS AND CONDITIONS

1. BID CALENDER		
1.	Date of commencement of bidding	01/12/2023
2.	Sale of Tender Document	01/12/2023 to 21/12/2023
3.	Pre-Bid meeting with Bidders (date and time)	08/12/2023 11:30 Hrs.
4.	Last date and time for closure of bidding and receipt of Bid Documents	22/12/2023 1500 HRS.
5.	Date and Time of Prequalification and Technical Bid Opening	22/12/2023
6.	Estimated cost for the work	Rs. 330.00 Lakh (excl. GST)
7.	Earnest Money Deposit Amount	Rs. 3,50,000/-
8.	Place of opening of Bids	GeM Online Mode

9.	Independent External Monitor	<ol style="list-style-type: none">1. Shri Sanjay Kumar Srivastava, IAS (Retd.) Apartment T-06 B, Windsor Court, DLF Phase IV, Gurgaon – 122009 Mobile no. - 9910059472 Email_id: sksrivastava_7854@rediffmail2. Dr. Parvez Hayat IPS (Retd.) B-4/69-A, Safdarjung Enclave New Delhi 110029 Mobile: 9811792737 Email: phayatips@gmail.com
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Note:-

1. If Holiday is declared in any of the dates given above, the next working day shall be treated as the revised date.
2. Technical Bids will be opened online through GeM e-bidding mode only.

TENDER NOTICE

Small Industries Development Bank of India (SIDBI) is an all India Financial Institution catering to the financial needs of Micro, Small and Medium Enterprises. SIDBI invites offers (Pre-Qualification cum Tenders) from well-established General Maintenance and Housekeeping contractors for providing General Housekeeping, Maintenance and Electrical Maintenance for its office building at SIDBI, Atma Ram House, 1, Tolstoy Marg, New Delhi - 110001 for a period of two years from the date of award of contract subject to satisfactory performance review after one year. The estimated cost for the General Maintenance and Housekeeping Contractor is around **Rs. 330.00 Lakh (excl. GST)** for two years. The contract is extendable for another one year subject to satisfactory performance of the agency after completion of one year on the same terms and conditions. However, the minimum wages will be paid as per the Govt. Circulars updated from time to time.

Interested tenderers (contractors / agencies/ vendors/ service providers) may obtain the tender documents from the GeM website. The tender document can also be downloaded from our website www.sidbi.in or from CPP Portal <http://eprocure.gov.in/cppp>. If any clarification is required by the tenderer, the same can be discussed during pre-bid meeting to be held at the above address. **If required, the Bank may issue an addendum/corrigendum which will be posted on GeM's website, SIDBI's website and CPP portal. All the interested parties should see the same before submitting the offers.**

- i. Tenderers are advised to go through this tender document carefully as well as visit the Bank's office premises at SIDBI, Atma Ram House, 1, Tolstoy Marg, New Delhi - 110001 and acquaint themselves with the site conditions, scope of work as well as the present condition of building and fittings, equipments etc. before submission of tender.
- ii. The duly filled in tender documents including complete set of supporting documents shall be uploaded by the tenderer in GeM's website at **designated places ONLY** by the tenderer.
- iii. Earnest Money Deposit (EMD) shall be submitted by the tenderer in the mode and form as specified in the GeM bid. EMD will not bear any interest.
- iv. EMD will be forfeited in the event of any refusal or delay on the part of the successful tenderer to accept the Bank's offer for award of work or sign and execute the contract on acceptance of his tender. EMD shall also be liable for forfeiture in case the successful tenderer delay the commencement of work as per the contract. EMDs of unsuccessful tenderers will be refunded within 60 days from the date of opening of commercial bids. EMD of successful tenderer will be retained as security deposit (other than the Performance Bank Guarantee) and will be refunded (If DD submitted) after the completion of contract.

Date: 01.12.2023

Dy. General Manager-Premises

GENERAL RULES AND INSTRUCTIONS FOR THE TENDERER

1. SIDBI is governed by Public Procurement Policy for Micro and Small Enterprises (MSEs) as circulated by The Ministry of MSME, GoI. MSEs would also be entitled for tender sets free of cost and exemption from payment of earnest money deposit.
2. The contract period will be valid for two year from the date of commencement of work subject to satisfactory performance review after each year with a provision of extension for further one year. Bank reserves the right to terminate the contract before completion of the said period in case the performance is not found satisfactory as per the termination clause.
3. As regard price bid i.e. the tenderer shall quote price breakup separately as indicated in the Price bid break up format including the profit and management fee (service charge). Service charge shall include uniform charges, supervision charges and profit anticipated in terms of percentage of total annual contract value as all the other rates are governed by Govt. rules and regulations. The profit percentage to be quoted as per the GeM rules and guidelines.
4. Bank employer is not liable to pay any interest on the earnest money.
5. The acceptance of the tender will rest with the Bank, which does not bind itself to accept the lowest tender, and reserves to itself the authority to reject any or all the tenders received without assignment of any reason thereof.
6. On acceptance of the tender, the name of the authorized representative(s) of the successful tenderer who would be responsible for taking instructions from the Bank as employer shall be communicated to the employer.
7. Bank reserves to itself the right of rejecting or accepting the whole or part tender and the successful tenderer shall be bound to perform the same at the rate quoted.
8. Any other tax except GST (at applicable rates) in respect of this contract shall be payable by the successful tenderer. The Bank will not entertain any claim whatsoever in this respect.
9. The Tender shall remain open for acceptance for a period of 120 days from the date of opening of part III of the tenders. If any tenderer withdraws his tender before the said period, the Bank shall be entitled to forfeit Earnest Money paid along with the tender.
10. It is obligatory on the part of the tenderer to sign the tender documents for all the parts and after the work is awarded, he will have to enter into an agreement with the competent authority of the Bank.
11. The successful tenderer shall not assign the contract to other agencies. He shall not sublet any portion of the Contract except with written permission of the Bank. In case of breach, the Bank has liberty to serve notice and rescind the contract.

12. The earnest money/security deposit of the successful tenderer will be forfeited, if he fails to comply with any of the conditions of the contract.
13. **SUCCESSFUL TENDERER TO INFORM HIMSELF FULLY:** The successful tenderer shall be deemed to have carefully examined the work and site conditions including labour, the general and special conditions, the job requirements, schedules of equipments and drawings and shall be deemed to have visited the site of work, to have fully informed himself regarding the local conditions and carried out his own investigations to arrive at the matter concerning the contract. Before submitting his offer, the successful tenderer shall ascertain the particulars thereof by contacting the concerned officials.
 - a) In all cases of omissions and / or doubts or discrepancies in any item or job requirement, a reference shall be made to the **Deputy General Manager, Premises** whose elucidation, elaboration or decision shall be considered as authentic and final. The successful tenderer shall be held responsible for any errors that may occur in the work through lack of such reference and precaution.
14. All tenderers shall sign and submit Integrity pact on the approved format given in **Proforma-IV**.
15. All compensation or other sums of money payable by the successful tenderer to the Bank under the terms of this contract may be deducted from the Earnest Money Deposit /Security Deposit /bills or from any sums payable to the successful tenderer and successful tenderer within ten days after such deductions shall make good the amount so deducted, as the case may be.
16. The Bank shall have a right to carry an audit / technical examination of the works and the bills of the successful tenderer including all supporting vouchers, abstracts etc. by any of the persons or organizations as appointed by the Bank. If as a result of the examination or otherwise, any sum is found to have been overpaid or over certified, it shall be lawful for the Bank to recover the sum from any payment due to the contractor for such work.
17. If for any reason, the workman is obliged by virtue of the provisions of the Workmen's Compensation Act, 1923 or any statutory modification or re-enactment thereof to pay compensation to a workmen employed by the successful tenderer in execution of works, the Bank shall be entitled to recover from the successful tenderer the amount of compensation so paid.
18. The successful tenderer shall be liable to indemnify the Bank, if any loss is suffered by the Bank due to negligence/act of contractor's staff.
19. **The successful tenderer should make payment to its workers as per Minimum Wages Act of Central Government as applicable to the area of contract. Accordingly, the contractor should quote the rates. The contract amount shall however be revised by the Bank and an extra amount shall be payable due to revision in minimum wages.**
20. The contractor shall cover his employees under ESIC and pay applicable EPF.
21. The contractor shall provide uniform (at least 2 sets in a year) to all his staff and ensure that they are always neat and tidy while on duty.



22. While submitting the quote, the contractor should also consider the above mentioned provisions besides other stipulation required as per relevant laws. I/We hereby declare that I/We have read and understood the above instructions for guidance of tenderers.

Witness:
Tenderer

Signature of

(Authorized Signatory).

Address: _____

Date: _____

**PRE-QUALIFICATION DOCUMENT-
TENDER FOR ANNUAL CONTRACT FOR GENERAL MAINTENANCE, HOUSEKEEPING AND
ELECTRICAL MAINTENANCE OF SIDBI'S HEAD OFFICE BUILDING AT
SIDBI, ATMA RAM HOUSE, 1, TOLSTOY MARG, NEW DELHI - 110001 –
Prequalification Criteria**

SIDBI invites applications for Pre-qualification from reputed and well established General Maintenance and Housekeeping contractors/ agencies/ firms/ vendors/ service providers, for rendering General Maintenance, Housekeeping and Electrical Maintenance services for its Office Premises at SIDBI, Atma Ram House, 1, Tolstoy Marg, New Delhi – 110001 and residential premises at New Delhi/ NCR for a period of two years with a provision of extension for further one year. Agencies who are capable of undertaking similar works, fulfilling the following qualification criteria and are willing to participate in the tendering for the above work may submit their applications through online GeM bidding only.

1. Should be a Proprietorship firm/ Partnership Firm/Public Limited or Private Limited company established under the Companies Act. (Enclose certificate to this effect along with copy of Memorandum & Articles of Association).
2. Applicant agencies should be in existence at least for the past 5 (Five) years from the date of publication of the advertisement. A copy of Certificate of Registration is to be enclosed.
3. Applicant agencies should have main/branch office in New Delhi/ NCR on the date of application (A copy of address proof to be submitted).
4. Applicant agencies should have a minimum average annual turnover of Rs. 3 (Three) Crores for the past 3 financial years (FY 2021, 2022 & 2023). (Enclose Certificate from Registered Chartered Accountant indicating the turnover out of its similar services for the past 3 financial years along with audited financial statement. Similar services means only Housekeeping and Maintenance services/ Facility Maintenance services. Turnover of services other than above shall not be considered.).
5. Applicant agencies should have net profit for two years in the last three years

(Authorised Signatory):_____

(Enclose Certificate from Registered Chartered Accountant).

6. Applicant agencies should have executed at least one General Maintenance and Housekeeping work (similar services) costing not less than ₹ 88.00 .00 Lakh per annum or two General Maintenance and Housekeeping work costing not less than Rs. 55.00 Lakh per annum each in the last three years. Similar services means only Housekeeping and Maintenance services/ Facility Maintenance services. Eligible works other than the services mentioned above shall not be considered.
7. Applicant agencies should have satisfactorily executed at least two works of General Maintenance and Housekeeping work for building with an area of not less than 50,000 sqft each in the past five years preferably for Central Government / state Government / Public Sector Undertaking / Financial Institute / Autonomous Body/Banks/Large corporate/MNCs (Enclose proof of work order and completion certificate from clients, details to be given in Proforma-I).
8. Applicant agencies should have completed one General Maintenance and Housekeeping work (to enclose copy of Work Order/TDS certificate issued by the client, details to be given in Proforma-III).
9. Applicant agencies should have PAN No and filed Income Tax Return for the last 3 Years (FY 2020 to 2023) (Enclose copy of PAN card and Income Tax return duly certified by a Chartered Accountant).
10. Applicant agencies should be registered with tax authorities (enclose copy of registration certificate & GST Certificate).
11. Applicant agencies should have valid registration and licenses with concerned Labour, ESI & PF authorities (enclose copy of registration certificate).
12. Applicant agencies should not have been blacklisted by any PSUs/Banks/large Multi-National Companies (MNC's) or established Indian corporate on the date of application.
13. Applicant agencies should submit solvency certificate from a scheduled Bank for Rs.28.00 lakh, obtained not earlier than 3 months from the last date of the submission of tender.
14. Applicant agencies should be having sufficient number of experienced personnel, equipments & machinery to complete the work well in time with good workmanship as per standard specification.
15. Applicant agencies should attach an Undertaking on letter head duly signed by authorized signatory stating that the information and documents furnished are true and correct (**Proforma V**).
16. Applicant agencies should submit the Integrity Pact duly filled and signed as per the format given at **Proforma-IV**.
17. The Pre-Qualification Criteria (PQC) related to prior turnover and prior experience of the bidder will be relaxed, if the bidder is Micro and Small Enterprises or Startups and meets the quality and technical specifications described in the tender, subject to submission of valid supporting documents by the bidder.

18. Termination

The Bank may terminate the Contract of the successful tenderer (hereinafter referred as Contractor), by not less than thirty (30) days' written notice of termination to the successful tenderer, to be given after the occurrence of any of the events specified in paragraphs (i) to (iii) of this Clause and sixty (60) days' in the case of the event referred to in (iv) below or even without assigning any reason:

- i. if the Bidder/Agency fails to meet the performance obligations under the Contract.
- ii. if the Bidder/Agency becomes insolvent or bankrupt.

- iii. If the Bidder/Agency, in the judgment of the Bank has engaged in corrupt or fraudulent practices in competing or in executing the Contract.
- iv. if as a result of Force Majeure, the Bidder/Agency is unable to perform a material portion of the Services for a period of not less than sixty (60) days.

Upon termination of the Agreement, the Contractor would promptly hand over to SIDBI all Deliverable Items, including work-in-progress, in "as is where is" condition subject to the mutual settlement of all money due and payable to them being paid. During the period of notification of termination, the Contractor shall complete pending assignments and SIDBI shall agree to settle the dues in respect of assignments after completion thereof by the Contractor, except if specifically instructed by SIDBI to act otherwise. In such case, the payment due to the Contractor would be determined on the basis of the last completed milestone as per the program schedule.

For the purpose of this clause:

- i. "Corrupt Practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the selection process or in contract execution.
- ii. "Fraudulent Practice" means a misrepresentation of facts in order to influence a selection process or the execution of a contract to the detriment of the Purchaser.

19. Arbitration

1. Except where otherwise provided for in the contract, all questions and disputes relating to the provisions of this contract shall be settled under the Rules of Indian Arbitration and Conciliation Act, 1996, as amended from time to time within thirty (30) days (or such longer period as may be mutually agreed upon from the date that either party notifies in writing that such dispute or disagreement exists).
2. All disputes and differences arising out of, or in any way, concerning this agreement (except those, the decision whereof is otherwise, hereinbefore provided for) shall be referred for sole arbitration by any person to be nominated by the Chief General Manager/ General Manager, Premises, SIDBI. The venue of Arbitration shall be New Delhi, India and the arbitration proceedings shall be conducted in the English language. The award of the arbitrator so appointed shall be final and binding on both the parties and judgment may be entered thereon, upon the application of either party, by any court having jurisdiction.
3. Indian laws shall govern this contract.
4. The existence of any dispute(s) or difference(s) or the initiation or continuance of the arbitration proceedings shall not permit the Parties to postpone or delay the performance by the parties of their respective obligations pursuant to this Contract..

20. Jurisdiction

Notwithstanding any other court or courts having jurisdiction to decide the question(s) forming the subject matter of the reference if the same had been the subject matter of a suit, any and all actions and proceeding arising out of or relative to the contract (including any arbitration in terms thereof) shall lie only in the Court of Competent Civil jurisdiction in this behalf at New Delhi/ NCR and only the said Court(s) shall have jurisdiction to entertain and try any such action(s) and/or proceeding(s) to the exclusion of all other Courts.

21. Force Majeure

- i. "Force Majeure" shall mean any event beyond the reasonable control of the Bank or the Bidder/ Agency, as the case may be, and which is unavoidable notwithstanding the reasonable care of the party affected.
- ii. If either party is prevented, hindered or delayed from or in performing any of its obligations under the Contract by an event of Force Majeure, then it shall notify the other in writing of the occurrence of such event and the circumstances thereof within fourteen (14) days after the occurrence of such event.
- iii. No delay or non-performance by either party hereto caused by the occurrence of any event of Force Majeure shall
 - a. constitute a default or breach of the Contract,
 - b. give rise to any claim for damages or additional cost or expense occasioned thereby,
 - c. If and to the extent that such delay or non-performance is caused by the occurrence of an event of Force Majeure,
- iv. Notwithstanding clause (iii) above, Force Majeure shall not apply to any obligation of the Bank to make payments to the Agency herein.

DESIRABLE INFORMATION REQUIRED WITH TECHNICAL BID

- a) ISO 9001-2008, ISO 14000, ISO 18000 certified integrated facility management company (if applicable)
- b) SA 8000: 2001 certification regarding social accountability standards (if applicable)
- c) Safety Management System Certification (OMSAS 18001: 2007) (if applicable)
- d) Should be making payment of wages to manpower through bank credit / cheque or as specified by the statutory authorities.

All the above information should be uploaded in the enclosed format (Annexure) along with necessary supporting documents duly numbered and signed by an authorised signatory. Applications with insufficient/incomplete documents are liable to be rejected.

The contractors are hereby advised to ensure that they are satisfying the prequalification criteria before submission of the tender documents. Applications of agencies which do not meet the prequalification criteria shall be rejected.

Submission of false information shall be viewed seriously, and such agencies shall be blacklisted for a period of five years from participating in the tendering process.

ANNEXURE-I

S N o	Eligibility Criteria	Compliance by the bidder	Documents to be enclosed as proof	Docume nts enclosed by the bidder	Remarks, if any
1	Whether proprietorship firm/ partnership firm/Public Limited or Private Limited company established under the Companies Act?	Proprietorship firm/ Partnership Firm / Public Limited / Private Limited	To enclose certificate to this effect along with copy of Memorandum & Articles of Association (Copy of Partnership deed and proprietorship registration)		
2	Whether existing at least for the past 5 (Five) years from the date of publication of the advertisement?	Yes / No _____ Years	A copy of Certificate of Registration is to be enclosed		
3	Whether Main / Branch office in New Delhi/ NCR on the date of application?	Yes / No Location: _____	A copy of address proof to be submitted		
4	Whether minimum average annual turnover (out of its PFM services) of Rs.1 (One) crore for the past 3 financial years (FY 2020, 2021 & 2022)? Please Indicate	Yes / No FY 2020-21= Rs. _____ FY 2021-22= Rs. _____ FY 2022-23= Rs. _____	Enclose Certificate from Registered Chartered accountant indicating the turnover out of its General Maintenance and Housekeeping work/ Facility Management Services for the past 3 financial years along with audited financial statement		
5	Whether having net profit for two years in the last	Yes / No FY 2020-21= Rs. _____	Enclose Certificate from Registered Chartered Accountant		

	three years. If Yes please indicate.	FY 2021-22= Rs. _____ FY 2022-23= Rs. _____			
7	Whether currently carrying out General Maintenance and Housekeeping work for at least 2 (two) PSUs/Banks/large Multi-National Companies (MNC's) or established Indian corporate at New Delhi/ NCR with a building of area not less than 50,000 Sq.Ft ?	Yes / No	Enclose work order and certificates/testimonials from the clients (Details may be furnished in Proforma-II)		
8	Whether completed one General Maintenance and Housekeeping work costing not less than Rs. 88.00 Lakh per annum or two General Maintenance and Housekeeping work costing not less than Rs. 55.00 Lakh per annum each in last 3 years?	Yes / No	Enclose copy of Work Order/TDS certificate/ completion certificate issued by the client (Details may be furnished in Proforma-III)		
9	Do you have PAN No and filed Income Tax Return for the last 3 Years (FY 2020 to 2023) ?	Yes / No	Enclose copy of PAN card and Income Tax return duly certified by a Chartered Accountant		
10	Are you registered with	Yes / No	Enclose copy of registration		

	tax authorities?		certificate		
11	Do you have valid registration and licenses with following authorities a. Labour Dept b. ESI c. EPF	a. Yes / No b. Yes / No c. Yes / No	Enclose copies of registration certificates issued by the respective authorities.		
12	Have you ever been blacklisted by any PSUs/Banks/large Multi-National Companies (MNC's) or established Indian corporate on the date of application	Yes / No	If not, furnish a declaration		
13	To submit solvency certificate from a scheduled Bank for Rs.28.00 Lakh, obtained not earlier than 3 months from the last date of the submission of tender.	Yes / No	Enclose a copy of solvency certificate		
14	Do you have sufficient number of experienced personnel, equipment's & machinery to complete the work well in time with superior quality of materials & workmanship as per standard specification?	Yes / No	Attach a list of key manpower, senior management etc.		
15	Are you making	Yes / No	Furnish a declaration		

	a payment of wages to manpower through bank credit / cheque or as specified by the statutory authorities ?				
16	Whether submitted the Integrity Pact duly signed?	Yes / No	Furnish Integrity Pact duly filled in and signed on Proforma-IV		
17	Whether Undertaking on letter head duly signed by authorized signatory stating that the information and documents furnished are true and correct is furnished?	Yes / No	Furnish undertaking on Proforma- V		



ANNEXURE-II

STATEMENT OF CREDENTIALS

NOTE:

1. To be filled in and signed by the Partner / Authorized person/Authorized director of respective agency.
2. Incorrect or false information will disqualify the agency.
3. Contractor should support the information with necessary documents.

SIDBI reserve the right to assess capability and capacity of the agency, if necessary, by visiting the sites of their past and present clients.

1. NAME OF THE AGENCY/BIDDER: _____

2. ADDRESS OF REGISTERED OFFICE WITH TEL NO: _____

3. ADDRESS OF LOCAL OFFICE AT NEW DELHI/ NCR WITH TEL NO: _____

4. DATE OF ESTABLISHMENT: _____

5. CONSTITUTION OF AGENCY/BIDDER (PROPRIETORSHIP/PARTNERSHIP / COMPANY- PVT. LTD./ LTD.) :

6. NAMES OF PROPRIETOR/ PARTNERS/DIRECTORS:

7. AUTHORISED SIGNATORY (Please enclose authority letter/ Power of attorney):

<u>NAME</u>	<u>SIGNATURE</u>
-------------	------------------

1)

2)

3)

(Authorised Signatory):_____

8. NAME OF THE BANKERS & THEIR FULL ADDRESSES :

1)

2)

9. a. WORK CONTRACT TAX REGISTRATION NO:

b. PF REGISTRATION NO:

c. ESIC REGISTRATION NO:

d. CONTRACT LABOUR REGISTRATION:

e. GST REGISTRATION NO:

(Please enclose copy of proof)

10. PAST WORK/ ORDERS EXECUTED: (Please give details in **Proforma-I & III**)

11. ORDERS IN HAND: (Please give details in **Proforma-II**)

12. Please state whether the agency/bidder has paid compensation for

a. Substandard workmanship

b. Has met with legal suit of Govt. / Semi-Govt. Department

c. Whether penalised in Govt. / Semi-Govt. Department

(Suppression of information will be viewed seriously and will be liable to total disqualification of the applicant).

13. CERTIFICATION

a. ISO 9001-2008, ISO 14000, ISO 18000 certified integrated facility management company- If applicable please enclose certificate.

b. SA 8000 : 2001 certification regarding social accountability standards- If applicable please enclose certificate.

c. Safety Management System Certification (OMSAS 18001 : 2007) - If applicable, please enclose certificate.



14. DETAILS OF REGISTRATION/EMPANELMENT WITH OTHER PUBLIC SECTOR ORGANISATIONS / FINANCIAL INSTITUTIONS / BANKS :

1. _____

2. _____

3. _____

PROFORMA - I

**Details in respect of satisfactorily executed at least two works of General Maintenance and Housekeeping work for building
(area not less than 50,000 sqft each in the past five years)**

Sr. No.	Name of client with address	Short description of work	Name and contact No. of dealing officials	Annual contract value (Rs.)	Area of the Premises (SqFt)	Period of Contract (From-To)

Note:- Please enclose certified copies of LOI/Work Order/Letter from the client.

(Authorised Signatory): _____

PROFORMA - II

Details in respect of Orders in hand (area not less than 50,000 Sq.Ft)

Sr. No.	Name of client with address	Short description of work	Name and contact No. of dealing officials	Annual contract value (Rs.)	Area of the Premises (SqFt)	Period of Contract (From-To)	Present status

Note:- Please enclose certified copies of LOI/Work Order/Letter from the client.

PROFORMA - III

Details in respect of work completed during last 3 years
(one General Maintenance and Housekeeping work costing not less than ₹ 88.00 Lakh per annum or two General Maintenance and Housekeeping work costing not less than ₹ 55.00 Lakh per annum each in last 3 years)

S.No.	Name of Client with address	Short description of work	Name & Contact No. of Dealing Person	Annual contract value (Rs.)	Period of Contract (From-To)	Area of the Premises (SqFt)
1	2	3	4	5	6	7

Note:- Please enclose certified copies of LOI/Work Order/Letter from the client.

(Authorised Signatory):_____

PROFORMA – IV

PRE-CONTRACT INTEGRITY PACT

(To be submitted on the letter head along with pre-qualification application duly filled and signed)

(Successful bidder would be required to submit on non-judicial paper of Rs.100/-)

General

This pre-bid-pre-contract Agreement (hereinafter called the Integrity Pact) is made at _____ place on ---- day of the month of -----, 2023 between Small Industries Development Bank of India a corporation established under Small Industries Development Bank of India Act 1989 (39 of 1989). SIDBI acts as the principal Financial Institution for promotion, financing and development of the MSME sector and coordinates with institutions engaged in similar activities and provides its services through a network of offices located all over India and having its Head Office at 15, Ashok Marg, Lucknow – 226001 and inter alia an office at Atma Ram House, 1 Tolstoy Marg, New Delhi-110001 (hereinafter called the Employer/SIDBI), which expression shall mean and include, unless the context otherwise requires, its successors and assigns) of the First Part and M/s _____ represented by Shri _____, Authorized Person (hereinafter called the Bidder/Contractor" which expression shall mean and include, unless the context otherwise requires, his successors and permitted assigns) of the Second Part. WHEREAS the SIDBI proposes to issue Tender Notice/RFP for Appointment of Contractor for PREMISES AND FACILITY MANAGEMENT SERVICES and the BIDDER/CONTRACTOR is willing to offer/has offered the services and WHEREAS the BIDDER is a private company/public company/ Government undertaking/ partnership/ proprietorship/registered export agency (as applicable), constituted in accordance with the relevant law in the matter and the SIDBI is a corporation set up under an Act of Parliament.

NOW, THEREFORE, To avoid all forms of corruption by following a system that is fair, transparent and free from any influence /prejudiced dealing prior to, during and subsequent to the currency of the contract to be entered into with a view to :-

Enabling the SIDBI to obtain the desired said services at a competitive price in conformity with the defined specifications by avoiding the high cost and the distortionary impact of corruption on public procurement and Enabling BIDDERS to abstain from bribing or indulging in any corrupt practice in order to secure the contract by providing assurance to them that their competitors will also abstain from bribing and other corrupt practices and the SIDBI will commit to prevent corruption in any form by its officials by following transparent procedures.

The parties hereto hereby agree to enter into this integrity Pact and agree as follows:

1. Commitments of the SIDBI

1.1. The SIDBI undertakes that no official of the SIDBI, connected directly or indirectly with the contract, will demand, take a promise for or accept, directly or through intermediaries, any bribe, consideration, gift, reward, favour or any material or immaterial benefit or any other advantage from the BIDDER, either for themselves or for any person, organization or third party related to the contract in exchange for an advantage in the bidding process, bid evaluation, contracting or implementation process related to the contract.

1.2. The SIDBI will during the pre-contract stage, treat all BIDDERS alike, and will provide to all BIDDERS the same information and will not provide any such information to any particular BIDDER which could afford an advantage to that particular BIDDER in comparison to other BIDDERS.

1.3. All the officials of the SIDBI will report to the appropriate Government office any attempted or completed breaches of the above commitments as well as any substantial suspicion of such a breach.

2. In case any such preceding misconduct on the part of such official(s) is reported by the BIDDER to the SIDBI with full and verifiable facts and the same is prima facia found to be correct by the SIDBI, necessary disciplinary proceedings, or any other action as deemed fit, including criminal proceedings may be initiated by the SIDBI and such person shall be debarred from further dealings related to the contract process. In such a case while an enquiry is being conducted by the SIDBI the proceedings under the contract would not be stalled.

3. Commitments of BIDDERS

3.1 The BIDDER commits itself to take all measures necessary to prevent corrupt practices, unfair means and illegal activities during any stage of its bid or during any pre-contract or post-contact stage in order to secure the contract or in furtherance to secure it and in particular commit itself to the following : -

3.2 The BIDDER will not offer, directly or through intermediaries, any bribe, gift, consideration, reward, favour, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducement to any officials of the SIDBI, connected directly or indirectly with bidding process, or to any person, organization or third party related to the contract in exchange for any advantage in the bidding, evaluation, contracting and implementation of the contract.

3.3 The BIDDER further undertakes that it has not given, offered or promised to give, directly or indirectly any bribe , gift, consideration, reward, favour, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducement to any official of the SIDBI or otherwise in procuring the Contract or forbearing to do or having done any act in relation to the obtaining or execution of the contract or any other contract with the Government for showing or forbearing to show favour or disfavor to any person in relation to the contract or any other contract with the Government.

3.4 BIDDERS shall disclose the name and address of agents and representatives and Indian BIDDERS shall disclose their foreign principals or associates.

3.5 BIDDERS shall disclose the payments to be made by them to agents/brokers or any other intermediary, in connection with this bid/contract.

3.6 The BIDDER, either while presenting the bid or during pre-contract negotiations or before signing the contract, shall disclose any payments he has made, is committed to or intends to make to officials of the SIDBI or their family members, agents, brokers or any other intermediaries in connection with contract and the details of services agreed upon for such payments.

3.7 The BIDDER will not collude with other parties interested in the contract to impair the transparency, fairness and progress of the bidding process, bid evaluation, contracting and implementation of the contract.

3.8 The BIDDER will not accept any advantage in exchange for any corrupt practice, unfair means and illegal activities.

3.9 The BIDDER shall not use improperly, for purposes of competition or personal gain or pass on to others, any information provided by the SIDBI as part of the business relationship, regarding plans, technical proposals and business details, including information contained in any electronic data carrier. The BIDDER also undertakes to exercise due and adequate care lest any such information is divulged.

3.10 The BIDDER commits to refrain from giving any complaint directly or through any other manner without supporting it with full and verifiable facts.

3.11 The BIDDER shall not instigate or cause to instigate any third person to commit any of the actions mentioned above.

3.12 if the BIDDER or any employee of the BIDDER or any person acting on behalf of the BIDDER, either directly or indirectly, is a relative to any of the officers of the SIDBI or alternatively, if any relative of the officer of the SIDBI has financial interest/stake in the BIDDER's firm, the same shall be disclosed by the BIDDER at the time of filling of tender.

The term 'relative' for this purpose would be as defined in Section 2 (77) of the Companies Act, 2013.

3.13 The BIDDER shall not lend to or borrow any money from or enter into any monetary dealings or transactions, directly or indirectly, with any employee of the SIDBI.

4. Previous Transgression

4.1. The BIDDER declares that no previous transgression occurred in the last three years immediately before signing of this integrity Pact, with any other company in any country in respect of any corrupt practices envisaged hereunder or with any Public Sector Enterprise in India or any Government Department in India that could justify BIDDER's exclusion from the tender process.

4.2. The BIDDER agrees that if it makes incorrect statement on this subject, BIDDER can be disqualified from the tender process or the contract, if already awarded, can be terminated for such reason.

5. Earnest Money (Security Deposit)

5.1. While submitting the bid, the BIDDER shall deposit Earnest Money, with the SIDBI through Bank Draft or a Pay Order in favour of SIDBI, payable at New Delhi.

(ii) Selected Contractor will deposit an amount of Rs 9,90,000.00 towards Performance Security Deposit by a confirmed bank guarantee by an Indian Nationalised Bank, promising payment of the guaranteed sum to the SIDBI immediately on demand without any demur whatsoever and without seeking any reasons whatsoever. The demand for payment by the SIDBI shall be treated as conclusive proof of payment. **No payment shall be released till the BG is submitted.**

5.2. The Security Deposit shall be valid for a period of Two years OR the complete conclusion of the contractual obligation to the complete satisfaction of both the SIDBI and bidder.

5.3. No interest shall be payable by the SIDBI to the BIDDER on Earnest Money/Security Deposit for the period of its currency.

6. Sanctions for Violations

6.1. Any breach of the aforesaid provision by the BIDDER or any one employed by it or acting on its behalf (whether with or without the knowledge of the BIDDER) shall entitle the SIDBI to take all or any one of the following actions, wherever required:-

(i) To immediately call off the pre contract discussion/negotiations without assigning any reason or giving any compensation to the BIDDER. However, the proceedings with other BIDDER(s) would continue.

(ii) The Earnest Money Deposit (in pre-contract stage) and /or Security Deposit/Performance Guarantee) (after the contract is signed) shall stand forfeited either fully or partially, as decided by the SIDBI and the SIDBI shall not be required to assign any reason, therefore.

(iii) To immediately cancel the contract, if already signed, without giving any compensation to the BIDDER.

(iv) To encash the bank guarantee/Security Deposit, furnished by the BIDDER.

(vi) To cancel all or any other Contracts with the BIDDER, the BIDDER shall be liable to pay compensation for any loss or damage to the SIDBI resulting from such cancellation/rescission

and the SIDBI shall be entitled to deduct the amount so payable from the money(s) due to the BIDDER.

(vii) To debar the BIDDER from participating in future bidding processes of the SIDBI or its associates or subsidiaries for minimum period of five years, which may be further extended at the discretion of the SIDBI.

(viii) To recover all sums paid in violation of this Pact by BIDDER(s) to any middleman or agent or broker with a view to securing the contract.

(ix) Forfeiture of Performance Bond, if any in case of decision by the SIDBI to forfeit the same without assigning any reason for imposing sanction for violation of this Pact.

6.2. The SIDBI will be entitled to take all or any of the actions mentioned at para 6.1 of this Pact also on the commission by the BIDDER or any one employed by it or acting on its behalf (whether with or without the knowledge of the BIDDER), of an offence as defined in Chapter IX of the Indian Penal code, 1860 or Prevention of Corruption Act, 1988 or any other statute enacted for prevention of corruption.

6.3. The decision of the SIDBI to the effect that a breach of the provision of this Pact has been committed by the BIDDER shall be final and conclusive on the BIDDER. However, the BIDDER can approach the independent Monitor(s) appointed for the purposes of this Pact.

7. Blank

7.1. Blank

8. Independent External Monitors (IEM)

8.1. The SIDBI has appointed, Shri S.K. Srivastava, IAS (Retd.) and Dr. Parvez Hayat IPS (Retd.) as an Independent External Monitor (hereinafter referred to as IEM) for this Pact in consultation with the Central Vigilance Commission.

8.2. The task of the IEM shall be to review independently and objectively, whether and to what extent the parties comply with the obligations under this Pact.

8.3. The IEM shall not be subject to instruction by the representatives of the parties and perform their functions neutrally and independently.

8.4. Both the parties accept that the IEM have the right to access all the documents relating to the project/procurement, including minutes of meetings.

8.5. As soon as the IEM notices or has reason to believe, a violation of the Pact, he will so inform the Authority designated by the SIDBI.

8.6. The BIDDER(s) accepts that the IEM has the right to access without restriction to all Project documentation of the SIDBI including that provided by the BIDDER. The BIDDER will also grant the IEM, upon his request and demonstration of a valid interest, unrestricted and unconditional access to his project documents. The same is applicable to Subcontractors. The IEM shall be under contractual obligation to treat the information and documents of the BIDDER/Subcontractor(s) with confidentiality

8.7. The SIDBI will provide to the IEM sufficient information about all meetings among the parties related to the Project provided such meetings could have an impact on the contractual relations between the parties. The parties will offer to the IEM the option to participate in such meetings

8.8. The IEM will submit a written report to the designated Authority of the SIDBI within 8 to 10 weeks from the date of reference or intimation to him by the SIDBI/BIDDER and should the occasion arise, submit proposals for correcting problematic situations.

9. Facilitation of Investigation

In case of any allegation of violation of any provision of this Pact or payment of commission, the SIDBI or its agencies shall be entitled to examine all the documents including the Books of Accounts of the BIDDER and the BIDDER shall provide necessary information and documents in English and shall extend all possible help for the purpose of such examination.

10. Law and Place of Jurisdiction

This Pact is subject to Indian Law. The place of performance and jurisdiction shall be New Delhi.

11. Other Legal Actions

The action stipulated in this integrity Pact are without prejudice to any other legal action that may follow in accordance with the provisions of the extant law in force relating to any civil or criminal proceedings.

12. Validity

12.1. The validity of this Integrity Pact shall be from date of its signing and extend up to 2 years or the complete execution of the contract to the satisfaction of both the SIDBI and the BIDDER/CONTRACTOR, including warranty period, whichever is later in case BIDDER is unsuccessful, this integrity Pact shall expire after six months from the date of its signing.

12.2. Should one or several provisions of the Pact turn out to be invalid, the remainder of this Pact shall remain valid. In this case, the parties will strive to come to an agreement to their original intentions.

13. The parties hereby sign this integrity Pact, at _____ on _____

SIDBI
Name of the Officer
Designation
SIDBI

BIDDER
Authorized Signatory

Witness
1. _____
2. _____

Witness
1. _____
2. _____

PROFORMA - V

Undertaking

(To be submitted on the letter head along with pre qualification application, duly filled and signed)

**NAME OF WORK: - TENDER FOR ANNUAL CONTRACT FOR GENERAL MAINTENANCE,
HOUSEKEEPING AND ELECTRICAL MAINTENANCE OF
SIDBI'S OFFICE AT ATMA RAM HOUSE, 1, TOLSTOY MARG, NEW DELHI - 110001**

(Authorised Signatory): _____

I, the undersigned Shri. _____, authorized signatory of
M/s _____ are submitting our application/offer in
response to the tender notice as per GeM published by SIDBI, New Delhi on
___/___/2023 for the captioned work. Our application/offer is supported with requisite
information and documents/testimonials. We hereby submit this undertaking that the
said information and documents submitted along with the application/tender are true
and correct.

We are also aware that SIDBI may carry out its verification and reject our
application/tender if the same is found to be false/incorrect.

Date: -

Place: -

Name and sign of the authorized signatory: - _____

Name and seal of the agency: - _____

(Authorised Signatory): _____