

**Pre-qualification Tender Document (Part-I)**



**PRE QUALIFICATION CUM TENDER NOTICE**  
**Interior Furnishing Works at SIDBI Office, MG Road, Bengaluru, Karnataka-560020**

SIDBI (Employer) is set up as a corporation established by the 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 having head office at SIDBI Tower, 15, Ashok Marg, Lucknow 226001 and invites applications hereby for Pre-qualification cum Tender from reputed, experienced and established contractors for execution of **Interior Furnishing Works at SIDBI Office, MG Road, Bengaluru, Karnataka-560020**. The format of application can be downloaded from SIDBI's web site [www.sidbi.in](http://www.sidbi.in) and [www.eprocure.gov.in](http://www.eprocure.gov.in) in Notices & Tenders. Corrigendum(s), Addendum(s), if any, would appear only on the above website. No separate press advertisement will be issued. The application can also be obtained from office of The Deputy General Manager, Small Industries Development Bank of India (SIDBI), **No. 178, Central Square, Platform Road, Seshadripuram, Near Swati Hotel, Bengaluru – 560202, Karnataka**, Phone No: 080 – 23466202/ 23466203, Email Id: [robanglore@sidbi.in](mailto:robanglore@sidbi.in) from August 01, 2022 during working hours. The last date for submission of completed applications is -August 22, 2022, 15:00 Hrs

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**PART I**

**PRE-QUALIFICATION OF CONTRACTORS FOR  
Interior Furnishing Works at SIDBI Office,  
MG Road, Bengaluru, Karnataka-560020.**

SIDBI wish to empanel contractors for execution of Interior Furnishing Works at SIDBI Office, MG Road, Bengaluru, Karnataka-560020

Agencies who are capable of undertaking similar works, fulfilling the following qualification criteria and are willing to participate in the Pre-qualification of the above work are requested to submit their applications **on or before August 22, 2022** for Pre- qualifications and tender documents.

The applications in the prescribed Format 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, solvency certificate from Bank, etc. The applications should reach office of **The Deputy General Manager, Small Industries Development Bank of India (SIDBI), No. 178, Central Square, Platform Road, Seshadripuram, Near Swati Hotel, Bengaluru – 560202, Karnataka**, Phone No: 080 – 23466202/ 23466203, **on or before August 22, 2022, up to 3 pm.**

Contractors who shall be found eligible after scrutiny of applications, documents, site visits to the earlier work, etc. shall be prequalified and Financial Price Bid (BoQ) for the proposed works shall be opened for them only. No other advertisement shall be released for issuance of Bids. SIDBI reserves the right to reject any or all applications without assigning any reason, thereof.

Interested contractors who satisfy the criteria should apply with complete details in the following Format.

- I. Format for bio-data/application
- II. Format for list of works executed

**ELIGIBILITY CRITERIA**

1. The contractors should be preferably based at Bengaluru. They shall have minimum experience of 5 years in the field of executing similar works. Contractors who have executed similar work / empaneled with Banks, Financial institutions, central government/ state government, PWD and Public Sector Undertakings will be preferred.

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2. The average annual financial turnover should be at least Rs. 450 lakh during last 03 years ending 31st March of previous financial year. (Audited Balance sheets showing turnover, Profit & Loss account of the firm for FY 2018-19, FY 2019-20 and FY 2020-21 alongwith provisional/ CA certified Balance Sheet and Profit & Loss account for FY 2021-22, should be submitted)
3. The contractor should have satisfactorily executed works of similar nature of following magnitude in last 3 years (ending with the last date for receipt of applications).

**Minimum qualification criteria for participating in the tender will be as follows:**

- i. Experiences having successfully completed similar works during the last 3 years ending last day of month previous to the one in which tenders are invited should be either of the following:
  - a) Two similar completed works each costing not less than the amount equal to Rs 40 lakhs
  - OR
  - b) One similar completed work costing not less than the amount equal to Rs 65 lakhs

Details of work orders executed along with completion certificate from the client indicating value of work executed and performance shall be submitted in this regard.

4. The contractor 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.
5. The contractors are required to attach the requisite satisfactory documents towards pre-qualification, along with their application. Failure to submit the same may result into rejecting the application. SIDBI reserves the right to cross check the same besides obtaining confidential report from their previous clients.
6. 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.
7. 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 is found to be not satisfactory will be removed from the panel. SIDBI reserves the right to use the said panel for other works also.

\* \* \* \* \*

**NOTE:**

- To be filled in and signed by the Director/Proprietor / Authorized person of respective company.
- Incorrect or false information will disqualify the agency.
- 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 where they are currently executing similar works.

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**APPLICATION FORM**

1. Name of the Applicant :  
Address :  
Telephone Nos. Office :  
Residence :  
Mobile :  
Fax :  
E-Mail :
2. a) Status of the Firm(Whether company/  
Partnership /LLP/ 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) Value Added Tax No :  
c) GSTN No. :
- (Furnish copies of Income-tax returns, registration)
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	2021-22	

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2	2020-21	
3	2019-20	
	Average	

**6. Registration with Government / Public Sector / Banks**

<b>NAME OF THE ORGANISATION</b>	<b>NATURE OF WORKS</b>	<b>VALUE OF WORKS</b>	<b>DATE OF REGISTRATION</b>

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)**

<b>Sl .No</b>	<b>Name of Work</b>	<b>Work executed for (name of the organization with address, concerned office &amp; telephone no)</b>	<b>Nature of work (in brief)</b>	<b>Location of the work</b>	<b>Actual Value of the works</b>	<b>Stipulated time for completion</b>	<b>Actual time for completion</b>	<b>If work left incomplete or terminated (furnish reasons)</b>
1								
2								
3								

Note: Copies of satisfactory completion certificate obtained from the client shall be enclosed.

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8. Details of the qualifying works on HAND ( please mention only such works which qualifies for the category/class for which you have applied)

Sl .No	Name of Work	Work executed for (name of the organization with address, concerned office & telephone no)	Nature of work (in brief)	Location of the work	Actual Value of the works	Stipulated time for completion
1						
2						
3						

9. Key personnel permanently employed in your organization:

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

10. 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

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11. 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 :-

12.

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

**D--OTHER RELEVANT INFORMATION**

Details of work force:

S.No	Work Force permanently employed	Nos	No. of years with the firm	Any other information
1.	Technical Person			
2.	Masons			
3.	Carpenters			
4.	Mechanics			
5.	Electricians			
6.	Mate / Helpers			
	Others			

**E--Details of Workshops**

Location	Land Area	Type of structure	Type of facilities

**F--List of major constructional equipment in the possession of the firm  
(Please furnish details)**

S.No.	Name of the equipment	Details

Any other additional information:

(CONTRACTOR'S SIGNATURE WITH SEAL)

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**13. Any other details you would like to mention**

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

**DECLARATION**

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 :**

**Date :**

**SIGNATURE OF THE APPLICANT  
NAME & DESIGNATION  
SEAL OF ORGANISATION**



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**FORMAT OF CONFIDENTIAL REPORT  
(on letter head)**

To:

**The Deputy General Manager,  
No. 178, Central Square,  
Platform Road, Seshadripuram,  
Near Swati Hotel,  
Bengaluru – 560202, Karnataka,  
Phone No: 080 – 23466202/ 23466203,  
Email Id: robanglore@sidbi.in**

Sir,

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

This is to certify that M/s. \_\_\_\_\_, having Office  
at \_\_\_\_\_ have provided  
services as Contractor 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:

DATE:

SIGNATURE  
NAME  
DESIGNATION  
OFFICE SEAL

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### **Checklist**

#### **(To be filled by Applicants)**

- |  |                 |
|--|-----------------|
| 1. Have you mentioned the Name of the work 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/VAT/GSTN Registration copy is enclosed?   | Yes/No          |
| 4. Whether requisite EMD is enclosed?  | Yes/No          |
| 5. Whether enclosed proof for year of establishment?   | Yes/No          |
| 6. Whether proof for average annual financial turnover enclosed?   | Yes/No          |
| 7. Whether documentary proof for having undertaken the works is enclosed?  | Yes/No          |
| 8. Certificate of registration of Company / partnership deed.  | _____<br>Yes/No |
| 9. Certificates of registration with Income Tax, GST, EPF authorities.   | _____<br>Yes/No |
| 10. Certificate of registration with Registrar in case of company  | _____<br>Yes/No |
| 11. Certificates of Registration with Govt. / Public Sector /Banks.  | _____<br>Yes/No |
| 12. Copies of work orders / appointment letters along with xerox copies of relevant TDS certificate, satisfactory completion certificate mentioning value of work. | _____<br>Yes/No |
| 13. Copies of performance certificate, work orders issued by valued clients, preferably Banks, Govt., Semi-Govt. Bodies.   | _____<br>Yes/No |
| 14. Audited Balance Sheet & Profit & Loss A/c. Statement for the last three years.   | _____<br>Yes/No |
| 15. Copies of income-tax returns / assessment orders for previous 03 years.  | _____<br>Yes/No |
| 16. Sealed envelope containing Confidential Report from Client for the qualifying work.  | _____<br>Yes/No |
| 17. If yes, No. of certificates enclosed   | _____<br>_____  |

**Note:** In absence of any of the above enclosures, your application is likely to be rejected.