



SECURITIES AND EXCHANGE BOARD OF INDIA

Plot No. C4-A, "G" Block,
Bandra Kurla Complex, Bandra (East),
Mumbai 400 051.

PRE-QUALIFICATION OF CONTRACTORS

Applications are invited in prescribed format for pre-qualification of contractors for annual carpentry maintenance works to be carried out in our residential and office premises located in Mumbai. The estimated cost including labour, material and transport is Rs.15 lacs per annum.

The contractors fulfilling following criteria may apply:

1. The contractor should have satisfactorily completed any of the following works
 - a. One single work costing not less than 12.00 lacs per annum
or
 - b. Two similar works each costing not less than 7.50 lacs per annum
or
 - c. Three similar works each costing not less than 6.00 lacs per annum

Preferably for Central Government / State Government / Public Sector Undertaking / Autonomous Body during the last seven years. (The period of seven years for the purpose of having completed similar works shall be from 01.03.2004 to 31.03.2011)

2. The annual average turnover of the contractor should not be less than Rs. 4.50 lacs during the last 3 years.

In addition to the above requirements the agency should have all statutory registrations / certificates like:

- (i) Labour Office Registration
- (ii) Provident Fund Registration
- (iii) Service tax registration
- (iv) ESIC Registration
- (v) Should have a valid PAN No.
- (vi) Profession tax registration
- (vii) Any other statutory registration / requirements required by statutory authority for carrying out the said activity.

Application forms downloaded from the website www.sebi.gov.in or can be obtained from the office of The Deputy General Manager, Facilities Management

Division at the above address. Joint ventures are not accepted.

“Similar Works” means maintenance work relating to carpentry maintenance for residential and office buildings.

For the purpose, “Cost of work” shall mean gross value of carpentry maintenance work.

Work executed for any private body will be considered only if the applicant produces the tax deduction at source certificate indicating the date and value of the completed work and also accompanied by letter from the private firm confirming / certifying the same.

No other notice will be published in the press for the job referred above and issue of tender forms will be restricted among the applicants found suitable for the job.

The Board reserves the right to reject any or all the applications without assigning any reason thereof.

Applications not received in the prescribed manner will be summarily rejected.

The last date for obtaining application form is 21 days from the date of publication of advertisement in the newspapers. The last date for submission of duly filled application form is 21 days from the date of publication of the advertisement in the newspaper.

Date:

Shri. M. Suresh kumar
Deputy General Manager
Securities & Exchange Board of India
SEBI Bhavan, Plot No. C-4A
'G' Block, Bandra Kurla Complex
Bandra (East),
Mumbai – 400 051

Dear Sir,

Sub: Annual Carpentry Maintenance for SEBI's residential and office premises

I / We have read and understood the pre-qualification notice and instructions to the applicants. I / We do hereby declare that the information furnished in the proforma of pages i.e. basic information – 3 pages (page no.6 to 8) and statements (1 and 2) – 2 pages and in the supplementary sheets from pages _____ to _____ is correct to the best of my / our knowledge and belief.

Yours faithfully,

Signature:

Name:

Designation:

Address:

Office seal:

SECURITIES AND EXCHANGE BOARD OF INDIA

Instructions to the Applicants for furnishing information as part of pre-qualification

Securities and Exchange Board of India intends to prepare a panel of reputed Contractors for undertaking the carpentry maintenance works of the Board's premises located in Mumbai. Estimated cost including labour, material and transport for carpentry maintenance works is Rs.15 lacs per annum. The work involves supplying necessary manpower and materials for the regular carpentry maintenance of the Board's premises. Only contractors who have satisfactorily taken up the carpentry maintenance of the buildings, preferably for Central Government / State Government / Public Sector Undertaking / Autonomous Body during the last seven years and satisfy the criteria as stipulated in the advertisement shall be considered for pre-qualification. The period of seven years for the purpose of having completed similar works shall be from 01.03.2004 to 31.03.2011.

1. Intending applicants are required to submit their full bio-data giving details about their organization, experience, competence and adequate evidence of their financial standing, etc., in the enclosed statements which will be kept confidential.
2. While deciding upon the selection of contractors, emphasis will be given on the ability and competence of applicants to do good quality work in accordance with the specifications and within the time schedule.
3. Decision of the Board in regard to selection of contractors for issue of tender documents will be final. The Board is not bound to assign any reason therefore.
4. If the space in the proforma is insufficient for furnishing full details, the information shall be supplemented in separate sheets of paper stating therein the part of the statement and serial number. Separate sheets shall be used for each part.
5. Applications containing false and / or inadequate information are liable for rejection. Applicants shall be disqualified at any stage at their risk and cost if they are found to have made untrue or false representation in the forms, statements and attachments submitted in proof of qualification and requirements.

Signature of the Applicant

6. While filling up the application form with regard to the list of important works carried out or in hand, the applicants shall include only those carpentry maintenance works whose value is not less than Rs.6.00 lacs.
7. SEBI reserves the right to reject any or all the applications without assigning any reason whatsoever. SEBI also reserves the right to restrict number of applicants for tendering at its sole discretion. SEBI decision in this regard shall be final and binding on all concerned.
8. The date of collection of tender papers will be intimated to those firms only whose applications are approved by the Competent Authority in due course.
9. The applicants are requested to submit pre-qualification application form duly filled in alongwith all the relevant information, duly signed on all pages on the above address within the specified date. **The application form should be submitted in a sealed envelope with the title 'Application for prequalification of contractors for Annual Carpentry Maintenance Work' on the envelope. The envelope should be addressed to :-**

Deputy General Manager
Facilities Management Division
Securities & Exchange Board of India
SEBI Bhavan, Plot No. C-4A
'G' Block, Bandra Kurla Complex
Bandra (East),
Mumbai – 400 051

Signature of the Applicant

Address

Application form for pre-qualification of contractors for “Carpentry Maintenance Works” to be carried out for SEBI Premises at Mumbai

Basic Information

1.	Name of the Applicant / Organization	:	
2.	Address	:	
2a	Contact person	:	
2b	Contact telephone No	:	
2c	Email	:	
2d	Mobile No	:	
3.	Type of the Organization (Whether sole / Proprietorship / Partnership / Private Ltd/ Ltd. or Co-operative body etc.) Whether registered with the Registrar of companies / Registrar of firms. If so, mention no. and date and attach a copy of registration.	:	
4.	Name of the Proprietor / Partners / Directors of the Organization / Firm (a) (b) (c) (d)	:	
5.	Year of Establishment	:	
6.	Experience in the field of carpentry maintenance / repair works	:	_____ Years
7.	Works carried out during last seven years (costing more than Rs.6.00 lacs for carpentry maintenance works only) by the firm. The full address of the clients for whom the works have been executed including name of contact persons and telephone nos.	:	Details to be furnished in the prescribed Proforma (Statement I)

Signature of the Applicant

8.	Details of works (costing more than Rs.6.00 lacs for carpentry maintenance works only) on which the firm is engaged at present. The full address of the clients, alongwith the name of the contact person and telephone no. shall be indicated against each project.	:	Details to be furnished in the prescribed Proforma (statement II)
9.	Whether working with any of the Govt. / Semi-Govt. Undertaking/s as approved contractors and if so, furnish details like copies of work orders issued, etc.	:	
10.	<p>Yearly turnover of the firm during last 3 financial years (Year wise). Please attach certified copies in this regard.</p> <p>(a) 2010-2011</p> <p>(b) 2009-2010</p> <p>(c) 2008-2009</p> <p>The average turnover of the tenderer should not be less than Rs.4.50 lacs for the last three years.</p>	:	
11.	Whether any civil suit / litigation arisen in the contracts executed during the last 3 years / being executed. If yes, please furnish the name of the work, employer, nature of work, work order value and date and brief details of litigation.	:	

Signature of the Applicant

Check List for Enclosures

Please state whether following enclosures have been enclosed or not.

Sr. No.	Description of Items	Enclosed	Not Enclosed
1	Necessary documents in support of having completed works as per the prequalification criteria mentioned in the advertisement.		
2	Certificate in support of average annual turnover for the last three years not less than Rs.4.50 lacs.		
3	Copies of Audited Balance Sheet and Profit & Loss statement for past 3 years ending 31/3/2011		
4	Certificate of Registration from any Government / Public Bodies.		
5	Basic information and statements I – II		
6	Any other important information		

I / We hereby agree to abide by the decision of SEBI in all matters related to this pre-qualification.

For.....

Seal

Authorized Signatory

Statement I

Previous Experience

List of works undertaken by the firm during last seven years costing 6.00 lacs and above (01.03.2004 to 31.03.2011)

Sr. No	Name of work and location	Nature of work involved in the contract: (i.e. carpentry Maintenance work)	Name of client. Whether Central Govt./ Semi Govt. / Public Sector Undertaking/Autonomous Body/ Private Body with address and name of the official from the client's side (with phone no.)	Work order value (in Lacs)	Final Bill Value (in Lacs)	Completion Period				Whether the work was left in between or contract was terminated from either side. Give full details.	Any other relevant information regarding details of penalty imposed/ litigations, if any.	
						Stipulated		Actual				
						Date of Commencement	Date of Completion	Date of Commencement	Date of Completion			
1	2	3	4	5	6	7				8	9	

Signature of the Applicant

Statement II

List of works IN HAND costing 6.00 lacs and above

Sr. No	Name of work and location	Nature of work involved in the contract: (i.e. Carpentry Maintenance work)	Name of client. Whether Central Govt./ Semi Govt. / Public Sector Undertaking/Autonomous Body/ Private Body with address and name of the official from the client's side (with phone no.)	Contract Amount (in Lac)	Completion Period		Any other relevant information
					Stipulated		
					Date of Commencement of work	Expected date of Completion of work	
1	2	3	4	5	6		7

Signature of the Applicant