

Securities and Exchange Board of India

SEBI Bhavan, C4-A, "G" Block, Bandra Kurla Complex,
Bandra (East), Mumbai – 400 051

Empanelment of agencies for Cooked Food/Packaged Food for SEBI Head Office - Pre qualification

SECURITIES AND EXCHANGE BOARD OF INDIA (SEBI) invites applications in the prescribed format from agencies for providing Cooked Food/Packaged Food, Tea/coffee for our Head Office at Bandra Kurla Complex, Mumbai, for about 600 staff members on daily basis.

Scope of work

Providing Cooked Food/Packaged Food services, Tea/Coffee.

Minimum pre-qualification criteria:-

1. The Vendor should be sole proprietary concern, partnership firm or company registered with the Registrar of Firms / Registrar of Companies wherever applicable and should have been in operation /existence for the last 7 years.
2. The Vendor should have affiliated to the institutions like RBI/ SBI/ IDBI/ SIDBI/ NABARD/ Public Sector Banks other Government/Public Sector Undertakings or reputed organizations and is empanelled with not less than 3 institutions as mentioned above.
3. The Vendor should have completed successfully similar works during the last 7 years by 31.03.2010, as detailed below:-
 - Three similar works completed costing not less than the amount equal to ₹.60 lacs; or
 - Two similar completed costing not less than ₹.50 lacs; or
 - One similar completed work costing not less than ₹.40 lacs.
4. The agency should be an income-tax assessee having filed its Income-tax return for the last three assessment years and complying with Labour Laws, Minimum Wages Act and Municipality Laws etc.
5. The agency should have achieved average annual turnover of not less than Rs.50 lacs per annum during the last three financial years ending 31.03.2010.

How to apply

Application should be submitted in the prescribed format along with attested copies of the documents as stated in the application form. The last date for submission of duly filled application form is 15 days from the date of publication of the advertisement in the newspaper. **Only application of Services that fulfill the pre-qualification criteria would be considered by the Board. The empanelled for providing Cooked Food/Packaged Food shall be informed separately and tender documents to these agencies shall be issued in due course of time.** Accepting the application by the Board would not guarantee the award of contract. The Board reserves the right to accept or reject any or all applications without assigning any reason whatsoever.

Completed application form along with the requisite documents shall be submitted in a sealed envelope, within 15 days from the date of publication of the advertisement in the newspaper, clearly indicating **“Application for Empanelment for providing Cooked Food/Packaged Food”** on top of the envelope and to be addressed to:-

The General Manager (Establishment Division), Securities and Exchange Board of India, 4th Floor, SEBI Bhavan, Plot.No.C-4A, G-Block, Bandra Kurla Complex, Mumbai – 400 051.

Note: Copy of the application form will also be available from SEBI Office at the address given above. Contact Telephone: 022-26449000 / 40459000.

Application for empanelment for providing Cooked Food/Packaged Food

1.	Name of the Firm	
2.	Nature of Firm (Ltd., Co., Partnership etc.)	
3.	Year of Establishment	
4.	Registration No. if any / Trade License No. (Attach photocopy)	
5.	Registered Office Address	
6.	Address for communication	
7.	Name and Telephone No of the contact person (landline, Mobile No and email id, if any)	
8.	Name of Director/ Proprietor/ Partners : (With Address and Telephone Nos. - landline, Mobile No and email id.)	
9.	Annual business turnover for last three years	<u>2007-08</u> <u>2008-09</u> <u>2009-10</u>
10.	Permanent (Income Tax) Account No. of the applicant	
11.	Details of last Income Tax Clearance Certificate (attach copies of last three years returns)	<u>2007-08</u> <u>2008-09</u> <u>2009-10</u>
12.	Name of Bankers with Full address	
13.	Are you associated with SEBI in any other contract in the past. If yes, give details	
14.	Are you having any contact with SEBI? If yes, give details	
15.	Details of experience : (With photocopies of work agreements/contracts/orders for last three years)	
16.	Do you have separate Kitchens for cooking veg and Non-veg Food? If yes, Please give locations with complete address.	
17.	Details of Civil Suit/ Litigation, if any, in the contracts executed during	

	<p>the last 5 years/ being executed. If yes, please furnish the name of the contract, employer, and nature of work, contract value, work order and date and brief details of litigation.</p>	
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18. Please give the following details of your present customer/ client:

- a. Name of the Company :
- b. Nature of Services :
- c. Annual Value of Contract :
- d. No. of Employees :

(Supporting documents to be attached with certificate regarding satisfactory service is to be furnished in the format provided below from the authorized signatories of these organizations.)

<p><u>CERTIFICATE:</u></p> <p>This is to certify that M/s _____ is on our panel as _____ since _____. The dealings of the said firm with us are satisfactory. The said Vendor is providing us the services are as _____</p> <p>Name & Designation of the Signatory (Duly supported by the rubber stamp of the institution)</p>

I/ We do hereby certify that the information as provided above is correct and are true in all respect. I/We also understand that SEBI reserves the right to reject the application without assigning reason whatsoever.

SIGNATURE:

NAME:

FIRM'S NAME:

SEAL:

ADDRESS:

DATE:
