



Securities and Exchange Board of India

D' Monte Building, 3rd Floor, 32 D' Monte Colony,
TTK Road, Alwarpet, Chennai : 600018.

PRE-QUALIFICATION OF CONTRACTORS

Applications are invited in prescribed format for pre-qualification of Contractors for repairs, renovation and interior furnishing associated with civil and furniture works to be carried out in Bungalow no. 75, Poes Garden, Chennai. The estimated cost of work is ₹200 lacs.

The contractors fulfilling following criteria may apply:

1. The contractor should have satisfactorily completed any of the following works :
 - a. One similar single work costing not less than ₹160 lacs
or
 - b. Two similar works each costing not less than ₹100 lacs
or
 - c. Three similar works each costing not less than ₹ 80 lacs

Preferably for Central Government / State Government / Public Sector Undertaking / Autonomous Body during the last 7 years. (The period of seven years for the purpose of having completed similar works shall be from 01.4.2004 to 31.3.2011)

2. The annual average turnover of the contractor should not be less than ₹ 80 lacs during the last 3 years.
3. Should not have incurred any loss in more than two years during the last five years ending 31st March 2011.

Applicants fulfilling the above criteria can be downloaded from the website www.seb.gov.in or can be obtained from the above office. Joint ventures are not accepted.

Similar work means interior renovation and furnishing works associated with civil, furniture, electrical works, etc. preferably for guest houses, transit accommodations and office buildings. However, SEBI reserves the right to restrict the number of applications and shortlist only those who have carried out similar works for guest house in the event that the response to the advertisement is overwhelming.

For the purpose, "Cost of work" shall mean gross value of interior renovation and furnishing works associated with civil, furniture, electrical works.

The Board reserves the right to inspect the work carried out by the party to satisfy itself regarding quality, finishes, workmanship and competence of the party to take up the work before considering the party (ies) for prequalification.

No other tender 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 submission of duly filled application form is 15 days from the date of publication of the advertisement in the new papers. The filled in application forms are to be submitted to the Regional Manager, Southern Regional Office, Securities and Exchange Board of India, 3rd Floor, 32 D' Monte Colony, TTK Road, Alwarpet, Chennai : 600018.

Date:

The Regional Manager,
Southern Regional Office
Securities and Exchange Board of India
D' Monte Building,
3rd Floor, 32 D' Monte Colony,
TTK Road, Alwarpet,
Chennai 600 018

Dear Sir,

I / We have read and understood the pre-qualification tender 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 and statements (I to III) – 3 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

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

Securities and Exchange Board of India (SEBI) intends to prepare a panel of reputed Contractors for undertaking the interior furnishing works associated with civil, interiors, internal electrification and other miscellaneous works for the renovation and furnishing of the Bungalow No 75, Poes Garden, Chennai. The estimated cost of the work is ₹200 lacs. Contractors who have satisfactorily taken up interior renovation and furnishing works associated with civil and furniture works of the office buildings, preferably for Central Government / State Government / Public Sector Undertaking / Autonomous Body during the last 7 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 01.4.2004 to 31.3.2011.

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 to 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 interior renovation and furnishing works associated with civil and furniture works for office premises whose value is not less than ₹ 80lacs.
7. The Board reserves the right to reject any or all the applications without assigning any reason whatsoever. The Board also reserves the right to restrict number of applicants for tendering at its sole discretion. The Board's decision in this regard shall be 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.

Signature of the Applicant

Address

Application form for pre-qualification of contractors for “interior renovation and furnishing works associated with civil and furniture works to be carried out in Bungalow no.75, Poes Garden, Chennai ”

Basic Information

1.	Name of the Applicant / Organization	:	
2.	Address	:	
2 A	Name of the Contact person Contact telephone number Email ID Fax 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)	:	

Signature of the Applicant

5.	Year of Establishment	:	
6.	Experience in the field of interior renovation and furnishing works associated with civil and furniture works for residential / office	:	_____ Years
7.	Works carried out during last 7 years (costing more than ₹80 lacs for the interior renovation and furnishing works associated with civil and furniture works) 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)
8.	Details of works (costing more than ₹80 lacs for the interior renovation and furnishing works associated with civil and furniture works) on which the firm is engaged at present. The full address of the clients, along with 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 Government / Semi-Government. Undertaking/s as approved contractors and if so, furnish details like copies of work orders issued, etc.	:	
10.	Organization chart and details of key personnel available in the organization	:	Details to be furnished in the prescribed Proforma (Statement III)

Signature of the Applicant

11.	<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>(d) 2007-2008</p> <p>(e) 2006-2007</p> <p>The average turnover of the tenderer should not be less than ₹.80 lacs for the last three years.</p>	:	
12.	<p>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.</p>	:	

Signature of the Applicant

Check List for Enclosures

Please state whether following enclosures has 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 ₹80 lacs.		
3.	Copies of Audited Balance Sheet and P & L statement for past 3 years ending 31/3/2011		
4.	Certificate for Service Tax registration		
5.	Certificate of Registration from any Government / Public Bodies.		
6.	Copy of power of attorney to sign the application on behalf of the tenderer.		
7.	Basic information and statements I – III		
8.	Any other important information		

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

For.....

Seal

Authorised Signatory

Statement I

Previous Experience

List of works undertaken by the firm during last seven years costing ₹ 80 lacs and above (01.04.2004 to 31.03.2011)

Sr. No	Name of work and location	Nature of work involved in the contract: (i.e. interior renovation and furnishing works associated with civil and furniture works)	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 ₹ 80 lacs and above

Sr. No.	Name of work and location	Nature of work involved in the contract: (i.e. interior renovation and furnishing works associated with civil and furniture works)	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 lacs)	Completion period		Any other relevant information
					Stipulated		
					Date of Commencement of work	Date of completion of work	

Signature of the Applicant
Statement III

Key Personnel and Experience

Details of key Personnel, giving details about their qualifications, experience, etc.

Sr. No.	Name	Age	Qualification	Designation	Experience	Nature of works handled	Name of the Works handled costing more than ₹.80 lacs (interior renovation and furnishing works associated with civil and furniture works)	Date from which employed in the present organization	Any other remarks
1	2	3	4	5	6	7	8	9	10

Signature of the Applicant

Note: Indicate other points, if any, to show the technical and managerial competency to emphasize any important point in firm's favour

