



SECURITIES AND EXCHANGE BOARD OF INDIA

Plot No. C-4A, "G" Block,
Bandra Kurla Complex, Bandra (East),
Mumbai 400 051.

Empanelment of Contractors

Applications are invited, in the prescribed format for empanelment of Contractors for refilling of DTH connections provided at SEBI's office premises and residential premises located in Mumbai. The estimated cost is Rs.6,00,000/- lacs per annum.

The contractors fulfilling following criteria may apply:

1. Authorized dealers of Tata Sky **or** the contractors who have carried out similar DTH refilling work costing not less than 2.40 lacs per annum during last 3 years (The period of three years for the purpose of having completed similar works shall be from 01/08/2008 to 31/07/2011).
2. Copy of the certificates to be attached:
 - a. Authorized dealership certificate issued by Tata Sky **or**
 - b. work experience certificate for the similar work issued by the Central Government / State Government / Public Sector Undertaking / Autonomous Body / any private body. However, certificate issued by the 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.
3. The annual average turnover of the agency should not be less than Rs. 2 lacs during the last 3 years. (01/04/2008 to 31/03/2011).

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

- (i) Service tax registration
- (ii) Should have a valid PAN No.
- (iii) Any other statutory registration / requirements required by statutory authority for carrying out the said activity.

Application forms may be 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 refilling of DTH connections provided at office premises or residential premises or both.

For the purpose, “Cost of work” shall mean gross value of refilling of DTH connections work.

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 15 days from the date of publication of advertisement in the newspapers.

Date:

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

Dear Sir,

Sub: Refilling of DTH connections provided at SEBI's office and residential premises located in Mumbai

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 empanelment

Securities and Exchange Board of India intends to prepare a panel of reputed Contractors for undertaking refilling of DTH connections provided at SEBI's office premises and residential premises located in Mumbai. Estimated cost including labour and material for the said works is Rs.6 lacs per annum. The work involves refilling of DTH connections provided at Board's premises located in Mumbai. Only contractors who have satisfactorily taken up the similar work, preferably for Central Government / State Government / Public Sector Undertaking / Autonomous Body during the last three years and satisfy the criteria as stipulated in the advertisement shall be considered for empanelment. The period of three years for the purpose of having completed similar works shall be from 01/08/2008 to 31/07/2011.

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 refilling of DTH connections works whose value is not less than Rs. 2.40 lacs per annum.
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 documents 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 superscribing 'Application for empanelment of contractors for refilling of DTH connections provided at SEBI's office premises and residential premises located in Mumbai.' on the envelope. The envelope should be addressed to :-

Deputy General Manager
Facilities Management Division
Securities and 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 empanelment of contractors for refilling of DTH connections 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)	:	
5.	Year of Establishment	:	
6.	Experience in the field of annual maintenance contract and refilling of DTH connections works	:	_____ Years
7.	Works carried out during last three years (costing more than Rs.2.40 lacs per annum for refilling of DTH connections 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.2.4 lacs per annum for refilling of DTH connections) 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.2.0 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 empanelment criteria mentioned in the advertisement.		
2	Certificate in support of average annual turnover for the last three years not less than Rs.2.0 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 understand that SEBi Reserves the right to accept /reject my/ our prequalification for the said works. SEBi's decision in this regard shall be final binding on me/us.

For.....

Seal

Authorized Signatory

Previous Experience

List of works undertaken by the firm during last three years costing 2.40 lacs per annum and above (01/08/2008 to 31/07/2011)

Sr. No	Name of work and location	Nature of work involved in the contract: (i.e. refilling of DTH connections)	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

List of works IN HAND costing 2.40 lacs per annum and above

Sr. No	Name of work and location	Nature of work involved in the contract: (i.e. refilling of DTH connections)	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