



## **Securities and Exchange Board of India**

SEBI Bhavan, Plot No. C-4A, 'G' Block, Bandra-Kurla Complex,  
Bandra (E), Mumbai 400 051, Tel. No. 022-26449000".

### **Empanelment of Contractors for Electrical Maintenance Works at SEBI's Office Premises located at various places in Mumbai**

Securities and Exchange Board of India (SEBI), invites application for empanelment of reputed contractors for electrical maintenance works to be carried out at their office premises located at various places in Mumbai. Interested parties may download the 'Application Form (Part-I, Part-II and Part-III)' for empanelment from the website. The duly filled application form should reach at the office of 'The Chief General Manager, Facilities Management Division, General Services Department, SEBI Bhavan, Plot No. C-4A, 'G' Block, Bandra-Kurla Complex, Bandra(E), Mumbai 400 051' on or before 3:00 p.m. of April 15, 2011.

#### **Eligibility Criteria:**

The contractors shall fulfill the following minimum criteria as per the details given below:

- (i) The contractors should have registered office in India preferably in Mumbai and should have its own offices (Not through channel partners/ franchises etc.) at Mumbai.
- (ii) Should be registered with sales tax for central sales tax (CST)/ value added tax (VAT).
- (iii) Should be registered with excise department for service tax.
- (iv) Should be registered with provident fund (PF)
- (v) Should be registered with employees' state insurance corporation (ESIC) office.
- (vi) Should be registered with professional tax office.
- (vii) Should have electrical contractor's license.
- (viii) The firm must meet any of the following eligibility criteria during last 5 years ending January 31, 2011:
  - (a) Three similar (electrical maintenance) completed works with yearly compensation not less than Rs.8 Lakh or,

- (b) Two similar completed maintenance works with yearly compensation not less than Rs.10 Lakh or,
- (c) One similar completed maintenance work with yearly compensation not less than Rs.16 Lakh.
- (ix) The average annual turn over for last three financial year should not be less than Rs.6 Lakh.
- (x) They shouldn't have incurred loss in more than 1 year during last 3 financial years ending March, 2010.

**Copies of testimonials to be submitted along with the Application Form:**

- (i) Sales tax registration certificate for central sales tax (CST)/ value added tax (VAT)
- (ii) Service tax registration certificate from excise department
- (iii) PF registration certificate
- (iv) ESIC registration certificate
- (v) Professional tax registration certificate
- (vi) Electrical contractor's license
- (vii) PAN card
- (viii) IT return for the last 3 financial years
- (ix) Chartered accountant certified balance sheet clearly mentioning annual profit/loss and turn over.
- (x) Work orders or other supporting documents mentioning nature of work and their value.
- (xi) List of clients, addresses and their contact nos.

## **General Rules and Instructions to the Intending Applicants:**

1. The intending contractors are advised to enclose photocopies of all relevant documents as mentioned in the list of testimonials and other required documents wherever required.
2. SEBI may desire to inspect the facilities of the vendors to verify the genuineness and to ensure the conformity with the details given.
3. Intending applicants are required to submit their full bio-data giving details about their organization, experience, technical personnel in their organization, competence and adequate evidence of their financial standing etc. in the enclosed statement (Application Form I, II and III along with requisite testimonials). Incomplete applications or applications without proper proofs for establishing their credentials may not be considered for shortlisting for empanelment.
4. Each page of the 'Application Form' shall be signed. The application shall be signed by person / persons on behalf of the organization having necessary authorization / Power of Attorney to do so.
5. 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.
6. Applications received after due date and time or incomplete in any respect are liable to be rejected.
7. SEBI reserves the right to reject any or all the applications without assigning any reason thereof. SEBI also reserves the right to restrict number of applicants for tendering at its sole discretion. SEBI's decision in this regard shall be final and binding on all concerned.
8. The decision of SEBI in selection of vendors for empanelment will be final. SEBI reserves the right to shortlist the vendors by relaxing the set criteria or inclusion of other criteria. SEBI is not bound to assign any reason thereof. The empanelled contractors will only be informed.
9. The tender document will be issued to empanelled contractors only.
10. No costs incurred by the applicant in applying, in providing necessary clarifications or attending discussion, conferences or site visits will be reimbursed by the Board.
11. If the application is made by a partnership firm, a certified copy of the partnership deed, current address of the firm and the full names and current addresses of all the partners of the firm shall also accompany the application.

12. If the application is made by a limited company it shall be signed by a duly authorized person holding the power of attorney for signing the application in which case certified copies of the power of attorney and the certification of incorporation, Memorandum of Articles of Association shall accompany the application.
13. If information and details furnished by applicants are found to be false/ inadequate at any time in future or any information withheld which comes to the notice of SEBI at a later date, the empanelment of such applicant will be cancelled immediately.
14. Applications received after the due date and time is liable for rejection.
15. The empanelment shall be valid for a period of three years. The same may be extended/ terminated at the sole discretion of SEBI.

**Download Application Form ([Click Here](#))**