



**SECURITIES AND EXCHANGE BOARD OF INDIA**  
**Eastern Regional Office**  
**L&T Chambers, 3rd Floor, 16, Camac Street**  
**Kolkata – 700 017**

**EMPANELMENT OF LABOUR CONTRACTORS**

Applications are invited in prescribed format for pre-qualification of labour contractors to provide contract labour for our office, guest house and holiday home at Kolkata.

Detailed advertisement is available on our website [www.sebi.gov.in](http://www.sebi.gov.in) under the section 'Tenders'.





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**L&T Chambers, 3rd Floor, 16, Camac Street**

**Kolkata – 700 017**

**EMPANELMENT OF LABOUR CONTRACTORS**

Applications are invited in prescribed format for pre-qualification of labour contractors providing contract labour purely temporary in nature for our office work, guest house and holiday home at Kolkata.

The labour contractors fulfilling the following criteria may apply:

- 1) The contractor should have satisfactorily completed any of the following works :
    - a. Should have atleast carried out one similar job for value of ₹9.6 lacs per annum.

OR
    - b. Should have atleast carried out two similar jobs each costing atleast ₹6 lacs per annum  

OR
    - c. Should have atleast carried out three similar jobs each costing atleast ₹4.8 lacs per annum
- Preferably for Public Sector Undertakings / PSU banks/ Financial Institutions/ Autonomous Body during the last 7 years.
2. The average annual financial turnover of the contractor should not be less than ₹4 lacs during the last 3 years ending 31.03.2010.
  3. The contractor should have experience of at least 3 years in similar works for the maintenance of the office and guest house establishments.
  4. The contractor must have a well established office in Kolkata with adequate infrastructure, support staff, supervisors to attend to all our issues.
  5. The contractor must have all statutory registrations like:
    - a. Incorporation Certificate.
    - b. Registration with the office of Provident Fund

- c. Service tax registration
- d. Registration with the office of ESIC
- e. PAN registration
- f. TDS registration
- g. Registration of professional tax

Application forms can be obtained from the office of Shri Jayanta Jash, General Manager, SEBI, Kolkata upon submission of documentary evidence in support of the criteria mentioned above, at the above address. In case of non production of performance certificate for satisfactory completion of work as mentioned above, the applicant will submit copies of agreement / work order, bills and completion certificate for obtaining empanelment application form. Joint ventures are not accepted.

**'Similar work'** means providing contract labour like house keeping attendants, office boys, Receptionist, Data Entry Operator etc. for an office establishment and house keeping attendants, caretaking and catering services, day to day maintenance for guest house and holiday home.

For the purpose, "Cost of work" shall mean gross value of completed 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. The TDS certificate should also be accompanied by a letter from the private body clearly indicating the nature of work and the sum paid to the party towards the same for the said period.

The period of seven years for the purpose of having completed similar work shall be from 01.11.2003 to 31.10.2010, whereas, 3 years for average annual financial turnover / experience, it will be from 01.04.2007 to 31.03.2010.

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.

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's decision in this regard shall be binding on all concerned.

SEBI may decide to visit office of the organizations where the contract labours are being provided by the contractor including report from their client as well as all other details it may like to have to satisfy itself before taking final decision in respect of their empanelment. If any information furnished by the applicant is found incorrect at a later stage, the contractor shall be liable to be debarred from being empanelled as Labour contractor for SEBI.

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

**The last date for obtaining application form is 20 days from the date of publication of the advertisement in the newspapers. The last date for submission of duly filled in application form is 21 days from the date of publication of the advertisement in the newspaper**

**SECURITIES AND EXCHANGE BOARD OF INDIA**  
**Eastern Regional Office**  
**L&T Chambers, 3<sup>rd</sup> Floor, 16, Camac Street**  
**Kolkata – 700 017**

**APPLICATION FOR EMPANELMENT OF LABOUR CONTRACTORS FOR SEBI**

Name of work	:	Providing contract labour at SEBI Office Premises, Guest House and Holiday Home in Kolkata
Issued to	:	<hr/>
Last date for submission	:	_____ on or before _____
Application to be addressed to	:	Shri Jayanta Jash General Manager Securities and Exchange Board of India Eastern Regional Office L&T Chambers, 3 <sup>rd</sup> Floor 16, Camac Street Kolkata – 700 017

Place :

Date :

Date:

Shri Jayanta Jash  
General Manager  
Securities and Exchange Board of India  
Eastern Regional Office  
L&T Chambers, 3<sup>rd</sup> Floor  
16, Camac Street  
Kolkata – 700 017

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 (1 to 3) – 3 pages and in the supplementary sheets from pages \_\_\_\_\_ to \_\_\_\_\_ is correct to the best of my / our knowledge and belief.

We are aware and we accept that SEBI reserves the right to reject any or all the applications without assigning any reason and SEBI also reserves the right to restrict number of applicants for empanelment / tendering at its sole discretion and SEBI's decision in this regard shall be binding on us.

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

1. The Board is pre-qualifying reputed agencies as Labour contractors for providing contract labour for temporary office work, guest house and holiday home at Kolkata. The work involves providing contract labour to perform jobs related to delivery of official letters/mails, docket boys, office upkeep in a neat and tidy manner, house keeping attendants, caretaking and catering services, day to day maintenance of guest house and holiday home etc. The aforesaid work is purely temporary in nature. The number of contract labour to be engaged may vary as per the requirement of office, guest house and holiday home.
2. Only contractors who have satisfactorily completed atleast one similar works for office premises, guest house and holiday home, costing not less than ₹ 9.6 lacs, or atleast two similar works costing not less than ₹ 6 lacs or three similar works each costing not less than ₹ 4.8 lacs preferably for Central Government / State Government / Public Sector Undertaking / Autonomous body during the last 7 years will be considered for pre-qualification. The period of seven years for the purposes of having completed similar works shall be from 01.01.2003 to 31.10.2010.
3. Intending applicants are required to submit their full bio-data giving details about their organization, experience, key personnel in their organization, competence and adequate evidence of their financial standing etc., in the enclosed statements which will be kept confidential.
4. While deciding upon the selection of contractors, emphasis will be given on the ability and competence of applicants to do good quality work. **The Board may decide to visit office of the organizations where the contract labours are being provided by the contractor, before taking final decision in respect of their empanelment.** Likewise, the Board may also visit the registered office of the applicant to see the office set up and its staff. If any information furnished by the applicant is found incorrect at any later stage, he will be liable to be debarred from being empanelled as Labour contractor for SEBI.
5. Decision of the Board in regard to empanelment of Labour contractors for issue of tender documents will be final. The Board is not bound to assign any reason therefore.
6. Each page of the application 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. A certified copy of the same shall be submitted along with the duly filled in application form.

**Signature of the applicant**

7. 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.
8. 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".
9. 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 works which individually cost not less than ₹ 4.8 lacs for providing contract labour only.
10. 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 empanelment / tendering at its sole discretion. SEBI decision in this regard shall be binding on all concerned.
11. The date of collection of tender papers will be intimated to those firms only whose applications are approved / party is empanelled by the Competent Authority in due course.
12. The applicants are requested to obtain any information for the services to be rendered by contacting Board's Official at L&T Chambers, 3<sup>rd</sup> Floor, 16, Camac Street, Kolkata – 700 017 during working hours as per time schedule given.

Contact Person : Shri B Krishna Rao  
Telephone Number : 033-22872435/6105/6106  
Fax No. : 033-22874307  
Email : [krishnarb@sebi.gov.in](mailto:krishnarb@sebi.gov.in)

Applicants are requested to submit pre-qualification application form duly filled in along with 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 Empanelment of Labour Contractors for SEBI**

**Basic Information**

1.	Name of the Applicant / Organisation	:	
2.	Address of the registered office	:	
3.	Address of the local office  Tel No. :  Fax No. :  Email :	:	
4.	Type of the Organisation (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	:	

**Signature of the applicant**

5.	Name of the Proprietor / Partners / Directors of the Organization / Firm  (a)  (b)  (c)  (d)  (e)  (f)	:	
6.	Year of Establishment	:	
7.	Experience in the field	:	_____ years
8.	Organization chart and details of key personnel available in the organization	:	Details to be furnished in the prescribed Proforma (Statement I)
9.	Important large works carried out during last 7 years (costing more than ₹ 4.8 Lac for providing contract labour for works as detailed above 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 prescribed Proforma (Statement II)
10.	Details of works (costing more than ₹ 4.8 lac for providing contract labour for works as detailed above only) <b>on which the firm is engaged at present.</b> The full address of the clients, along with the name of the contact person and telephone no. shall be indicated against each contract.	:	Details to be furnished in the prescribed Proforma (Statement III)

**Signature of the Applicant**

11.	Address of office through which the proposed work of Securities and Exchange Board of India will be handled and the name and designation of the Officer-in-Charge	:	
12.	Adequate and satisfactory evidence to indicate financial capacity of the Organization to undertake the said work with names of Bankers and their full address. Please enclosed a copy of latest solvency certificate issued by a Nationalized or Scheduled Bank.	:	
13.	<p>Yearly turnover of the firm during last 3 financial years (Year wise). Please attach certified copies in this regard.</p> <p>(a) 2007-2008</p> <p>(b) 2008-2009</p> <p>(c) 2009-2010</p> <p>The average turnover of the tenderer should not be less than ₹ 4 Lac for the last three years</p>	:	
14.	Ability to provide Bank Guarantee or other equivalent forms of security from a scheduled or nationalized Bank	:	State YES or NO
15.	Whether any civil suit / litigation has arisen in the contracts executed during the last 3 years / being executed. If yes, please furnish the name of the project, employer, nature of work, contract value, work order and date and brief details of litigation.	:	State YES or NO

**Signature of the Applicant**

**Check List for Enclosures**

Please state whether following enclosures has been enclosed or not.

<b>Sr. No.</b>	<b>Description of Items</b>	<b>Enclosed</b>	<b>Not Enclosed</b>
1.	Completion certificate or any other documentary evidence in support of having completed the required jobs during the last seven years.		
2.	Certificate in support of average annual turnover for the last three years not less than ₹ 4 Lac.		
3.	Certificate in support of organization's existence for more than three years for the work under consideration		
4.	Copies of Audited Balance Sheet and P & L statement for past 3 years ending 31/3/2010		
5.	Solvency certificate from Bankers		
6.	Certificate for Service Tax registration		
7.	If registered with the Registrar of companies / Registrar of Firms, attach a copy of registration		
8.	Certificate of Registration from any Government / Public Bodies		
9.	Copy of power of attorney to sign the application on behalf of the tenderer.		
10	Basic information and statements I – III		
11	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**

### **Check List for Registrations with statutory authorities**

Please state whether following registrations have been obtained or not. If yes, please enclose certified copies for verification.

<b>Sr. No.</b>	<b>Description of Items</b>	<b>Yes</b>	<b>No</b>
1.	Registration of professional tax		
2.	Certificate for Service Tax Registration		
3.	If registered with the Registrar of Companies / Registrar of Firms, attach a copy of registration		
4.	Incorporation letter / certificate		
5.	Registration with Office of Provident Fund		
6.	Registration with Office of ESIC		
7.	PAN Registration		
8.	TDS registration		
9.	Any other registration obtained from the statutory body		

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

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 ₹ 4.8 Lacs (Providing Contract Labour for the works as detailed above only)	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

**Statement II**

**Previous Experience**

**List of works undertaken by the firm during last seven years costing ₹ 4.8 Lacs and above (01.011.2003 to 31.10.2010)**

Sr No.	Name of work and location	Nature of work involved in the contract: (i.e., providing contract labour for works as detailed above only)	Name of the 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 (Rs.in lac)	Final Bill Value (Rs. In lac)	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 – III

List of works IN HAND costing ₹ 4.8 Lacs and above

Sr. No.	Name of work and location	Nature of work involved in the contract: (i.e., providing contract labour for works as detailed above only)	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 (Rs. In Lacs)	Completion Period Stipulated		Any other relevant information
					Date of Commencement of work	Date of Completion of work	

Signature of the Applicant