



भारतीय प्रतिभूति और विनियम बोर्ड
Securities and Exchange Board of India

Plot No. C-4-A, 'G' Block, Bandra Kurla Complex, Bandra (East),
Mumbai - 400051

**EMPANELMENT OF AGENCIES FOR PROVIDING EX-SERVICEMEN FOR
PERFORMING AS ADMINISTRATIVE AND TECHNICAL SUPPORT (ATS)
STAFF AT SEBI BHAVAN, MUMBAI**

1. Securities and Exchange Board of India (hereinafter referred to as "**Board**" or "**SEBI**") is an autonomous, statutory organization established in terms of SEBI Act, 1992 of the Parliament of India. The basic function of SEBI as mandated by the SEBI Act is *"to protect the interests of investors in securities and to promote the development of, and to regulate the securities market and for matters connected therewith or incidental thereto"*.
2. Applications are invited in prescribed format by Securities and Exchange Board of India (SEBI) for appointment of agencies for providing Ex-servicemen for performing Administrative and Technical Support work like Data analyst, Shift –in-charge (Administration) and Liaison Officer, Technical (CCTV Operator and Visitor Management Operator) and General Duty (Ushers, Baggage Inspectors and Vehicle Scanner Operator) etc. on outsourced basis at its office premises at SEBI Bhavan, Mumbai. The estimated cost of the service contract is Rs. 3.80 crores per annum.

3. Nature of Contract

The scope of contract involves providing necessary manpower (i.e. Ex-Servicemen) in required category at SEBI Bhavan, Mumbai for performing administrative and technical support functions viz. for performing administrative and technical support work like Data Analyst, Shift –in-charge (Administration) and Liaison Officer, Technical (CCTV Operator and Visitor Management Operator) and General Duty (Ushers, Baggage Inspectors and Vehicle Scanner Operator) etc.

4. The applicant agencies should meet / have the following criteria to be eligible for consideration for empanelment:

(i) Eligibility Criteria - Financial:

- a. The agency should have satisfactorily completed any of the following works:

I. For MSMEs :-

- i. One similar single contract costing not less than Rs. 228 Lakhs per annum

or

- ii. Two similar contracts each costing not less than Rs. 142.50 Lakhs per annum
or
- iii. Three similar contracts each costing not less than Rs. 114 Lakhs per annum

II. For all other agencies :-

- i. One similar single contract costing not less than Rs. 304 Lakhs per annum
or
- ii. Two similar contracts each costing not less than Rs. 190 Lakhs per annum
Or
- iii. Three similar contracts each costing not less than Rs. 152 Lakhs per annum

The contract could have undertaken for any Public Sector Undertakings/ PSU Banks/ Financial Institutions/ Autonomous Bodies / Private firms during the last seven years. (The period of seven years for the purpose of having completed similar works shall be from 01.04.2017 to 31.03.2024).

For meeting the above financial eligibility criteria of carrying out similar works, the following may be noted:

- a) For contracts which are for a period of more than 12 months - The contract values would be arrived on pro-rata basis for determining the annual value for evaluation against the eligibility criteria
- b) For contracts / agreements / work orders for a period of less than 12 months - The contract values at actuals would be considered, provided that they are meeting the threshold value required. However, it may be noted that multiple work orders of shorter periods would be treated as separate work orders and would not be combined / aggregated for arriving at the total financial (threshold) value.
- c) For contracts which are having a spillover beyond the 7 year period (defined above), the financial implication for the period lying within the 7 year period will only be considered for evaluation. For the above purpose, it would be the responsibility of the agency to obtain suitable certificate from the client, which mentions the financial implication during that period.
- d) For contract which are awarded for a period of more than one year say 2 years, 3 years or so under a single work order, such contracts would be considered as separate contracts of 12 months each for evaluation purpose. For the above purpose, it would be the responsibility of the agency to obtain suitable certificate from

the client which mentions the financial implication during that period.

Similar contracts mean successful execution of contracts / works of providing Ex-servicemen under various categories on outsourced basis for carrying various activities for different organizations/ institutions as defined above.

The contracts cited above, could have been undertaken in any part of the country (India). However, there has to be at least one similar work in Mumbai Metropolitan Region (MMR) of the prescribed value. It may be noted that the contracts undertaken / office in MMR would only be inspected. It may be noted that for the above purpose, in case on contracts where a combination of Ex-Servicemen and civilian guards were provided, the values attributable to the deployment of 'Ex-Servicemen' would only be accounted for while scrutinizing the applications.

- b. The average annual turnover of the agency should be as given below from similar contracts/ services only during the last three financial years.
 - i. All other agencies – at least Rs. 114 Lakh
 - ii. MSMEs - at least Rs. 85.5 Lakh
- c. The agency should not have suffered any financial loss for more than one year during the last three years, ending FY 2022-23.

(ii) Eligibility Criteria – Experience and Infrastructure:

- a. The agency should have provided similar services (nature irrespective of value) within the past five years, i.e., from 01.04.2019 to 31.03.2024. Similar contracts mean successful execution of contracts / works of providing Ex-Servicemen under various categories specified above on contract basis at client's premises.
- b. The agency should necessarily have their full-fledged working/ running office setup in MMR, equipped with telephone, computer facilities and having support staff to deal with the statutory authorities' requirements with regard to contract labour / staff etc.
- c. The agency should have a dedicated phone numbers/ mobile numbers available 24X7 for lodging complaints / contacting the agency in respect of the works being handled by them. The agency must submit necessary documents in support of the above to evaluate their eligibility for empanelment (such as registration certificate, proof of address, staff strength and other infrastructure details).

- d. The agency should have operations in MMR i.e. providing Ex-servicemen to organizations in MMR.
- (iii) Eligibility Criteria – Statutory Documents:**
- a. The agency should necessarily be a body corporate i.e. registered with the Ministry of Corporate Affairs. Joint ventures shall not be accepted. Proprietorship firms / partnership firms are not allowed to participate.
- b. In addition to the above requirements, the agency should have all statutory registrations / certificates such as:
- i. GST Registration
 - ii. Provident Fund Registration
 - iii. ESIC Registration
 - iv. PAN Card
 - v. Professional Tax Registration
 - vi. MSME Registration, wherever applicable
 - vii. Any other statutory registration / requirements required by statutory authorities for carrying out the services of providing outsourced staff / workmen or other allied services.
 - viii. Chartered Accountant certified balance sheet/ Profit and Loss statement clearly mentioning annual profit/ loss and turn over for last 3 financial years ending March 31, 2023.
 - ix. Work orders or other supporting documents mentioning nature of work, value of work and date of issue of work order for computation of similar works. In case of work for Govt. / PSUs, work order and completion certificate shall be provided. In case of work for private bodies, work order, completion certificate and TDS certificate shall be provided.
5. The agencies fulfilling the above criteria shall submit the tender online through GeM Portal.
6. Applicants are required to upload the copies of the proof / evidence of meeting the eligibility criteria as stated above on GeM Portal.
7. The Board reserves the right to inspect the office setup of the agency and the work carried out by the agency to satisfy itself regarding quality, performance and competence of the agency to take up the work before considering the agency for empanelment.
8. The Board reserves the right to reject any or all the applications without assigning any reason thereof.
9. Any further clarifications in this regard may be sought from Shri Aditya Kale, AGM on telephone number 022- 26449136:

General Rules and Instructions to the Intending Applicants:

1. The intending applicant agencies are advised to enclose copies of all relevant documents as mentioned in the list of testimonials and other required documents wherever required.
2. 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 statements. Incomplete applications or applications without proper evidence for establishing their credentials may not be considered for shortlisting for empanelment. SEBI has the right to call for any documents before empaneling the agencies.
3. The application shall be signed by person / persons on behalf of the organization having necessary authorization / Power of Attorney to do so and uploaded under suitable head as provided in GeM portal.
4. If the space in the pro forma 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. The applications shall include only those contracts which are for providing Ex- servicemen services for values above Rs.1.52 crore (Rs. 1.14 crores for MSMEs) per annum. In case if the contract was for a combined category of staff, i.e. Ex-Servicemen, housekeepers, office boys etc., then the applicant should submit a certificate from the client which clearly identifies the amount towards the Ex-servicemen.
6. In case of works done for PSUs / Government bodies, the applicant should submit the copy of work order and completion certificate issued by the client.
7. In case of works done for private organizations, the applicant should submit the copy of work order, completion certificate and TDS certificate issued by the client.
8. Applications received in physical mode shall not be considered and rejected for acceptance / returned back to the agency.
9. 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. SEBI also reserves the right to call off the process at any stage. No claims for damages / compensation for whatsoever reasons will be entertained by the Board.

- 10.** The decision of SEBI in selection of agencies for empanelment will be final. The empanelled agencies will only be informed prior to opening of technical bid and price bid.
- 11.** No costs (of any nature) incurred by the applicant in applying, in providing necessary clarifications or attending discussion, conferences or site visits will be reimbursed by the Board.
- 12.** In respect of financial criteria to be fulfilled viz. average annual turnover, profit / loss, balance sheet etc., the applicant should note that certified copies of returns filed should be submitted along with the application.
- 13.** If information and details furnished by applicants are found to be untrue / fabricated at any time in future or any significant information (having impact on the empanelment process) withheld which comes to the notice of SEBI at a later date, the empanelment / contract of such applicant will be cancelled immediately.
- 14.** The empanelment shall be valid for a period of three years. However, SEBI reserves the right to extend/ terminate / include any new agency / call for fresh empanelment at any point at its sole discretion.
- 15.** The said Ex-servicemen proposed to be provided should be on the rolls of the agency at the time of deploying them in the Board's premises. Subletting / further outsourcing of the required staff would not be permitted.
- 16.** Applicants are required to submit the copies of the proof / evidence of meeting the eligibility criteria as stated above. Further, the agencies may also attach the credentials of the agency, resources available with the agency, capabilities of the agency to enable the Board to decide on the agency's capabilities in respect of taking up the said work.
- 17.** The Board would inspect the work carried out by the agency to satisfy itself regarding quality, workmanship and competence of the agency to take up the work before considering the agency(ies) for empanelment. A committee constituted by the Board shall have assessment for shortlisting / empanelment of the agencies.
- 18.** Any corrigendum / minutes of the pre-bid meeting etc. related to the tender would be uploaded on GeM and SEBI website.
- 19.** The Board reserves the right to reject any or all the applications without assigning any reason thereof.
- 20.** Applications not received in the prescribed manner may be summarily rejected.
- 21.** The last date for submission of duly filled tender on GeM is 21 days from the date of publication of the tender on GeM.

22. The applicants shall be aware that meeting basic eligibility criteria does not automatically qualify the agency for empanelment. The empanelment would be done based on the overall assessment of the agency including site visits etc. by a committee and SEBI's decision in respect of empanelment shall be final and binding on all.

Enclosure: Application form (Part I, II, III and IV)

APPLICATION FORM
Part - I

To

**Deputy General Manager
Facilities Management Division
Securities and Exchange Board of India,
SEBI Bhavan, C-4A, 'G' Block,
Bandra Kurla Complex,
Bandra (East),
Mumbai 400 051.**

Dear Sir,

I/We have read and understood the contents of the tender including the Notice for empanelment of agencies, Nature of Work, Eligibility Criteria, List of testimonials to be submitted, General rules and instructions to the intending applicants. I/We do hereby declare that the information furnished in the application form from pages 1 to _____ and in the supplementary sheets from pages _____ to _____ is correct to the best of my/our knowledge and belief. I/We am/are also aware that our empanelment / contract can be cancelled at any stage in case the statements and documents furnished by us are found to be false or if we have not shared the required information called by the Board which would have had impact on our empanelment.

I/We am/are hereby submitting the tender including complete Application Form (Part I, II, III and IV) and duly filled and signed on each page including the requisite copies of testimonials. Copy of 'Power of Attorney' / Authority letter etc. authorizing me to sign and submit the application is also submitted.

Yours faithfully,

Signature

Name

Designation

Address and Office Seal

PART - II

Information to be furnished by the applicant agency for empanelment as agencies for providing Ex-Servicemen for ATS services

1.	Name of the Applicant / Organization	:	
2.	Address (Attach proof)	:	
2A	Address of the organization in Mumbai, from where the work would be handled (if different from above)		
	Name of the Contact person with designation		
	Contact Details:		
	Landline No.:		
	Mobile No.:		
	Email ID:		
	No. of staff in MMR office for carrying out administrative works viz. recruitment, HR, compliance, accounts etc.		
3.	Type of the Organization Whether registered with the Registrar of companies / Registrar of firms. If so, mention company identification No. and date of incorporation and attach a copy of incorporation certificate.	:	
4.	Name of the Directors of the Organization (a) (b) (c)	:	
5.	Year of Establishment	:	

6.	Experience in the field of providing Ex-servicemen (Attach proof)	:	_____ Years
7.	<u>Past experience:</u> Contracts carried out during last 7 years (costing more than Rs.1.52 / 1.14 crore) by the agency. The full address of the clients for whom the works have been executed including name of contact person and telephone nos.	:	Details to be furnished in the prescribed Proforma (Statement I)
8.	<u>Works in hand:</u> Details of contracts (costing more than Rs. 1.52 / 1.14 crore) for providing Ex-Servicemen where the agency 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 contract.	:	Details to be furnished in the prescribed Proforma (statement II)
9.	<u>Works in MMR:</u> Contracts carried out during last 7 years in MMR (costing more than Rs.1.52 / 1.14 crore) by the agency. The full address of the clients for whom the works have been executed including name of contact person and telephone nos.	:	Details to be furnished in the prescribed Proforma (statement II)
10.	Organization chart and details of key personnel available in the organization (CV of the key personnel should be attached)	:	Details to be furnished in the prescribed Proforma (Statement IV)
11.	Yearly turnover of the firm during last 3 financial years (Year wise). Please attach certified copies of balance sheet in this regard. (a) 2022-2023 (b) 2021-2022 (c) 2020-2021 The average annual turnover of the agency should not be less than Rs 114/85.5 lakh for the last three years.	:	
12.	Profit / loss of the agency during last three year period		

	(a) 2022-2023 (b) 2021-2022 (c) 2020-2021 Attach photo copy of the P&L statement		
13	List of accidents, which had taken place during the last 5 years (ending March 31, 2023) involving loss of life / severe injury resulting into partial / complete disability. Please give details.	:	
14	GST registration No.		
15	PAN No.		
16	Provident Fund registration No.		
17	Professional Tax registration No.		
18	ESIC Registration No.		
19	Bank Account details A/c No. IFSC Code Attach copy of cancelled cheque		
20	Whether MSME	:	Yes/No (if yes please specify the reg. no.)
21	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 and nature of work, work order value and date and brief details of litigation.	:	Yes/No
22	Whether the agency or proprietor or any constituent partner in case of partnership firm, ever abandoned the awarded work before its completion? If yes, give name of the project and reasons for abandonment.	:	Yes/No
23	Whether the agency or proprietor or any constituent partner in case of partnership firm, ever been debarred / black listed for tendering in any organization at any time? If so, give details.	:	Yes/No
24	Whether the agency or proprietor or any constituent partner in case of partnership firm, ever been convicted by the court of law? If so, give details.	:	Yes/No

Check List for Enclosures

Please state whether following enclosures have been enclosed or not. (Please tick appropriate box)

Sr. No.	Description of Items	Enclosed	Not Enclosed
1.	Necessary documents in support of having completed similar contracts 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.114 / 85.5 lakh		
3.	Copies of Audited Balance Sheet and P & L statement for past 3 years ending 31/3/2023		
4.	Certificate of incorporation from MCA/RoC		
5.	Certificate for GST registration		
6.	Provident Fund Registration		
7.	ESIC Registration		
8.	Professional Tax registration		
9.	Income Tax PAN No		
10.	Cancelled cheque		
11.	Copy of power of attorney / authority letter to sign the application on behalf of the applicant agency.		
12.	Address proof		
13.	Proof for having experience of 5 years		
14.	Basic information and statements I – IV		
15.	Any other important information		

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

For.....

Seal

APPLICATION FORM

PART III

Statement I – Completed works

List of important service contracts(involving deployment of Ex-servicemen) executed by the agency during the last seven years i.e. during April 01, 2017 to March 31, 2024 and costing not less than Rs.1.52 / 1.14 crore per year:

Sr. No.	Name of the work and location	Nature of work involved in the contract	Name of the client with full address and full name of the official from the client side for whom the work was executed along with contact details.	Work order value	Final bill value (as per the certificate provided including period)	Completion period				Whether the contract was left incomplete or contract was terminated from the either side. Give details in full.	Any other relevant information including the details of litigations if any
						Stipulated date of		Actual date of			
						Commen cement	Comple tion	Commen cement	Comple Tion		
1	2	3	4	5	6	7				8	9

Signature of the Applicant

Statement II – Works in hand

List of important similar service contracts (involving deployment of Ex-servicemen) in hand with the agency and costing not less than Rs. 1.52 / 1.14 crore per annum:

Sr. No.	Name of the work and location	Nature of work involved in the contract	Name of the client with full address and full name of the official from the client side for whom the work was executed along with contact details.	Details of work order (WO No.)	Value of work order (Rs.).	Period of Contract (Years).	Status of the contract	Any other relevant information including the details of litigations if any
1	2	3	4	5	6	7	8	9

Signature of the Applicant

Statement III – List of contracts in MMR

List of important service contracts (involving deployment of Ex-servicemen) executed by the agency in MMR during the last seven years i.e. during April 01, 2017 to March 31, 2024 and costing not less than Rs.1.52 / 1.14 crore per year:

Sr. No.	Name of the work and location	Nature of work involved in the contract	Name of the client with full address and full name of the official from the client side for whom the work was executed along with contact details.	Work order value	Final bill value (as per the certificate provided including period)	Completion period				Whether the contract was left incomplete or contract was terminated from the either side. Give details in full.	Any other relevant information including the details of litigations if any	
						Stipulated date of		Actual date of				
						Commen cement	Comple tion	Commen cement	Comple Tion			
1	2	3	4	5	6	7				8	9	

Signature of the Applicant

APPLICATION FORM

PART IV

List of Key Personnel with details about their technical qualifications, experience etc.:

Sr. No.	Name	Age	Qualification	Designation	Experience	Nature of contract handled	Name of the project handled	Date from which employed in the present organization	Any other remark
1	2	3	4	5	6	7	8	9	10

Signature of the Applicant