



भारतीय प्रतिभूति और विनिमय बोर्ड  
Securities and Exchange Board of India

**Securities and Exchange Board of India  
Northern Regional Office (NRO)  
SEBI, NBCC Complex  
Office Tower-1, 8th Floor, Plate-B  
East Kidwai Nagar - 110023**

**Tender No. SEBI/NRO/NRO/9/23-24/ET/62  
Tender Document – Part I  
(Pre-qualification Bid)**

**Providing Caretaking Services at SEBI  
AWAS in New Delhi**

**Tender submitted by.....**



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**ELIGIBILITY CRITERIA - PREQUALIFICATION OF AGENCIES FOR  
CARETAKING SERVICES**

1. The 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. One similar single work costing not less than Rs. 38 Lakh per annum (Rs. 28.50 Lakh per annum for MSMEs)  
Or
- ii. Two similar works each costing not less than Rs. 24 Lakh per annum (Rs. 18 Lakh per annum for MSMEs)  
Or
- iii. Three similar works each costing not less than Rs. 19 Lakh per annum (Rs. 14 Lakh per annum for MSMEs)

Preferably for Public Sector Undertakings/ PSU Banks/ Financial Institutions/ Autonomous Bodies during the last seven years. (The period of seven years for having completed similar works shall be from 01.09.2016 to 31.08.2023).

For meeting the above financial eligibility criteria of carrying out similar works, the contracts which are for a period of more than 12 months for the values indicated would only be considered and contract / agreements / work orders for a period of less than 12 months but having the specified values, would not be considered. Similarly, works awarded for a period of 1 year or more would be evaluated after arriving at the value for one year only on pro-rata basis.

Similar contracts mean successful execution of contracts / works of providing caretaking services and providing cook / waiters / helpers for Guest Houses of Autonomous bodies / Corporates / Financial Institutions in India.

- b. The average annual turnover of the agency should be at least Rs.19 Lakh from similar contracts/ services only during the last three financial years.
- c. The agency should not have suffered any financial loss for more than one year during the last three years, ending previous financial year, i.e., FY 2022-23.

## **II. Eligibility Criteria – Experience and Office Infrastructure:**

- a. The agency should have been providing similar services during the past three years, i.e., from 01.09.2020 to 31.08.2023. Similar services mean contracts / works of providing caretaking services and providing cook / waiters / helpers for Guest Houses of Autonomous bodies / Corporates / Financial Institutions in India.
- b. The agency should necessarily have their full-fledged working/ running office setup in New Delhi, equipped with telephone, computer facilities and having support staff to deal with the statutory authorities' requirements with regard to contract labour / staff etc. 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).

## **III. Eligibility Criteria – Statutory Documents:**

- a. 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. Any other statutory registration / requirements required by statutory authorities for carrying out the services.
2. The agencies fulfilling the above criteria shall submit the tender online through MSTC e-Procurement portal at <https://www.mstcecommerce.com/eproc>.
3. 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 firm, resources available with the firm, capabilities of the firm to enable the Board to decide on the firm's capabilities in respect of taking up the said work.
4. The Board reserves the right to inspect the office setup of the agency and the work being 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.

5. The Board reserves the right to reject any or all the tenders without assigning any reason thereof.

6. Any further clarifications in this regard may be sought from:

**Shri Anupam Samanta**  
**Assistant General Manager**  
**Northern Regional Office (NRO), SEBI**  
**Tel NO. 011-69012998**

## TENDER FORM

To,  
**The Regional Director,**  
Northern Regional Office (NRO), SEBI  
NBCC Complex, Office Tower-1  
8th Floor, Plate B, East Kidwai Nagar  
New Delhi-110023

Dear Sir,

I / We have read and understood the empanelment tender notice and instructions to the applicants. I / We do hereby declare that the information furnished in this document (Part – I Empanelment Bid) and Statements (I to IV) and in the supplementary sheets/ Annexures is correct to the best of my / our knowledge and belief.

I/ We have all the required registrations as required for carrying out the said contract.

I/ We meet the criteria stipulated in the empanelment notice issued by the Board.

I/ We undertake to facilitate the visit of the Board's officials to our office, completed / ongoing contract sites as and when required.

I/ We have enclosed the certified copy of the Power of Attorney/ Authority Letter in favor of Mr. /Ms. \_\_\_\_\_, whose designation is \_\_\_\_\_, for signing and submitting the application.

I/ We have never been debarred / black listed for tendering in any organization at any time.

I/ We have never been convicted by any court of law.

I/We have never abandoned the awarded work before its contractual completion.

I/ We have provided the information in the tender documents as true to the best of our knowledge and interest.

I/We declare that we have paid EMD for an amount of Rs. 95,000/- (Rupees Ninety-Five Thousand Only) as per the requirements of the tender.

If the details provided in any of the tender documents submitted by us are found to be false/ untrue, then our firm may not be considered for the work and our tender may be cancelled.

If the details provided in any of the tender documents submitted by us are found to be false/ untrue during any stage of the tender process, including post award of the work; SEBI reserves the right to forfeit the contract and the EMD/ Bank Guarantee submitted by the firm may be forfeited/ invoked by SEBI.

Yours faithfully,

**Signature:**

**Name:**

**Designation:**

**Address:**

**Office Seal:**

## **Instructions to the Applicants**

Securities and Exchange Board of India (SEBI) intends to avail the services related to caretaking and maintenance of SEBI AWAS in New Delhi. Agencies who have successfully and satisfactorily provided similar services preferably in Public Sector Undertakings / PSU Banks / Financial Institutions/ Autonomous Bodies during the last seven years and satisfy the criteria as stipulated in the advertisement shall be considered for empanelment. The period of seven years for having completed similar works shall be from 01.09.2016 to 31.08.2023.

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.
2. While deciding upon the selection of agencies, emphasis will be given on the ability and competence of applicants, their office setup, deliver good quality service in accordance with the time lines and quality schedules etc.
3. Decision of the Board in regard to selection of agencies to issue of tender documents will be final. The Board is not bound to assign any reason thereof.
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. 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”.
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 works whose value is not less than Rs.19 Lakh per annum (Rs. 14 Lakh per annum for MSMEs).
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 Applicants are requested to submit empanelment application form duly filled in along with all the relevant information, duly signed on all pages on the above address within the specified date.

9. The Applicants are advised to upload of all relevant documents as mentioned in the list of testimonials and other required documents wherever required. If the required documents are not uploaded in the appropriate format, the application shall be treated as insufficient and shall be liable for rejection.
10. SEBI may inspect the facilities of the agencies including the office establishments where they have rendered / rendering their services to verify the genuineness and to ensure the conformity with the details provided in this bid. The agencies should facilitate the same.
11. Incomplete applications or applications without proper proofs for establishing their credentials may not be considered for shortlisting for empanelment. Similarly, failure of the agency to arrange for inspection of the ongoing contract sites may not be considered for empanelment.
12. 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 MSTC portal.
13. The decision of SEBI in regards to selection of agencies for empanelment will be final. SEBI reserves the right to shortlist the agencies by relaxing the set criteria or inclusion of other criteria should a condition warrant. SEBI is not bound to assign any reason thereof. The empaneled agencies will only be informed about them being qualified for opening of Technical Bid and Financial Bid.
14. 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.
15. If the application is made by a limited company, it shall be digitally 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.
16. Conditional applications shall be summarily rejected.

### Evaluation criteria

The details submitted by the applicants will be evaluated in the following manner:

The initial eligibility criteria prescribed in respect of experience of similar nature of works completed and financial turn over etc. will first be scrutinized and the agency's eligibility for the work be determined.

The agencies qualifying the initial criteria will be evaluated for following evaluation criteria by scoring method on the basis of details furnished by them.

<b>Sr. No.</b>	<b>Criteria</b>	<b>Max No. of Marks</b>
A	Professional Capability / strength (Annual turnover)	10
B	Experience in carrying out similar nature of works costing Rs. 19 Lakh and above (Rs. 14 Lakh and above) during last seven years	20
C	Similar works in hand costing Rs. 10 Lakh and above	10
D	Performance on works – Timely completion, inputs from clients on inspection of client sites.	20
E	Performance on works – Quality (during the inspection of the work executed by the agency)	20
F	Experience in carrying out similar works for PSUs, Government authorities, Autonomous bodies, PSU banks.	10
G	Personnel and establishment (key personnel CV)	10
	<b>Total</b>	<b>100</b>

The detailed evaluation criteria are given below:

<b>Sr. No.</b>	<b>Criteria</b>	<b>Max No. of Marks</b>
A	Professional Capability / strength Annual Turnover: a) Agencies having Turnover Rs. 19 lakh to Rs. 100 lakh - 7.5 b) Agencies having Turnover more than Rs. 100 lakh - 10	10

B	<p>Experience in similar nature of works during last seven years (Provide relevant details in Statement I)</p> <p>i.) Agencies fulfilling the basic eligibility criteria with respect to experience of similar works carried out - 15</p> <p>ii.) Agencies fulfilling the basic eligibility criteria with respect to experience of similar works carried out and additionally carried out 1 work costing Rs. 19 Lakh and above (Rs. 14 Lakh and above for MSMEs) - 18</p> <p>iii.) Agencies fulfilling the basic eligibility criteria with respect to experience of similar works carried out and additionally carried out 2 or more works costing Rs. 19 Lakh and above (Rs. 14 Lakh and above for MSMEs) - 20</p>	20
C	<p>Similar works in hand (Provide relevant details in Statement II)</p> <p>i.) Agencies having 1 no. of works costing Rs 10 Lakh and above – 7.5</p> <p>ii.) Agencies having 2 nos. of works costing Rs 10 Lakh and above – 10</p>	10
D	<p>Performance on works – Feedback from the clients on inspection of client sites.</p> <p>Marks will be assigned as per the feedback received from the Clients during the inspection of works carried by the committee of Board officials</p>	20
E	<p>Performance on works – Quality (during the inspection of the work executed by the agency)</p> <p>Marks will be assigned based on the inspection of works carried by the committee of Board officials depending upon various parameters such as cleanliness, orderly management, overall up-keeping of the premises under inspection.</p>	20
F	<p>Experience of carrying out similar works for Central Government/ State Government/ Public Sector Undertaking/ Autonomous Bodies. Similar works of costing Rs 19 lakh and above (Rs. 14 Lakh and above) during last seven years. (Provide relevant details in Statement III)</p> <p>i.) Agencies who have carried out 1–3 no. of works - 7.5</p> <p>ii.) Agencies who have carried more than 3 no. of works - 10</p>	10

G	Key Personnel and Experience (Provide relevant details in Statement IV) i.) No. of office staff working in Agency's office: a) Agencies having 1-5 nos. of office staff - 03 b) Agencies having more than 5 nos. of office staff - 05  ii.) No. of Site staff such as Cook /Waiter / Helper working on Client Sites on the role of Agency:  a) Agencies having 1 - 20 nos. of office staff - 03 b) Agencies having more than 20 nos. of office staff - 05	10
	Total	100

The agencies obtaining 75 (seventy-five) or higher marks would only be considered for empanelment for the said work. Even though any agency may satisfy the above requirements, they would be liable to disqualification if they have:

- (a) Made misleading or false representation or deliberately suppressed the information in the forms, statements and enclosures required in the eligibility criteria document,
- (b) Record of poor performance such as abandoning work, not properly completing the contract, or financial failures / weaknesses etc.

**Information to be submitted by the applicant**

**Basic Information**

1.	Name of the Applicant / Organization	:	
2.	Address of Registered office	:	
3.	Address of Office in New Delhi (Address for Correspondence)	:	
4.	Name of the Contact Person	:	
5.	Contact Telephone Number	:	
6.	Mobile Nos.	:	
7.	Email ID	:	
8.	Type of the Organization (Proprietorship / Pvt. Ltd./ Public Ltd. etc.)  Registration No. and Date and attach a copy of registration.	:	
9.	Name of the Directors of the Organization  (a)  (b)  (c)	:	

10.	Year of Establishment of the Organization/ Company	:	
11.	Experience in the field of caretaking services for the Guest House.	:	_____ Years
12.	Successfully completed contracts carried out during last seven years costing more than Rs. 19 Lakhs (Rs. 14 Lakh for MSMEs) for providing caretaking services. The full address of the clients for whom the works have been executed including name of contact persons and telephone nos. shall be provided.	:	Details to be furnished in the prescribed Proforma (Statement I)
13.	Details of contracts (costing more than Rs. 10 Lakh for providing caretaking services) on which the company 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)
14.	Successfully completed contracts carried out for any of the central Govt / State Govt/ Public Sector Undertaking/s during last seven years costing more than Rs. 19 Lakhs (Rs. 14 Lakh for MSMEs) for providing caretaking services. The full address of the clients for whom the works have been executed including name of contact persons and telephone nos. shall be provided.	:	Details to be furnished in the prescribed Proforma (Statement III)
15.	Whether worked/ 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.	:	Yes/No
16.	Organization chart and details of key personnel available in the organization.	:	Details to be furnished in the prescribed Proforma (Statement III)

17.	Yearly turnover of the company 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 turnover of the company should not be less than Rs 19 Lakh for the last three years.		
18.	Profit / Loss of the firm during last 3 (three) financial years (Year wise). Please attach certified copies in this regard.	:	
	(a) 2022 - 2023		
	(b) 2021 - 2022		
	(c) 2020- 2021		
	Attach photo copies of P&L statements		
19.	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.	:	Yes/No
20.	Whether the agency has ever abandoned the awarded work before its contractual completion?  If yes, give name of the project and reasons for abandonment	:	Yes/No
21.	Whether the agency has ever been debarred / black listed for tendering in any organization at any time?	:	Yes/No

22.	Whether the agency has ever been convicted by any court of law?  If Yes, give details.	:	Yes/No
23.	GST Registration No.	:	
24.	PAN No.	:	
25.	Bank Details	:	
26.	Provident Fund Registration No.	:	
27.	Professional Tax Registration No.	:	
28.	ESIC Registration No.	:	

### **Mandatory Checklist for Enclosures**

Please state whether following enclosures has been enclosed or not.

<b>S. No.</b>	<b>Description of Items</b>	<b>Enclosed</b>	<b>Not Enclosed</b>
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. 19 Lakh		
3.	Copies of Audited Balance Sheet and P & L statement for past 5 years ending 31.03.2023		
4.	Certificate for GST registration		
5.	Copy of power of attorney to sign the application on behalf of the tenderer.		
6.	Basic information and Statements I – IV		
7.	Registration of Professional Tax		
8.	Certificate for GST registration		
9.	Copy of Registration with Ministry of Corporate Affairs / Partnership Deed		
10.	Registration with office of Provident Fund.		
11.	Registration with office of ESIC.		
12.	PAN Registration.		

13.	Any other registration obtained from a statutory body.		
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I / We hereby agree to abide by the decision of the Board in all matters related to this empanelment.

I/ We hereby agree that if the necessary documents are not attached as prescribed, then the application shall be treated as insufficient and shall be liable for rejection.

**For.....**

**Seal**

**Authorized Signatory**

**Name of the Signatory:**

**Statement I  
Previous Experience**

**List of works undertaken by the firm during last seven years costing Rs. 19 Lakh and above (Rs. 14 Lakh and above for MSMEs) for the period  
- 01.09.2016 to 31.08.2023**

Sr. No	Name of work and location	Nature of work involved in the contract (i.e. providing caretaking services in Guest Houses/Holiday Homes, etc)	Name of Client with full address and name and telephone no. of contact person	Work order value (Rs. in Lakh)	Final Bill Value (Rs. in Lakh)	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 of contract	Date of Completion of contract	Date of Commencement of contract	Date of Completion of contract		
1	2	3	4	5	6				8	9	

Certified that the above list of works is complete and no work has been left out and that the information given is correct to my knowledge and belief.

**Statement II**

**List of works IN HAND costing Rs. 10 Lakh and above**

Sr. No.	Name of work and location	Nature of work involved in the contract (i.e. providing caretaking services in Guest Houses/Holiday Homes, etc)	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 Lakhs)	Completion period		Any other relevant information
					Stipulated		
					Date of Commencement of contract	Date of completion of contract	
1	2	3	4	5	6	7	8

**Statement III  
Previous Experience**

**List of works undertaken by the firm during last seven years for Central Government / State Government / Public Sector Undertaking / Autonomous Bodies, etc. costing Rs. 19 Lakh and above (Rs. 14 Lakh and above for MSMEs) for the period - 01.09.2016 to 31.08.2023**

Sr. No	Name of work and location	Nature of work involved in the contract (i.e. providing caretaking services in Guest Houses/Holiday Homes, etc.)	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 (Rs. in Lakh)	Final Bill Value (Rs. in Lakh)	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 of contract	Date of Completion of contract	Date of Commencement of contract	Date of Completion of contract		
1	2	3	4	5	6					8	9

Certified that the above list of works is complete and no work has been left out and that the information given is correct to my knowledge and belief.

## Statement IV

### 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	Description of the Works handled	Date from which employed in the present organization	Any other remarks
1	2	3	4	5	6	7	8	9	10

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