

Empanelment of Packers for packing & shifting of Household goods at Mumbai

Scope of work

Providing services of Packing, crating and transportation (on door to door basis), cartage, clearing forwarding and unpacking of House Hold Goods(HHG) and vehicles within the country.

Procedure for empanelment and calling of bids

- The empanelment of agencies will be done by the Bank on the basis of pre-qualification criteria as mentioned herein below:
- The panel will be valid for 3 years.
- The agencies empanelled by bank will be advised regarding empanelment and thereafter competitive bids will be invited from only empanelled agencies on the basis of detailed scope of work, which will provide complete information regarding the total requirement under the contract.

Prequalification Criteria

- 1) The agency should be Mumbai based and should be a public/private company of repute.
- 2) The packer / transporter should have executed the work orders in past two years for reputed institutional customers like Public sector Banks/ MNCs/ large private sector corporates under door to door packing, crating, transportation and unpacking arrangements within the country [specially destinations will have to be covered in North-eastern region viz. Nagaland, Dimapur, Guwahati, Imphal etc. under the packing, crating and transportation (on door to door basis)]. It should have preferably few clients for such NE region.
- 3) The agency should have achieved annual sales turnover of *Rs.1.5 Crore* in any of the last three financial years.
- 4) The agency should have adequate professionally trained manpower (organization chart and details of organizational structure and details of manpower directly employed may be furnished).
- 5) The agency should have preferably its own offices in metros and other big cities.
- 6) Names, address & telephone numbers of three corporate clients may be provided for obtaining necessary confirmation regarding the standard of service and other relevant details.

- 7) It should be an income tax assessee having filed its return for the last assessment year. It should have valid PF/ESI No. for all the employees. (copies of last IT-return may be furnished).
- 8) The agency should be agreeable to offer a minimum of 5 weeks credit limit.
- 9) It should have at least 100 number of employees.(Declarartion Basis).
- 10) It should have at least 10 number of vehicles.(Covered and not covered).(Declaration Basis).

How to apply

Only application of agencies who fulfill the pre-qualification criteria would be considered by the Bank.

The Bank reserves the right to add / delete / modify any terms and conditions besides reserving the right to accept or reject the applications. Accepting the application for empanelment by the Bank would not guarantee the award of contract.

The application in sealed envelope marked "Empanelment of Packers" alongwith the copies of the certificates, if any, and other specified documents may please be forwarded to :

**The General Manager
Administration Department
Small Industries Development Bank of India
SME Development Centre, C-11, G-Block
Bandra Kurla Complex, Bandra(East)
Mumbai- 400051**

Last date for receipt of application is upto 03.00 PM on May 26 , 2011.

Application format for Empanelment
(Packers for packing & shifting of household goods & vehicles)

From,

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To,

The General Manager
Administration Department
Small Industries Development Bank of India
SME Development Centre, C-11, G-Block
Bandra Kurla Complex, Bandra(East)
Mumbai- 400051

Sl. No	Particulars	Details to be provided by Agency
1	Name of the Company	
2	Registered office/business address of the company with telephone, cell, Website, Email and fax number	
3	Name of Contact Person(s)	
4	Address with telephone, Fax numbers, Email and name(s) of the contact person (s)	
5	Year of Incorporation/Constitution	
6	Income Tax - PAN No. (Attach copy of PAN)	
7	Service Tax/ VAT No. (Attach copy of Service tax registration No./VAT No.)	
8	PF/ESI No. (Attach copy)	
	Date of Registration (Attach copy of Registration)	
9	Customer Profile (Attach copy of orders/proof)	
10	<u>Infrastructure details</u> (1) Address of offices in metros and other big cities. Details of qualified, disciplined and dedicated manpower (organization chart and details of organizational structure and details of manpower directly employed may be furnished)	
11	References (Names, address & telephone numbers of three corporate clients may be provided for obtaining necessary confirmation regarding the standard of service and other relevant details.)	
12	Whether the company has achieved Annual Sales Turn Over of Rs.1.5 Crore in any of the last three financial years	YES/NO Turnover for :-

	i.e., FY 2008/ 2009 / 2010 (Attach copy of P&L A/c of relevant year)	FY 2008-09 Rs.....Cr FY 2009-10 Rs.....Cr FY 2010-11 Rs.....Cr
13	Whether the company is an income tax assessee valid PAN number and having filed its Income tax return for the last three assessment years i.e. 2008, 2009 and 2010. (Attach copy of Income Tax returns for all the three assessment years).	
14	Whether the company is prepared to provide Covered Vehicle (Container) in all jobs	
15	Whether company is prepared to provide good and standard quality of packing material viz. straw corrugated sheets, cartons, thermocol, polyethene sheets, bubble sheet, paper sheets, gunny cloth, etc.	
16	Whether company is prepared to provide good and standard quality of wooden / plastic / fibre crating for T.V., fridge, Music system, Washing Machine or other valuable delicate items etc.	
17	Whether the company is in a position to make available dedicated staff for servicing the need of the Bank.	
18	Whether the company is prepared to provide the services on Sundays/Holidays besides normal working days also, if so required by the Bank	
19	Highest single contract value and company name	
20	Please indicate whether the company is prepared to offer five weeks credit	
21	Any other relevant information	
22	Format for giving details of key personnel of the agency	

Sr. No.	Name of key personnel	Designation	Years with Agency	Contact number	Any other information
23	Verification - All the details furnished in the application are true and correct to the best of my knowledge. Furnishing any false information or suppression of any material information would lead to rejection of application besides initiation of penal proceedings by the Bank, if it deems fit.				

Place:
Date :

(Authorised Official)
Name and Seal of Company