

भारतीय लघु उद्योग विकास बैंक
SMALL INDUSTRIES DEVELOPMENT BANK OF INDIA



EMPANELMENT DOCUMENT

This document consists of the following:

- a. Notice inviting applications for empanelment of consultants, contractors and suppliers
- b. General rules and instructions to the intending applicants
- c. Application format for empanelment

(Confidential Report from Client for the qualifying works to be enclosed as Annexure in sealed envelope along with the application as per the enclosed format).

**NOTICE FOR EMPANELMENT OF CONSULTANTS /
ARCHITECTS, CONTRACTORS AND SUPPLIERS**

The Premises Section of SIDBI Mumbai office, situated at C-11 Block –G BKC Bandra (E) Mumbai maintains & manages office premises situated at various locations of Mumbai & Navi Mumbai with in/ outside the city limits, who also looks after various residential apartment complexes, individual houses numbering in total about 191 flats & other leased properties.

The intention of this notice is to invite applications for empanelment from Architects, Consultants from various technical fields as mentioned below, Contractors / AMC Contractors & Suppliers of various traits, the details of which are as under.

1. Architects, Consultants (Civil, Structural, Electrical and Air-conditioning)
2. Contractors/ AMC Contractors & Suppliers for : Interior furnishing, Modular furnishing, Civil work, Water proofing work, Electrical works, Fire alarm & detection system, Fire extinguishing equipments, Air conditioners supply /maintenance of existing air-conditioners, Ready

**Furniture supply, Furniture for Office/ quarters,
House keeping & pest control, Landscaping, Minor works, Security items
(Access control & CCTV), Electrical fixture/Fittings suppliers, Electrical
panel builders , Miscellaneous**

**All Consultants, Contractors / AMC Contractors and Supplier/Vendors in
the existing panel should also apply afresh for new empanelment.**

The eligible and interested consultants, contractors and suppliers may collect the relevant “**Document for empanelment**” from the following office on paying a non-refundable fee of **Rs. 500/-** (Five Hundred only) by way of cash/Demand Draft favoring “**SIDBI**” Payable at Mumbai.

Alternatively, the document can also be down loaded from the website of Bank namely www.sidbi.in and the document fee of **Rs. 500.00 as detailed above (in the form of DD)** may be submitted along with the duly filled in document. The document submitted without the prescribed fee will be liable for rejection..

The duly completed document in the prescribed format with all supporting documents shall be sealed in a cover and super scribed as “**Application for EMPANELMENT of (Category name)**” and shall be submitted to **The Dy. General Manager (Premises), SME Development Centre, SIDBI, Plot No-C-11, ‘G’ Block, Bandra Kurla complex, Bandra (E), Mumbai- 400051 on or before 30.10.2010 upto 3.00 PM.**

The Bank reserves the right to accept or reject any or all the applications without assigning any reasons there of, and their decision of selection will be final.

Date: 13.10.2010

DEPUTY GENERAL MANAGER

GENERAL RULES AND INSTRUCTIONS TO THE INTENDING APPLICANTS:

- 1.0. Generally, the routine works of the Bank are awarded /procurements are made on calling competitive tenders/quotations from the empanelled contractors/suppliers and in case of emergent works/ works of small magnitude, the Bank may opt to award the work/procure supply from any of the empanelled agencies, depending on the exigencies of the work on nomination basis and also has the right for open tendering process for any particular work, depending on the nature & magnitude of the work.
- 2.0. The details of the applicants and their experience shall be furnished in the prescribed “**Application Format**” only. Wherever required and if the space provided is not sufficient, particulars can be furnished in **Annexures** but such details shall be clearly mentioned in the respective columns of the Application Format. Applicant shall enclose latest copies of brochures and technical documentation giving additional information about the applicant. Each page of the document shall be duly signed by the Applicant or their authorized representative.
- 3.0. **The Consultants/Contractors/suppliers, who intend to apply for more than one category, have to apply for each category using separate application forms along with separate non-refundable fee submit in independent covers super -scribing in the envelope the category of work applied for.**
- 4.0. No costs incurred by the applicant in applying, in providing necessary clarifications or attending discussions, conferences or site visits will be reimbursed by the Bank.
- 5.0. Documentary proof with respect to the details furnished in the application form criteria shall be furnished along with the application form. In this regard, copies of the work order and completion certificate and or such documents shall be submitted. Incomplete applications or applications without proper proofs for establishing their credentials will be liable for rejection and no correspondence will be entertained in this regard.
- 6.0. The authorised person of the firm/ company shall sign in all the pages of the application with seal of the company/ firm.
- 7.0. The empanelment shall be made for a specific category. However, the applicant empanelled in higher category shall be eligible for works in the lower category.

- 8.0. The evaluation will be based on the experience, reputation, their empanelment with similar kind of institutions, manpower & logistical support of the applicant, their financial capabilities, quality consciousness, etc and if found necessary may also include inspecting the works undertaken by them for which, necessary co-ordination shall be made by them. Based on the details furnished and inspection of works, eligibility criteria, the consultants/ contractors/ suppliers will be empanelled. Decision of the Bank regarding selection / rejection for empanelment will be final and binding and no further correspondence will be entertained. The empanelled contractors will only be informed by post.
- 9.0. If, information and details furnished by applicants are found to be false at any time in future or any information withheld, which comes to the notice of the Bank at a later date, the empanelment of such applicant will be cancelled immediately.
- 10.0. Applications received after the due date and time are liable for rejections.
- 11.0. **The Applicants having their office in the geographical jurisdiction of the Mumbai City and Navi Mumbai will be preferred. The empanelment shall be valid for a period of Three years from the date of intimation to the short -listed applicants.**
- 12.0. The present empanelment is mainly for works for value up to the limits mentioned in respective categories. In case of any high value works, Bank may undertake the work by pre-qualification exercise afresh.
- 13.0. SIDBI reserves its right to reject any / or all the applications without assigning any reasons whatsoever.

SCOPE, ELIGIBILITY CRITERIA AND RELATED DETAILS

CONSULTANTS

The professionals experienced in planning, designing, estimation, preparation of tender documents, supervision of works wherever required, assisting the Bank in techno-commercial aspect with exposure to Government & Central Vigilance Guidelines will be preferred.

Eligibility:

The consultant should have the following minimum eligibility criteria:

- i) The consultant should have provided consultancy services for similar kind of works in the last three years prior to **31.03.2010**
 - a. One project costing 80% of the class limit or
 - b. Two projects costing 50% of the class limit or
 - c. Three projects costing 40% of the class limit
- ii) The consultant should be an assessee of Income Tax , Service tax, etc.

Sl No	CATEGORY	VALUE OF THE WORKS UPTO WHICH THE CONSULTANT CAN PARTICIPATE (AMOUNT IN LAKHS)		
		CLASS- C	CLASS- B	CLASS- A
1	Architects	15	30	Above 30
2	Civil engineering Consultant	15	30	Above 30
3	Electrical engineering Consultant	10	30	Nil
4	Air conditioning Consultant	10	30	Nil

a. **Architects :**

Scope ::

Architects' services includes planning, designing, estimation, supervising & execution of Civil Engineering works, interior furnishing works, other infrastructure works for the offices/residences of the Bank, providing specifications of the materials, assisting Bank in finalizing the contractor and supervision of the interior works ,if sought for by the Bank. The panel architect's services will also be availed for planning, designing and execution of redeveloping of Banks own buildings involving the approval for the same from the local Authorities wherever it is required.

Eligibility:

1. Graduate/ Post graduate degree in Architecture with minimum **7 years** of experience in the respective field as on **31.03.2010**.
2. The Architect must be registered with the council of Architecture /Members of the Indian Institute of Architecture and should have experience in planning, designing and supervising Civil Engineering, Interior works for the Banks, Financial Institutions and for software companies.
3. Architectural firms having engineering department with personnel having required qualification and meeting the other eligibility criteria can also apply.

b. Civil Engineering Consultant :

Scope:

Civil Engineering consultants' services shall be used for planning, designing, estimation, tendering and supervision of execution of Buildings construction & repairs/ renovations/ maintenance and other Civil works of Bank's own buildings, Certification of strong room constructed by landlord in leased premises.

The scope of Civil Engineering Consultants also include assessment of repairs, renovation (in some cases involving structural evaluation) and recommending correct rectification works procedure, periodical evaluation of buildings for structural conditions, if necessary by undertaking necessary structural studies and submitting technical assessment reports suggesting remedial measures, preparation of tender papers and assisting the Bank in undertaking repair works with or without their site supervision.

Eligibility:

1. Graduate in Civil Engineering with minimum **7 years** of experience in planning, designing and supervision of buildings, sanitary and plumbing services and other allied works as on 30.03.2010. The consultant with post graduation in structural Engineering with experience in repairs and rehabilitation of the structures will also be preferred.
2. Should have experience in planning, designing and supervision of Civil Engineering Constructions repair/ renovation works including water proofing works of buildings.

c. Electrical Consultants:

Scope:

The services of **Electrical consultants** will be used for planning and execution of the electrical works for the Bank offices including procurement of electrical equipments like

Generators, UPS, Transformers and other allied items, electrical auditing, energy audit and coordinating/ liasoning with TATA Power & such other local authorities.

The electrical system of the Bank corporate offices are with HT substation of 1000 KVA, supported by DG sets for 50% load. Bank proposes to up grade such electrical HT system and upgrade DG sets capacity. Bank is looking to consultants who have specialized in the field of energy audit, power saving product implementation in electrical engineering with the knowledge on HT sub-station, internal electrical system for a computerized office environment, specialized electro-mechanical works like DG sets, lifts, Building Management System, air-conditioning etc.

Eligibility:

1. Graduate in Electrical Engineering with minimum 10 years of experience in the respective field as on 31.03..2010.
2. Should have experience in planning, designing and supervising of electrical works for computerized environment including experience in LT/HT works, generator and motors, UPS, lifts

d. Air-conditioning consultants :

Scope:

The services of **Air-conditioning consultants** will be used by the Bank for planning, designing and supervision of the Air-conditioning works of the Bank offices.

Eligibility:

1. Graduate in Electrical/Mechanical/refrigeration Engineering with minimum 05 years of experience in the air- conditioning field as on 31.03..2010.
2. Should have experience in planning, designing and supervising of air-conditioning works for computerized environment using split/ductable splits/package units .

General:

Generally, the routine interior works, Civil, electrical and air-conditioning works as detailed above are being carried out by the Bank's Engineers. The services of the consultants will be availed as and when it is required depending on the magnitude and specialization required for the project.

It is proposed to avail services of consultants from the approved panel for the interior works costing more than Rs. 15 lacs , Civil works costing up to 25 Lacs, Electrical works & Air-conditioning works up to Rs.15 lacs. **However, the Bank has the right to avail the services of any other consultant from out side the panel depending on the circumstances.**

Note:: In all the above categories of consultants, if other things being equal, the consultants having the experience in the contract administration for government, PSUs and Public Sector banks and Financial Institutions will be preferred.

CONTRACTORS:

Empanelment of Contractors is sought for the following categories of works under various cost limits. The contractors empanelled under lower cost limit will not be eligible to quote for the works costing more than the limit. However, the contractors empanelled under higher class can participate even for works in lower cost limits.

The various Categories & Cost limits are furnished below

Sl No	CATEGORY	VALUE OF THE WORKS UPTO WHICH THE CONTRACTOR CAN PARTICIPATE (AMOUNT IN LAKHS)			
		CLASS- D	CLASS- C	CLASS- B	CLASS- A
1	CIVIL ENGG WORKS	1	15	30	Above 30
2	WATER PROOFING WORKS	1	10	25	Nil
3	INTERIOR FURNISHING	1	15	30	Above 30
4	MODULAR FURNISHING	-	15	30	Above 30
5	ELECTRICAL WORKS	1	10	30	Nil
6	FIRE ALARM & FIRE FIGHTING	-	5	25	-
7	FIRE EXTINGUISHING EQUIPMENTS	1	10	-	-
8	AIR CONDITIONING EQUIPMENTS	1	5	25	-
9	MAINTENANCE OF AIR-CONDITIONERS	1	10	-	-
10	OFFICE READY FURNITURE SUPPLIERS	-	5	25	-
11	FURNITURE FOR QUARTERS	1	5	10	25
12	HOUSEKEEPING & PEST CONTROL	1	5	20	Nil
13	LANDSCAPING WORKS	1	5	10	Nil
14	MINOR WORKS	0.25	1	5	-
15	SECURITY ITEMS (ACCESS CONTROL & CCTV)	-	-	25	-
16	ELECTRICAL FIXTURE/FITTINGS SUPPLIERS	1	5	25	-
17	ELECTRICAL PANEL BUILDERS	-	-	25	-
18	MISCELLANEOUS WORKS	0.25	1		

Eligibility:

The applicant should have the following minimum eligibility criteria:

- i) The applicant should have undertaken works in **Government departments/public sector undertaking/central autonomous bodies/state autonomous bodies/financial institutions and other reputed private firms during last 3 years prior to 31.03.2010:**
 - i) One work/project costing 80% of the class limit or
 - ii) Two works/projects costing 50% of the class limit or
 - iii) Three works/projects costing 40% of the class limit
- ii) The applicant should be an assessee of Income Tax and must possess VAT Registration. Should submit copy of the income tax PAN, VAT, Service tax certificate with valid registration number.
- iii) The applicant shall have the average annual financial turnover of at least 30% the value of the class limit in the respective category during last 3 years ending with 31.03.2010.
- iv) The Suppliers should be original manufacturers/ Suppliers of the items having wide dealer and service network in the geographical Jurisdiction of Mumbai City. They should be established in this field for minimum of 5 years.
- v) The supplier shall provide details of the personnel, equipment, manufacturing facilities.

Based on the assessment of details furnished like works undertaken, technical & financial capabilities, selection will be made. From such panel, competitive offers/tenders will be called for specific works.

1. Civil Engineering works:The scope of work of Civil Contractors broadly is to undertake new constructions, redevelopment of existing properties, periodical repairs & renovations, painting, plumbing & sanitary, demolition works, structural steel fabrication, woodwork (doors and windows only) waterproofing works of terrace, lift well, toilets etc. and other allied works for residences and offices of the Bank .

Except for Class-D, the contractors for other classes should have well-established office with adequate engineering staff.

2. Water proofing :The panel of Water proofing contractors will be used for executing specialized waterproofing works such as water proofing to terraces, basements, and sunken slabs of toilets, retaining walls, etc. of Bank's offices and residential buildings.

3. Interiors: The scope of work of Contractors for Interior works mainly original works, alterations and renovations involving erection of partitions work both wood & aluminium,

counters, paneling, false ceiling, cavity flooring, storage units, furniture and fabricated workstations and other allied works for furnishing of our Office premises.

The Class A, B contractors shall have full fledged work shop for preparing the furnishing/ furniture items

4. **Modular furnishing & ready supply items:** The Companies/ Agencies/ authorised franchisees, having well established manufacturing & marketing facilities in the area of modular work stations, low height & full height partitions with MS / Aluminium frame works, post forming & edge banding facilities etc., in modular furnishing works and who have executed such works are eligible to apply. Considering the products profiles, manufacturing facilities, business turn over, the eligible agencies will be empanelled.

The applicants are requested to furnish the full details of the company's product profile, client list details of major projects executed with documentary proof.

5. **Electrical Contractors :** The scope of work for Electrical Contractors is to undertake HT as well LT works, panel board for LT applications, will be mainly used for internal and external electrification, associated cabling, copper plate earthing, wiring for air-conditioners, UPS, liasoning with statutory authority for obtention of additional power, breakdown repair, interior wiring for computerized office environment and other allied works.

The electrical works also involves domestic electrical works attending to LT side, liasoning with statutory authority in case of meter burn outs etc. attending to repairs of electrical appliances like fans, geysers, pumps & motors, switch boards, re-wiring and cabling works. Exposure to repairs of other appliances like fridge, mixies, washing machines etc. will be added advantage.

Electrical contractors shall have necessary permits / license from CEIG office and familiar with IE rules & regulations and guidelines of CEIG.

6. **Fire alarm & Firefighting system :** The scope of work of the Fire detection and alarm contractors mainly involves all original works, alterations and modifications involving supply, installation, testing and commissioning of fire detection and alarm system for various Offices /Residential buildings and maintaining and servicing of the installations.

7. **Fire extinguishing equipments:** The suppliers should have minimum of 5 years experience in supplying various type of Fire fighting equipments with different Capacity to large Offices. Also the suppliers should have experience in maintenance of all type of Fire

extinguishers. If Banks requires imported FE the vendor should have the direct dealership of the products he needs to be supplied.

8. **Air condition equipments suppliers:** The Air-conditioner units suppliers shall be the manufacturers/ suppliers of window units, split units, ductable split, package air-conditioners and should be direct dealer and have good service network in the Mumbai city. They should have service centers at Mumbai City.

9. **Maintenance of air-conditioners :** Those Contractors who are interested to empanel as Contractor for maintenance of existing Air-conditioners, shall be able to maintain Any make of the ACs Split/Window /Ductable Split/Package Units. They should have well established service facilities, Technical Staff in the area of Air-conditioners.

10. **Office Furniture Suppliers:** The Companies/ Agencies/ authorised franchisees, having well established manufacturing & marketing facilities in the field of readymade office furniture items like computer operators chairs, executive chairs, conference chairs, almirahs, side racks, revolving chairs of various varieties, storage units, file racks, compactors, strong room doors, floppy keeping fire resistant cabinets, FBR safes etc. and who have supplied/executed such ready items are eligible to apply. Considering the products profiles, manufacturing facilities, business turn over, the eligible agencies will be empanelled. The applicants are requested to furnish the full details of the company's product profile, client list details of major projects executed with documentary proof.

11. **Furniture for quarters:** The department also provides and replaces Quarters furnitures like cots, diwan, dining table's chairs, sofas, storage cabinets etc. to about 200 quarters and periodically undertakes repairs. **In this regard, interior contractors/ firms/suppliers/ manufacturers who are involved in manufacturing of such furniture for residential use shall specifically apply for the same.**

The specification and rates for various individual items of furniture & fixtures to be supplied to quarters are fixed as per Bank's guidelines.

12. **House keeping, Pest Control works:** It is proposed to empanel housekeeping agencies for day to day cleaning and maintenance of commercial building complex/ corporate offices, residential complex. They shall be resourceful with manpower for various traits/ skilled- semiskilled/ unskilled, to undertake cleaning of multistoried building interior and exteriors, garbage management, in-house resources for attending to plumbing & sanitary works, electrical works like handling domestic pumps, internal electrical work etc. For smooth functioning of all day to day services within the Office / Residential building the Contractor shall have adequate manpower & systems to carry out the desired works to the utmost satisfaction of the Bank.

13. **Landscaping works:** Gardens are also to be planned and maintained in few of the individual houses / apartment/Office complex, for which it is proposed to empanel land scaping agencies and Garden maintenance contractor.

14. **Contractors for Minor Works (Civil, plumbing, electrical & electrical appliances, carpenters etc.).** The department undertakes various minor works at bank quarters situated at various locations of Mumbai. The minor works mainly involves minor civil works, plumbing works, carpentry works like repairing doors & windows, repairs to furnitures, wardrobes & fixtures etc. attending to leakages & seepages related works, touch up painting, cleaning of vacant premises, attending to electrical & telephone works in liaison with statutory authorities etc. The work also involves attending to minor repairs to electrical appliances like geyser, heaters, pumps & motors, washing machine, mixies, TV etc.

The nature of works is classified as “emergency works” which are time critical to trouble shoot the problems at the earliest and shortest period of time. Such works will normally be at any point of the day or night.

The department is looking to empanel such contractors who are equipped with sufficient manpower, mobile phones and who are willing to undertake such works.

15. **Supply and installation of Security items (Access Control and CCTV) :** The suppliers should have minimum of 5 years experience in supplying various type of Access Control and CCTV equipments with different Capacity to large Offices. Also the suppliers should have experience in maintenance of all type of Security equipments. If Banks requires imported Security items the vendor should have the direct dealership of the products he needs to be supplied

16. **Electrical Panel Builders:** The Panel Builders should have minimum of 5 years experience in manufacturing the various type of electrical panels with switching equipments with different Capacity to large Buildings. Also the suppliers should have experience in maintenance of all type of panel equipments.

17. The **suppliers of electrical fittings and fixtures** should be the reputed manufacturers of such products like fan, tube lights, wires and established in the field for more than 5 years. They should have dealer and service network in the geographical area of Mumbai city/BBMP limit.

18. **Miscellaneous works:** Specialised false ceiling, PVC/ Vinyl flooring, Hardware, Signage and such other allied material suppliers and such other disciplines of works who are not figuring in the above categories would be considered under the miscellaneous works. Bank depending upon the requirement may empanel such agencies with suitable cost limits.

1. If other things being Equal, the professionally qualified contractors and the contractors who have undertaken the works for Govt , Financial Institutions, Banks, PSU organizations will be preferred.
2. All class of contractors must be Income Tax Assessee. The contractors, otherwise eligible but not Income tax assesseees, will not be considered for empanelment.
3. All contractors, consultants should have registered for service tax authorities. If they are otherwise eligible but not registered for service tax, will not be considered for empanelment.

To

Date:

The Dy. General Manager (Premises)
SME Development Centre, SIDBI
Plot No-C-11, 'G' Block,
Bandra Kurla complex,
Bandra (E),
Mumbai-400 051

Dear Sir,

**Sub: EMPANELMENT OF CONSULTANTS / ARCHITECTS,
CONTRACTORS AND SUPPLIERS FOR**

.....

I / we have read and understood the press notice for prequalification and instructions to the Applicants. I /We hereby declare that the information furnished in the proforma and in the supplementary sheets is correct to the best of my knowledge and belief. I/ We have no objection if enquiries are made about the work listed by me/us in the accompanying sheets/ annexure below. I/We agree that the decision of SIDBI in selection of contractors will be final and binding to me/us. I/We have read the instructions appended to the proforma and I / We understand that if any false information/ particulars is detected at a later date, the empanelment shall be cancelled at the sole discretion of the Bank.

Encl: Supplementary sheets Nos.:

Yours faithfully,

Signature of the Applicant

Name.....

Designation.....

Address.....

APPLICATION FORMAT

APPLIED FOR EMPANELMENT OF: CONSULTANTS/ CONTRACTORS /SUPPLIERS

CATEGORY (type of work) ::

Architects, Consultants (Civil, Structural, Electrical and Air-conditioning)

Contractors Civil /Water proofing/ Interior furnishing/ Modular furnishing/ Electrical /Fire alarm & fire detection/Fire extinguishers/ Air-conditioners supply/ maintenance of ACs/Office Ready Furniture supply /furniture for quarters/House keeping, pest control/ Landscaping / /Minor works/Security items (Access Control & CCTV)/ Electrical fixture/ Fittings suppliers /Electrical panel builders/Miscellaneous

Class (if any) :

1. Name of the Applicant :

Address :

Telephone Nos. Office :

Residence :

Mobile :

Fax :

E-Mail :

2. a) Status of the Firm(Whether company/
Partnership / proprietary) :

b) Name of the Proprietor/ Partners

Directors

(with professional qualifications, if any):

I)

II)

III)

c) Year of establishment :

3. Whether registered with Registrar of Companies / firm. If so, No. & Date :

4. Registration with Tax Authorities :

a) Income-tax No. PAN/GIR NO :

b) Value Added Tax No :

c) Service Tax No :

(Furnish copies of Income-tax returns, registration)

d) Registration Number (Enclose the copies) with Council of Architects, in case of Architects or Professional bodies: in case of other consultants : in Electrical contractors, Registration No. :

5. Turnover of the Company/firm (Please attach copy of audited balance sheet and Profit and loss account for three years).

Sl. No.	Year	Turnover
1	2009-10	
2	2008-09	
3	2007-08	
	Average	

6. Registration with Government / Public Sector / Banks

NAME OF THE ORGANISATION	NATURE OF WORKS	VALUE OF WORKS	DATE OF REGISTRATION

What are your fields of core competence? Mention the fields on preference Basis

- 1)
- 2)
- 3)

7. Details of the qualifying works executed (please mention only such works which qualifies for the category/class for which you have applied)

Sl .No	Name of Work	Work executed for (name of the organization with address, concerned office & telephone no)	Nature of work (in brief)	Location of the work	Actual Value of the works	Stipulated time for completion	Actual time for completion	If work left incomplete or terminated (furnish reasons)
1								
2								
3								

Note: Copies of satisfactory completion certificate obtained from the client shall be enclosed.

8. Details of the qualifying works on HAND (please mention only such works which qualifies for the category/class for which you have applied)

Sl .No	Name of Work	Work executed for (name of the organization with address, concerned office & telephone no)	Nature of work (in brief)	Location of the work	Actual Value of the works	Stipulated time for completion
1						
2						
3						

9. Key personnel permanently employed in your organization:

Sl No	Name	Qualifications	Experience	Particulars of work done	Employed in your firm since	Any other

10. Furnish the names of three responsible clients/ persons to whom the major works carried out by the applicant with address and telephone number who will be in a position to certify about the quality as well as past performance of your organization.

NAME OF THE OFFICIAL	ORGANISATION & ADDRESS	CONTACT NUMBERS

11. Whether any Civil Suit/ litigation/ arbitration arisen with Govt./ Semi Govt./ PSU/ Banks etc. During the last 5 yrs./ being executed now. If yes, please furnish the details in the proforma given below :-

12.

Sr. No	Name of the Project & Employer	Nature of work	Work Order No. & Date	Present Stage of work	Value of the Contract (Rs.)	Brief details of the Dispute

13. Any other details you would like to mention

(Strikeout whichever is not applicable to the applied category)

DECLARATION

1. All the information furnished by me / us here above is correct to the best of my knowledge and belief.
2. I / we have no objection if enquiries are made about the work listed by me / us in the accompanying sheets / annexures.
3. I / We agree that the decision of SIDBI in selection of contractors will be final and binding to me / us.
4. I / We have read the instructions appended to the proforma and I / we understand that if any false information is detected at a later date the empanelment shall be cancelled at the discretion of the bank.

Place:

Date :

**SIGNATURE OF THE APPLICANT
NAME & DESIGNATION
SEAL OF ORGANISATION**

**FORMAT OF CONFIDENTIAL
REPORT
(on letter head)**

To:
The Dy. General Manager
Small industries Development bank of India
MSME Development Centre
C-11, 'G'- Block
Bandra Kurla Complex
Bandra(E), Maharashtra – 400051
Sir,

Confidential Report on M/s. _____

This is to certify that M/s. _____, having Office
at _____ have provided
services as Project Architect for our project of

_____.
Confidential Report for our project executed is as under:

1. DETAILS OF PROJECT EXECUTED BY THE FIRM:
2. SCOPE OF WORK:
3. DATE OF COMMENCEMENT OF PROJECT:
4. DATE OF COMPLETION OF PROJECT:
5. TOTAL VALUE OF PROJECT EXECUTED:
6. QUALITY OF SERVICE RENDERED:
7. COMPETENCE TO HANDLE WORKS:
8. INTEGRITY AND RELIABILITY OF THE FIRM:
9. DEALING IN EXECUTION OF WORK:
10. WHETHER TIME SCHEDULE IS ADHERED TO:
11. WHETHER ANY PENALTY IMPOSED FOR THE DELAY:
12. GENERAL ATTITUDE OF THE FIRM:
13. ANY OTHER INFORMATION WHICH YOU CONSIDER WILL HELP US IN TAKING OUR
DECISION:

PLACE:

DATE:

SIGNATURE
NAME
DESIGNATION
OFFICE SEAL

Checklist

(To be filled by Applicants)

- | | |
|---|----------------|
| 1. Have you mentioned the category for which you have applied in the application form? | Yes/No |
| 2. Have you signed in all the sheets? | Yes/No |
| 3. Whether copy of PAN/VAT/Service tax Registration copy is enclosed? | Yes/No |
| 4. Whether requisite application fee by cash/DD is paid? | Yes/No |
| 5. Whether enclosed valid Electrical License in case of electrical contractor/
Council of Architecture in case of Architects? | Yes/No |
| 6. Whether enclosed proof for year of establishment? | Yes/No |
| 7. Whether proof for average annual financial turnover enclosed? | Yes/No |
| 8. Whether documentary proof for having undertaken the works is enclosed? | Yes/No |
| 9. Certificate of registration of Company / partnership deed. | _____ |
| 10. Certificates of registration with Income Tax, Service Tax, EPF authorities. | _____ |
| 11. Certificate of registration with Registrar in case of company | _____ |
| 12. Certificates of Registration with Govt. / Public Sector /Banks. | _____ |
| 13. Copies of work orders / appointment letters along with xerox copies of relevant
TDS certificate, satisfactory completion certificate mentioning value of work. | _____ |
| 14. Copies of performance certificate, work orders issued by valued clients,
preferably Banks, Govt., Semi-Govt. Bodies. | Yes/No |
| 15. Audited Balance Sheet & Profit & Loss A/c. Statement for the last three years. | _____ |
| 16. Copies of income-tax returns / assessment orders for previous 03 years. | _____ |
| 17. Sealed envelope containing Confidential Report from Client for the qualifying
work. | _____ |
| 18. If yes, No. of certificates enclosed | _____
_____ |

Note: In absence of any of the above enclosures, your application is likely to be rejected.