



भारतीय लघु उद्योग विकास बैंक
SMALL INDUSTRIES DEVELOPMENT BANK OF INDIA

MMSME DEVELOPMENT CENTRE AT
BANDRA-KURLA COMPLEX, MUMBAI

PRE-QUALIFICATION DOCUMENT
FOR
FAÇADE CLEANING WORK

2010

Registered with A.D. or Hand Delivery with acknowledgement

To



Dear Sir,

Sub: Prequalification for Façade Cleaning Work of MSME Development Centre Building of SIDBI at Bandra-Kurla Complex, Mumbai.

The Small Industries Development Bank of India has acquired a plot of land admeasuring 2,880 sq. mt (approx) at C-11, G-Block, Bandra Kurla Complex, Mumbai-400051 wherein an office building namely MSME Development Centre has been constructed for the use of SIDBI. The external finishes of the building are structural glazing, Aluminium Composite Panel and Granite.

It is our intention to prepare a panel of contractors for undertaking Façade Cleaning Work with contractors equipments for a period of four years with minimum six cleanings per year after ascertaining their past performance, financial status, etc. In case you are interested in being empanelled, you may submit in triplicate details of performance, resources etc. in the proforma attached herewith to enable us to examine the matter further. The prescribed proforma along with all particulars complete in all respects will be received in the office of the Chief General Manager (Premises), Small Industries Development Bank of India, MSME Development Centre, C-11, G-Block, Bandra-Kurla Complex, Bandra (E), Mumbai **on or before 30.10.2010 by 1500 hrs.**

Kindly note that incomplete document or documents received late are liable to be rejected. SIDBI reserves the right to reject any or all applications without assigning the reason thereafter.

Yours faithfully,
For Small Industries Development Bank of India

LETTER OF TRANSMITTAL
PREQUALIFICATION APPLICATION

The Dy. General Manager (Premises)
Small Industries Development Bank of India,
MSME Development Centre,
C-11, G-Block, Bandra-Kurla Complex,
Bandra (E)
Mumbai.

Ref: Notice for Pre-qualification of Contractors for Façade Cleaning work at MSME Development Centre of SIDBI at Plot No.C-11, Block-G at Bandra Kurla Complex, Mumbai.

Dear Sir,

Having examined the pre-qualification document we hereby submit all the necessary information and relevant documents for pre-qualifying us for bidding for the under mentioned works:

Façade Cleaning Work of MSME Development Centre of SIDBI at Plot No.C-11, G-Block, Bandra-Kurla Complex, Bandra (E), Mumbai with Contractors Equipments for a period of four years. Minimum number of cleanings per year shall be six.

The necessary evidence admissible in law in respect of authority assigned to us on behalf of the firm / group of firms for applying and for completion of the contract document is attached herewith.

We are interested in bidding for the works given in enclosure to this letter. We understand that Employer reserves the right to reject any application without assigning any reason.

Signature of applicant including
Name, title and capacity in
which application is made.

Date:

- Encl: 1) Schedules and Annexures duly filed in the prescribed form in triplicate.
2) Evidence of authority to sign.
3) Latest Company brochures.

PART I
GENERAL CONDITIONS

PART -1**GENERAL CONDITIONS****1.0 INTRODUCTION**

Applications are invited from well reputed and experienced Façade Cleaning Work Contractors for being pre-qualified for Tendering for Façade Cleaning Work of MSME Development Centre of Small Industries Development Bank of India at Bandra – Kurla Complex, Mumbai with contractors own equipments.

2.0 BRIEF DESCRIPTION OF THE PROJECT:

The MSME Development Centre building is located at plot No.C-11, G Block, Bandra-Kurla Complex, Mumbai on a plot area of approximate 2,880 square mt. The ground plus eight storied building has an approximate built up area of 10,300 square meter with two basements for car parking and services. The building is of high quality of material and finish and external surfaces to be cleaned are structural glazing, ACP and Granite.

3.0 Scope of work:

3.1 The scope of work covers cleaning of façade comprising of structural glazing, ACP and Granite. The approximate areas are 1150m², 1850m² and 780m² respectively.

3.2 Minimum Eligibility Criteria:

The applicant must have undertaken:

- a) At least one similar work in last 5 years of not less than Rs.4.0 lacs per year.
- b) The Average Annual turnover of similar works during last 3 financial years should not be less than Rs.4.0 lacs.

3.3 General Conditions for Prequalification:

- i) The applicant must have completed similar work which means supply / installation of cradle and cleaning work for large Corporate Office, Star Hotel or Commercial Complexes Ground + 8 storeys (approximate minimum areas cleaned 3000m² in a single project).
- ii) The applicant must submit latest Income Tax, Sales Tax and Excise Clearance Certificates etc.
- iii) Incomplete applications are liable for rejection.

4.0 INSTRUCTIONS TO APPLICANTS

4.1 Prequalification documents including questionnaire as detailed hereinafter complete in all respects shall be submitted in duplicate addressed to Chief General Manager (Premises), Small Industries Development Bank of

- India, MSME Development Centre, C-11, G-Block, Bandra-Kurla Complex, Bandra (E), Mumbai **on or before 30.10.2010 by 1500 hrs.**
- 4.1.1 Prequalification questionnaire contains 11 Number of forms as follows:
- i. Schedule 'A' Structure and Organisation
 - ii. Schedule 'B' Financial Statement
 - iii. Schedule 'C' Particulars of Partners
 - iv. Schedule 'D' Particulars of Tools and Plants owned by the Contractor.
 - v. Schedule 'E' Particulars of Tools & Plants to be deployed for façade cleaning work.
 - vi. Schedule 'F' Working Experience (For works completed)
 - vii. Schedule 'G' Working Experience (For works in progress)
 - viii. Schedule 'H' Information regarding current Litigation / Debarring / Expelling / Abandonment of work.
 - ix. Schedule 'I' Information regarding Sub-Contracting.
 - x. Schedule 'J' Any other information.
 - xi. Annexure '1' Affidavit.
- 4.1.2 One 'copy' of the questionnaire shall be marked as 'ORIGINAL' and the other one copy as 'COPY'. In case of any discrepancy between the ORIGINAL and the COPIES, the information contained in the 'ORIGINAL' shall govern. These shall be sealed in an envelope and submitted to the addressee on or before the latest time and date specified elsewhere in the document. The envelope shall be superscribed as "**Application for prequalification for tendering for Façade Cleaning Work with Contractors Equipments of MSME Development Centre building of SIDBI at Bandra-Kurla Complex, Mumbai**" and shall show the name(s) and address of the applicant(s).
- 4.1.3 If necessary, additional sheet(s) can be added to the schedule(s). Such attachments should be clearly marked as follows:
Attachment 1 to schedule "A"; Attachment 2 to schedule "A" etc. also in DUPLICATE.
- 4.1.4 While submitting the schedules & Annexures duly filled in applicant shall enclose latest copies of brochures and technical documentation giving additional information about the applicant.
- 4.1.5 Each page of prequalification document shall be duly signed by the applicant or his authorized representative.
- 4.2 Costs incurred by applicant(s) in preparation and submission of informations / documents, in providing clarifications or attending discussions / conference, on site visits or due to any other reasons will not be reimbursed.
- 4.3 Incomplete and inappropriately filled in applications are liable to be rejected.
- 4.4 The language for submission of application shall be English.
- 4.5 In the event of any firm desiring not to submit the prequalifications documents duly filled in, the firm must return all the documents to the Employer.

- 4.6 The enclosed schedules should be filled in completely and all questions should be answered. If any particular query is not relevant, it should be indicated as “not applicable”.
- 4.7 Financial data, project costs, value of works, etc. should be given in Indian Rupees only.
- 4.8 If the application is made by a firm in partnership, it shall be signed by all the partners of the firm with their full names and current addresses, or by a partner holding the power of attorney for the firm for signing the application, in which case a certified copy of the power of attorney shall accompany the application. A certified copy of the partnership deed, current address of the firm and the full names and current addresses of all the partners of the firm shall also accompany the application.
- 4.9 If the application is made by a limited company or a limited corporation, it shall be signed by a duly authorized person holding the power of attorney for signing the application in which case, a certified copy of power of attorney shall accompany the application. Such limited company or corporation will be required to furnish satisfactory evidence of its existence before the contract is awarded.
- 4.10 The applicant must have sound financial status.
- 4.11 All recipients of document (whether they submit application or not) should treat the document as strictly confidential.
- 4.12 The applicant is expected to have visited the project site(s) before submitting pre-qualification application.
- 4.13 The Employer (SIDBI) reserves the right to reject any or all pre-qualification application without assigning any reason. The decision of the Employer to accept or reject any or all application will be final.

PART II

SCHEDULES & ANNEXURES

SCHEDULE 'A'

STRUCTURE AND ORGANIZATION

- Name of Application:
1. Head Office Address:

Telephone No.
Fax No.
E-mail Address
 2. Regional Office Address (if any):

Telephone No.
Fax No.
E-mail Address
 3. Local Office Address in Mumbai

Telephone No.
Fax No.
E-mail Address
 4. Country and year of incorporation (Attach copy of certificate of registration)
 5. Name and address of Bankers:
 6. Main lines of business:
 - a) In own country 1. Since
 - b) International 1. Since
 7. Name(s) and address(es) of principals of company to be associated in the project and whether parent / subsidiary etc.
 8. Attach a detailed organization chart showing the structure of the company including names and positions of Directors and key personnel.
 9. Constitution of the Firm
(Whether partnership firm or a company)

SCHEDULE 'B'**FINANCIAL STATEMENT**

1. Name of Applicant:
2. Summary of assets and liabilities on the basis of the audited financial statement of the last three financial years (Attach copies of audited financial statement of the last three financial years).
3. Income Tax Clearance Certificate (Attach copies of latest income tax certificate)

| | Year (Rs.Lakhs) | Year Year (Rs. Lakhs) | (Rs. Lakhs) |
|---|--------------------|--------------------------|-------------|
| a. Total assets | | | |
| b. Current assets | | | |
| c. Cash, temporary investments and current receivable | | | |
| d. Total liabilities | | | |
| e. Current liabilities | | | |
| f. Net worth (a) – (d) | | | |
| g. Working Capital (b) – (e) | | | |
| h. Authorised Capital | | | |
| i. Capital issued and paid | | | |
| j. Current ration (b) / (e) | | | |
| k. Acid Test ratio © / (e) | | | |
| l. Total liability to net worth (d) / (f) | | | |
| 4. Annual Average Turnover during last 3 years. | | | |
| | 2003-2004 | 2004-2005 | 2002-2003 |

5. Applicant's specific financial arrangements:
 - a. Own Resources:
 - b. Bank Credits:
 - c. Others (Specify):
6. Credit Facilities:
 - a. Name / address of first class / nationalized bank providing credit line.
 - b. Total amount of credit line (attach certificate from the bank).
7. Approximate value of works in hand:
8. Value of anticipated orders for the balance period of current financial year.



SCHEDULE – C

PARTICULARS OF PARTNERS

| Sr.No. | Name of Partner or Director or other high official | Age | Share | Academic Qualification | Technical Experience | | | Whether Power of Attorney holder |
|--------|--|-----|-------|------------------------|----------------------|-------------|---------------|----------------------------------|
| | | | | | Year to Year | As Employee | As Contractor | |
| | | | | | | | | |

CONTRACTOR

**PARTICULARS OF TOOLS AND PLANTS OWNED BY THE
CONTRACTOR**

SCHEDULED – D

| Sr.No. | Item | Specifications | Quantity | Estimated Value (Rupees) | Remarks |
|--------|------|----------------|----------|--------------------------|---------|
| 1 | | | | | |
| 2 | | | | | |
| 3 | | | | | |
| 4 | | | | | |
| 5 | | | | | |
| 6 | | | | | |

CONTRACTOR



**PARTICULARS OF TOOLS AND PLANTS TO BE DEPLOYED FOR
PROPOSED CLEANING WORK AT SIDBI BUILDING**

SCHEDULE – E

| Sr.No. | Item | Specifications | Quantity | Estimated Value (Rupees) | Remarks |
|--------|------|----------------|----------|--------------------------|---------|
| 1 | | | | | |
| 2 | | | | | |
| 3 | | | | | |
| 4 | | | | | |
| 5 | | | | | |
| 6 | | | | | |

CONTRACTOR

SCHEDULE – F**WORKING EXPERIENCE**
(FOR WORKS COMPLETED)

NAME OF THE APPLICANT

LIST OF ALL PROJECTS THAT ARE SIMILAR IN NATURE AND MAGNITUDE COMPLETED DURING THE
LAST FIVE YEARS AS ON 31.03.10

| Name of Employer | Actual scope of Work executed with details, alongwith Certificate of Satisfactory completion | Name, location & nature of work | Name of the architect/consulting engineer responsible for supervision | Contract price in rupees | Final Completed cost of the project in rupees | Percentage of participation of company | Original date of start of work | Original date of completion of work | Actual date of start of work | Actual date of completion of work | Reasons for delay, in completion, if any |
|------------------|--|---------------------------------|---|--------------------------|---|--|--------------------------------|-------------------------------------|------------------------------|-----------------------------------|--|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| | | | | | | | | | | | |

- Note:- i) Non-disclosure of any information in the schedule will result in disqualification of the applicant.
ii) Certificate from owner/Architect/Consulting Engineer for five completed projects of similar type.
iii) Copy of TDS Certificate (Form-16A) issued by the client (Employer) for each project to be enclosed.

Note: Separate sheet duly filled in shall be attached as Schedule-F.

SCHEDULE - G**WORKING EXPERIENCE**
(FOR WORKS IN PROGRESS)

Name of the firms

LIST OF PROJECTS IN PROGRESS AS ON DATE

Give information about all projects in progress including those where the company has received a letter of intent but a formal contract has not yet been awarded.

| Employer | Architect/Consulting Engineer responsible for supervision | Location & description of the work | Percentage of participation of company | Value of contract in rupees | Value of completed and certified work in rupees as on date | Original date of commencement | Original target date of completion | Actual date of start | Revised target date of completion if any | Present progress (%age) as on date | Reasons for slow progress, if any |
|----------|---|------------------------------------|--|-----------------------------|--|-------------------------------|------------------------------------|----------------------|--|------------------------------------|-----------------------------------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| | | | | | | | | | | | |

Note: Certificate from the employers is to be attached.

SCHEDULE – ‘H’

**INFORMATION REGARDING CURRENT LITIGATION, DEBARRING /
EXPELLING OF TENDERER OR ABANDONMENT OF WORK BY
TENDERER**

1. (a) Is the Applicant currently involved in any litigation relating to the contract works : YES/NO

(b) If yes, give details
2. (a) Has the applicant or any of its constituent partners been debarred / expelled by any agency in India, during the last 5 years : YES/NO

(b) If yes, give details
3. (a) Has the applicant or any of its constituent partners failed to perform on any contract work in India during the last 5 years. : YES/NO

(b) If yes, give details.

Note: If any information in this schedule is found to be incorrect or concealed, prequalification application will be summarily rejected.

SCHEDULE – 'I'

INFORMATION REGARDING SUB CONTRACTING

1. Would you sub-contract any part of work : YES/NO

2. Type of work proposed to be sub contracted, if any :

SCHEDULE – ‘J’

ANY OTHER INFORMATION



ANNEXURE – 1

**AFFIDAVIT
(TO BE SUBMITTED ON COMPANY LETTER HEAD)**

- 1) I/We, the undersigned, do hereby certify that all the statements made in the required attachments are true and correct.
- 2) The undersigned also hereby certifies that neither our firm M/s. _____ nor any of its constitutes partners have abandoned any work of similar nature & magnitude in India nor any contract awarded to us for such works has been rescinded, during last five years prior to the date of bid.
- 3) The undersigned hereby authorizes(s) and request(s) any bank, person, firm or corporation to furnish pertinent information deemed necessary and requested by SIDBI to verify this statement or regarding our competence and general reputation.
- 4) The undersigned understands and agrees that further qualifying information may be requested, and agrees to furnish any such information at the request of SIDBI.

(Signed by an Authorised Officer of the Firm)

(Designation of Officer)

(Name of the Firm)

(Date)