



भारतीय लघु उद्योग विकास बैंक (सिडबी)
SMALL INDUSTRIES DEVELOPMENT BANK OF INDIA
(SIDBI)

प्रस्ताव के लिए अनुरोध (आरएफपी)
REQUEST FOR PROPOSAL (RFP)

FOR

(सलाहकारों/ ठेकेदारों और आपूर्तिकर्ताओं का पैनल)
EMPANELMENT OF CONSULTANTS/ CONTRACTORS & SUPPLIERS

भारतीय लघु उद्योग विकास बैंक (सिडबी) /
Small Industries Development Bank of India (SIDBI)
प्लॉट नं. सी - 11, जी ब्लॉक / Plot No. C-11, G Block
स्वावलम्भन भवन, बांद्रा ईस्ट / Swavalambhan Bhavan, Bandra East
मुंबई - 400051 / Mumbai- 400051

RFP Reference Number: 2023/1722
Issued on 03.08.2022

वेबसाइट / Website: www.sidbi.in

यह दस्तावेज़ भारतीय लघु उद्योग विकास बैंक (सिडबी) की संपत्ति है। इसे सिडबी की लिखित अनुमति के बिना इलेक्ट्रॉनिक अथवा अन्य किसी भी माध्यम से पुनर्प्रस्तुत, वितरित या अभिलिखित नहीं किया जा सकता है। इस दस्तावेज़ में उल्लिखित सामग्री का उपयोग, यहाँ तक कि निर्दिष्ट उद्देश्य के अतिरिक्त, किसी भी अन्य उद्देश्य हेतु अधिकृत कर्मियों / एजेंसियों के लिए भी निषिद्ध है, क्योंकि इसे कॉपीराइट का उल्लंघन समझा जाएगा और इस प्रकार यह भारतीय कानून के अंतर्गत दंडनीय होगा / This document is the property of Small Industries Development Bank of India (SIDBI). It may not be copied, distributed or recorded on any medium, electronic or otherwise, without SIDBI's written permission. Use of contents given in this document, even by the authorized personnel/agencies for any other purpose other than the purpose specified herein, is strictly prohibited as it shall amount to copyright violation and thus shall be punishable under the Indian law.

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आरएफपी संदर्भ संख्या और तारीख / RfP Ref no. and date	2023/1722 03.08.2022
आरएफपी शीर्षक / RfP title	Empanelment of Consultants/ Contractors & Suppliers
असाइनमेंट का संक्षिप्त विवरण / Brief Description of the assignment	Premises, Mumbai Office, SIDBI maintains & manages office premises and residential premises situated at various locations of Mumbai. For maintenance and management of these properties SIDBI intends to empanel Consultants/ Contractors & Suppliers of various traits.
प्रस्ताव प्रस्तुत करने की तिथि और समय / Proposal Submission date and time	01.09.2022 को 1100 बजे तक या उससे पहले / on or before 01.09.2022 by 1100 hrs.
निविदा दस्तावेज शुल्क / Tender document fee	Rs.1180/- (Rs.1000/- + GST of Rs.180/-) [nonrefundable] on or before the date of physical submission of tender
Payment Mode of EMD	DD/ NEFT [ACCOUNT NAME:SIDBIAPV Bank Name: STATE BANK OF INDIA Bank account No.: 37823159064 IFS Code: SBIN0004380 Bank Branch : BANDRA KURLA COMPLEX (04380)]
प्रस्ताव प्रस्तुत करने का तरीका Mode of Proposal Submission	through email on premisestender@sidbi.in or to be uploaded on http://eauction.auctiontiger.net and to be confirmed through email on premisestender@sidbi.in
Tender Opening Place	On the e-procurement portal(s) or email mentioned above
प्रस्ताव जमा करने का पता / Address for proposal Submission and opening of tender	भारतीय लघु उद्योग विकास बैंक / Small Industries Development Bank of India (SIDBI) प्लॉट नं. सी - 11, जी ब्लॉक / Plot No. C-11, G Block स्वावलम्भन भवन, बांद्रा ईस्ट / Swavalambhan Bhavan, Bandra East मुंबई - 400051 / Mumbai- 400051
Office/ Contact Person/ email for clarifications	Hariom, Manager (P) P S Manoj, DGM Small Industries Development Bank of India Plot No.C-11, G Block, Swavalambhan Bhavan, Bandra East, Mumbai, Maharashtra 400051 Email: premisestender@sidbi.in ; C/c: hariom@sidbi.in and manojp@sidbi.in ;

Originals copies of Scanned Documents	
Deadline for physical submission of originals copies of uploaded/ forwarded scanned documents	<i>09.09.2022 up to 05:00 PM</i>
Address of Physical Submission of Originals Tender Opening Place	Small Industries Development Bank of India Plot No.C-11, G Block, Swavalambhan Bhavan, Bandra East, Mumbai, Maharashtra 400051

SECTION 1: LETTER OF INVITATION

Date: 03.08.2022

महोदय / महोदया,
Sir / Madam,

Sub: Empanelment of Consultants/ Contractors & Suppliers

You are hereby invited to submit your Proposal for empanelment under different categories of services defined in this RFP, which would form the basis for participation under various procurement activities for the related services undertaken by SIDBI Mumbai as and when required.

2. The proposal complete in all respect should be submitted latest by 01.09.2022 by 11:00 AM.
3. The Consultants/ Agencies will be empanelled under respective categories based on their experience and fulfilment of requirements as per the RFP.
4. The RFP includes the following documents:
 - Data Sheet
 - Section 1 – Letter of Invitation
 - Section 2 – Terms of Reference
 - Section 3 – Eligibility Criteria
 - Section 4 – Instructions
 - Section 5 – Application Forms
5. Please note that the empanelment process is for preparing a list of pre-qualified Consultants and Agencies for the anticipated routine services/ works required from time to time by SIDBI Mumbai. However, empanelment does not guarantee the award of services/works in future by SIDBI Mumbai.
6. The Bank reserves the right to accept or reject any or all the Proposals in whole or part without assigning any reasons.
7. All clarifications/corrigenda will be published only on the Bank website (<https://sidbi.in/tenders>), CPP Portal, and <http://eauction.auctiontiger.net>.

Yours sincerely,

Deputy General manager
SIDBI, Mumbai Office

SECTION 2: TERMS OF REFERENCE

1. About SIDBI

Small Industries Development Bank of India (SIDBI) was established on April 2, 1990 under an act of Indian Parliament. It is the principal financial institution for the promotion, financing and development of Micro, Small & Medium Enterprises (MSMEs). Over the years, SIDBI has evolved itself as a one-stop institution to meet the various types of credit requirements of the MSME sector by offering specialized fund based and non-fund based financial products. Also, besides being a purveyor of credit, the Bank endeavours to fulfil its developmental mandate by providing policy inputs to the Government of India as well as introducing innovative solutions, technology and processes for developing the MSME ecosystem in India. In keeping with the spirit of innovation and entrepreneurship, the Bank has also evolved its bouquet of offerings over the years. One such focus area is financing of energy efficient, green technologies and climate aligned green projects, as also non-financial interventions in this space. These also offer a tremendous opportunity for the banking sector.

2. Background

Premises Vertical of SIDBI Corporate office, situated at Swavalambhan Bhavan, Bandra East Plot No. C-11, G Block, Mumbai-400051 maintains & manages office premises situated at various locations of Mumbai and also looks after various residential apartment complexes, individual flats (total about 194 numbers) & other leased properties.

3. Objective of the Assignment

The intention of this RFP is to invite applications for empanelment from Consultants/ Contractors & Suppliers of following technical fields:

A. CONSULTANTS:

- i. Architects
- ii. Civil Engineering Consultants/ Structural Engineering Consultants
- iii. Electrical Consultants
- iv. Air-conditioning Consultants

B. CONTRACTORS & SUPPLIERS:

- i. Interior Furnishing
- ii. Modular Furnishing
- iii. Civil Works
- iv. Waterproofing
- v. Plumbing
- vi. Façade Cleaning
- vii. Electrical works
- viii. Fire alarm & detection system
- ix. Fire extinguishing equipment
- x. Fire-fighting work
- xi. Air conditioner suppliers
- xii. Maintenance of air conditioners
- xiii. Furniture suppliers
- xiv. Landscaping
- xv. Security items (Access control & CCTV)
- xvi. Electrical fixture/fittings suppliers

- xvii. Electrical panel builders
- xviii. Registered plumbers
- xix. Signage
- xx. Minor and miscellaneous works

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

4. Scope of Work

A. CONSULTANTS

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

S. N.	Category of Consultants	Value of works up to which the Consultant can Participate (Rs. in Lakhs)	
		CLASS- B	CLASS- A
i.	Architects	50	200
ii.	Civil Engineering Consultant/ Structural Engineering Consultants	50	200
iii.	Electrical Engineering Consultant	50	200
iv.	Air conditioning Consultant	50	200

Note: 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.

If need is felt, consultants may be appointed for works with lump-sum fees/ percentage rate basis on estimated cost by following due procedure of the Bank. However, the Bank has the right to avail the services of any other consultant from outside the panel depending on the circumstances.

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.

i. Architects:

Scope: Architects' services include planning, designing, estimation, supervising & execution of Civil Engineering repair and renovation 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:

- a. Graduate/ Post graduate degree in Architecture/Civil engineering with minimum 5 years of experience in the respective field as on 31.07.2022.

- b. 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.
- c. Architectural firms should be preferably based at Mumbai having engineering department with suitable personnel having required qualification and meeting the other eligibility criteria can also apply.
- d. They should have sufficient manpower to execute the work as per the Bank's requirement and satisfaction.

ii. 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 and also for the buildings 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:

- a. Graduate in Civil Engineering with minimum 5 years of experience in planning, designing and supervision of buildings, sanitary and plumbing services and other allied works as on 31.07.2022.
- a. The consultant with postgraduation in structural engineering with experience in repairs and rehabilitation of the structures will also be preferred.
- b. Should have experience in planning, designing and supervision of Civil Engineering Constructions repair/ renovation works including water proofing works of buildings.
- c. The Consultants should be preferably based at Mumbai.

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

The electrical system of the Bank's Corporate office at Mumbai is with HT substation of 800 KVA, supported by DG sets for 100% load. Bank is looking for 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:

- a. Graduate in Electrical Engineering with minimum 5 years of experience in the respective field as on 31.07.2022.

- b. 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.
- c. The Consultants should be preferably based at Mumbai.

iv. 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 premises.

Eligibility:

- a. Graduate in Electrical/ Mechanical/ refrigeration Engineering with minimum 05 years of experience in the air- conditioning field as on 31.07.2022.
- b. Should have experience in planning, designing and supervising of air-conditioning works for computerized environment using split/ ductable splits/ package units.
- c. The Consultants should be preferably based at Mumbai.

B. CONTRACTORS & SUPPLIERS:

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 in the next page:

S. N.	Category	Value of the works up to which the contractor can Participate (Rs. in Lakhs)		
		Category -III	Category -II	Category-I
a.	Civil Head			
1.	Civil, Plumbing, Engg works, Landscaping & Gardening	15	50	100
2.	Interior, Modular Furniture Furnishing, Signage/ Logo suppliers	15	50	100
3.	Minor and miscellaneous repair works contractor	15	50	100
b.	Electrical Head			
1.	Electrical works	15	50	100
2.	Security items (CCTV, Automatic Gate, Access control entry)	15	50	100
c.	Mechanical Head			
1.	Maintenance of air-conditioners (Split/ Window/ Tower ac)	15	50	100
2.	Fire detection, Alarm & Firefighting system and fire extinguishing equipment	15	50	100

A. CIVIL HEAD

i. Civil, Plumbing Engg Works, Landscaping & Gardening 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), Aluminium Work (Sliding Door, Windows, partitions etc), different types of flooring and Tiles

works with water proofing work for different location as required and other allied works for residences and offices of the Bank. Also, they will be used for executing specialized waterproofing works such as water proofing to terraces, basements, and sunken slabs of toilets, balcony, retaining walls, etc. of Bank's offices and residential buildings.

The scope of plumbing contractors will be used for repair, maintenance, rework and new work of plumbing of Bank's offices and residential buildings. The repair, maintenance, rework and new plumbing work at the region/stretch beyond the water meter of water of supply main and other related works of sewerage and storm water drain outside of Bank's owned office and residential premises will be executed by registered vendors as and when required. (Contractors should furnished the documentary proof along with the application)

The empanelled contractors/agencies will have to plan, execute and maintain the garden/greeneries in Bank's owned Office and residential complexes.

Except for Category-II & III, the contractors for other classes should have well-established office with adequate engineering staff.

ii. Interior/ Modular Furniture/ Furnishings/Signage/Logo Suppliers:

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 premises.

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 / Aluminum 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.

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, FRFC, 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.

The empanelled Signage Designer will be used for design, supply and fixing work of Logo/Signage/Name board/Flex for Bank's offices and residential buildings.

The Category-I contractors shall have full-fledged workshop for preparing the furnishing/ furniture items

iii. Contractor for Miscellaneous Work:

The Premises Vertical undertakes various works of repair, maintenance, rework, add-on work to the existing features at Bank's Corporate office and quarters situated at various locations of Mumbai. The miscellaneous works mainly involves repair, maintenance, fabrication/welding, false ceiling, PVC/ Vinyl flooring, carpentry works like repairing of doors & windows, repairs of furniture, wardrobes & fixtures, supply of floor springs, door closers and related hardware etc., cleaning and repairing of venetian blinds, attending to leakages &

seepages related works, touch up work with painting, Aluminum work like repairing and maintenance of aluminum doors & windows, partitions, Mullion and Transom of façade work etc. , cleaning of vacant premises, making of duplicate key, writing/painting of Logo on compound wall etc., attending to electrical & telephone works in liaison with statutory authorities etc. The work also involves attending to minor/urgent nature of repairs to electrical appliances like geyser, heaters, pumps & motors, washing machine, mixtures, TV etc., Depending upon the requirements and emergency of the work, Bank may engage the empanelled Contractor/agencies with suitable cost limits.

Such nature/type of works/services shall be attended immediately by the agency/contractor/supplier as and when required by the Bank.

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

B. ELECTRICAL HEAD

i. 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, liaising 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, liaising 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 home appliances like fridge, T.V./LCD, 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/ possess a valid A Grade CONTRACTOR LICENSE from the local competent authority for empanelment.

The suppliers of electrical fittings and fixtures should be the reputed manufacturer of such products like fan, tube lights, wires and established in the field for more than 3 years. They should have dealer and service network in the geographical area of Mumbai.

ii. Security Items (CCTV, Automatic Gate, Access Control Entry):

The suppliers should have minimum of 5 years of experience in supplying various type of Access Control Entry, Automatic Gate and CCTV with different Capacity to large Offices and Organizations. The suppliers should have experience in maintenance of all type of Security equipment/ systems. If Banks requires imported Security items, the vendor should have the direct dealership network of the products to supply the same.

C. MECHANICAL HEAD

i. 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/ Tower Units. They should have well established service facilities, Technical Staff in the area of Air-conditioners.

ii. Fire Detection, Alarm & Fire Fighting System and Fire Extinguishing Equipments:

The scope of work of the Fire fighting and Fire detection contractors mainly involves all original works, alterations and modifications involving supply, installation, testing and commissioning of firefighting and fire detection system for various Offices/ Residential buildings of SIDBI at Mumbai and also maintaining and servicing of the new and existing installations.

The suppliers should have minimum of 5 years of experience in supplying various types of Firefighting equipments and refilling of fire extinguisher with different Capacity to large Offices/Organizations. Also, the suppliers should have experience in maintenance/refilling of all type of Fire extinguishers.

If other things being Equal, the professionally qualified contractors and the contractors who have undertaken the works for Government Departments, Financial Institutions, Banks, PSU organizations will be preferred.

5. Duration of the Empanelment

The empanelment shall be valid for a period of three years from the date of intimation to the shortlisted applicants. However, the Bank may extend the validity period by another 2 years, subject to performance review at its discretion.

6. General rules and instructions to the intending applicants

- i. 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 goods 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.
- ii. 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.
- iii. The Consultants/ Contractors/ Suppliers, who intend to apply for more than one category, have to apply only for higher category super-scribing in the envelope the category of work applied for.
- iv. 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.
- v. Documentary proof with respect to the details furnished in the application form shall be submitted along with the application form. In this regard, copies of the work order, completion certificate, TDS Certificate and or other such documents shall be attached. 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.
- vi. The authorised person of the firm/ company shall sign on all the pages of the application with seal of the company/ firm.
- vii. 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.
- viii. The evaluation will be based on the experience, reputation, their empanelment with similar kind of institutions for similar nature of works, manpower & logistical support available with the applicant, 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.

- ix. 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.
- x. Applications received after the due date and time are liable for rejections.
- xi. The Applicants having their office in the geographical jurisdiction of the Mumbai City will be preferred. The empanelment shall be valid for a period of three years from the date of intimation to the shortlisted applicants. However, the Bank may extend the validity period by another 2 years, subject to performance review at its discretion.
- xii. 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 inviting separate tenders/bids.
- xiii. Bids will be invited from empanelled agencies for the works of specified value.
- xiv. SIDBI reserves its right to reject any / or all the applications without assigning any reasons whatsoever.
- xv. If so specified, in TIS, originals (or self-attested copies of originals – as specified therein) of specified scanned uploaded documents must be physically submitted as sealed before the date and time specified at the venue mentioned.

7. All the intending Consultants/ Contractors & Suppliers are also requested to note following important provisions.

- i. SIDBI is governed by Public Procurement Policy for Micro and Small Enterprises (MSEs) as circulated by The Ministry of MSME, GoI.
- ii. These provisions shall be applicable to Micro and Small Enterprises (MSEs) registered with District Industries Centers or Khadi and Village Industries Commission or Khadi and Village Industries Board or Coir Board or National Small Industries Corporation or Directorate of Handicrafts and Handloom or any other body specified by Ministry of Micro, Small and Medium Enterprises (MSMEs).
- iii. If deemed fit, the Bank may procure minimum of 20% of the contract value of any goods or services from MSEs. Further, the Bank reserves the right to procure part work/services (about 4% out of above 20%) to MSEs owned by SC and ST entrepreneurs, if found suitable. Provided, these MSEs quoting price within the price band of L1 +15% & bringing down their price to L1 price, in a situation where L1 price is from someone other than a MSEs. In case of more than one such MSEs, the supply shall be shared proportionately at the discretion of the Bank.
- iv. Further, such MSEs would also be entitled for tender sets free of cost and exemption from payment of earnest money deposit. In case of any issue on the subject matter, the MSE's may approach the tender inviting authority to resolve their grievances.
- v. Agencies desirous of availing preference under above provisions should submit a copy of proof of Registration as MSEs/ and ownership of the same by SC/ST along with the tender/ RFP/ RFQ.

SECTION 3: ELIGIBILITY CRITERIA

A. Consultants:

The consultant should have the following minimum eligibility criteria:

- ii) The consultant should have provided consultancy services for similar kind of works in the last three years prior to 31.07.2022
 - a. One project costing 80% of the class limit, or
 - b. Two projects costing 50% of the class limit or
- iii) The consultant should be an assessee of Income Tax, Goods and Service tax, etc.

B. Contractors & Suppliers

The applicant should have the following minimum eligibility criteria:

- i) For the applicant in Category-III, though experience in the field is not compulsory, however, Proprietor/Partner should have basic knowledge about the work. Bank may at its discretion test the skill by assigning work, in case of non-satisfactory work, Bank will not consider the agency for future works.
- ii) The applicant in category-I and Category-II should have undertaken works in Government departments/public sector undertaking/central autonomous bodies/ state autonomous bodies/ financial institutions/ Banks and other reputed private firms during last 3 years prior to 31.07.2022
 - a. One work/project costing 80% of the class limit, or
 - b. Two works/projects costing 50% of the class limit, or
- iii) The Category-I and Category-II applicant should be an assessee of Income Tax, Goods and Service tax and should submit the copy of the income tax PAN & GST certificate with valid registration Number. However, Category- III applicant should have preferably a valid Goods and Service tax number but must submit a copy of PAN card, in case of non-availability of GST, firms should submit GST exemption certificate from registered Chartered Accountant.
- 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 and 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.

SECTION 4: INSTRUCTIONS

1.0 INTRODUCTION

- 1.1 SIDBI intends to empanel Consultants/ Contractors/ Suppliers under various traits as described in this RFP.
- 1.2 The interested applicants shall be deemed to have understood and agreed that no explanation or justification for any aspect of the empanelment process will be given and that SIDBI's decisions are without any right of appeal whatsoever.
- 1.3 Applicants are invited to submit their Proposals in the form and manner specified in this RFP. The Proposal shall be submitted as per the forms given in relevant sections herewith.
- 1.4 Applicants should familiarize themselves with local conditions and take them into account in preparing their Proposals.
- 1.5 Applicants shall bear all costs associated with the preparation and submission of their proposals, expenses associated with any demonstrations or presentations which may be required by SIDBI or any other costs incurred in connection with or relating to its Proposal.
- 1.6 SIDBI is not bound to accept any proposal and reserves the right to annul the selection process at any time prior to Contract award, without thereby incurring any liability to the Agencies.
- 1.7 SIDBI requires that the empaneled Consultants/ Contractors & Suppliers provide professional, objective, and impartial advice on award of any work/ services and at all times hold SIDBI's interests' paramount, avoid conflicts with other assignments or its own interests, and act without any consideration for future work.

2.0 EMPANELMENT PROCESS

- 2.1 All proposals will be evaluated as per eligibility criteria defined in RFP and, a list of qualified applicants under various traits shall be prepared.
- 2.2 **Number of Proposals:** No Applicant shall submit more than one Proposal under one category, if any applicant wants to apply under more than one category, they are required to apply only for higher category and they will be eligible for works of lower category.
- 2.3 **Right to reject any or all Proposals:** Notwithstanding anything contained in this RFP, the Bank reserves the right to accept or reject any Proposal and to annul the entire Process and reject all Proposals, at any time without any liability or any obligation for such acceptance, rejection or annulment, and without assigning any reasons thereof.
- 2.4 Without prejudice to the generality of above, the Bank reserves the right to reject any Proposal if:
 - 2.4.1 at any time, a material misrepresentation is made or discovered, or
 - 2.4.2 the Agency does not provide, within the time specified by the Bank, the supplemental information sought by The Bank for evaluation of the Proposal.

3.0 CLARIFICATION AND AMENDMENT

- 3.1 Agencies may seek clarification within specified time as per this RFP. Any request for clarification must be sent by email to the Bank.
- 3.2 At any time before the submission of Proposals, the Bank may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Agency, modify the RFP documents by an amendment.
- 3.3 All amendments will be posted only on the Bank's Official Website. In order to afford the Agencies a reasonable time for taking an amendment into account, or for any other reason, the Bank may at its discretion extend the Proposal Submission Date.

4.0 PREPARATION OF PROPOSAL

- 4.1 Proposals should be prepared in English Language and strictly as per formats provided in this RFP. The Bank will evaluate only those Proposals that are received in the specified forms and complete in all respects.
- 4.2 Applicants are expected to thoroughly examine the RFP, any deficiencies in providing the information requested may result in rejection of a Proposal.
- 4.3 Proposals shall be typed and signed by the Authorised person who shall initial each page, in blue ink.
- 4.4 SIDBI may ask to provide additional material information or documents subsequent to the date of submission in case of clarification needed, however, unsolicited material if submitted will be summarily rejected.

5.0 SUBMISSION, RECEIPT AND OPENING OF PROPOSALS

- 5.1 Agency shall submit proposals in original, with copy if required as specified in Data Sheet. In case of any discrepancy between the original and the copy (including soft copy) of the technical proposal, the contents as per original will only be considered.
- 5.2 The complete Proposal must be delivered at the submission address mentioned in Data Sheet on or before submission date. No Proposal shall be accepted after the closing time of Proposals.
- 5.3 After the deadline for submission of proposals the Proposal shall be opened and evaluated by the Evaluation Committee for empanelment.

For submission of the proposal through <http://eauction.auctiontiger.net>:

Agency Name: E-Procurement Technologies Limited (EPTL)
Agency Address: A-201/208, Wall Street - II, Opp. Orient Club, Nr. Gujarat College, Ellis Bridge, Ahmedabad - 380 006, Gujarat (India)
Contact Number: 9510812971 / 9904406300 / 9510812960 / 7622000287 / 9265562818.
E-mail Ids: support@auctiontiger.net / shaikh@eptl.in / fahad@eptl.in
Domain Name: <http://eauction.auctiontiger.net>

6.0 PROPOSAL EVALUATION

- 6.1 As part of the evaluation, the Proposal shall be checked for eligibility in accordance with the eligibility criteria defined in this RFP.
- 6.2 Technical Proposals which are found to be eligible would be considered for empanelment.

7.0 EMPANELMENT

- 7.1 Letter of empanelment may be issued, by the Bank to the qualified applicants individually or category wise after completion of evaluation process of the proposals received.

SECTION 5: APPLICATION FORMS

FORM - 1

Proposal Submission Letter

Date:

To

Deputy General Manager
Small industries Development Bank of India
Plot No.C-11, G Block,
Swavalambhan Bhavan,
Bandra East, Mumbai,
Maharashtra 400051

Subject: Empanelment of Consultants/ Contractors & Suppliers

Dear Sir/Madam,

We are submitting our Proposal with reference to your RFP for Empanelment of Consultants/ Contractors & Suppliers dated We have examined all terms and conditions of RFP. Our Proposal is unconditional and binding upon us and we declare that:

1. We have examined and have no reservations to the RFP, including any Addendum issued by the Bank and we do not have any conflict of interest in accordance with the terms of RFP.
2. We acknowledge that SIDBI will be relying on the information provided in the Proposal and the documents accompanying the Proposal for empanelment process, and we certify that all information provided in the Proposal and in the supporting documents is true and correct and all documents accompanying such Proposal are true copies of their respective originals.
3. We shall make available to SIDBI any additional information it may deem necessary or require for supplementing or authenticating the Proposal.
4. We acknowledge the right of SIDBI to reject our Proposal without assigning any reason or otherwise and hereby waive our right to challenge the same on any account whatsoever.
5. We certify that in the last 3 years, we have neither failed to perform on any contract, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award against the Consultant/ Agency, nor been expelled from any project or contract by any public sector authority nor have had any contract terminated by any public authority for breach on our part.
6. We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, in respect of any tender or request for proposal issued by or any agreement entered into with SIDBI or any other public sector enterprise or any Government, Central or State.
7. We agree and understand that the proposal is subject to the provisions of the RFP document. In no case, shall we have any claim or right of whatsoever nature if our proposal is not selected for empanelment or our proposal is not opened or rejected.
8. We agree to participate in the procurement process by SIDBI, if our proposal gets selected for empanelment.

Yours sincerely,

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/ Office ready furniture suppliers/Furniture for quarters/Plumbing/ BMC Registered Plumber/Signage and Logo design/Minor and Miscellaneous Work/ Electrical /Electrical fixture and fittings suppliers / Electrical panel builders/ Security Items (Access Control, CCTV, Projectors)/ Air-conditioners supply/ maintenance of ACs/ Fire-fighting and fire detection System/Fire extinguishers equipment and re-filling.
Class/Category (if any):	

1.	Name of the Applicant:	
	Address	
	Telephone Nos. Office:	
	Residence:	
	Mobile :	
	Fax:	
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) Goods and Service Tax No: (Furnish copies of Income-tax returns, registration)	
	c) Name of Bank with Branch Address and A/C No details:	
	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)	S. N.	Year	Turnover (INR Lakh)
		1	2021-22	
		2	2020-21	
		3	2019-20	
		Average		

6. Registration with Government / Public Sector / Banks

Name of the organisation	Nature of works	Value of works	Date of registration

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

- i)
- ii)
- iii)

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

S. N.	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.

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

S. N.	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						

10. Key personnel permanently employed in your organization:

S. N.	Name	Qualifications	Experience	Particulars of work done	Employed in your firm since	Any other
1						
2						
3						

11. Details of Tools, equipment and Machineries available with you/ your organization/ Workshop:

- i)
- ii)
- iii)
- iv)
- v)

12. 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

13. 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:

S. N.	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