

SBI CAPITAL MARKETS LTD

PREQUALIFICATION OF CONTRACTORS FOR CARRYING OUT BROUGHT OUT ITEMS & CHAIRS WORKS AT SBI CAPITAL MARKETS LTD HEAD OFFICE IN MUMBAI.

Reference Details

Invitation / Prequalification documents Reference	SBI Capital Markets Limited 202, Maker Tower E, Cuffe Parade, Mumbai
Contact Person	Mr. Pradeep Mukherjee
Address of Communication	SBI Capital Markets Limited 202, Maker Tower E, Cuffe Parade, Mumbai – 400005.
Email Address	pradeep.mukherjee@sbicaps.com
Contact Number	9771944610

Schedule of Events

SBI CAPITAL MARKETS LTD reserves the right to change the dates mentioned in the RFP.

Event	Target Date
Invitation to list of contractors	23.11.2022
Last date for submission of Prequalification document/ offer/ application form	03:00 pm on 08.12.2022
Place of submission of Prequalification documents	SBI CAPITAL MARKETS LTD 202, Maker Tower E, 20th Floor Cuffe Parade, Mumbai - 400 005.
Address for Communication	202, Maker Tower E, 20th Floor Cuffe Parade, Mumbai - 400 005.
Declaration of / Advising Prequalified Contractors for issue of prequalification document	Will be advised separately

**SBI CAPITAL MARKETS LTD
PREQUALIFICATION OF CONTRACTORS FOR CARRYING OUT
BROUGHT OUT ITEMS & CHAIRS WORKS OF SBI CAPITAL MARKETS LTD HEAD OFFICE**

SBI CAPITAL MARKETS LTD invites non-binding offers for prequalification of Contractors for carrying out **brought out items & chairs works** etc. for its newly acquired premises for its Head Office in Mumbai.

1. **BROAD SCOPE OF WORK:** The scope of work inter-alia includes but not limited to brought out items & chairs **works** etc., for completion of brought out items & chairs works of its Head Office.

It is advised that the qualifiers visit the following site before applying to understand the scope / clarity of works to executed etc.

The site of work: PARNIEE CRESCENZO, 15TH FLOOR, BKC. The **Area** proposed to be purchased is totaling to about 36000 sq. ft.

a. **Time Frame / Timeline** for completion of Brought Out items & Chairs Works – **60 days**.

2. **PREQUALIFICATION CRITERIA:**

The following is the **Prequalification Criteria (PQ)** for **Prequalification of contractors for carrying out proposed brought out items & chairs works of its newly acquired Head Office premises in Mumbai:**

a) The contractors should have been **established** and in **operation** for more than **10 years ending March 2022** in India and necessary documents will be submitted in this regard. The **experience** should include carrying out all **brought out items & chairs works** for **offices/ commercial buildings** as per the **details given in the Annexures**.

b) The Contractor should have **earned profit and no loss in last 3 consecutive financial years** duly supported by Audited Financial Statements etc i.e., for the years:

i. 2019-2020

ii. 2020-2021

iii. 2021-2022

c) The Contractor's Audited **Financial Reports** should **not** have any **adverse remarks** on account of **litigation / arbitration / loss / other reasons** etc.

If there is any adverse **remark on account of litigation / arbitration / loss/ other reason** for which proceeding is pending or initiated **may please be specified**.

d) The Contractors should have experience of having successfully completed similar **brought out items & chairs**, for **offices/ commercial buildings** during the last **10 years ending 31st March 2022** in

Mumbai/Thane/Navi Mumbai or any other place/ city as per details given hereunder and the same should be supported by necessary documents:

i. **One Single similar completed work costing not less than the amount equal to Rs 21 lakh.**

OR

ii. **Two similar completed works costing not less than the amount equal to Rs. 17.5 lakh.**

Similar Work: Similar work may be defined as having successfully completed **Brought Out items & Chairs works for offices/ commercial buildings.**

e) The average **Annual financial turnover** during the last 3 years ending **31st March 2022** for the years should be at least **Rs 5 crore** i.e., for the following 3-years & Solvency value as on 31st March 22 to be minimum of **Rs 2.5 crore**:

- i. 2019-2020
- ii. 2020-2021
- iii. 2021-2022

f) The Contractor should necessarily have an **office in Mumbai Metropolitan region on award of the work.**

3. PREQUALIFICATION OF CONTRACTORS: FURTHER SHORTLISTING:

All the contractors/ firms satisfying the basic given prequalification criteria will be placed on the preliminary select list. The preliminary select list will/ can be further assessed & shortlisted as per the criteria given under the various Annexures. The Architect appointed by the SBI Capital Markets Ltd will duly examine & vet the applications for further assessment / shortlisting of the contractors based on the preliminary select list and will recommend contractors for final shortlisting and issuing of qualifications as per the scoring obtained by them under Annexure VII and Annexure VIII attached with the document. Top 4-6 contractors shall qualify for the prequalification.

a. **Magnitude & time duration for completion of works: of works:** The SBI CAPITAL MARKETS LTD / Architects will satisfy themselves by visiting the site / based on the credentials / client certificates submitted by the contractors/ information from previous Architects/ clients/ market reputation. The maximum value of work/ nature of work undertaken & duration for its completion/ client etc. will be ascertained to judge whether the intended work could be given.

b. **Quality consciousness:** The SBI CAPITAL MARKETS LTD / Architects will satisfy themselves by visiting the site / based on the credentials / client certificates submitted by the contractors/ information from previous Architects/ clients/ market reputation

c. **Quality of finishes:** The SBI CAPITAL MARKETS LTD / Architects will satisfy themselves by visiting the site/ based on the credentials / client certificates submitted by the contractors/ information from previous Architects / clients / Market reputation.

d. **Timely execution:** The SBI CAPITAL MARKETS LTD / Architects will satisfy themselves by visiting the site / based on the credentials / client certificates submitted by the contractors/ information from previous Architects/ clients/ market reputation.

- e. **Integrity as regards working:** The SBI CAPITAL MARKETS LTD / Architects will satisfy themselves based on the credentials / client certificates submitted by the contractors/ information from previous Architects/ clients/ market reputation.
- f. **Ease in setting extra item rates:** The SBI CAPITAL MARKETS LTD / Architects will satisfy themselves based on the credentials / client certificates submitted by the contractors/ information from previous Architects/ clients/ market reputation.
- g. **Litigations if any involving:** The SBI CAPITAL MARKETS LTD / Architects will satisfy themselves based on the credentials / client certificates submitted by the contractors/ information from previous Architects/ clients/ market reputation.
- h. **Arbitration /court of law:** The SBI CAPITAL MARKETS LTD / Architects will satisfy themselves based on the credentials / client certificates submitted by the contractors/ information from previous Architects/ clients/ market reputation.
- i. **Financial soundness:** The SBI CAPITAL MARKETS LTD Architects will satisfy themselves based on the credentials / client certificates submitted by the contractors/ information from previous Architects/ clients/ market reputation/ Bankers if required.
- j. **List of works executed:** The SBI CAPITAL MARKETS LTD / Architects will satisfy themselves based on the credentials / client certificates submitted by the contractors/ information from previous Architects/ clients/ market reputation. Value, type/ nature of work/ client, period of completion etc. shall be considered.
- k. **Personnel, establishment, plants, equipment etc. according to the requirement of the Project:** The SBI CAPITAL MARKETS LTD / Architects will satisfy themselves based on the credentials / certificates submitted by the contractors/ information from previous Architects/ clients/ market reputation.
- l. **Confidential reports** may be obtained from the organizations wherein the contractors had undertaken works, if considered necessary by the Architects.

IMPORTANT GUIDELINE: All the **participants / contractors / bidders** are therefore advised to **fill and submit all the documents/ details properly.**

4. SPECIAL CONDITIONS OF SUBMITTING THE OFFER:

- 1. There should be **no precondition** from the contractor in **the application form.**

iii. SBI CAPITAL MARKETS LTD, however, **reserves the right to call for fresh prequalification exercise / offers at any time during the period, if considered necessary**

5. SUBMISSION DETAILS.

- i) The application forms / offers have to be submitted in a prescribed format in a **sealed cover** along with other details etc. as laid down in the enclosed Annexures. The sealed cover should be superscribed with the legend:

“Pre-qualification of contractors for Brought Out items & Chairs works of Head Office of SBI CAPITAL MARKETS LTD”.

The **last date** for submission of **completed application form** in the prescribed format at this office will be 03:00 pm on 8.12.2022.

ii) The Offers should be signed by Authorised Signatories. Where the prequalifier / contractor is a **Partnership firm**, it should be signed by duly authorized partner(s) and copy of Partnership Deed and Letter of Authority from other partners should be annexed. Where the prequalifier is a **Limited Company or LLP or Society or Trust**, the same should be signed by authorised Director(s) /Official(s) and a true copy of Memorandum and Articles of Association of Limited Company, Charter Documents or constitution of Trust or Association and true certified copy of Resolutions authorizing such official(s) should be submitted along with the prequalification.

6. OPENING OF PQ

i) Please note that the **applications so received will be screened and Prequalified** on the basis of the aforesaid **PQ criteria**.

ii) Detailed **prequalification document & drawings for carrying out the Brought Out items & Chairs works will be given only to the prequalified contractors by the Architects on behalf of the SBI CAPITAL MARKETS LTD**

7. GENERAL TERMS & CONDITIONS:

- i.** SBI CAPITAL MARKETS LTD reserves the right to reject / not to select any or all the offers, so received against the advertisement / offer document, without assigning any reason thereof. Canvassing in any form will disqualify the offer.
- ii.** Further, **no contractual obligation whatsoever shall arise** from the advertisement/presentation /process unless and until a formal contract is signed and executed by the duly authorised officer(s) of SBI CAPITAL MARKETS LTD and the selected contractor.
- iii. Confidentiality** – The contractor understands and agrees that all materials and information whether marked and identified by SBI CAPITAL MARKETS LTD as ‘Confidential’ or not are valuable assets of SBI CAPITAL MARKETS LTD and are to be considered SBI CAPITAL MARKETS LTD's proprietary information and property. Contractor will treat all confidential materials and information provided by SBI CAPITAL MARKETS LTD with the highest degree of care necessary to ensure that unauthorized disclosure does not occur. Contractor will not use or disclose any material or information provided by SBI CAPITAL MARKETS LTD without prior written approval.
- iv.** SBI CAPITAL MARKETS LTD expects the contractor to **adhere to the terms of this Invitation for Offer** and its subsequent addendums and would not accept any deviations to the same.

- v. SBI CAPITAL MARKETS LTD intends that the contractors under the Invitation for Offer shall have the **single point of responsibility** for fulfilling all obligations and providing all deliverables and services required.
- vi. Responses to this Invitation for Offer should not be construed as an obligation on the part of SBI CAPITAL MARKETS LTD to award a contract for any services or combination of services. Failure of SBI CAPITAL MARKETS LTD to select a contractor shall not result in any claim whatsoever against SBI CAPITAL MARKETS LTD and **SBI CAPITAL MARKETS LTD reserves the right to reject any or all proposals in part or in full, without assigning any reason whatsoever.**
- vii. All responses would be deemed to be irrevocable offers/proposals from the contractors and if accepted by SBI CAPITAL MARKETS LTD will form part of the final contract between SBI CAPITAL MARKETS LTD and the selected contractors are requested to attach a letter from an authorized signatory attesting the veracity of information provided in the responses. **Unsigned responses would be treated as incomplete and are liable to be rejected.**
- viii. The offers containing erasures or alterations will not be considered. **There should be no hand-written material, corrections, or alterations in the offer.**
- ix. SBI CAPITAL MARKETS LTD is not responsible for any assumptions or judgments made by the contractors.
- x. This Invitation for Offer contains **information proprietary to SBI CAPITAL MARKETS LTD. Each recipient is entrusted to maintain its confidentiality.** The recipient shall hold in strict confidence all terms of this Invitation for Offer and all information obtained pursuant to this Invitation for Offer and shall not disclose the terms of the contract, or any provision thereof, to any person other than a person employed by the contractor in the performance of this Invitation for Offer /contract. It shall be disclosed only to those employees involved in preparing the requested responses. The information contained in the Invitation for Offer may not be reproduced in whole or in part without the express permission of SBI CAPITAL MARKETS LTD.
- xi. Responses received become the **property of SBI CAPITAL MARKETS LTD** and cannot be returned. Information provided by each contractor will be held in confidence and will be used for the sole purpose of evaluating a potential business relationship with the contractor.
- xii. SBI CAPITAL MARKETS LTD reserves the right to stipulate, at the time of finalization of the contract, any other document(s) to be enclosed as a part of the final contract.
- xiii. **Disclaimers** - Subject to any law to the contrary, and to the maximum extent permitted by law, SBI CAPITAL MARKETS LTD and its officers, employees, contractors, agents, and advisors will not be liable for any loss or damage (whether foreseeable or not) suffered by any person acting on or refraining from acting because of any information, including forecasts, statements, estimates, or projections contained in this Invitation for Offer document or conduct ancillary to it whether or not the loss or damage arises in

Prequalification document for SBI CAPITAL MARKETS LTD

connection with any negligence, omission, default, lack of care or misrepresentation on the part of the Company or any of its officers, employees, contractors, agents, or advisers.

xiv. The **responses** prepared by the contractors and all correspondence and documents relating to the prequalification documents/ offers/ applications exchanged by the contractors and SBI CAPITAL MARKETS LTD, shall be **written in English language.**

8. SBI CAPITAL MARKETS LTD reserves the right to verify the authenticity of documents submitted by the contractors. SBI CAPITAL MARKETS LTD also reserves the right to reject any or all the applications & cancel the process without assigning the reason whatsoever.

DOCUMENTS TO TBE SUBMITTED WITH THE APPLICATION/ OFFER.

(Please read the RFP document before submitting the offer. The broad check list is given below):

S. No	DESCRIPTION	DOCUMENTS TO BE SUBMITTED
1.	Duly filled in Application Form : All columns	<u>Annexure-I</u> with signature, seal of the Company / Contractor & date.
2.	List of Brought Out items & Chairs works as per prequalification Criteria in the RFP	<u>Annexure-II</u> with signature, seal of the Company / Contractor & date.
3.	List of Major Brought Out items & Chairs works completed	<u>Annexure-III</u> with signature, seal of the Company / Contractor & date
4.	List of Brought Out items & Chairs works in hand.	<u>Annexure-IV</u> with signature, seal of the Company / Contractor & date.
5.	Details of Key Technical & Administrative staff employed by the Contractor	<u>Annexure-V</u> with signature, seal of the Company / Contractor & date.
6.	Details of Plant / Machinery owned by the Contractor	<u>Annexure-VI</u> with signature, seal of the Chartered Accountant/ Auditor & date.
7.	Performance report on client letterhead	<u>Annexure – VII</u> with signature, seal of the Client & date. This should satisfy the PQ criteria of similar works
8	Declaration of : Average Turnover of last 3 years, Turnover of 3 year and Litigations if any	<u>Annexure - VIII</u> with signature, seal of the Chartered Accountant/ Auditor & date.

ANNEXURE I**APPLICATION FORM**

S. No	Information	Details
1	Details of the Contracting Firm	
1.a	Name of the Contracting Firm	
1.b	Address	
1.c	Phone number: Fax number:	
1.d	Email address:	
1.e	PAN No:	
1.f	Constitution of the Contracting Firm and Date of establishment.	
1.g	Details of Technical & other personnel in the Company	
2	Contact Details	
2.a	Name of CEO and his contact details	
2.b	Name of the authorised contact person and his contact details	

3	<p>Details of Works:</p> <p>The Contractors should have experience of having successfully completed similar Brought Out items & Chairs, works for offices/ commercial buildings during the last 7 years ending March 2022 in Mumbai/Thane/Navi Mumbai or any other place/ city as per details given hereunder and the same should be supported by necessary documents / Client’s certificates etc</p> <p>i. One Single similar completed work costing not less than the amount equal to Rs 21 lakh. OR</p> <p>ii. Two similar completed works costing not less than the amount equal to Rs 17.5 lakh.</p>	Annexure-II
4	<p>Copies of Audited Financial statements of the last 5 years ending 31st March 2022 i.e., for the years:</p> <p>i. 2017-18</p> <p>ii. 2018-19</p> <p>iii. 2019-20</p> <p>iv. 2020-21</p> <p>v. 2021-22</p> <p>Auditor certified copies are required.</p>	
5	<p>The average turnover during the last 3 years ending 31st March 2022 i.e., for the years:</p> <p>i. 2019-20</p> <p>ii. 2020-21</p> <p>iii. 2021-22</p> <p>CA certificate is required</p>	

6	Details of litigation/disputes with the clients, if any. Incorrect information furnished may disqualify the Prequalification documents. Undertaking for NO litigation to be submitted	
7	Details of membership with Engineering Institutes may be given, if any.	
8	Details of GST No. Copy of registration to be attached	
9	Details of IT / PAN No. Copy of registration to be submitted	
10	Latest Income Tax Return Acknowledgment for the Financial year 31st March 22 to be submitted.	
11	List of registration with other organisations PSB / PSUs/ Govt / other reputed organisations etc.to be submitted if any.	
12	Address of Mumbai office	
13	List of major prominent Brought Out items & Chairs works completed in the last 7 years as on 31st March 2022 to be given	Annexure-III
14	List of current major Brought Out items & Chairs works in hand to be given	Annexure-IV
15	List of Technical Personnel employed	Annexure-V
16	List of other Personnel Employed	Annexure-V
17	List of consultants deployed by the Contractor if any	
18	List of Plant & machinery owned by the contractor	Annexure-VI
19	Performance Report on Client Letterhead To be submitted by the Contractor	Annexure- VII

20	Self-scoring sheet To be submitted by the contractor	Annexure- VIII
21	Company Profile / Brief Bio Data of Directors/ Proprietor / Partners of the Company	
22	Brief Bio Data with Names, Qualifications and Experience of the staff proposed to be connected with the project	
23	Details of ESIC / EPF number if any. Copy of registration to be submitted	
24	Whether the agency falls / does not fall within the Government MSME (Micro, Small and Medium Enterprises) guidelines shall be mentioned. Copy of registration to be given	
25	Copies of certificates for completion of works / appreciation letters from clients.	
26	Any other information, contractor would like to furnish.	

All information furnished above and enclosed in annexure are true and correct to the best of our knowledge and belief.

(Authorised Signatory)

Seal of the Firm / Contractor/ Company

Place: _____

Date: _____

ANNEXURE II

Prequalification of Contractors for Brought Out items & Chairs works for Head Office of SBI CAPITAL MARKETS LTD

Details of Brought Out items & Chairs works completed during the last 7 years ending as on 31st March 2022 as per Prequalification criteria given in the RFP

Sr. No	Name of the client	Nature of Brought Out items & Chairs work of premises in Mumbai / Navi Mumbai / Thane/ other places			PO / Work order Value/ Cost (Rs)	Actual value/ Cost (Rs)	Scheduled date of completion	Actual date of completion	Remarks, if any
		One similar work of Rs.21 lakh or above	Two similar works of Rs. 17.5 lakh or above						

Date: _____

(Authorised Signatory)

Place: _____

Seal of the Firm / Contractor / Company

ANNEXURE III

Prequalification of Contractors for Brought Out items & Chairs works for Head Office of SBI CAPITAL MARKETS LTD

List of major Brought Out items & Chairs works completed in the last 7 years as on 31st March 2022

S. No.	Name of the client / location of the project	*Nature of similar work	PO / work order value of works (Rs)	Actual value of works	Scheduled date of completion	Actual date of completion	Remarks, if any

((
* C Brought Out items & Chairs works relating to Corporate Office / Office in commercial buildings / other places

Date: _____

(Authorised Signatory)

Place: _____

Seal of the Firm / Contractor / Company

ANNEXURE IV

Prequalification of Contractors for Brought Out items & Chairs works for Head Office of SBI CAPITAL MARKETS LTD
List of major Interior works in Hand as on 31st March 2022

Sr. No.	Name of the client & location of project	*Nature of similar work	PO / work order value of works (in ₹)	Scheduled date of completion	Present position/ status	Remarks, if any

* Brought Out items & Chairs works relating to Corporate Office / Office in commercial buildings / other places

Date: _____

(Authorised Signatory)

Place: _____

Seal of the Firm / Contractor / Company

ANNEXURE V

Prequalification of Contractors for Brought Out items & Chairs works for Head Office of SBI CAPITAL MARKETS LTD

Details of Key Technical and Administrative Personnel Employed in the Organisation by the contractor as on 31st March 2022

Sr. No	Name	Designation	Educational Qualification	Professional Experience	Length of continuous service with the employer in years	Remarks, if any
1	2	3	4	5	6	7

Date: _____

(Authorised Signatory)

Place: _____

Seal of the Firm / Contractor / Company

ANNEXURE VI

Prequalification of Contractors for Brought Out items & Chairs works for Head Office of SBI CAPITAL MARKETS LTD

Details of Plant & Machinery, Manufacturing units, Tools and Equipments owned by the contractor as on 31st March 2022

Sr. No	Name of the Tools / Machinery / Equipment	Unit	Make/ Model / Capacity or Type	Age in years	Condition of the unit	Ownership Status etc			Current location	Remarks
						7	8	9		
1	2	3	4	5	6	7	8	9	10	11

(Authorised Signatory)

Seal of the Firm / Contractor / Company / CA

Date: _____

Place: _____

Annexure – VII

PERFORMANCE REPORT ON CLIENT LETTERHEAD

TO BE SUBMITTED BY THE CONTRACTOR

SR. NO	DESCRIPTION	REMARKS
1	NAME OF THE CLIENT	
2	NAME OF THE PROJECT	
3	SIZE OF THE PROJECT (CARPET AREA)	
4	PO VALUE OF THE PROJECT	
5	FINAL BILL VALUE OF THE PROJECT	
6 a	AS PER PO PROJECT START DATE	
6 b	AS PER PO PROJECT COMPLETION DATE	
7 a	ACTUAL START DATE	
7 b	ACTUAL COMPLETION DATE	
8	FEEDBACK OF CLIENT	
8 a	QUALITY OF WORK	GOOD/SATISFACTORY/POOR

8 b	CONSISTENCY IN TIME	GOOD/SATISFACTORY/POOR
8 c	DEPLOYMENT OF MANPOWER ON SITE	GOOD/SATISFACTORY/POOR

ABOVE INFORMATION IS BEST OF MY KNOWLEDGE AND BELIEF.

SIGNATURE AND STAMP -

NAME OF THE CLIENT REPRESENTATIVE –

DESIGNATION –

DATE AND PLACE -

Annexure VIII

PREQUALIFICATION FORM FOR CORPORATE OFFICE FOR SBI CAPITAL MARKETS LTD AT MUMBAI				
SR NO	DESCRIPTION	MAXIMUM MARKS	SELF MARKS	DOCUMENT TO BE SUBMITTED TO ESTABLISH SELF SCORE
1	NAME OF THE CONTRACTOR / COMPANY			
2	AVERAGE TURNOVER OF PAST 3 YEARS ENDING 31.03.2022	25		CA Certificate
	>10 CR	25		
	07CR > 10 CR	20		
	05CR > 07CR	15		
3	PLANT MACHINERY / FACTORY	35		Factory License
	(To be reflected in Balance Sheet - Attach plant and machinery sheet - refer annexure 1)			Depreciation schedule certified by CA
4	SOLVENCY VALUE	25		Bank Certificate
	(Latest certificate to be submitted)			
	15CR<	25		
	15CR < 10CR	20		
	10CR < 05CR	15		
	05CR < 2.5CR	10		
5	REGISTERED OFFICE IN MMR	15		CA certificate
	TOTAL	100		

Annexure - 1

Following machinery are minimum requirements:

1. CNC machine
2. Laminate Press Machine.
3. Edge binding Machine
4. Paint booth.