



CIN: L65190MH2004GOI148838

**NAGPUR ZONAL OFFICE,**  
**1<sup>ST</sup> FLOOR, SALASAR PRESTIGE, Off. WHC ROAD,**  
**DHARAMPETH, NAGPUR - 440010**

**PRE-QUALIFICATION OF VENDORS**  
**FOR ANNUAL MAINTENANCE CONTRACT**  
**FOR HOUSEKEEPING & FACILITY MANAGEMENT SERVICES**  
**AT IDBI BANK'S BRANCHES & OFFICES**  
**IN NAGPUR ZONE, MAHARASHTRA**

**Last date for submission of prequalification application is ---Jan 24<sup>th</sup>, 2024 before 6:00**  
**PM.**

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## **DISCLAIMER**

The information contained in this Pre-qualification document or information provided subsequently to applicant(s) whether verbally or in documentary form by or on behalf of IDBI BANK Limited (“IDBI Bank/ Bank”), is provided to the applicant(s) on the terms and conditions set out in this pre-qualification document and all other terms and conditions subject to which such information is provided.

This pre-qualification document is not an agreement and is neither an offer. This pre-qualification does not claim to contain all the information each applicant may require. Each applicant may conduct its own independent investigations and analysis and is free to check the accuracy, reliability and completeness of the information in this pre-qualification. Bank makes no representation or warranty, express or implied, and shall incur no liability whatsoever under any law, statute, rules or regulations as to the accuracy, reliability and completeness of this pre-qualification. Bank may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this pre-qualification document.

The information contained in the pre-qualification document is selective and is subject to update, expansion, revision and amendment. IDBI Bank does not undertake to provide any applicant with access to any additional information or to update the information in this pre-qualification document or to correct any inaccuracies therein, which may become apparent. IDBI Bank reserves the right of discretion to change, modify, add to or alters any or all of the provisions of this pre-qualification document or the bidding process, without assigning any reasons whatsoever. Such change will be intimated or made accessible to all applicants. Any information contained in this document will be superseded by any later written information on the same subject made available/ accessible to all recipients by IDBI Bank. Information provided in this pre-qualification document is on a wide range of matters, some of which may depend upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a



**Pre-qualification of Vendors for Annual Maintenance Contract for Housekeeping and Facilities Management Services at IDBI BANK Branches & Offices in Nagpur Zone**

complete or authoritative statement of law. IDBI Bank does not own any responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein. Further, IDBI Bank does not accept liability of any nature whether resulting from negligence or otherwise howsoever caused arising from reliance of any applicant upon the statements contained in this document.

IDBI Bank reserves the right to reject any or all the responses to pre-qualifications received in response to this pre-qualification notice, at any stage, without assigning any reason whatsoever and without being liable for any loss/ injury that applicant might suffer due to such reason. The decision of IDBI Bank shall be final, conclusive and binding on all the parties directly or indirectly connected with the bidding process.

Applications not satisfying the procedure prescribed in this pre-qualifications document will be treated as invalid and rejected summarily.

**It may be noted that notice regarding corrigenda, addendums, amendments, time-extensions, clarifications, etc., if any, to this pre-qualification document, will be published only on Bank's website at [www.idbibank.in](http://www.idbibank.in) and not through any other media. Prospective applicants shall regularly visit Bank's website for any changes / development in relation to this pre-qualification notice.**



**Notice for Pre-qualification of Vendors**  
**for Annual Maintenance Contract for House Keeping & Facility Management**  
**Services at IDBI Bank's Branches & Offices in Nagpur Zone, Maharashtra.**

<b>Sl. No.</b>	<b>NAME OF STATE</b>
<b>1</b>	<b>MAHARASHTRA STATE –Banks Branches/ offices etc in Nagpur Zone –Regions – Nagpur, Wardha, Jalgaon, Aurangabad, Solapur &amp; Ahmednagar.</b>
<b>2</b>	<b>District Under Nagpur Zone: Ahmednagar, Aurangabad, Jalgaon, Solapur, Nagpur, Wardha, Nanded, Beed, Amravati, Jalna, Akola, Chandrapur, Gondia, Bhandara, Gadchiroli, Parbhani, Buldhana, Hingoli, Osmanabad, Latur, Washim, Yavatmal.</b>

IDBI BANK LTD., a premier Banking institution having its Head Office at IDBI Tower, Cuffe Parade, WTC Complex Mumbai-400005 & one of its Zonal Office at 1st floor, Salasar Prestige, Off. WHC Road, Dharampeth Nagpur-440010 (the Bank), proposes to invite applications from registered and reputed professional agencies, who are providing House Keeping & Facility Management Services in the offices of Commercial Banks, Pvt. Banks, Government /Public Sector/ Private organizations of repute/ large hotels, Commercial Complexes, Big Malls, autonomous bodies etc., for the Annual Maintenance Contract (AMC) for House Keeping & Facility Management Services at its Nagpur Zonal Office and Branches & Offices in Nagpur Zone (falling under Bank's Regional Offices of Ahmednagar, Aurangabad, Jalgaon, Nagpur, Solapur & Wardha Regions), admeasuring approx. 2,25,358 sq. ft Carpet Area (including total area of all Branches and offices in Nagpur Zone), on contractual basis for a period of Three (3) Years (renewable every year subject to satisfactory performance) under Two Bid System.

The applicant who satisfies the pre-qualification criteria shall only be considered for issuance of Technical and Commercial Bid for the above work. Applicant shall furnish details regarding their company, Organization chart, Date of Incorporation, Experience, etc. as indicated in the application form annexed herewith.



**Scope of Work:**

Bank has provided high quality interiors at its, Nagpur Zonal Office and Branches & Offices falling in Regions Ahmednagar, Aurangabad, Jalgaon, Nagpur, Solapur & Wardha Regions. As such the applicant should have the necessary experience and capability to maintain the same. The scope of work would involve cleaning & wet mopping of floors, dusting of work stations, collecting and disposing of waste in municipal bins, cleaning of toilets & toilet fixtures, window glass & external glass façade wall (both from inside & outside), telephones, lifts, walls, stairs, carpets, sofas, chairs, pedestal fans, Venetian blinds, polishing of brass items, removing of cobwebs from ceilings, removal of stagnant water from terrace, external drainage cleaning, external cleaning of Atrium skylights glass, entrance glass canopy, ACP panels, inside Lift, Terrace cleaning, signages cleaning, etc. The work also includes engaging the services of personnel for other activities which are incidental to sweeping & cleaning works, such as shifting of files, documents, furniture, equipments, etc. in different rooms / floors, within and outside the Bank's premises, attending pantry work etc, or any other services assigned to them from time to time by the Bank. These services will be required on all days during the period of contract, as per Bank's requirements.

**Place: Nagpur**

**Date: January 03, 2024**

**GENERAL MANAGER AND DY. ZONAL HEAD**

**PRE-QUALIFICATION CRITERIA:-**

1. The applicant should be a registered body for providing services of skilled, unskilled labourers and should have requisite license.
2. The applicant should be experienced in providing Housekeeping and Facility Management Services and should have been in existence for the last seven (7) years ending November 30, 2023.
3. The applicant should have its **registered office / Branch office in State of Maharashtra, preferably in Ahmednagar, Aurangabad, Jalgaon, Nagpur, Solapur & Wardha regions.** (Proof of having registered/branch office to be attached along with this pre-qualification application form)
4. The applicant should have experience of Housekeeping and Facility Management Services at Commercial Banks, Private Banks, Government/ Public Sector / Private organizations of repute/ large hotels, Commercial Complexes, Big Malls, autonomous bodies as per the below mentioned criteria:
  - a) Either One (1) work order for AMC of similar works in buildings / total no of Branches at various locations in same institution having minimum total Carpet Area of 1.80 lakh sq.ft. OR One (1) work order for AMC of similar works amounting to Rs.320.00 lakhs from one institution during last 3 years ending November 30, 2023.

**OR**

- b) Either Two (2) work orders for AMC of similar works in buildings / total no of Branches at various locations in same institution having minimum total Carpet Area of 1.12 lakh sq. ft. / OR Two (2) work orders for AMC of similar works amounting to Rs.200.00 lakhs each, from two different institutions or two different locations of same institution, during last 3 years ending November 30, 2023.

**OR**

- c) Either Three (3) work orders for AMC of similar works in buildings / total no of Branches at various locations in same institution having minimum total Carpet Area of 0.90 lakh sq. ft. / OR Three (3) work orders for AMC of similar works amounting to



**Pre-qualification of Vendors for Annual Maintenance Contract for Housekeeping and Facilities Management Services at IDBI BANK Branches & Offices in Nagpur Zone**

Rs.160.00 lakhs each, from three different institutions or three different locations of same institution, during last 3 years ending November 30, 2023.

5. The Average Annual Turnover during last 3 years ending March 31, 2023 (FY 2020-21, FY 2021-22 and FY 2022-23) should be atleast Rs.120.00 Lakhs.
6. The applicant should be a profitable firm / company during last 3 financial years ending March 31, 2023 (FY 2020-21, FY 2021-22 and FY 2022-23) as per its audited financial statements and records.
7. The applicant should have Solvency of value of atleast Rs.160.00 lakhs.
8. Satisfactory service certificates/completion certificates should be produced from their existing/ major clients with details of contact person, Telephone No., email, etc.



**GENERAL CONDITIONS:**

1. The application formats duly completed in all respects is required to be addressed to “**The GENERAL MANAGER AND DY. ZONAL HEAD, IDBI BANK LTD., Nagpur Zonal Office, 1st floor, Salasar Prestige, Off. WHC Road, Dharampeth Nagpur-440010,**” and should be enclosed in a sealed cover super scribing in the top left hand corner of the cover as “**Application for Pre-qualification of Vendors for Annual Maintenance Contract for Housekeeping and Facilities Management Services at IDBI BANK Branches & Offices in Nagpur Zone**” and should be dropped in tender box kept for the purpose on **1<sup>st</sup> floor, Salasar Prestige, Off. WHC Road, Dharampeth, Nagpur**” on or before **January, 24, 2024 by 6:00 pm.** If the covers are sent by post, the applicant should ensure that their application is received at the above mentioned address before the prescribed date & time to avoid rejection. All applications, received on or before the cutoff date and time, will be opened on **January, 25, 2024 by 10:30 am.** or such other extended date and time as may be decided by the Bank. The applications which satisfy the stipulated pre-qualification criteria shall only be considered for issuance of Tender documents for the subject work.
2. The applicant should ensure and confirm that they have all mandatory compliance certificates/ registrations/ license under various applicable laws including labour laws applicable for the state/zone where the said services are required.
3. The applicant should have provided/providing similar services in offices of Commercial Banks, Pvt. Banks, Government/Public Sector/Private organizations of repute/ large hotels, Commercial Complexes, Big Malls, autonomous bodies etc. The Applicant should have proper tools & tackles for providing House Keeping Services in Nagpur Zone of Bank.
4. The applicant should be the prime applicant and no consortium is allowed. ( Duly notarized affidavit to be submitted )
5. The applicant or any of its Directors/Partners should not have been blacklisted or have been put in negative list or caution list or watch list for any reason whatsoever by any

Govt. organizations or authority or body/ PSU/PSB/ Private Organizations of reputed / Large Hotels, Autonomous bodies, Big Malls, Commercial complexes etc. ( Duly notarized affidavit to be submitted )

6. The applicant or any of its Directors/Partners should not be under any investigation by Police, Tax Authorities, Enforcement Directorate or Money Laundering Authorities or similar authorities. ( Duly notarized affidavit to be submitted )
7. The applicant or any of its Directors/Partners should not be involved in any litigation initiated against them for non-performance of services or for unfair labour practice or for any labour law violation or for violation under any other law. etc. ( Duly notarized affidavit to be submitted )
8. The applicant or any of its Directors/Partners should not have been declared as insolvent or should not have been held guilty of or being prosecuted for any crime. ( Duly notarized affidavit to be submitted )
9. The applicant or any of its Directors/Partners should not be a defaulter to any Bank or Financial Institution or any other organization. ( Duly notarized affidavit to be submitted )

9.1 – The applicant may submit one single affidavit duly notarized for sr no 4 to 9 & 11 above.

10. The applicant should be manned with adequately trained professionals and the organizational structure should comprise of a centralized help desk, including other support staff to enable the applicant or any of its Directors/Partners to execute and perform the job and work assignments of such nature and magnitude. The manpower being deployed should have necessary experience, expertise and relevant knowledge about the job.
11. The applicant shall have good repute, standing and professionalism for performing similar job/assignment and should not be on the defaulter's list of any Credit Information Companies (CIC). In addition, they should not have defaulted in providing

similar services with IDBI Bank or any other bank. ( Duly notarized affidavit to be submitted )

12. The applicant should be able to provide uninterrupted and continued service during the period of contract with proper and sufficient Business Continuity Plan (BCP). The applicant should be able to provide workmen duly verified from the local police authorities. Applicant should have adequate staff to substitute for leave/absence of the deployed personnel. The deployed personnel should be issued/wearing (a) tamper proof photo identity cards issued by the applicant and (b) prescribed uniform.
13. The applicant should not be owned or controlled by any director or officer/ employee of the Bank or their relatives having the same meaning as assigned under Section 2 of the Companies Act, 2013.
14. Any Applicant who was earlier awarded the contract by way of tender process by IDBI BANK and who did not either enter into an agreement for any reason or failed to provide the services after executing the agreement for any reason or refused to provide the services after executing the agreement for any reason or failed to provide services for the entire agreed period after executing the agreement for any reason whatsoever should not apply for this work as such applicant would not be considered for this pre-qualification process.
15. **Minimum wages payable to the personnel to be engaged shall be strictly as per Central Labour Laws Only.** The Applicant should comply with various provisions of **Contract Labour (R & A) Act 1970 and Central Rules 1971** (including amendment, if any). Applicant should enclose the copies of the following with the applications:
  - a) License from **Labour Commissioner** to employ contract labour under the Contract Labour Act for work orders executed in past three years up to November 30, 2023.
  - b) Registration certificate under **Employees Provident Act**, with latest proof (challans to be attached)
  - c) Registration under **Employees State Insurance Act**, with latest proof (Challans to



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be attached)

**16. Other Documents**

- a) CA certified ITR of last three financial years,
- b) PAN Card copy of applicant.
- c) Copy of GST Registration certificate.
- d) CA certified copies of audited Balance Sheets for the past 3 years ending March 31, 2023 (FY 2020-21, FY 2021-22 and FY 2022-23)

**17.** The Bank reserves the right to reject any application without assigning any reason and to restrict the list to any number deemed suitable by it, if too many applications are received satisfying the basic pre-qualification criteria. Bank also has the right to reject all the applications and go in for re-advertisement without assigning any reason.

For any clarification please contact at (0712) /6659126 / 6659117/ 6659125/6659134

**Place: Nagpur**

**Date: January 03, 2024**

**GENERAL MANAGER AND DY. ZONAL HEAD**



**ANNEXURE-I**

<b>Sr. No</b>	<b>Information regarding</b>	<b>Details to be furnished by the applicant</b>
1	Name & Address of the firm/company	
2	PAN No. GST Registration No.	
3	Type of organization & year of incorporation.	
4	Correspondence address with contact person, name, telephone number, mobile number, E-mail etc.	
5	Name & details of Directors/Partners/ Proprietor	
6	Company/firm Profile with year of establishment	
7	Details of offices	
8	Whether registered with Registrar of Companies/Firms, if so, number & date	
9	Registration with statutory/tax authorities along with copies as proof including last 3 years ITR	
10	Net Profit a) FY – 2020-21 b) FY – 2021-22 c) FY - 2022-23	Rs. Rs. Rs.
11	Names of the Bankers with address	1. 2. 3.
12	Turnover of the company/firm. Please provide the details for the last 3 years ending March 31, 2023. (Certified copies of audited Balance Sheet and profit & loss account statement to be enclosed ) a) FY – 2020-21 b) FY – 2021-22 c) FY - 2022-23	Rs. _____ Rs. _____ Rs. _____



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13	Details of the works executed by the company/firm during last 3 Financial years (only those works to be mentioned which qualify the eligibility criteria) Copies of satisfactory work experience and work completion obtained from the employers to be enclosed	Annexure II to be filled up
14	Registration with Government/Public Sector Undertakings/ Banks	Annexure III to be filled up
15	Organizational set up and trained man power available (Enclose the chart)	Annexure IV to be filled up
16	Details of litigation / arbitration cases resulting from the contracts executed by your firm/company in the past or currently under execution	Annexure V to be filled up
17	Names along with address and telephone numbers of two organization for whom work done in the past and who are in a position to certify the past performance of your firm/company	Annexure VI to be filled up
18	List of equipments and Machineries	Annexure VII to be filled up
19	Other information applicant might like to give in support of the application	

**Date:-**

**Signature of the authorized**

**Place: -**

**person & Company/Firm seal**

**ANNEXURE-II**

**LIST OF HOUSE KEEPING SERVICES CONTRACTS EXECUTED DURING LAST 3 YEARS**

- a) Either One (1) work order for AMC of similar works in buildings total no of Branches at various locations in same institution having minimum total Carpet Area of 1.80 lakh sq.ft. or One (1) work order for AMC of similar works amounting to Rs.320.00 lakhs from one institution during last 3 years ending November 30, 2023. OR
- b) Either Two (2) work orders for AMC of similar works in buildings total no of Branches at various locations in same institution having minimum total Carpet Area 1.12 lakh sq. ft. / or Two (2) work orders for AMC of similar works amounting to Rs.200.00 lakhs each from two different institutions or two different locations of same institution during last 3 years ending November 30, 2023. OR
- c) Either Three (3) work orders for AMC of similar works in buildings total no of Branches at various locations in same institution having minimum total Carpet Area 0.90 lakh sq. ft. / or Three (3) work orders for AMC of similar works amounting to Rs.160.00 lakhs each from three different institutions or three different locations of same institution during last 3 years ending

Sr. No.	Name of the Client	Supervising Authority under whom work was carried out (Name & Designation)	Work order Ref. No. & date (enclose copies)	Contract period	Contract value (Rs. in Lakhs)	Carpet Area (Sq ft)	Copy of work order enclosed? (Yes/No)	Copy of labour license enclosed (Yes/No)	Copy of works completion certificate is attached ( Yes / No )

January 03,2024.

**ANNEXURE-III**

Registration with Government /Public Sector Undertakings/ Banks for Carrying out Facility Management Services i.e. Central Labour Commissioner License, PF, ESI, etc. (Copies to be attached as proof of the same)

Sr.No.	Name	Nature of work	Value of work	Name of the Registration authority and Date of registration

**ANNEXURE-IV**

Organizational set up and trained man power available

Sr.No.	Name	Qualification	Experience	Works done	Employed with your firm since	Any other information

**ANNEXURE-V**

Details of litigation / arbitration cases resulting from the contracts executed by your firm in the past or currently under execution

Year	Award for/ against	Name of Client	Cause of litigation	Disputed amount	Actual awarded amount





**ANNEXURE-VI**

Names along with address and telephone numbers of two organization for whom work done in the past and who are in a position to certify the past performance of your firm

<b>Sr. No</b>	<b>Name of the Employer</b>	<b>Address</b>	<b>Tele. no./Mobile</b>	<b>Fax/E-mail</b>

**ANNEXURE VII**

**List of Equipments & Machineries**

<b>Sr. No.</b>	<b>Description</b>	<b>Utilization Area</b>	<b>Date of purchase (Furnish/Enclose copies of invoices)</b>

**DECLARATION**

1. All the above information furnished by me /us here above is correct to the best of my/our knowledge and belief.
2. I/we have no objection if enquiries are made about the work listed by me /us as above/in the annexures.
3. I/we agree that the decision of IDBI Bank Ltd in selection of the Applicant will be final and binding on me/us.
4. Our company/firm is having solvency of Rs. 160.00 lakhs and solvency certificate for such amount shall be submitted within the stipulated time line, as and when advised by IDBI Bank Ltd.



**Pre-qualification of Vendors for Annual Maintenance Contract for Housekeeping and Facilities Management Services at IDBI BANK Branches & Offices in Nagpur Zone**

5. I/we have read the instructions appended to the pro forma and I/we understand that if any false information is detected by the Bank at a later date, our bid shall not be processed further or our empanelment/award of contract to us shall be cancelled, at the discretion of the Bank.

**Signature of the Applicant**

**Name and designation**

**Seal of the company/firm**

**Place:-**

**Date:**



**Pre-qualification of Vendors for Annual Maintenance Contract for Housekeeping and Facilities Management Services at IDBI BANK Branches & Offices in Nagpur Zone**

**From**

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**To**

**General Manager & Deputy Zonal Head**  
IDBI BANK LTD, Zonal Office,  
Salasar Prestige, 1<sup>st</sup> Floor, Plot No-1/A, Off WHC Road,  
Dharampeth, Nagpur-440010  
Maharashtra State

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Dear Sir/Madam,

**Application towards pre-qualification of agencies for annual maintenance contract of Housekeeping & Facility Management Services for IDBI Banks Branches / offices etc under Nagpur Zone**

I/We do hereby declare that the information furnished by us in the duly completed application form and Annexure thereto are correct to the best of our knowledge and belief.

Yours faithfully,

Signature:

Name:

Designation:



**CHECKLIST OF DOCUMENTS TO BE SUBMITTED**

1. Duly Filled and signed Application form on each page.
2. Copy of Registration/Incorporation certificate.
3. Copy of Pan Card
4. Copy of GST registration
5. Copy of Solvency Certificate from Bank.
6. Copies of Audited Financial Statements for the Past 3 financial years.
7. Copies of Income Tax returns submitted for the past 3 financial years.
8. Copies of Work Orders in support of the works given in Annexure II.
9. Copies of completion certificates against given work orders.
10. Copy of Valid Central Contract labor license.
11. Copy of Valid PF/ESIC Certificate.
12. Any other supporting documents.

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