



**Securities and Exchange Board of India**

**SEBI Bhavan, Plot No. C-4A, 'G' Block, Bandra-Kurla  
Complex, Bandra (E), Mumbai 400 051**

**Tel. No.022-26449000/ 26449336**

**Tender No.: SEBI/HO/GSD/FMD4/2022/34**

**Tender Document – Part I  
(Prequalification Document)**

**Supply, Installation, Testing and Commissioning of On-grid  
Solar Plant at SEBI's Office Premises in Mumbai**

**Name of the Tenderer .....**



## Check List

Sr. No.	List of Enclosures	Whether enclosed? Indicate Yes or No
1.	Company Registration Certificate showing the activities of the company viz. sales/marketing/services etc.	
2.	Bombay shops and establishments registration certificate	
3.	Work orders, work completion certificates, TDS certificate for supply, installation, testing, commissioning (SITC) of on-grid rooftop solar plant substantiating experience in the similar works.	
4.	IT return for the last three financial years ending March 31, 2022.	
5.	Chartered Accountant certified profit and loss statement sheet clearly mentioning annual profit/ loss and turn over for last three years ending March 31, 2022.	
6.	GST (Goods and Services Tax) Registration Certificate	
7.	PAN Card	
8.	OEM Certificate along with declaration from intended agency on their letterhead confirming enlisting of SPV modules under "Approved Models and Modules (Requirements for Compulsory Registration) Order, 2019" issued by MNRE, Government of India.	
9.	SPV modules OEM or OEM authorized dealer Certificate	

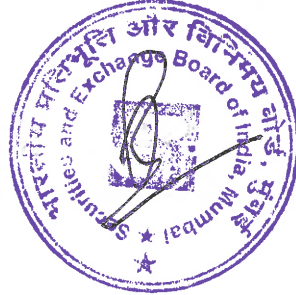


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10.	Application on letterhead as per prescribed format in Form I	
11.	Authorization certificate/ Power of Attorney of the signatory of the Prequalification document	
12.	List of clients, addresses and their contact nos.	
13.	Any other relevant documents. Please specify.	

**Note:**

1. Each page of this Prequalification Document and supporting documents, if any, shall be duly filled in, signed and stamped.
2. The Prequalification Document shall be kept in a separate suitable size envelope and duly sealed before submission.



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## Section 1: Notice Inviting Application for Prequalification

1. Applications are invited in prescribed format by Securities and Exchange Board of India (SEBI) for pre-qualification of contractors for supply, installation, testing and commissioning of on-grid solar plant at SEBI's office premises at Bandra – Kurla Complex, Bandra (E), Mumbai – 400 051 through competitive bid. The estimated cost of the works is approximately Rs.77 Lakh.
2. The proposed work shall be carried out in two separate office buildings of SEBI as below:

Sr. No.	Name of the Premises	Proposed capacity of solar plant
1.	SEBI Bhavan, Plot No. C-4A, 'G' Block, Bandra-Kurla Complex, Bandra (E), Mumbai 400 051	35 kWp
2.	SEBI Bhavan II, Plot No. C-7, 'G' Block, Bandra-Kurla Complex, Bandra (E), Mumbai 400 051	70 kWp

3. The interested agencies who desire to carry out the above work and meeting the stipulated eligibility criteria may download the application forms from the website [www.sebi.gov.in](http://www.sebi.gov.in) under section 'Tenders' or from Central Public Procurement Portal (CPPP) <https://eprocure.gov.in/cppp> under section 'Latest Active Tenders'.
4. The last date for submission of duly filled in application form for prequalification is upto **3:00 PM on December 01, 2022**. The Prequalification document comprising of the application form duly filled with required documents shall be submitted at the following address in a sealed envelope superscribing "*Application for Prequalification of Contractors for SITC of On-grid Solar Plant at SEBI's Office Premises in Mumbai*".

The Deputy General Manager  
Facilities Management Division-4,  
Securities and Exchange Board of India,  
SEBI Bhavan, Plot No. C-4A, 'G' Block,  
Bandra-Kurla Complex, Bandra (E),  
Mumbai 400 051

5. Joint ventures or Consortium of firms are not eligible to apply.
6. The Board reserves the right to reject any or all the applications without assigning any reason thereof.



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7. Applications not received in the prescribed format will be summarily rejected.
8. The tender documents for the specified work shall be issued only to the pre-qualified agencies.
9. For any further details in this connection, please contact at Telephone No. +91- 022- 26449000/ 26449336/ 26449175 on all working days between 10.00 a.m. to 5.00 p.m.



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## Section 2: Eligibility Criteria

Sr. No.	Eligibility Criteria	Testimonials/ Documentary Evidence
1.	The tenderer shall be registered as a company in India as per Companies Act 1956/2013 or a partnership firm.	Copy of Registration Certificate
2.	The agency should have at least one of its own office (not through channel partner) set up in Mumbai Metropolitan Region (MMR).	Copy of Bombay Shops and Establishments certificate.
3.	<p>The tenderer shall have satisfactorily completed the similar work(s) of following values during the last seven years ending October 31, 2022:</p> <p>a) Should have carried out at least one similar work costing at least Rs.62 Lakh.</p> <p style="text-align: center;">or</p> <p>b) Should have carried out at least two similar works each costing at least Rs.39 Lakh.</p> <p style="text-align: center;">or</p> <p>c) Should have carried out at least three similar work each costing at least Rs.31 Lakh.</p> <p>Similar work means the agency should have carried out supply, installation, testing, commissioning (SITC) of at least 70 kWp on-grid rooftop solar plant for reputed organizations/ institutions at their office premises/ buildings, commercial complexes, Hospitals or any other Government/ Public Sector Organizations.</p>	As per Form III and enclose copy of work order, work completion certificate and TDS certificate for the respective works.



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4.	The agency should have carried out at least one similar work of minimum Rs.31 Lakh in <b><u>Mumbai Metropolitan Region (MMR)</u></b> during the last seven years ending October 31, 2022	As per Form IV and enclose copy of Work Order/ TDS/ Work Completion Certificate etc.
5.	The agency should have at least one work in hand (ongoing) or should have completed at least one work of value Rs.31 Lakh or more in last one year ending October 31, 2022.	As per Form V supported with Work Order, Completion Certificate, relevant TDS, etc.
6.	The average annual financial turnover of agency should be at least Rs.23 Lakh per annum during the last three financial years ending March 31, 2022.	Copy of Chartered Accountant (CA) certified balance sheet or certificate indicating financial turnover of agency for last three financial years ending March 31, 2022.
7.	The agency should not have incurred loss for more than one year during the last three financial years ending March 31, 2022.	Copy of Profit and Loss Statement of agency for last three financial years ending March 31, 2022.
8.	The agency must have following statutory registrations: a) GST registration b) PAN registration	Copy of respective registration certificates issued by concerned authorities.
9.	The OEM of SPV modules shall be enlisted under "Approved Models and Modules (Requirements for Compulsory Registration) Order, 2019" issued by Ministry of New and Renewable Energy (MNRE), Government of India.	Relevant certificate issued by MNRE, GoI along with declaration from intended agency on their letterhead.
10.	The Applicant Should either be an OEM or an authorized dealer of an approved make SPV modules viz. Tata Power, Mahindra, Havells and Waree.	Relevant certificate with declaration by OEM or issued by OEM for authorized dealer on their letterhead.

**Note:** Applicants are required to submit copies of the proof/ evidence of meeting the eligibility criteria as stated above in the Envelope along with prequalification document.



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## Section 3: Instructions for filling Application Form for Prequalification

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1. The Application shall be submitted by the applicant on their letterhead in the prescribed format as per Form I along with prequalification document and other enclosures, if any.
2. The Application shall be submitted in the specified format only. No page or content of the Prequalification Document shall be edited/ tampered/ removed. In case, any such alteration is found at any stage, the application is liable to be rejected.
3. Each page of the Prequalification Document and the enclosures shall be duly signed and stamped by the applicant. The prequalification document shall be signed by person/s on behalf of the organization having necessary authorization/ Power of Attorney to do so.
4. Intending applicants are required to submit their full bio-data giving details about their organization, experience, competence and adequate evidence of their financial standing, etc., in the enclosed Form II along with requisite testimonials. Incomplete applications or applications without proper proofs for establishing their credentials may not be considered.
5. While filling up the application form with regard to the list of important works carried out or in hand (Form III, IV and V), the applicants shall include only those similar works which individually cost not less than Rs.31 Lakh. If the space in Form III, IV and V is insufficient for furnishing full details, the information shall be supplemented in separate sheets of paper stating therein the part of the statement and serial number and should be duly signed and sealed. Separate sheets shall be used for each part.
6. Applications containing false and/ or inadequate information are liable for rejection. Applicants shall be disqualified at any stage at their risk and cost if they are found to have "Made untrue or false representation in the forms, statements and attachments submitted in proof of qualification and requirements".
7. The intending applicants are advised to enclose photocopies of all relevant documents as mentioned in the list of testimonials and other required documents wherever required.
8. Decision of the Board with regard to prequalification of Agency for issue of tender documents will be final. SEBI reserves the right to shortlist the agencies by relaxing the set criteria or inclusion of other criteria should a condition warrant. The Board also reserves the right to restrict number of applicants for tendering at its sole discretion. SEBI is not bound to assign any reason thereof. The empaneled agencies will only be informed.
9. SEBI reserves the right to reject any or all the applications without assigning any reason whatsoever. SEBI also reserves the right to restrict number of applicants for prequalification/ tendering at its sole discretion. SEBI's decision in this regard shall be binding on all concerned.



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10. The applicant shall not be entitled to claim any cost, charges or incidentals for or in connection with the preparation and submission of the tenders.
11. If the application is made by a partnership firm, a certified copy of the partnership deed, current address of the firm and the full names and current addresses of all the partners of the firm shall also accompany the application. If the application is made by a limited company it shall be signed by a duly authorized person holding the power of attorney for signing the application in which case certified copies of the power of attorney and the certification of incorporation, Memorandum of Articles of Association shall accompany the application.
12. If information and details furnished by applicants are found to be false/ inadequate at any time in future or any information withheld which comes to the notice of SEBI at a later date, SEBI may take necessary and appropriate action as may be deemed fit.



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## Section 4: Forms

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### Form I

(To be submitted on Applicant's letterhead)

### Application Form for Prequalification

To

The Deputy General Manager  
Facilities Management Division- 4,  
Securities and Exchange Board of India,  
SEBI Bhavan, Plot No. C-4A, 'G' Block,  
Bandra-Kurla Complex, Bandra (E),  
Mumbai 400 051

**Subject:** Prequalification for SITC of On-grid Solar Plant at SEBI's office premises in Mumbai

Sir/ Madam,

1. I / We have read and understood the prequalification document and instructions to the applicants towards prequalification for SITC of On-grid Solar Plant at SEBI's office premises in Mumbai.
2. I/ We meet the stipulated eligibility criteria. I/ We undertake to submit additional documents, if required, to substantiate the credentials.
3. I / We do hereby declare that the information furnished in the proforma of pages i.e. basic information (Form II), Forms (III, IV and V) from pages \_\_\_\_\_ to \_\_\_\_\_ is correct to the best of my/ our knowledge and belief. I/We am/are also aware that the empanelment will be cancelled at any stage in case the statements and documents furnished are found to be false.
4. I/We am/are hereby submitting the complete Application Forms (i.e. Form I to Form V) including the requisite copies of testimonials duly signed and sealed on each page. Copy of 'Power of Attorney'/ Authority letter etc. authorizing me to sign and submit the application is also submitted.
5. I am / We are also aware that the Board reserves the right to reject any or all the applications without assigning any reason thereof.



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6. I/we also undertake that, if prequalified, I/we shall participate in the further tendering process. If otherwise, SEBI reserves the right to cancel my participation in future works.

Yours faithfully,

Signature

<b>Applicant Details</b>	
Name of the Authorized Signatory:	
Name of the Agency:	
Correspondence Address:	
E-mail ID:	
Telephone/ Mobile No.:	



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**Form II**  
**Basic Information**

Item No.	Description	Details to be filled by the Applicant
1	Name of the Applicant/ Organization	
2	Registered Address:  Correspondence Address (If different from Registered address)	
3	Name of Contact Person  Mobile No.:  Email ID:  Fax No.:	



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4	Whether registered with the Registrar of companies/ Registrar of firms. If so, mention the details and attach a copy of registration.	<b>Registration No.</b>	<b>Date of Registration</b>	<b>Registering Authority</b>
5				
6				
7	Name of the Partners/ Directors of the Organization/ Firm  (a)  (b)  (c)  (d)	Experience in the field of Supply, Installation, Testing, Commissioning of Solar Photovoltaic System.		
		Similar Works carried out during last 7 years ending October 31, 2022 by the firm. The full address of the clients for whom the works have		
		Details to be furnished in the prescribed Form III		



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	been executed including name of contact persons and telephone nos.	
8	Atleast one similar works of min. Rs.31 Lakh in Mumbai Metropolitan Region (MMR) during the last seven years ending October 31, 2022. The full address of the clients for whom the works have been executed including name of contact persons and telephone nos.	Details to be furnished in the prescribed Form IV
9	Details of similar works on which the firm is engaged at present. The full address of the clients, along with the name of the contact person and telephone no. shall be indicated against each work.	Details to be furnished in the prescribed Form V
10	Whether working with any of the Government/ Semi-Government Undertaking/s as approved contractors and if so, furnish details like copies of work orders issued, etc.	
11	Yearly turnover of the firm during last 3 financial years. Please attach certified copies in this regard.  (a) 2021 - 2022  (b) 2020 - 2021	



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	(c) 2019 – 2020	
13	<p>Profit/ Loss of the agency during last 3 financial years</p> <p>(a) 2021 - 2022</p> <p>(b) 2020 - 2021</p> <p>(c) 2019 - 2020</p>	
14	Whether any civil suit/ litigation arisen in the contracts executed during the last 3 years/ being executed. If yes, please furnish the name of the work, employer, nature of work, work order value and date and brief details of litigation.	
15	Whether the agency or proprietor or any constituent partner in case of partnership firm, ever abandoned the awarded work before its contractual completion? If yes, furnish the name of the project and reasons for abandonment.	
16	Whether the agency or proprietor or any constituent partner in case of partnership firm, ever been debarred/ black listed for tendering	



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	in any organization at any time? If so, give details.	
17	Whether the agency or director or any constituent partner in case of partnership firm, ever been convicted by any court of law? If so, give details.	
18	GST Registration No.	
19	PAN No.	



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**Form III**

**List of important similar works (to substantiate condition stipulated in eligibility condition) executed by the firm during the last seven years ending October 31, 2022 costing not less than Rs.31 Lakh**

Sr. No	Name of the work and location	Name of the Client. Name of the client's contact person and phone no.	Work order value	Final bill value	Completion period			Whether the work was left incomplete or contract was terminated from the either side. Give details in full.	Any other relevant information	
					Stipulated date of Completion	Actual date of Completion	Comment			
1	2	4	5	6	7	8	9	10	11	12



Form IV

List of similar works (to substantiate condition stipulated in eligibility condition) executed by the firm in Mumbai Metropolitan Region (MMR) during the last seven years ending October 31, 2022 costing not less than Rs. 31 Lakh

Sr. No	Name of the work and location	Name of the Client. Name of the client's contact person and phone no.	Work order value	Final bill value	Completion period			Whether the work was left incomplete or contract was terminated from the either side. Give details in full.	Any other relevant information	
					Stipulated date of Completion	Actual date of Completion	Comment			
1	2	4	5	6	7	8	9	10	11	12



Form V

List of Important Works in Hand or Work completed during last one year ending October 31, 2022 of value not less than 31 Lakh

Sr. No.	Name of the work and location	Name of the Client. Name of the client's contact person and phone no.	Work order ref. no./ date	Work order value	Period of Contract (Years)	Status of the Works	Any other relevant information
1	2	3	4	5	6	7	8

