

## **NOTICE INVITING APPLICATION FOR EMPANELMENT/REGISTRATION OF VENDOR**

The Insolvency and Bankruptcy Board of India (IBBI), a government office and established on 1st October 2016 under the Insolvency and Bankruptcy Code, 2016 (Code) invites application from the interested firms/companies in Delhi NCR engaged in the construction/repair works of civil category for empanelment of at least five vendors for doing the civil works as mentioned in the registration documents. Application Form and documents containing terms and conditions can be downloaded from the IBBI's website at <https://www.ibbi.gov.in>. Hard copy of the Application Form, duly filled in, must reach the office of Manager, IBBI, 7<sup>th</sup> floor, Mayur Bhawan, Shankar Market, Connaught Place by registered post / speed post only. Last date of receipt of complete application documents is up to 1600 hours on 14.11.2024. Application (s) received after last date of submission will not be considered.

### **1. SCOPE OF THE WORK**

The empaneled Contractors have to carry out civil works viz. cement concreting, brick/stone/masonry, plastering, flooring of all types, painting, paving, aluminum partition work, UPVC door/windows, water proofing, carpentry, plumbing etc. as and when required by this office.

### **2. TERMS AND CONDITIONS**

#### **(A) Eligibility Condition for Registration / Empanelment**

All firms / agencies, which are engaged in the construction/repair works of civil category are eligible for registration, subject to terms and conditions or restrictions stipulated in this document. The firm/company/agency (herein after referred as the "Entity") must meet the following eligibility criteria and must forward following documents for assessing eligibility for empanelment:

- i. The Entity should be in existence since 1.1.2019. In this regard a copy of the registration document must be enclosed.
- ii. The Entity should have a minimum turnover of Rs. 2.00 crores each in the previous three financial years (2020-21 to 2022-23) In this regard a copy of the audited annual accounts for the financial years 2020-21, 2021-22, 2022-23 must be enclosed.
- iii. The Entity must be registered under GST, Income Tax and other applicable laws. A copy of the GST Certificate, PAN, TAN must be enclosed.
- iv. The Entity should have a track record of solvency. In this regard a certification from the banker of the Entity must be enclosed.
- v. The Entity should not have been blacklisted by any institution of the Central/ State government / any PSU, University, Institute etc. A self-declared certificate in this regard must be enclosed.
- vi. The Entity should have experience of doing at-least five civil works costing not less than Rs. 5.00 lakhs each or one civil work costing not less than Rs. 25.00 lakhs related to the Central/State government / any PSU as a contractor/sub-contractor in each of last three financial years i.e. 2020-21, 2021-22, 2022-23. Please enclose copy of work orders of all such works in previous three financial years.

vii. The Entity should have their office in Delhi NCR Region. In this regard GST certificate of Delhi NCR Region as a address proof must be enclosed.

**(B) Instructions and other conditions**

i. Submission of Application form does not automatically guarantee for Empanelment and IBBI also does not take any responsibility for loss of any application Form in transit.

ii. IBBI reserves the right to call for additional information and/or check, verify all the information furnished in the application. IBBI also reserves the right to inspect all premises / facilities to confirm the authenticity of information furnished / capabilities mentioned in the application.

iii. IBBI reserves the right to reject applications on the basis of unsatisfactory performance of any ongoing job or any similar job in the past or for furnishing false information/declaration in the application.

iv. IBBI reserves the right to reject any or all applications without assigning any reasons whatsoever. IBBI also reserves the right to reject any or all applicants and/or delete the name of any Vendor from the list of registered Vendors, solely based on the past unsatisfactory performance by the vendor. The decision of IBBI regarding the same shall be final and binding.

v. IBBI decision shall be final on all matters.

vi. Vendors to note that Request for Empanelment with conditions unacceptable to IBBI and shall be rejected.

vii. IBBI reserves the right and absolute discretion to call for bids for any specialized job or otherwise it deems fit, even during the validity of the Empanelment period.

viii. Successful Empanelment by IBBI shall not to be considered to guarantee any future award of work or inclusion as qualified vendor for bidding.

ix. IBBI reserves the right to annul the Vendor Empanelment process any time without assigning any reason and shall bear no liability whatsoever consequent upon such a decision.

x. IBBI reserves the right to accept, consider or reject any or all applications without assigning any reasons thereof. The decision of IBBI in respect of empanelment of vendors shall be final & binding on all concerned firms / vendors.

xi. In case of empaneled vendor is found in breach of any terms & condition(s) of IBBI or work order, at any stage during the course of execution of work, the legal action as per rules/laws, shall be initiated against the vendor and EMD/Security Deposits, if any, shall be forfeited by IBBI, besides debarring and blacklisting the vendor concerned for at least three years for further dealings with IBBI.

xii. The vendor should not assign or sublet the empanelment or any part of it to any other vendor in any form. Failure to do so shall result in termination of empanelment.

xiii. All registered firms are expected to maintain absolute integrity, follow a decent standard of business ethics.

xiv. The IBBI has all the rights reserved to add / delete / alter any of the items and to amend / add any of the terms and conditions included in the registration granted to firms with effect from any date, without assigning any reason(s) for the same.

### **3. Empanelment / Registration Procedure**

- i. The applicant should read all the pages of the document.
- ii. Correct / relevant information / data have to be furnished by the vendors.
- iii. The applicant should make sure before applying for empanelment that it has the required eligibility criteria & experience.
- iv. Applications incomplete in any respect, viz. non-submission of any required document or information are liable for rejection.
- v. A copy of this document duly stamped and signed on all pages, as token of acceptance of conditions mentioned herewith, shall also be submitted along with the application form.
- vi. The sealed envelope containing the Registration Form and documents should be clearly super-scribed on the top of the envelope as "APPLICATION FOR VENDOR REGISTRATION / EMPANELMENT".
- vii. On receipt of the Application Form along with the requisite documents as mentioned above and after scrutiny of the documents the empanelment of the vendors shall be prepared at the sole discretion of the IBBI.
- viii. The firm will be considered for registration / Empanelment for an initial period of one year and will be considered for renewal for another two terms of one year each at a time subject to satisfactory performance of the firm during initial registration period. The vendor shall be evaluated for performance as per criteria adopted by the IBBI

### **4. TERMINATION FOR DEFAULT**

#### **a) Default is said to have occurred**

- i. if the vendor fails to complete any or all of the works within the time period(s) specified in the work order or any extension thereof granted by IBBI.
  - ii. If the vendor fails to perform any other obligation(s) under the empanelment.
- b) If the vendor, in either of the above circumstances, does not take remedial steps within a period of 15 days after receipt of the default notice from IBBI, IBBI may terminate the empanelment/Work Order in whole or in part.

5. All disputes in this connection shall be settled in Delhi jurisdiction only.

**APPLICATION FORM FOR EMPANELMENT/REGISTRATION OF VENDOR**

1.	Name of the Company/Firm													
2.	(a) Telephone No.													
	(b)Email Id.													
3.	Address													
4.	Address of Branch office in Delhi, if any and telephone No.													
5.	Name of Chief Executive/Proprietor/Partners													
6.	Name of contact person and its telephone No.													
7.	Type of Organisation (please tick as applicable)	Proprietary/Partnership/Private Limited Company/Public Limited Company/LLP/others(please specify)												
8.	Audited annual turnover during: (i) 2020-21 (ii) 2021-22 (iii) 2022-23													
9.	GST NO.													
10	TIN No.													
11.	PAN													
12	Date of establishment of the company/firm													
13.	Details of at-least five civil works costing not less than Rs.5.00 lakhs each or one civil work costing not less than Rs. 25.00 lakhs related to the Central/ State government / any PSU done as a contractor/sub contractor during: 2020-21 2021-22 2022-23	<table border="1"> <thead> <tr> <th></th> <th>Name of the work</th> <th>Cost of work</th> </tr> </thead> <tbody> <tr> <td>2020-21</td> <td></td> <td></td> </tr> <tr> <td>2021-22</td> <td></td> <td></td> </tr> <tr> <td>2022-23</td> <td></td> <td></td> </tr> </tbody> </table>		Name of the work	Cost of work	2020-21			2021-22			2022-23		
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2020-21														
2021-22														
2022-23														
14	A brief Note on the firm/Company describing about their staff, resources, experience doing work for government offices etc. in not more than 1000 words. If necessary, a separate sheet may be attached													

..... (Signature of Proprietor/Partner/Chief

Executive) Name..... (In Capital Letter)

Place.....(Seal of Vendor)

Date: .....