

राष्ट्रीय कृषि और ग्रामीण विकास बैंक  
नई दिल्ली क्षेत्रीय कार्यालय, नई दिल्ली



NOTICE FOR EMPANELMENT OF CONTRACTORS/SUPPLIERS / VENDORS /SERVICE PROVIDERS FOR CIVIL, ELECTRICAL, MAINTENANCE AND HOUSEKEEPING WORKS, MAINTENANCE OF FIRE FIGHTING WORKS, MAINTENANCE OF AIR CONDITIONING SYSTEM, HORTICULTURE SERVICES AND PEST CONTROL.

NAME OF APPLICANT: \_\_\_\_\_

ADDRESS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date of issue of Notice	01 December, 2017
Due date and time for submission of applications	15:00 hrs. on 18 December , 2017
Date and time of opening of applications	15:30 hrs. on 18 December, 2017

This tender document consists of 18 pages.

**CHECKLIST FOR SUBMISSION OF APPLICATION\***

S. No.	Particulars	Submitted (Yes/No)
1	The application duly filled submitted in a sealed envelope with a title written on the cover page as “Empanelment of contractors/suppliers/vendors/service providers for Civil, Electrical, Maintenance and Housekeeping works, Maintenance of Fire Fighting works, Maintenance of Air conditioning system, Horticulture Services and Pest Control” and addressed to the Chief General Manger, NABARD, Delhi RO, NABARD Tower, 24, Rajendra Place, New Delhi-110125.	
2	The application submitted on applicant's letterhead as per Annexure-I	
3	Indicate on the top of the envelope, the trade and category in which empanelment is desired	
4	Submitted copies of Work orders, Completion Certificates in support of experience	
5	Submitted copies of Balance Sheet and Profit & Loss statement for the past three years, duly certified by a practicing Chartered Accountant, in support of Average Annual Turnover	
6	Details of Labour License / Trade License etc. (wherever applicable) obtained from the Competent Authorities (a copy to be enclosed).	
7	Copy of Permanent Account Number (PAN) of the proprietor/Partnership firm/Private Ltd./Limited/Corporate body attached.	
8	Copy of Details of Registrations, with (i) Goods & Service Tax Authority (ii) Sales Tax Authority (TIN) (iii) Registration with ESIC (iv) Registration with EPFO enclosed.	
9	Information duly furnished in Part I, II & III along with supporting documents	
10	Annexure-I (Letter to be submitted on Contractor’s own letter head)	
11	Bank’s Certificate Annexure- II	
13	Clients’ Report on Performance Annexure Part III	

\*Checklist is indicative only. Applicant is requested to go through the application proforma carefully before submission.

**NOTICE FOR EMPANELMENT OF CONTRACTORS/SUPPLIERS / VENDORS /SERVICE PROVIDERS FOR CIVIL, ELECTRICAL, MAINTENANCE AND HOUSEKEEPING WORKS, MAINTENANCE OF FIRE FIGHTING WORKS, MAINTENANCE OF AIR CONDITIONING SYSTEM, HORTICULTURE SERVICES AND PEST CONTROL.**

National Bank for Agriculture and Rural Development (NABARD), New Delhi Regional Office intends to prepare a panel of reputed contractors/dealers having specialization in the civil, electrical, Maintenance and housekeeping, maintenance of firefighting works, maintenance of Air Conditioning System, Horticulture services and Pest control in our Regional Office located at NABARD Tower, 24, Rajendra Place, New Delhi-110125 and staff quarters located at Jungpura and Khelgaon, New Delhi and Kaushambhi, Ghaziabad. The panel would be prepared under three categories, i.e. works costing-

- (a) Rs. 1.00 lakh to Rs. 2.00 lakh- Category- I
- (b) Above Rs. 2.00 Lakh and upto Rs. 10.00 lakh - Category- II
- (c) Above Rs. 10.00 Lakh and upto Rs. 50 lakh - Category- III

However, the contractors/suppliers/vendors/service providers enlisted for Category II & III have to provide services under Category I and II respectively as and when required.

The panel will remain in force for 02 years from the date of empanelment. The contractors, who are registered with the Government/ Semi-Government undertaking/s/ Financial Institutions, with a minimum of 3 years' experience (as on 31 March 2017) in the field of similar maintenance, supply and/or repair works as per the following criteria and preferably having service set up at Delhi, where from required quality after sales services can be provided, may apply in the prescribed form for the purpose. The contractors/suppliers/vendors/service providers should meet the following minimum criteria:

- (1) Experience of having successfully completed similar works in respective category(ies) during last three years ending last day of month previous to the one in which applications are invited.
- (2) Average Annual financial turnover during the last 3 years, ending 31 March of the previous financial year, should be at least (Category-wise) :

Category - I	Category - II	Category - III
Average Annual Financial turnover of minimum Rs. 1.0 lakh	Average Annual Financial turn-over of minimum Rs. 5.0 lakh	Average Annual Financial turn-over of minimum Rs. 20.0 lakh

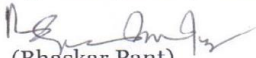
Note: The following documents should invariably be attached along with application in support of experience and financial capability:

- i. Copies of Work orders, Completion Certificates in support of previous experience.
- ii. Copies of Balance Sheet and Profit & Loss Statement for the last three years, duly certified by a practicing Chartered Account in support of Average Annual Turnover OR Banker's Certificate in proof of having adequate financial standing.

(3) The firm should have done at least

- (a) Three similar completed works each costing not less than 40% of the upper cost limit of the respective category.
- (b) Two similar completed works each costing not less than 50% of the upper cost limit of the respective category.
- (c) One similar completed work costing not less than 80% of the upper cost limit of the respective category.

Application forms will be issued **free of cost** from Department of Premises Security & Procurement, NABARD, NABARD Tower, Regional Office, 24 Rajendra Place, New Delhi-110 125 on working days (Monday to Friday) between 11.00 a.m. and 4.00 p.m. Application form can also be downloaded from the website [www.nabard.org](http://www.nabard.org). The application duly filled in shall be **submitted in a sealed envelope** super subscribed as **"Empanelment of contractors/suppliers/vendors/service providers for civil, electrical, maintenance and housekeeping works, maintenance of firefighting works, maintenance of air conditioning system, horticulture services and pest control"** on the cover and addressed to the Chief General Manager, NABARD, New Delhi Regional Office, NABARD Tower, 24 Rajendra Place, New Delhi-110 125 **on or before 03.00 p.m. 18.12.2017**. The Bank reserves the right to reject any or all the applications without assigning any reason thereof.

  
(Bhaskar Pant)  
Deputy General Manager

Encls.:

1. General description of works
2. Part I- Basic Information
3. Part II- Previous Experience

4. Part III- Technical and Skilled Personnel
5. Annexure-I (Letter to be submitted on Contractor's own letter head)
6. Annexure-II (Bank's Certificate)
7. Annexure-III (Client's Certificate on performance)

## **General description of works**

The work will include all works related to civil, electrical, housekeeping and maintenance. The general description of the work is as under-

1. **Repair and Renovation of Staff Quarters and office:** The work involves plastering, flooring, pathways, road, repainting, fixing of aluminum windows, modular kitchen, POP, fixing of tiles and sanitary wares in bathroom/toilets, steel cup boards, change of wiring and related electrical work etc..
2. **Internal painting of flats and common areas:** The work involves undertaking of internal and external repainting in Staff quarters and office building at New Delhi. The repainting work for flats in different blocks/community hall, compound wall staircases etc.
3. **Civil and Plumbing Trade :** (i) General repairs and minor repainting, plastering, flooring/dedo work and various other developmental works related (ii) Repair, maintenance and constructions of plumbing, sanitary and sewerage system for buildings & other ancillary structures (iii) Repair, maintenance and construction of all types of roads & pathways (iv) Waterproofing including Chemical Waterproofing.
4. **Carpentry and steel works trade :** (i) Repair, painting, maintenance and construction of all types of wooden works including the fittings and fixtures attached to wooden works (ii) Ancillary civil related works connected with wooden, aluminum or steel works (iii) Fixing of all types of glass in doors, wooden or steel windows (iv) Writing inventory no. and name plates (v) All types of wooden works related to interior decoration (vi) All types of repairs and maintenance required for locks, mortise lock, night latch, steel cupboards and Aluminum door and window work, venetian blinds etc. (viii) Door closer, louver window work, floor spring etc. (ix) Steel fabrication works like M.S. shutters, windows, gates, fencing etc.
5. **Maintenance, Supply, installation, Commissioning and Testing of Electrical Installations and Equipment-** HT/LT panels, Operation of HVAC System, lighting, wiring, fittings, ceiling & exhaust fans, submersible pumps, mono-block pumps, storage & instant water heaters and other internal and external electrical installations, intercoms, lifts etc. Electrical Wiring Work including additions/alterations to electrical installations including supply of Electrical Fixtures and Fittings etc.
6. **Maintenance of Fire Fighting Systems** -Maintenance of Fire Fighting Systems and Fire Alarm Panel , Fire Extinguishers, Smoke Detectors, Fire Alarm Systems, Fire Hydrant Systems, Sprinklers etc .
7. **Maintenance of Air Conditioning system** – Operation and maintenance of Air conditioning system (all kind of ACs -central AC system, Split ACs and cassette ACs etc.), Operation and maintenance of AC cooling towers.

8. **Horticulture Services-** supply and maintenance of different types of plants including watering, placement at suitable place, maintenance of parks etc. The vendor should have the experience of landscaping, nursery works and horticulture maintenance. The vendor should also have an experience of working with reputed corporate and/or govt. clients.
9. **Integrated Pest Control** – providing pest and rodent control services. The vendor should have good knowledge on the part of the exterminator regarding issues like sanitation, pest management products, pest management techniques etc. The vendor should have license from relevant authority and should also be a member of Indian Pest Control Association. In this connection, the agency may submit the sufficient supporting documents.



## **General Instructions to applicants**

- 1) Empanelment will be for 02 years from the date of empanelment which is subject to review of service as per bank's satisfaction. If the service provided by the vendor is found to be unsatisfactory or if at any time it is found that information provided for empanelment or for any quotation is false, the Bank reserves the right to remove such vendor from the empaneled list.
- 2) The vendor must have own adequate technical set-up at Delhi/New Delhi so that complaint/work may be attended on time without delay.
- 3) The vendor must have sufficient number of experienced personnel, skilled staff, know how, equipment, instruments and other resources, to complete the awarded work well in time and as per specification.
- 4) The vendor must have experience of having successfully completed similar works at least in the last 3 years (as on 31.3.2017). At least one work should have been done in Autonomous bodies/Bank or Financial institutions or in any other reputed organization.
- 5) In case of operation and maintenance of Airconditioning system, the vendor should be the OED/authorized partner of Voltas/Hitachi/Carrier/Daikin.**
- 6) The vendor may submit performance certificates from persons /entities/ institutions for whom they had done work. They may also submit other necessary supporting documents.
- 7) The Bank reserves the right to inspect the services of the vendor/contractor to verify the genuineness and to ensure the conformity with the details given in the application.
- 8) Vendor/contractor will be responsible to ensure that the application reaches the Bank on or before due date and in time. Application received after due date and time or which are incomplete in any respect are liable to be rejected.
- 9) The Bank reserves the right to reject any or all the applications without assigning any reason whatsoever thereof and will not entertain any correspondence in the matter.
- 10) Disputes if any, will be subject to jurisdiction at New Delhi only.

### Part I- Basic Information

1	Trade(s) Applied for	
2	The category for which application is being made (Please tick relevant category) :	
	I. Rs. 1.00 lakh to Rs. 2.00 lakh	
	II. Above Rs. 2.00 Lakh and Upto Rs. 10.00 lakh	
	III. Above Rs. 10.00 Lakh and Upto Rs. 50.00 lakh	
3	Name of the Organization	
4	Type of the organization (Whether Sole proprietorship, Partnership, Private Limited, Limited or Co-operative Body, etc.)	
5	Name of the Proprietor/Partners or Directors in the Organization	
6	(i) Details of Registration (Firm, Company, etc.), Registering Authority, Date, No. etc.	
	(ii) Details of Labour License/Pest control License/Trade License etc. (if any) obtained from Competent Authorities (a copy to be enclosed).	
7	Experience in maintenance/repair works effecting supply etc. [In operation since (years)]	
8	Details of Banker' Solvency Certificate (if any) & Name & Address of the Banker	
9	Permanent Account Number (PAN) of the Proprietor/Partnership firm/ Private Limited/Limited or Co-operative Body (copy of PAN to be attached)	
10	Details of Registrations, if any, with (i) Goods & Service Tax Authority (ii) Sales Tax Authority (TIN) (iii) Registration with ESIC (iv) Registration with EPFO	

	Enclose copies of relevant documents	
11	Annual turnover in ` during the last three years.	
	a. Financial Year 2014-15	
	b. Financial Year 2015-16	
	c. Financial Year 2016-17	
12.	a. Registered Office address, mobile number, E-mail ID, fax, telephone no. and website address (if any)	
	b. Office Address through which the work will be handled and the name of the Officer-in-Charge/Top Executive	
13	Whether working with any of the Govt./Semi Govt. Undertakings/ PSU/Financial Institution as approved contractors and if so, furnish details thereof	
14	Whether any technical personnel are employed in the Organization and if so, give details of their experience, qualification etc.	
15	Indicate if involved in any litigation at present in similar type of contracts.	
16	Any Civil suit arisen in the contractors of works executed. If any, please give brief details.	
17	Number of supplementary sheets attached (any other information)	

Place :

Date :

Signature of the Applicant

## Part II- Previous Experience

### A. List of important similar works executed by the organization during last 03 years:

Name of the work	Name and address of Autonomous bodies/Bank or Financial Institutions or any other reputed organization	Nature of work	Location	Name and full address of office under whom work was carried out	Amount
1	2	3	4	5	6

Duration/completion		State whether work was left incomplete, or contract was terminated by the either side, giving details thereof
Stipulated time	Actual time taken	
7	8	9

### B. List of important similar works on hand

Name of work	Name and address of autonomous bodies/Banks or Financial Institutions or any other reputed organization	Nature and type of work (in brief)	Location	Name and full address of office under whom the work was carried out	Amount tendered (Rs.)
1	2	3	4	5	6

Time stipulated for completion	Present stage of work
7	8

Date:  
Place:

Signature of the applicant

**Part III- Technical and Skilled Personnel**

**1.** Name and details of technical and skilled personnel in your employment:

Name	Qualification	Experience	Name of work handled	No. of years employed in your organization	Value of work handled.
1	2	3	4	5	6

**2.** Indicate other points, if any, to show technical and managerial competency or to indicate other important points in favour of the organization.

**3.** Submit list of Tools and Plants, Instruments, Machinery etc. which can be readily deployed on site.

**4.** Number of supplementary sheets attached (any other information)

Date:

Place:

Signature of the applicant

**Annexure I**  
**(To be submitted on contractor's own Letter head)**

No.....

Date: .....

Chief General Manager,  
NABARD, NABARD Tower,  
Regional Office, 24 Rajendra Place,  
New Delhi-110 125

Dear Sir,

Empanelment of Contractor for NABARD, New Delhi-110 125-

“.....”

(write the name of the trade(s) under which the applicant wants to be empaneled)

With reference to your advertisement in the Newspaper on .....2017(date) for the empanelment of the contractors, I am/We are pleased to offer myself/ourselves to be empaneled under -“.....”( write the name of the trade(s) under which the applicant wants to be empaneled) trade, Category, in your organization.

1. I am/We are already registered with“.....”(write the name of the Govt./Semi Govt./ Govt. Undertakings with which the applicant registered) under Class/Category..... And the maximum financial limit under the said Class/Category is Rs..... . I am/ We are enclosing copy of the certificate to this effect issued by them. All the other desired information, documents and certificates as required by you, are enclosed herewith in the prescribed proforma for your perusal.
2. I/We have read the instructions appended to the proforma and I/We understand that if any false information is detected at the later date, any future contact made between ourselves and the NABARD, New Delhi Regional Office, New Delhi on the basis of the information given by me/us will be treated as invalid.
3. I /We agree that decision of the NABARD, New Delhi Regional Office, New Delhi in selection of the contractors will be final and bindings on me/us.
4. All the information furnished under Part I, II, III and annexures is correct to the best of my/our knowledge.

5. I/ We also agree that I/We have no objection if enquiries are made about the works listed by me/us in the accompanying sheets or any other inquiry on the information furnished herewith in the accompanying sheets.
6. I/We, therefore, request you to kindly do the needful to empanel me/us under “.....”(write the name of the trade(s) under which the applicant wants to be empaneled) trade/category.....

Thanking you

Yours faithfully

Place:

Date:

Signature

Full Name of the authorized person

(Seal of Firm/Agency/Contractor)

## Annexure - II

### ***Form of Bankers Certificate from Scheduled Bank***

This is to certify that to the best of our knowledge and information M/s./Sri

\_\_\_\_\_ having marginally noted address, a customer of our bank are/is respectable and can be treated as good for any engagement up to a limit of ` ..... (Rupees..... only).

Name of the Firm/Agency/Contractor	
Category (Individual/partnership/proprietor/company etc.)	
Registered Address of the Firm	
Name of the Bank's branch and Address	
IFSC Code of the Bank's Branch	
Type of Account (Current/Saving/Cash credit)	
Account Number	
PAN Number	
Other details if any	

This certificate is issued without any guarantee or responsibility on the Bank or any of the officers.

Signature

For Scheduled Bank

Bankers' certificates should be on letter head of the Bank, sealed in cover addressed to

Chief General Manager, NABARD,  
Regional Office,  
NABARD Tower,  
24 Rajendra Place,  
New Delhi-110 125

- In case of partnership firm, certificate to include names of all partners as recorded with the Bank.



### Annexure III

#### Client's Certificate on performance of Contactors

Name of Client with full address:

Details of work executed by : Shri/ M/s

Sr. No.	Particulars	Remarks
1	Name of work with brief particulars	
2	Agreement No. and date	
3	Agreement amount	
4	Date of commencement of work	
5	Stipulated date of completion	
6	Actual date of completion	
7	Details of compensation levied for delay (indicate amount) if any	
8	Gross amount of the work completed and paid	
9	Name and address of the authority under whom works executed	
10	Whether the contractor employed qualified staff	
11	i) Quality of work (indicate grading)	Outstanding / Very Good / Good / Satisfactory / Poor
	ii) Amount of work paid on reduced rates	
12	i) Did the contractor go for arbitration?	
	ii) If yes, total amount of claim	
	iii) Total amount awarded	
13	Comments on the capabilities of the	

a) Technical Proficiency	Outstanding / Very Good / Good / Satisfactory / Poor
b) Financial soundness	Outstanding / Very Good / Good / Satisfactory / Poor
c) Mobilization of adequate T&P	Outstanding / Very Good / Good / Satisfactory / Poor
d) Mobilization of manpower	Outstanding / Very Good / Good / Satisfactory / Poor

Note: All columns should be filed in properly please tick one of the multiple options.

Signature of the reporting officer with office seal

“Countersigned” with office seal