

 <p><b>NABARD</b></p>	<p><b>National Bank for Agriculture and Rural Development</b>  Regional Office : Plot No.3,  Sector 34-A,  Chandigarh - 160 022  Telephone No. : 0172 - 5046704,5071431  Fax No.: 0172-5046702  E-Mail: chandigarh@nabard.org</p>	<p><b>राष्ट्रीय कृषि और ग्रामीण विकास बैंक</b>  प्लॉट नं. 3, सेक्टर 34-ए,  चण्डीगढ़-160 022  टेलीफोन : 0172 - 5046704,5071431  ई-मेल : chandigarh@nabard.org  फैक्स नं.: 0172-5046702</p>
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### ADVANCE TENDER NOTICE

The National Bank for Agriculture and Rural Development (NABARD) invites applications for empanelment of vendors / dealers for the works of following description to be carried out at its Punjab and Haryana Regional Office, Chandigarh

Sr No.	Description of works	Estimated cost(Rs)	*Completion time
1	Supply, Installation ,testing and commissioning of PCs (under buyback arrangement of old PCs), Laptops,Laser Printers (Network & Stand Alone , Colour & Mono), Multi Functional Devices (MFD), Scanner and other peripherals.	58 Lakh	2 Weeks

\* From date of award of work.

Only vendors / dealers with about 5 years' experience in the respective category of the above mentioned works and **having completed minimum three works of similar nature individually costing atleast four times of the above mentioned estimates during the last three years** need to apply in the prescribed form. Forms can be obtained from National Bank for Agriculture and Rural Development, Plot No 3, Sector 34 A, Chandigarh 160022 upto 1300 hrs on **February 10, 2009**. Application forms (in duplicate) duly filled-in and enclosed in a sealed cover addressed to Shri J R Sarangal, CGM, NABARD, Punjab and Haryana Regional office, will be received in his office upto 17.00 Hrs on **February 10, 2009**. Issue of tender forms will be restricted among the selected applicants who satisfy the eligibility criteria and are able to produce the relevant documents.

For additional information and instructions visit our corporate web site [www.nabard.org](http://www.nabard.org). No further tender notice will be published in press for the work referred to above.

The Bank reserves the right to reject any of the applications without assigning any reasons thereof.

### **Instructions to the Applicants for furnishing information as a part of pre-qualifications**

1. Intending Applicants are required to submit their full bio-data giving details about their Organisation, experience, technical personnel in their organisation, spare capacity, competence, authorisation from reputed brands and adequate evidence of their financial standing, etc. in the enclosed form which will be kept confidential.
2. While deciding upon the selection of contractors great emphasis will be given on the ability and competence of applicants to do good quality works within the specified time schedule and in close co-ordination with other agencies, besides the rate structure of the items.
3. Decision of the Bank in regard to selection of contractors for issue of tender forms will be final. The Bank is not bound to assign any reason therefor.
4. Each page of the application shall be signed. The application shall be signed by person/persons on behalf of the organisation having necessary authorisation/Power of Attorney to do so.
5. If the space in the proforma is insufficient for furnishing full details, such information may be supplemented on separate sheets of paper stating therein the part of the proforma and serial number. Separate sheets shall be used for each part.
6. Any letter or document accompanying the pre-qualification form shall be submitted in duplicate.
7. Applications containing false and/or inadequate information are liable for rejection.
8. While filling up the application with regard to the list of important projects completed or on hand, the applicants shall only include those works which individually cost not less than Rs. **232 Lakh**.
9. Clarifications if any required may be obtained from the Assistant General Manager, DIT /Deputy General Manager DIT ,National Bank for Agriculture and Rural Development, Punjab & Haryana RO, Plot No 3, sector 34 A Chandigarh.

## Part - I : Basic Information

- 1 Name of the Applicant / Organisation and address of the Registered Office
- 2 Year of establishment
- 3 Type of the Organisation (Whether Sole Proprietorship, Partnership, Private Limited or Co-operative body etc.)
- 4 Name of the Proprietor/Partners/Directors of the organisation/Firm
  - (a)
  - (b)
  - (c)
  - (d)
  - (e)
  - (f)
- 5 Details of Registration - Whether Partnership firm, Company, etc.  
Name of Registering Authority,  
Date and Registration Number
- 6 Whether registered with Government/  
Semi-Government/Municipal Authorities  
or any other public Organisation and if so, in  
which class and since when ?
- 7 Experience in the field of the proposed work
- 8 Areas of business activities other than the  
proposed work, if any and place of business.
- 9 Address of business activities other than the  
proposed work, if any and place of business.
- 10 Address of office through which proposed  
work of the Bank will be handled and the  
name and designation of the officer-in-charge.
- 11 Adequate and satisfactory evidence to  
indicate financial capacity of the Organisation  
to undertake the said work with name of  
Bankers and their full address.

(Income-tax clearance certificate should be attached)\*.

- 12 Yearly turnover of the Organisation during last five years.
- 13 Ability to provide Bank Guarantee or other equivalent form of security from a Scheduled Bank
- Rs.
- 14 Number of supplementary sheets attached
- 15 Whether any Civil suit/litigation arisen in the contracts executed during the last ten years/being executed now. If yes, please furnish the details in the proforma given below :

\* (Audited Balance Sheets and Profit and Loss account for past three years shall be attached)

Sr. No.	Name of the project and Employer	Nature of work	Work Order No. & date	Present stage of work	Value of contract (Rs.)	Brief details of litigation
1	2	3	4	5	6	7

Signature of the Applicant

**Part - II : Work capability and previous experience**

a) List of important Projects executed by the organisation during last five years costing Rs. and above \*

Sr. No.	Name of the Project and Location	Nature of work involved in the contract	Name and full postal address of the owner and engineer. Also indicate whether Govt. or Semi-Govt. or Private Body	Contract Amount (Rs.)
1	2	3	4	5

Completion Period		Whether work was left incomplete or contract was terminated from either side ? Give full details.	Any other relevant information.
Stipulated	Actual		
6	7	8	9

\* As mentioned in the newspaper advertisement.

Signature of the Applicant

b) List of important projects ON HAND costing  
Rs. lakhs and above \*

\* As mentioned in the newspaper advertisement.

Sr. No.	Name of the Project and Location	Nature of work involved in the contract	Name and full postal address of the owner and engineer. Also indicate whether Govt. or Semi-Govt. or Private Body	Contract Amount (Rs.)
1	2	3	4	5

Completion Period		Present stage of work with reason if the work is getting delayed.	Any other relevant information.
Stipulated	Expected		
6	7	8	9

Signature of the Applicant

c) **References**

Please give reference with full postal address of two persons (Engineers, or top officials of an Organisation for whom you have executed construction works of importance), who may be directly contacted by the Bank about the ability, competence or capability of your Organisation.

d) Number of supplementary sheets attached for Part II.

Signature of the Applicant

### Part III : Technical personnel and special experience

1. List of your technical personnel, giving details about their technical qualifications and experience including that in your establishment.

Sr. No.	Name	Age	Qualifications	Work Experience
1	2	3	4	5

Nature of works handled

Name of the Projects handled, costing more than Rs. \_\_\_\_\_ lakhs \*

Date from which employed in your organisation

6

7

8

2. Indicate other points, if any, to show your technical and managerial competency to indicate any important point in your favour.

3. No of supplementary sheets attached for Part III.

\* As mentioned in the newspaper advertisement.

signature of the Applicant