

राष्ट्रीय कृषि एवं ग्रामीण विकास बैंक,  
राजस्थान क्षेत्रीय कार्यालय,  
जयपुर



NOTICE FOR EMPANELMENT OF CONTRACTORS /SUPPLIERS/  
VENDORS /SERVICE PROVIDERS FOR TRADE-WISE SUPPLY,  
MAINTENANCE AND REPAIR WORKS

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

ADDRESS:

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

Date of issue of Notice	05 June 2017
Pre Tender Meeting	15: 00 hr on 21 June 2017
Due date and time for submission of applications	15:00 hrs. on 29 June 2017
Date and time of opening of applications	15:30 hrs. on 29 June 2017

**CHECKLIST FOR SUBMISSION OF APPLICATION\***

S. No.	Particulars	Submitted (Yes/No)
1	The application duly filled submitted in a sealed envelope	
2	The application submitted on applicant's letterhead as per Annexure-I	
3	Application as “Empanelment of contractors/suppliers/ vendors /service providers for trade wise Supply, maintenance and repair works” on the cover and addressed to the Chief General Manager, NABARD, Rajasthan Regional Office, 3, Nehru Place, Tonk Road, Jaipur-302015	
4	Indicated on the top of the envelope the trade and category in which empanelment is desired	
5	Submitted copies of Work orders, Completion Certificates in support of experience	
6	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 OR Banker’s Solvency Certificate in proof of having adequate financial standing	
7	Details of Labor License / Trade License etc. (wherever applicable) obtained from the Competent Authorities (a copy to be enclosed).	
8	Copy of Permanent Account Number (PAN) of the proprietor/Partnership firm/Private Limited/Limited or Co-operative Body attached	
9	Copy of Details of Registrations, with (i) Service Tax Authority (ii) Sales Tax Authority (TIN) (iii) Registration with ESIC (iv) Registration with EPFO enclosed.	
10	Information duly furnished in Part I, II & III along with supporting documents	
11.	Annexure-I (Letter to be submitted on Contractor’s own letter head)	
11	Bank ‘s Certificate Annexure- II 2	
12.	Clients’ Report on Performance Annexure Part III	

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

## **Trade wise list of items for Supply, Maintenance and Repair Works**

National Bank for Agriculture and Rural Development (NABARD), Rajasthan Regional Office, Jaipur intends to prepare a list of approved suppliers, vendors, contractors, service providers, dealers, auctioneers for sale of used office furniture, equipment's, etc. for years 2017-18 & 2018-19 for the following purposes. :

### **A. Purchase of Dead stock article**

1. **Electrical equipment's-** Electrical items like air conditioners, fans, geysers, UPS, fly killer machines, water purifier, water coolers, refrigerators, automated tea/coffee vending machines, dish wash machine, etc.
2. **Other office equipment's-** Small items like wall clocks, telephone instruments, cordless telephone instruments, mobile phone instruments, EPABX/PABX, franking machines, weighing machines etc.
3. **Office furniture & household furniture and furnishings-** Office furniture like chairs, tables, workstations (modular types), and other furniture such as sofa sets, dining table & chairs, cots, mattresses, pillows, curtains, carpets, Venetian Blinds etc.
4. **Purchase/replacement of Firefighting and security equipment's-** Fire Extinguishers, Fire alarm systems, Door Frame Metal Detector, Hand Held Metal Detector, Boom barriers, etc .
5. **Supply of nameplates, flex banners and electrical/electronic signage (Signboards)**
6. **Office stationery purchases & printing of office stationery**
  - a. All office stationery items like white paper, ledger paper, registers, pens, writing pads, file boards, plastic folders, spring files, computer stationery such as carbon/carbon less paper, making of self-inking rubber stamps, company seal etc. Computer consumables like pen drives/USB flash drives, CDs, DVDs etc.
  - b. Printing of Bank's various publications for internal circulation & wider circulation. Bank's letterheads, envelopes of various sizes, registers, visiting cards etc.
7. **Sale/disposal of old scrap and unserviceable items-** Regular disposal of waste paper including carting away of waste paper, rubbish etc. on day to day basis from the Bank's office premises, periodical disposal of scrap electrical, electronic items & other hazardous items by scrap dealers/recyclers/re-processors who have the

requisite license for the activity issued by Pollution Control Board or such other statutory institutions and also empanelment of licensed auctioneers.

## **B. List of Trades for Repair and Maintenance works**

1. **Repair and Renovation of Staff Quarters:** 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 Jaipur. 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) Supply and Repair of all types of wooden dead stock articles/furniture such as chair, table, sofa set, cots etc. (Both Godrej and other than Godrej) (v) Writing inventory no. and name plates (vi) All types of wooden works related to interior decoration (vii) 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. **Supply, installation, Commissioning and Testing of Electrical Installations and Equipment-** HT/LT panels, lighting, wiring, fittings, ceiling & exhaust fans, submersible pumps, mono-block pumps, storage & instant water heaters and other internal and external electrical installations etc. Electrical Wiring Work including additions/alterations to electrical installations including supply of Electrical Fixtures and Fittings viz. LED, Lights, etc.

## **General Instructions to applicants**

- 1) Empanelment will be for the year 2017-18 and 2018-19 which is subject to annual 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 Jaipur so that complaint/work may be attended to 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 or 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) The vendor may submit performance certificates from persons /entities/ institutions for whom they had done work.
- 6) 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.
- 7) 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.
- 8) 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.
- 9) Disputes if any, will be subject to jurisdiction at Jaipur only.

### **Part I- Basic Information**

1	Trade(s) Applied for	
2	The category for which application is being made (Please tick relevant category) :	
	I. Upto Rs.1.00 lakh	
	II. Above Rs.1.00 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) 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 Rs. 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 the owner(Govt. or Semi-Govt./Banks/Public sector Organization)	Nature and type of work(in brief)	Location	Name and full address/contact number of the officer under whom the work was carried out	Amount tendered
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 the work	Name and address of the owner(Govt. or Semi-Govt./Banks /Public sector Organization)	Nature and type of work (in brief)	Location	Name and full address/contact number of the officer under whom the work was carried out	Amount tendered
1	2	3	4	5	6

Time Stipulated for completion	Present stage of work
7	8

**3. Number of supplementary sheet attached (any other information)**

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 the 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,  
Rajasthan Regional Office,  
3, Nehru Place,  
Jaipur-302015

Dear Sir,

Empanelment of Contractor for NABARD, Rajasthan Regional Office, Jaipur-  
“.....”

(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, Rajasthan Regional Office, Jaipur on the basis of the information given by me/us will be treated as invalid.
3. I /We agree that decision of the NABARD, Rajasthan Regional Office, Jaipur 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 Rs..... (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 The Chief General Manager , NABARD, 3,Nehru Place, Tonk Road, Jaipur-302015
- 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