

Empanelment of Contractors/Service Providers
For Goods / Works / Services / Annual Maintenance
Contracts etc. In Regional Office Building and Staff Quarters
at Boat Club Quarters and Salisbury Park Quarters in Pune.

NABARD intends to prepare a panel of reputed contractors, vendors, suppliers, service providers, and dealers, scrap dealers, etc., valid for two years, for procurement of various articles/ services for its office, office building and staff quarters in Pune. The nature, trade and description of such articles/services are given in Enclosure (A). One applicant can seek empanelment for supply of more than one articles or services under various categories.

The application for empanelment should be made in the prescribed format which, along with the other relevant details, including terms and conditions of empanelment, can be downloaded from the Bank's website <https://www.nabard.org>.

The applications, duly filled in the prescribed format and complete in all respects, may be submitted in a sealed cover clearly super-scribing it as "Application for Empanelment of Contractors/ Vendors/ Suppliers/ Service Providers for (Trade to be indicated)" to the Chief General Manager, Department of Procurements, Security and Premises, NABARD, Regional Office, 54, Wellesley Road, P.B.No. 5, Shivajinagar, Pune : 411 005. The last date for submission of application is **26 March 2020 up to 1400 Hrs.**

The vendors who are already empaneled by the Bank and whose empanelment is up to 31 March 2020 are also required to apply afresh, if they want to continue on the panel.

The Bank reserves the right to reject any or all the applications without assigning any reasons therefor.

Sd/-

DGM, NABARD, Maharashtra Regional Office, Pune

NATIONAL BANK FOR AGRICULTURE & RURAL DEVELOPMENT

NOTICE FOR EMPANELMENT OF

CONTRACTORS/SUPPLIERS/VENDORS/SERVICE PROVIDERS FOR
TRADE-WISE SUPPLY, MAINTENANCE, AMC AND REPAIR WORKS
OFFICE EQUIPMENT, STATIONERY, OFFICE AUTOMATION ETC.
AT NABARD REGIONAL OFFICE, 54, WELLESLEY ROAD, P.B.NO. 5
SHIVAJINAGAR, PUNE : 411 005.

NAME OF APPLICANT _____

ADDRESS

LAST DATE FOR SUBMISSION : 26 MARCH 2020 BY 14.00 HRS.

THE CHIEF GENERAL MANAGER
NABARD, MAHARASHTRA REGIONAL OFFICE
54, WELLESLEY ROAD, P.B.NO. 5
SHIVAJINAGAR, PUNE : 411 005.

Checklist of Submission of Application for Empanelment

Sr. No.	Particulars	Submitted (Yes/No)
1.	The application duly filled in submitted in a sealed envelope	
2.	The application submitted on applicant's letterhead as per given format in Enclosure (C)	
3.	Application super-scribed as "Application for Empanelment of Contractors/ Vendors/ Suppliers/ Service Providers for (trade to be indicated)" on the cover and addressed to Chief General Manager, DPSP, NABARD, Maharashtra Regional Office, 54, Wellesley Road, P B No. 5, Shivajinagar Nagar, Pune : 411 005.	
4.	Trade and category in which empanelment is desired is indicated on top of the envelope	
5.	Copies of work orders, completion certificates in support of experience of related trade/ business submitted	
6.	Copies of balance sheet and profit & loss statements for the previous 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 submitted	
7.	Copy of Permanent Account Number (PAN) of the Proprietor/ Partnership Firm/ Private Limited Company/ Limited Company or Cooperative Body attached	
8.	Copy of details of Registrations, if any, (i) Under Companies Act/ Cooperative Societies Act, (ii) GST - enclosed	
9.	Information duly furnished in Enclosure (B) along with supporting documents	
10.	Bank details furnished in Enclosure (D)	
11.	Copy of cancelled cheque enclosed	

Note: Checklist is indicative only. Applicant is requested to go through the application format carefully before submission, and submit all the information/ documents required.

National Bank for Agriculture & Rural Development (NABARD), MRO, Pune

General Conditions of Empanelment

National Bank for Agriculture & Rural Development (NABARD), Maharashtra Regional Office, Pune intends to prepare a panel of reputed contractors / vendors / suppliers / service providers having specialization in the trades mentioned in **Enclosure (A)** for undertaking various related works in Office building and staff quarters located in Pune. The office building is located at 54, Wellesley Road, Post Box No. 5, Patil Estate, Shivajinagar, Pune : 05. Our staff quarters are located at 9A, Narangi Baug Lane, Boat Club Road, Pune:01 and 459, Salisbury Park Quarters, Gultekdi, Pune : 37.

The empanelment will remain in force for two years i.e. **01 April 2020 to 31 March 2022** subject to annual review every year. If the services provided by the vendor / service provider are found to be unsatisfactory or at any time it is found that the information provided for empanelment or for any quotation is false, Bank reserves the right to remove such vendor / service provider from the empaneled list.

The vendor must have own adequate technical set up in Pune so that the complaints / works may be attended to well in time.

The vendor must have sufficient number of experienced personnel, technical knowhow, equipments, instruments and other resources to complete the awarded work well in time and as per the specifications given by the Bank.

The vendor must have an experience of having successfully completed similar works/ services in the last three years (**as on 31 March 2020**). At least one work should have been done in Autonomous body/ Bank/ financial Institution or any other reputed institution.

The vendor may submit performance certificates from persons/ entities/ institutions for whom they have worked in the past.

The Bank reserves the right to inspect the facilities of the vendor to verify the genuineness and to ensure conformity with the details given in the bid.

The Bank reserves the right to reject any or all the applications without assigning any reason whatsoever thereof and will not entertain any correspondence.

Disputes or differences whatsoever arising out of or relating to the construction, meaning, scope, operation or effect of the agreement or the validity or the breach thereof shall be resolved amicably between the Bank's representative and the vendor/ vendor's representative. In case of failure to resolve the disputes and differences amicably within 30 days of the receipt of notice by the other party, then the same shall be settled by arbitration in accordance with the Arbitration and Conciliation Act, 1996 and the award made in pursuance thereof shall be final, conclusive and binding on the parties. The venue of the arbitration shall be at Pune.

Vendors, Suppliers, Contractors and Service Providers, etc. desirous of being empaneled in the Bank's approved list and those who are fulfilling the eligibility criteria as mentioned above may apply on or before the due date. Vendor will be responsible to ensure that the application reaches the Bank on or before the due

date and in time. Applications received after due date and time and which are incomplete in any respect, are liable to be rejected without any notice.

Application form can be downloaded from the website <https://www.nabard.org> or <https://eprocure.gov.in> The application duly filled in shall be **submitted in a sealed envelope** super-subscribed as “Empanelment of contractors/ suppliers/ vendors/ service providers for ... (Trade to be indicated)” on the cover and addressed to Chief General Manager, NABARD, Maharashtra Regional Office, DPSP, 1st Floor, B Wing, 54, Welleslay Road, P.B.No. 5, Shivajinagar, Pune : 411 005 on or before **26 March 2020 by 1400 Hrs.**

The vendors who are already empaneled by the Bank and whose empanelment is up to 31.03.2020 are also required to apply afresh if they want to continue on the panel

All payments will be made by the Bank by adopting electronic clearing system and electronic fund transfer. For this purpose, please furnish the information in **Enclosure (D)**.

Other Conditions :

Intending applicants are required to furnish details about their Organisation, technical experience, competence and evidence of their financial standing as per **Enclosure (B)** in order to be considered for empanelment.

While deciding upon the selection of Contractors, emphasis will be given on the ability and the competence to do good quality work in accordance with the specifications and within the time schedule.

Information furnished in the proforma will be kept confidential.

The entire application form and each part of the proforma shall be signed by a person on behalf of the Organisation, who is duly authorized to do so.

If the space in the proforma is insufficient for furnishing full details, such information may be supplemented on a separate sheet of paper duly signed stating therein the proforma's part number and serial number of item. **Satisfactory completion certificates for works done for different organisations should preferably be furnished along with the application.**

Clarification, if any, may be obtained from Assistant General Manager/ Manager/ Asst. Manager, NABARD, Maharashtra Regional Office, DPSP, Pune, Phone Nos.25500109, 25500118 on any working day **between 10.00 AM and 03.00 PM.**

Enclosures :

Enclosure (A) - Trade wise list of items along with description Enclosure (B) - Basic Information (General & Financial details) Enclosure (C) - Covering letter to be submitted on applicant's letter-head Enclosure (D) - Details of Bank account of the applicant

Enclosure (A)

ANNEXURE - Tradewise List of items of supply, maintenace & repairs works at NABARD Office at Shivajinagar and two colonies located at Boat Club Road and Salisbury Park, Pune

Sr. No.	Trade/Nature of Works	Description
1	Office Equipment	Photocopier machines, paper shredder machines, clocks, calculators, telephone instruments, cordless telephone instruments, mobile phone instruments, EPABX/ PABX, franking machines, weighing machines, etc.
2	Mechanical/Electrical/ Electronic equipments	Air conditioners, televisions, ceiling/ pedestal/ wall mounted fans, geysers, UPS, fly killer machines, water purifiers, water coolers, refrigerators, automated tea/ coffee vending machines, dish wash machines, etc.
3	Office Furniture supplier	Chairs, tables, workstations (modular), beds, sofa sets, dining sets, cots, etc.
4	Medical equipment & furniture	Various items pertaining to medical equipment & furniture etc.
5	Stationery for office use	All office stationery items, such as white papers, ledger paper, registers, pens, writing pads, file boards, plastic folders, spring files, etc.
6	General Insurance	Providing general insurance cover against receipt of premium for Bank's various properties such as office and staff quarters, furniture and fixtures, vehicles, etc. Also emapnelment of licensed assessors for the above said purpose.
7	Kitchen equipment	Gas stove/burners, grinding machines, deep freezers, Beige kitchens, utensils, crockery, etc.
8	Office automation and security solutions	Fax machines, MFDs, scanners, projectors, Access Control System, CCTV etc.
9	Printing	Various internal & external publications, letterheads, envelopes, registers, visiting cards, CDs, Flex Printing etc.
10	Scrap dealers	Disposal of all types of Scrap.
11	Courier Services	Courier service (local as well as other places) etc.
12	Photographer Services	For official use.
13	Carpentary Work	Misc. carpentary work at office and both quarters etc.
14	Plumbing & sanitary fixtures	Suppliers of plumbing & sanitary fixtures etc.
15	Civil and Plumbing Services	Repairs, plumbing works, misc. construction work, fabrication, painting etc.
16	Gym Equipments Supplier	Suppliers of various types of gym related equipments
17	IT Hardware/software/services	Suppliers for Computers,hardware, softwares, services, accessories etc.
18	Advertising Agencies	Various types of bank advertisements like press release, tenders, notices etc.
19	Fire Fighting Equipments	Suppliers of fi+A1:C21refighting equipments

Annual Maintenance Contract & Repairs		
20	VRF Air Conditioners	Maintenance of integrated VRF system of approximately 250 tonnes in office.
21	Diesel Gen. Set.	Maintenance & Servicing of DG sets of 100 KVA at Office & 50 KVA each at Boat Club and Salisbury Park Qtrs.
22	Gym Maintenance / Servicing	Maintenance & Servicing of gymming equipments at Office & at Boat Club and Salisbury Park Qtrs
23	Water Purifiers	Regular maintenance, repairs and servicing of water purifiers at Office & at Boat Club and Salisbury Park Qtrs.
24	Xeroxing / Spiral Binding	Providing services related to photocopying, lamination, spiral binding (Rate Contract) at Office
25	Pest Control	Providing pest control services at regular intervals at Office & at Boat Club and Salisbury Park Qtrs
26	UPS	Maintenance & Servicing of UPS systems at Office
27	Organic Waste (OWC)	Collection of garden waste from office and from Quarters at Boat Club and Salisbury Park and processing it to organic waste in a plant at office.
28	Fire Extinguisher	Maintenance & servicing of firefighting equipments (ABC type fire fighting cylinders etc.) at Office Premises & Both Quarters at Boat Club and Salisbury Park
29	Catering Services	Providing catering services like serving tea/coffee etc. to staff (approx 150) on daily basis, serving lunch/snacks to staff as well as providing special lunch/high tea during meetings at Office.
30	Civil / Plumbing	Providing services like regular maintenance/repairs related to civil/ plumbing at Office & at Boat Club and Salisbury Park Qtrs.
31	VoF/VEF Maintenance	Maintenance of guest house at Boat Club and Salisbury Park Qtrs, involving cleaning etc, providing catering services like tea/coffee/breakfast lunch, dinner etc. to the guests.
32	Electrical maintenance	Maintenance, servicing, repairs of various types of electrical equipments like electrical Panels, transformers, electric motors, light fittings, fans, split/window ACs, other fixtures, wiring/cabling etc at office and both the quarters located at Boat Club and Salisbury Park.
33	Elevators / Lift	Maintenance and servicing of Kone lifts (02 No.s, capacity of 8 persons each) at Office.
34	House Keeping and Gardening	Providing housekeeping services like sweeping, moping, dusting etc., collection of house waste, cleaning of washrooms etc. at the Office and both the quarters located at Boat Club and Salisbury Park. Maintenance of gardens, laying of new garden, pruning of tree branches, planting of new plants/plants etc. at Office and both the quarters located at Boat Club and Salisbury Park.
35	Intercom Services (IPABX / EPABX)	Maintenance and servicing. Of IPABX, EPABX etc. at Office & at Boat Club and Salisbury Park Qtrs
36	CCTV Maintenance	Maintenance and servicing of CCTV systems (Honeywell) at Office & at Boat Club and Salisbury Park Qtrs Maintenance and servicing.
37	Misc. Carpentry Works	Services related to repairs of various furniture items like doors, wardrobes, windows etc. At Office & at Boat Club and Salisbury Park Qtrs
38	Hiring of Car	Providing car hiring services at mutually agreed rates for local tours in Pune city & for journeys to all places within Maharashtra

Note: The above list is only illustrative. The trades may include all the Necessary items which are required by the Bank from time to time.

Enclosure (B)
Basic Information

A.General Information		
1.	Name of the applicant organization/ vendor/ supplier/ service providers	
2.	Address for communication and contact details	
3.	Telephone number (landline)	
4.	Telephone number (mobile)	
5.	Type of the organization (whether sole proprietorship, partnership, private limited or limited company or cooperative society, etc.)	
6.	Name of the proprietor/partners or directors in the organisation	1. 2. 3. 4. 5.
7.	Details of Registration – (whether partnership firm, company, society, etc.) Registering Authority, Date, Registration No., etc., mentioning the business/activity of the firm (A copy to be enclosed)	
8.	Whether empaneled with Government/ Semi Government/ Municipal Authorities or any other organization and if so, give the details of the same and nature of contract.	
9.	Number of years of experience in the field/ trade applied for (give separate for each trade). A list of important assignments may be indicated for the same along with supporting documents.	____ Years
10.	Have you in the past carried out any works for NABARD? If yes, give details.	
11.	Address of Pune Office through which the proposed work will be handled. The name, designation and contact details of the officer in charge.	

B.Financial Information		
12.	Permanent Account Number (PAN) of the proprietor/ partnership firm/ private limited company/ limited company/ cooperative society (Copy of PAN to be attached)	
13.	GST No. (enclose copies of relevant documents)	
14.	Balance sheet and profit & loss statement for the previous three years, duly certified by a practising Chartered Accountant in support of Average Annual Turnover OR Banker's Solvency Certificate in proof of having adequate financial standing.	
15.	Annual turnover during the last three years	2016-17 (Rs.....) 2017-18 (Rs.....) 2018-19 (Rs.....)
16.	Indicate if involved in any litigation at present in similar type of contracts	
17.	Any civil suit arisen in the contracts of works executed, if any, please given brief details	
18.	Number of supplementary sheets attached to Enclosure (B)	

Place:

Date:

Signature of the Applicant

Enclosure (C)

(To be submitted on Contractor's own Letterhead)

No.

Date:.....

Chief General Manager NABARD

Maharashtra Regional Office,

DPSP, 1st floor, 'B' Wing

54, Wellesley Road, P.B.No.5,

Shivajinagar,

PUNE : 411 005

Dear Sir,

Empanelment of Contractors for NABARD Maharashtra RO, Pune“ _____ ” (write name of the trade(s) & Code number under which the applicant wants to be empaneled)

1. With reference to your advertisement in the Newspaper on ___ 2020 for the Empanelment of Contractors, I am / We are pleased to offer myself / ourselves to be empaneled under “ _____ ” (write name of the trade(s) under which the applicant wants to be empaneled) trade, Category _____, in your organization.
2. I am / We are already registered with “ _____ ” (write the name of Govt./ Semi Govt./ Govt. Undertakings with which the Applicant is registered) under class/category _____. All the other desired information, documents and certificates as required by you, are enclosed herewith in the prescribed proforma for your perusal.
3. I/We have read and understood the Empanelment Notice and Instructions appearing in the application format and I/We understand that if any false information is detected at a later stage, any future contract made between me/ ourselves and NABARD, on the basis of the information given by me/us, will be treated as invalid by NABARD.
4. I/We agree that the decision of NABARD, Maharashtra Regional Office, Pune in selection of the Contractors will be final and binding on me/us.
5. All the information furnished in this application as also under **Enclosures (A), (B) & (D)** is correct to the best of my/our knowledge.
6. 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.
7. I / We, therefore, request you to kindly do the needful to empanel me/ us under “ _____ ” (write name of the trade/s under which the applicant wants to be empaneled) trade/s / category.

Thanking you

Yours faithfully

(Signature of Authorized person on behalf of the Firm / Agency / Contractor)

Enclosure (D)

Details of Bank Account

1.	Name of the Vendor/Firm	
2.	Name of the Account Holder	
3.	Address of the Vendor/Firm	
4.	Name of the Bank, Branch and Address	
5.	Bank Code and Branch Code	
6.	IFS Code of the Bank Branch	
7.	Type of Account (Saving/Current/Cash Credit)	
8.	Account Number	

Note : A copy of cancelled cheque in respect of the above account which is operated by the vendor must be enclosed.