



**NATIONAL BANK FOR AGRICULTURE & RURAL DEVELOPMENT**

NOTICE FOR EMPANELMENT

OF

CONTRACTORS/ SUPPLIERS FOR CIVIL, ELECTRICAL, REPAIR AND MAINTENANCE,  
HOUSEKEEPING, SUPPLY OF VARIOUS ITEMS AND OTHER WORKS, JAIPUR

at

NABARD, Rajasthan Regional Office  
3, Nehru Place, Tonk Road, Jaipur – 302015  
[dpsp.jaipur@nabard.org](mailto:dpsp.jaipur@nabard.org)

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

ADDRESS

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

DATE OF ISSUE : 04 March 2024  
LAST DATE FOR SUBMISSION : 25 March 2024 by 1400 hrs  
DATE AND TIME OF OPENING : 25 March 2024 by 1500 hrs

DEPUTY GENERAL MANAGER, DPSP  
NABARD, RAJASTHAN REGIONAL OFFICE  
3, Nehru Place, Tonk Road, Jaipur – 302015



## **NOTICE INVITING TENDER**

**Ref.No.NB.Jpr/DPSP/ - / Empanelment/2023-24**

**04 March 2024**

### **Empanelment of Contractors/ Suppliers for Civil, Electrical, Repair and Maintenance, Housekeeping, Supply of various items and Other Works, Jaipur**

NABARD intends to prepare a panel of reputed contractors, vendors, suppliers, service providers, dealers, scrap dealers, etc., valid for two years, for procurement of various articles/ services for its office, office building and staff quarters in Jaipur. The nature, trade and description of such articles/services are given in Para 2 (A) in General Conditions of Empanelment of the Tender Notice. Applicants can seek empanelment for supply of more than one articles or services.

The application for empanelment should be made in the prescribed format which, along with the other relevant details, including general conditions of empanelment, can be downloaded from the Bank's website <https://www.nabard.org> and Central Public Procurement Portal (CPPP) <https://eprocure.gov.in/eprocure/app>

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" to the Chief General Manager, NABARD, Rajasthan Regional Office, 3, Nehru Place, Tonk Road, Jaipur – 302015.

The last date for submission of application is **up to 2:00 pm on 25 March 2024.**

The vendors who are already empanelled by the Bank and whose empanelment is up to 31.03.2024 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 therefore.

Sd/-  
Deputy General Manager  
NABARD, Jaipur

## **General Conditions of Empanelment**

### **Application for Empanelment of contractors/suppliers for Civil, Electrical, Repair/Renovation and Maintenance, Interior designing, Housekeeping, supply of various items and other works at NABARD, Jaipur.**

1. National Bank for Agriculture and Rural Development, Jaipur invites sealed applications for Empanelment of Contractors under various categories for Civil, Electrical and Other work category. Application is available on Bank's website <https://www.nabard.org> and Central Public Procurement Portal (CPPP) <https://eprocure.gov.in/eprocure/app>. The last date of submission of duly completed application form is 25 March 2024 by 1400 hrs.
2. The empanelment shall be carried out for different trade/sub trade. The Details of Works included under each trade (Table no 1)

<b>Sr. No.</b>	<b>Trades</b>	<b>Sub category</b>	<b>Additional documents required addition to eligibility criteria</b>
1	<b>Civil Works</b>	<b>1.1 <u>General repair and maintenance</u></b> - General repair, maintenance works like painting, plumbing, carpentry, renovation, civil masonry works (including supply of carpentry and plumbing related items), Cleaning of carpets, chairs, sofa, blinds, etc - General repair & MS fabrication, MS structure works, aluminum window, cabin, door works, fencing etc	
		<b>1.2 <u>Fabrication and Aluminum Works</u></b> - Works like wooden flooring, wooden works, polishing work. blinds, name plates, signboards (including electrical signboards), glass, curtains, UPVC window & door	
		<b>1.3 <u>Supply of general items</u></b> Supply of furniture and fixtures, general household items, etc.	
2	<b>Electrical Work</b>	<b>2.1 <u>General repair and maintenance</u></b> - General electrical repair and maintenance works, wiring, panel works, cable laying, LAN cabling, telephone cabling, pump repair, transformer, circuit breakers maintenance, repair of electrical gadgets. (Including Supply of electrical items for day to day, maintenance works. i.e. tube lights, fans, exhaust fan, geysers, switch, sockets, cables, fuses etc.) - Repair and maintenance works of split, Window, cassette AC, tower AC and HVAC related system	Electrician license, Supervisory license for carrying out works in LT & HT (400 V – 11 kV)

		<p><b>2.2 Telecommunication system works</b> Supply, repair and maintenance works of telecommunication equipment's EPABX system, intercom, CCTV, conference system, wireless set etc.</p>	Authorised dealership letter from OEM, authorised service provider letter is required.
		<p><b>2.3 Supply of general electrical Gadgets</b> Supply of electrical items like TV, Fridge, Washing Machine, AC, Heater, Microwave Oven, Water Purifier, Digital Display Units, Audio Systems, UPS, Fly Killing Machine, Water Purifier, Water coolers, Dish Wash Machine etc.</p>	
3	<b>Other Work</b>	<p><b>3.1 Horticulture works</b> Supply of plants, fertilizers, seeds, pots, planters and horticulture related items</p>	
		<p><b>3.2 Housekeeping items</b> Supply of housekeeping material like cleaning material and consumables for day today maintenance works.</p>	
		<p><b>3.3 Pest control works/Sanitization (Covid-19 &amp; Other diseases)</b> Pest control services, fogging, anti-termite treatments, rodent treatments, fumigation and fogging.</p>	Certified firm (IPCA) as per industry standards
		<p><b>3.4 Scrap disposal</b> Disposal of the scrap material, metal, electronics items, unusable items, paper</p>	Scrap dealer or firm having setup or tie-up with e-disposal firms.
		<p><b>3.5 Firefighting equipment's</b> Supply and maintenance of the firefighting equipment's i.e. fire extinguisher, fire alarm systems, fire hydrant, fire pump, other firefighting equipment.</p>	
		<p><b>3.6 Printing, Xeroxing, etc</b> Printing of Nameplates, Banners, Flex Banners, Bank's various publications for internal circulation &amp; wider circulation. Xeroxing, Spiral Binding. Bank's letterheads, envelopes of various sizes, registers, visiting cards, etc.</p>	
		<p><b>3.7 IT Hardware, Software &amp; Services</b> A/V systems, Conventional Desktop PCs, All-in-one PCs, Laptops, Printers, multifunction printers, 3-in-1 printers, scanners, ADF scanners, fax machines, LCD projectors, Multi-Function Devices (MFDs), Keyboards, Monitors, Cartridges and other IT peripheral devices, network switches and associated works, servers, routers, firewall, network integration, data backup services, etc.</p>	
		<p><b>3.8 Office Stationery purchases</b> All office stationery items like white paper, ledger paper, register, pens, writing pads, envelopes, file boards, plastic folders, spring files, computer stationery such as carbon/carbon</p>	

		less paper, making of self-inking rubber stamps, company seal, etc. Computer consumables like pen drives/USB flash drives, CDs, DVDs, etc.	
--	--	--	--

## **2. Qualification Criteria**

The Qualification criteria for empanelment of contractors/ suppliers:

<b>Sr. No.</b>	<b>Qualification Criteria</b>	<b>Description</b>	<b>Required documents to establish compliance to pre-qualification criteria</b>
1	Registered office in Jaipur	Proof of having Showrooms / Warehouse / Shop Floor / Authorized Dealership / registered office in Jaipur	Registration / Dealership certificate
2	Duration of Past experience	Should have minimum 3 years of experience as on 31 March 2023 of executing similar works for each trade (during last 3 financial years). Applicants should furnish their Client lists showing the details of work carried out by them during the last 3 financial years. <b>(i.e. the applicant should have undertaken work before 31 March 2023).</b>	a) Copy of certificate of registration/ incorporation/Shop Act, etc. b) Copy of work order and its completion certificate received during last 3 financial years ending by March 31, 2023 issued by client.
3	Minimum value of completed work	Experience of having successfully completed <b>similar works during each of the last three years of Rs 10 lakh (combined or individual)</b> with any Government/PSU/Public Body.	Copy of work orders issued by client along with Work Completion certificate issued by client certifying cost of work and performance.
4	Annual Turnover	Having <b>minimum annual average turnover of 10 lakh</b> for each of last the last three financial years.	Chartered Accountant's certificate along with supporting Financial statements of last three financial years 2022-23, 2021-2022 and 2020-2021.
5	Financial standing	ITR (Income Tax Returns), of last 3 financial years ending on 31 March 2023.	ITR (Income Tax Returns), of last 3 financial years ending on 31 March 2023 (2022-23, 2021-2022)

			and 2020-2021.)
6	Registration and Licenses required	Must have valid licenses for related trades as applicable, labor certificates, PAN, GST, EPFO, ESIC, MSME Certificate (In case applicable), etc. registration with respective registering authorities.	Copies of relevant certificate/ licenses, issued by the respective authority

1. Interested Contractors/ Suppliers may download Application Form from Bank's website <https://www.nabard.org> and Central Public Procurement Portal (CPPP) <https://eprocure.gov.in/eprocure/app>
2. Contractors, who are already empanelled with the Bank, are also required to apply a fresh for empanelment.
3. Interested applicants may apply for Empanelment for single or multiple trades. **In case the applicant intends to apply for more than one trade, he/ she should submit separate documents for each trade separately.** The applicants are required to enclose [Annexure III](#) for each sub-category application along with required qualification documents as well as additional documents mentioned in Table 1 of general conditions of empanelment.
4. The interested applicants should submit following the complete set of documents to the office of Chief General Manager, NABARD Regional Office, 3, Nehru Place, Tonk Road, Jaipur-302015 on or before 02:00 pm on 25 March 2024.
5. The required documentary evidence in support of the applicant's possessing the required Qualification for enlistment, as specified above, along with a forwarding letter in a sealed cover super scribed "Empanelment of Contractors/Vendors/ Suppliers/ Service Providers - Qualification Documents".
6. Duly completed application form along with the required documents in sealed cover super scribed "Empanelment of Contractors/ Vendors/ Suppliers/ Service Providers - Application Form".
7. During scrutiny, if any of the applicant is found not to possess the required qualification documents or to have submitted false/ incorrect information, his application will be liable for rejection. Applications of only those applicants who fulfil the specified Qualification Criteria and submit the required documents shall be processed further.
8. Applicant whose firms/companies are debarred/blacklisted or whose performance are found unsatisfactory during last 3 years by the any government institute/PSU/Semi Government organization will not be eligible to apply or if they had applied for empanelment their application will be rejected.
9. The **panel shall remain valid for two years (FY 2024-25 and FY 2025-26)** from the date of coming into existence subject to periodical review of performance as specified.
10. The Bank reserves the right to reject any or all the applications without assigning any reason thereof.
11. The application form shall be signed by a person on behalf of the organization who is duly authorized to do so.

12. The applicant is required to submit the required & relevant documents only as per required eligibility criteria. The applicant submitting unnecessary, irreverent documents will not be consider for evaluation or may asked to submit desired documents.
13. The applicant is required to attach the checklist copy.

Signature of the applicant\_\_\_\_\_

Name of the organization\_\_\_\_\_

Address\_\_\_\_\_

\_\_\_\_\_

Date\_\_\_\_\_

### **General instructions to the Applicants**

1. A format of Client's Certificate as per Annexure-II is attached along with the blank application form. The applicant has to obtain the said Client's Certificate for all the qualifying works, in terms of the pre-qualification criteria described in the notice inviting application, from his client(s) on their official letterhead in their official sealed cover and has to submit the same along with the application. Such Certificates should be submitted along with their application in a separate sealed envelope.
2. The **application form (along with a copy of tender attested on each page)** shall be signed by a person on behalf of the Organization, who is duly authorized to do so. Each page of application shall be properly signed.
3. If the space in the application form is insufficient for furnishing full details, such information may be supplemented on a separate sheet of paper duly signed stating therein the part of the statement and serial number. Satisfactory completion certificates for works done for different employers should preferably be furnished along with the application.
4. Application containing false or inadequate information is liable for rejection.
5. The performance of all the empanelled contractors shall be reviewed by the Bank at least once a year and their name shall be removed from the approved list of contractors in the event of occurrence of any one or more of the failures on their part as detailed below:
  - a) Fails to respond to the call notice inviting tenders /quotations on three consecutive occasions in a period of one year or fails to execute contracts awarded.
  - b) Is proved to be responsible for constructional defects in two contracts awarded.
  - c) Whose performance either in carrying out the work or in delivering materials as per specifications, are not found satisfactory in two contracts awarded /supply orders placed.
  - d) Persistently violates any important conditions of the contracts like maintaining time schedule and business dealing, etc.
  - e) Fails to abide by the condition of registration/Enlistment or is found to have given false particulars at the time of registration/Enlistment.
  - f) Is declared or is in the process of being declared bankrupt /insolvent, wound up, dissolved or partitioned.
  - g) Persistently violates labour regulation /rules.
6. The Bank reserves the right to reject any or all the applications.

Clarifications, if any, required may be obtained from the office of NABARD, 3<sup>rd</sup> Floor, DPSP, Rajasthan Regional Office, 3, Nehru Place, Tonk Road, Jaipur.  
For any query contact Mr. Tarun Khunger (Mob No: 8287846189 between 10 am to 5 pm on Monday- Friday) and email on [dpsp.jaipur@nabard.org](mailto:dpsp.jaipur@nabard.org)

**I/we have read and understood all the above instructions and shall comply to the instructions.**

**Place:**

**Date:**

**Signature of applicant**



**Check list for documents to be submitted**

<b>Sr. No.</b>	<b>Document</b>	<b>Submitted (√)</b>	<b>Envelope</b>
1.	Duly filled in & signed Application Form <b>(along with a copy of tender attested on each page by the bidder)</b>		In separate envelope Say Envelope A
2.	Trade License/ certificate of incorporation/partnership deed		
3.	Copy of PAN Card & other related Income Tax documents		
4.	Copy of GST Registration		
5.	Copy of MSME Registration Certificate, if registered		
6.	Copies of the Audited Final Accounts for three four years and a certificate issued by Chartered Accountant indicating the turnover for last three financial years.		
7.	Duly filled <u>Annexure I</u>		
8.	Work Completion Certificates ( <b>must contain workorder no, work order amount, completion date, name and designation of issuing authority</b> ) & Client's Certificates from clients for all the qualifying works as per <u>Annexure II</u> for every individual sub-category along with <u>Annexure III</u> on top.		Envelope 1 Envelope 2 . . Envelope N

Separate envelope for each application to subcategory under different trade with all supporting documents.

For example, if applicant desire to apply for empanelment under Sub-Category 1.1 under civil trade and for Sub category 2.1 under Electrical trade, supporting documents with Annexure III on top will be kept in separate sealed envelope for both Cub Category 1.1 & 2.1.

All Envelope A + Envelope 1+ Envelope 2 +..... Envelope N will be put in big envelope (Superscribed as – “*NOTICE FOR EMPANELMENT OF CONTRACTORS/ SUPPLIERS FOR CIVIL, ELECTRICAL, REPAIR AND MAINTENANCE, INTERIOR DESIGNING, HOUSEKEEPING, SUPPLY OF VARIOUS ITEMS AND OTHER WORKS, JAIPUR*”) and will be submitted to the NABARD, Jaipur office.

Signature of the applicant



**NATIONAL BANK FOR AGRICULTURE & RURAL DEVELOPMENT, JAIPUR**

**Form of Application**

Chief General Manager,  
NABARD, Rajasthan Regional Office,  
3, Nehru Place, Tonk Road,  
Jaipur – 302015

Madam/Dear Sir

Having read and understood the Empanelment Notice, General Instructions to the applicants appended to the application and all other relevant information, I/we hereby apply for empanelment in the Bank as contractor/ Supplier in the following trade(s)/ sub-trade(s) :

**(Tick whichever applicable) refer para A under General Conditions of Empanelment**

<b>Sr. No.</b>	<b>Trades</b>	<b>Sub-Trade</b>	<b>Tick wherever applicable</b>
<b>1</b>	<b>Civil Works</b>	1.1	
		1.2	
		1.3	
<b>2</b>	<b>Electrical Works</b>	2.1	
		2.2	
		2.3	
<b>3</b>	<b>Other Works</b>	3.1	
		3.2	
		3.3	
		3.4	
		3.5	
		3.6	
		3.7	
		3.8	

ii) All the information furnished under parts 1, 2 & 3 are correct to the best of my/our knowledge and belief. I/We understand that if any false information is detected at a later date, any future contract made between ourselves and NABARD, Jaipur on the basis of the information given by me/us will be treated as invalid by NABARD.

iii) I/we have provided the details of the qualifying works and the client's confidential report in the prescribed pro-forma.

- iv) I/ we have provided my/ our banker's details and the Banker's confidential report in the prescribed pro-forma.
- v) 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 in the accompanying sheets.
- iv) I/we agree that the decision of the National Bank for Agriculture and Rural Development in empanelment of the contractors/ suppliers shall be final and binding on me/us.

Signature \_\_\_\_\_

Name & Designation \_\_\_\_\_

Address Place \_\_\_\_\_

Date \_\_\_\_\_

**Details of Applicant**

**A. Particulars of Firm:**

<b>Sr. No.</b>	<b>Particulars</b>	<b>To be filled by Tenderer</b>
1.	Name of firm	
2.	Composition of the firm (Whether partnership / proprietorship /Public Ltd.)	
3.	Names of the proprietor/ partners / Directors of the firm	
4.	GST Number	
5.	Address of the Firm for communication	
6.	Telephone/mobile no	
	Email	

**B. The details of bankers are as below:**

<b>Sr. No.</b>	<b>Particulars (submit the crossed cancelled cheque)</b>	<b>To be filled by tenderer</b>
1	Name of the Bank	
2	Branch Address	
3	Telephone and fax number	
4	Account No	
5	IFSC Code	

Place:

Date:

Signature of the applicant

**Annexure II**

**Client's Certificate Regarding Performance of Contractor (on Client's Letterhead)**

Chief General Manager

NABARD, Rajasthan Regional Office,

3, Nehru Place, Tonk Road,

Jaipur 302015

Dear Sir

Client's Certificate Regarding Performance of M/s:

1	Name of work with brief particulars	
2	Agreement/work order No.& 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 & address of the authority under whom works executed	
10	Whether the contractor employed qualified Engineer/overseer during execution of work?	
11	i) Quality of work (indicate grading)	Outstanding/Very Good/Good/Satisfactory/Poor
	ii) Amount of work paid on reduced rates, if any	Outstanding/Very Good/Good/Satisfactory/Poor
12	i) Did the contractor go for arbitration?	
	ii) If Yes, total amount claim	
	iii) Total amount awarded	
13	Comments on the capabilities of the contractor	
	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 filled in properly, please tick one of the multiple options.

1. Signature of the Reporting Officer\*with office seal
2. Countersigned with Official Seal \*Officer of the rank of Executive Engineer or equivalent.

**Annexure III**

**Note: To be enclosed with documents of each sub-category to which applicant desired to apply.**

**For applicant purpose (Tick only one option)**

<b>Particular</b>	<b>Select any one</b>	
<b>Trade (Select anyone)</b>	Civil Works / Electrical Works / Other Works	
<b>Subcategory (Select anyone)</b>	Civil Works: 1.1/1.2/1.3 Electrical Works: 2.1/2.2/2.3 Other Works: 3.1/3.2/3.3/3.4/3.5/3.6/3.7/3.8	
Eligible work completion as per eligible criteria) with amount	<b>Name of work</b>	<b>Work order Amount</b>
Additional eligibility criteria document in respective sub-category enclosed		

Signature of applicant with date and seal