

**Empanelment of Contractors/Service Providers  
For Office Equipment, Stationery, Office Automation, etc.  
In NABARD Office Building and Staff Quarters in Jammu**

NABARD, Jammu 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 Jammu.

The applications, duly filled in the prescribed format and complete in all respects, may be submitted in a sealed cover clearly superscribing it as "Application for Empanelment of Contractors/ Vendors/ Suppliers/ Service Providers for (Trade to be indicated)" to the Chief General Manager, NABARD Jammu, NABARD Tower, Near Saraswati Dham, Railway Road Jammu-180012. 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 last date for submission of application is 21.09.2020 up to 4.00 P.M.

The vendors who are already empaneled by the Bank and whose empanelment is upto 31.03.2020 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, Jammu

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 JAMMU, NABARD TOWERS

NEAR SARASWATI DHAM, RAILWAY ROAD,

JAMMU-180012

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

ADDRESS

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

LAST DATE FOR SUBMISSION : 21.09.2020 BY 16:00 HRS

THE CHIEF GENERAL MANAGER  
NABARD JAMMU, NABARD TOWERS  
NEAR SARASWATI DHAM, RAILWAY ROAD,  
JAMMU-180012

### **Checklist of Submission of Application for Empanelment**

<b>Sr. No.</b>	<b>Particulars</b>	<b>Submitted (Yes/No)</b>
1.	The application duly filled in submitted in a sealed envelope	
2.	The application submitted on applicant's letterhead as per given format in <b>Enclosure (C)</b>	
3.	Application superscribed as "Application for Empanelment of Contractors/ Vendors/ Suppliers/ Service Providers for (trade to be indicated)" on the cover and addressed to Chief General Manager, NABARD Jammu, NABARD Tower, Near Saraswati Dham, Railway Road Jammu-180012.	
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 <b>Enclosure (B)</b> along with supporting documents	
10.	Bank details furnished in <b>Enclosure (D)</b>	
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), Jammu,  
NABARD Tower, Near Saraswati Dham, Railway Road Jammu-180012.**

**General Conditions of Empanelment**

National Bank for Agriculture & Rural Development (NABARD), Regional Office, Jammu 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 Jammu. The office building is located at NABARD Tower, Near Saraswati Dham, Railway Road Jammu-180012.

The empanelment will remain in force for two years i.e **01.10.2020 to 30.09.2022** 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 Jammu so that the complaints / works may be attended to well in time.

The vendor must have sufficient number of experienced personnel, technical know-how, equipment's, 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 31.03.2020) 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 shall be resolved 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 Jammu.

Vendors, Suppliers, Contractors and Service Providers, etc. desirous of being empaneled 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>  
The application duly filled in shall be **submitted in a sealed envelope** super-subscribed as  
/ Chief General Manager, NABARD, Jammu, NABARD Tower, Near Saraswati Dham,  
Railway Road Jammu-180012 on or before 4.00 PM, 21.09.2020.

**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, Regional Office, Jammu Phone Nos: 9872048866, 9419164646, 7006277284 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)

### Trade wise list of items for Supply, Maintenance and Repair Work at NABARD Office Premises and Staff Quarters

Sr. No.	Trade/Nature of Works	Description
1.	Office Equipment	Supply and Maintenance of Photocopier machines, paper shredder machines, clocks, calculators, telephone instruments, cordless telephone instruments, mobile phone instruments, EPABX/ PABX, franking machines, weighing machines, Notice Board etc.
2.	Mechanical/Electrical/Electronic equipment's	Supply and Maintenance of Air conditions, televisions, ceiling/ pedestal/ wall mounted fans, geysers, UPS, fly killer machines, water purifiers, water coolers, refrigerators, automated tea/ coffee vending machines, dish wash machines, all other Electronic Equipment's not covered etc.
3.	Office furniture/ Home furniture	Supply and Maintenance of Chairs, tables, workstations (modular), beds, sofa sets, dining sets, cots, etc.
4.	Medical equipment and furniture	Supply and Maintenance of Various items pertaining to medical equipment and furniture
5.	Stationery for office use	Supply of 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, empanelment of licensed assessors for the above said purpose.
7.	Kitchen equipment	Supply of Gas stove/burners, grinding machines, deep freezers, Beige kitchens, utensils, crockery, etc.
8.	Office automation	Supply and Maintenance of Fax machines, MFDs, scanners, projectors, Laptops, Computers, Hard disk etc.
9.	Printing	Various internal as well as external publications, letterheads, envelopes, registers, visiting cards, CDs, Flex, Banners, name Plates.
10.	Scrap dealers	All types of Scrap
11.	Xeroxing/Spiral binding	Xerox works including servicing, rate contract, spiral binding, binding works
12.	Civil Works	General repairs/ Repainting work/ Water-proofing work/ Civil work/Interior work/Fabrication work, Vendor having substantial experience to suffice with documentary proof shall only apply.
13.	Housekeeping	Housekeeping for office and residential colony/Housekeeping services including cleaning of toilet, bathroom, Stair case, roads, flats etc. of residential colony
14.	Gardening	Gardening Services at Office Building and Staff Quarters, Supply of plants.
15.	Hardware Items	Prominent Hardware Store shall apply for Supply of hardware items for the purpose of plumbing or other repair works.

16	AC Plant and other ACs installed in our office premises and Staff Colony	Supply and Operation and Maintenance of AC Plant at our RO, Servicing and maintenance of other ACs installed in Office building and staff quarters
17	Taxi Hiring Services	Only Registered Taxi Operator should apply under the category
18	Diesel genset	Maintenance and repair of Gensets. Supply of new genset
19	Diesel	Supply of Diesel to be used for our Gensets
20	Catering Services	Catering Services at NABARD Office and Guest House (VOF/VEF)
21	Cleaning of Tanks and Underground Sewerages	Cleaning of Tanks and Underground Sewerages
22	Newspaper/Media	Various Media Houses and Newspaper/Advertising Agencies. Supply of Newspapers
23	Security Services	Supply of Security Guards.
24	Pest Control Services	Pest Control Services
25	UPS	Supply and Maintenance of UPS/Batteries
26	Gym Equipment's	Supply and Maintenance of Gym Equipment's
27	Water Purifiers	Supply and Maintenance of Water Purifiers
28	Xerox Machine	Supply and Maintenance of Xerox Machine
29	Courier Services	Local and National Courier Services.
30	Architect	Registered architects can apply under this field
31	Dry Cleaning/washing	Dry Cleaners/Washing agency can apply under this
32	Cleaning Material/Sanitizers/Masks	Shops/wholesalers/Vendor dealing in specified material can apply
33	External Cladding Cleaning	Professional Agencies with experience can apply

**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

<b>A. General Information</b>		
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 organization	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 Jammu Regional Office through which the proposed work will be handled. The name,	



	designation and contact details of the officer in charge.	
<b>B. Financial Information</b>		
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 practicing 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	2017-18 (in ₹) 2018-19 (in ₹) 2019-20 (in ₹)
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 <b>Enclosure (B)</b>	

**Place:**

**Date:**

**Signature of the Applicant**

**Enclosure (C)**

**(To be submitted on Contractor's own Letterhead)**

No. ....

Date : .....

**Chief General Manager**

NABARD Regional Office,

Jammu and Kashmir,

NABARD Towers,

Near Saraswati Dham, Railway Road

Jammu-180012

Dear Sir,

Empanelment of Contractors for NABARD Regional Office, Jammu -  
"\_\_\_\_\_" (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 ----- 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, Regional Office, Jammu 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.