

राष्ट्रीय कृषि और ग्रामीण विकास बैंक
नई दिल्ली क्षेत्रीय कार्यालय, नई दिल्ली



नाबार्ड, नई दिल्ली क्षेत्रीय कार्यालय, 24, राजेंद्र प्लाजा, नई दिल्ली में अग्निशमन उपकरणों का संचालन एवं रखरखाव करने के लिए सेवा प्रदाताओं के सूचीकरण हेतु नोटिस

NOTICE FOR EMPANELMENT OF SERVICE PROVIDERS FOR PROVIDING FIREMEN FOR THE OPERATION AND MAINTENANCE OF FIREFIGHTING EQUIPMENT AT NABARD, NEW DELHI REGIONAL OFFICE, 24, RAJENDRA PLACE, NEW DELHI

आवेदक का नाम/ NAME OF APPLICANT: _____

पता/ ADDRESS:

अंतिम तिथि एवं समय/ Last date and time for submission of applications	15 मार्च 2019, 1500 बजे 15 March 2019, 1500 Hrs.
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**General Manager/ Officer in Charge
NABARD,
NEW DELHI REGIONAL OFFICE,
24, RAJENDRA PLACE,
NEW DELHI**

**NOTICE FOR EMPANELMENT OF SERVICE PROVIDERS FOR PROVIDING FIREMEN FOR THE
OPERATION AND MAINTENANCE OF FIREFIGHTING EQUIPMENT AT NABARD, NEW DELHI
REGIONAL OFFICE, 24, RAJENDRA PLACE, NEW DELHI**

National Bank for Agriculture and Rural Development (NABARD), New Delhi Regional Office intends to prepare a panel of reputed service providers having specialization in providing fireman for the operation and maintenance of firefighting equipment in our regional Office located at NABARD Tower, 24, Rajendra Place, New Delhi-110125.

The panel will remain in force till 31 March 2021. The contractors, who are registered with the Government/ Semi-Government undertaking/s/ Financial Institutions, with a minimum of 3 years' experience (as on 31 March 2018) in the field of **OPERATION AND MAINTENANCE OF FIREFIGHTING EQUIPMENT** services as per the following criteria and preferably having service set up at Delhi, where from required quality services can be provided, may apply in the prescribed form for the purpose. The contractors/ vendors/service providers should meet the following minimum criteria:

- (1) Experience of having successfully providing similar services during last three years ending last day of month previous to the one in which applications are invited.
- (2) Average Annual financial turnover during the last 3 years, ending 31 March 2018, should be at least Rs. 4.8 Lakh.
- (3) The firm should have done at least
 - (a) Three similar works with annual contract value not less than Rs 6.40 lakh.
 - (b) Two similar works with annual contract value not less than Rs. 8.00 lakh.
 - (c) One similar works with annual contract value not less than Rs. 12.80 lakh.

Note: The following documents should invariably be attached along with application in support of experience and financial capability:

- i. Copies of Work orders, Work Certificates in support of previous experience.
- ii. Copies of Balance Sheet and Profit & Loss Statement for the last three years, duly certified by a practicing Chartered Account in support of Average Annual Turnover OR Banker's Certificate in proof of having adequate financial standing.

Application forms will be issued **free of cost** from Liaison Section, NABARD, NABARD Tower, Regional Office, 24 Rajendra Place, New Delhi-110 125 on working days (Monday to Friday) between 11.00 a.m. and 4.00 p.m. Application form can also 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 “NOTICE FOR EMPANELMENT OF SERVICE PROVIDERS FOR PROVIDING FIREMEN FOR THE OPERATION AND MAINTENANCE OF FIREFIGHTING EQUIPMENT AT NABARD, NEW DELHI REGIONAL OFFICE, 24, RAJENDRA PLACE, NEW DELHI” **on or before 03.00 p.m. on 15.03.2019.** The Bank reserves the right to reject any or all the applications without assigning any reason thereof.

(Bhaskar Pant)

Deputy General Manager

Encls.:

1. Checklist
2. General description of works
3. General Instructions
4. Enclosure (B) - Basic Information
5. Enclosure (C) - Letter to be submitted on Contractor’s own letter head
6. Enclosure (D) - Bank Details
7. Annexure-I - Bank’s Certificate
8. Annexure-II Previous Experience
9. Annexure-III (Client’s Certificate on performance)

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 SERVICE PROVIDERS FOR PROVIDING FIREMEN FOR THE OPERATION AND MAINTENANCE OF FIREFIGHTING EQUIPMENT AT NABARD, NEW DELHI REGIONAL OFFICE, 24, RAJENDRA PLACE, NEW DELHI)" on the cover and addressed to General Manager/ Officer In Charge, NABARD, NABARD Tower, Regional Office, 24 Rajendra Place, New Delhi-110125	
4	Copies of work orders, completion certificates in support of experience of OPERATION AND MAINTENANCE OF FIREFIGHTING EQUIPMENT	
5	Copies of IT Returns OR 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	
6	Copy of Permanent Account Number (PAN) of the Proprietor/ Partnership Firm/ Private Limited Company/ Limited Company or Cooperative Body attached	
7	Copy of details of Registrations, if any, (i) Under Companies Act/ Cooperative Societies Act, (ii) GST - enclosed	
8	Information duly furnished in Enclosure (B) along with supporting documents	
9	Bank details furnished in Enclosure (D)	
10	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.

NABARD, NEW DELHI REGIONAL OFFICE, 24, RAJENDRA PLACE, NEW DELHI

General description of works

1. The agency will provide 1 technician during day time and 1 fireman in each shift i.e. 0700 hrs to 1500 hrs and 1500 hrs to 2300 hrs and 2300 hrs to 0700 hrs. The technician will be on general shift from 0900 hrs to 1700 hrs.
2. The agency will be responsible for the maintenance and upkeep of all fire fighting equipment provided at New Delhi and including all fire extinguishers and fire hydrant systems wherever provided.
3. The agency will maintain all the pumps and single hydrants and hose reels every 3 months.
4. The agency will maintain delivery hoses by passing water and also maintain lugs.
5. The firemen, apart from the maintenance and operation of the fire equipment will take periodic safety rounds and will check the water levels in fire pumps and overhead tanks.
6. The firemen will carry out regular checking of the PA system.
7. The agency will arrange for providing uniform for the technicians and firemen and all safety equipment like shoes, etc. Further, all necessary tools, ladders, measuring equipment, etc., required for maintenance of the fire fighting system will be provided by the agency.
8. The agency will maintain, test wet riser system, use of sprinklers, fire alarm, MCPs and smoke detectors and submitting report to the officer nominated/looking after fire fighting weekly or when demanded for perusal and necessary action.
9. The agency will comply with all the provisions of the Contract Labor (Regulation and Abolition) Act, 1970, The Central Minimum Wages Act and all other labour laws and regulations that may be enforced from time to time by the appropriate authorities. NABARD shall not be held responsible for any penalty on failure to comply to any of the labour regulation or other statutory regulations.
10. The increase in wages due to changes in minimum wages and / or VDA may be claimed and such revised wages will be accepted. However, no increase in the service charges / profits / overheads, etc., will be admitted and will remain the same throughout the tenancy of the contract.
11. Necessary proofs of abiding of all the statutory regulations and including payments may be furnished to NABARD as and when demanded.

12. The agency will be responsible to fulfil all the complications in connection with firemen, technicians employed by the contractor for the purpose of the contract and all other liabilities, if any, including minimum wages, leave, ESI, PF, etc., in connection with the contract.
13. The agency will be responsible for any other tasks associated with the maintenance of the fire-fighting equipment at New Delhi office not specifically indicated above.

NABARD, NEW DELHI REGIONAL OFFICE, 24, RAJENDRA PLACE, NEW DELHI

General Instructions to applicants

The empanelment will remain in force till 31 March 2021 subject to annual review every year. NABARD reserves the right to remove such vendor / service provider from the empaneled list, 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.

The vendor must have own adequate technical set up in Delhi 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, 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 31.03.2018). At least one work should have been contracted with Autonomous body/ Bank/ financial Institution or any other reputed institution.

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

NABARD 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.

NABARD 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 NABARD'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, 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 Delhi.

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 SERVICE PROVIDERS FOR PROVIDING FIREMEN FOR THE OPERATION AND MAINTENANCE OF FIREFIGHTING EQUIPMENT AT NABARD, NEW DELHI REGIONAL OFFICE, 24, RAJENDRA PLACE, NEW DELHI" and addressed to the General Manager/ Officer In Charge, NABARD, Delhi RO, NABARD Tower, 24, Rajendra Place, New Delhi-110125.

The vendors who are already empaneled by NABARD are also required to apply afresh if they wish to continue on the panel

All payments will be made by NABARD through electronic clearing system and electronic fund transfer. For this purpose, the information in **Enclosure (D) may please be enclosed.**

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 render quality service 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 vendor, 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 vendor should preferably be furnished along with the application.**

Clarification, if any, may be obtained from Assistant General Manager/ Manager/ Asst. Manager, NABARD, Regional Office Office, New Delhi, Phone Nos. 011-41539357 on any working day **between 10.00 AM and 03.00 PM.**

Enclosure (B)
Basic Information

A. General Information

1	Name of the applicant agency/ vendor/supplier/ service providers	
2	Address for communication and contact details	
3	Telephone number (landline)	
4	Telephone number (mobile)	
5	Type of the agency/ vendor (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.
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 empanelled 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	Whether the agency/ vendor has provided service to NABARD in the past. If so, whether the agency could provide service satisfactorily.	
11	Vendor/ Agency's New Delhi address alongwith contact details/ designation of the person 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	2015-16 (Rs.....) 2016-17 (Rs.....) 2017-18 (Rs.....)
16	Indicate if involved in any litigation at present in similar type of contracts	
17	Details of any litigation, that the agency has experienced in the past while executing the similar type of contract.	
18	Details of civil suit arisen in the contracts of works executed, if any.	
19	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:

General Manager/ Officer In Charge
NABARD, NABARD Tower,
Regional Office, 24 Rajendra Place,
New Delhi-110 125

Dear Sir,

EMPANELMENT OF SERVICE PROVIDERS FOR PROVIDING FIREMEN FOR THE OPERATION AND MAINTENANCE OF FIREFIGHTING EQUIPMENT AT NABARD, NEW DELHI REGIONAL OFFICE, 24, RAJENDRA PLACE, NEW DELHI

1. With reference to your advertisement in the Newspaper on ___ 2019 for the Empanelment of Contractors, I am / We are pleased to offer myself / ourselves to be empaneled under **“SERVICE PROVIDERS FOR PROVIDING FIREMEN FOR THE OPERATION AND MAINTENANCE OF FIREFIGHTING EQUIPMENT”** 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, New Delhi 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 (B) (C) & (D) and Annexure I, II & III** 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.

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.

Annexure - I

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

General Manager/ Officer in Charge
NABARD,
Regional Office,
NABARD Tower, 24 Rajendra Place,
New Delhi-110 125

In case of partnership firm, certificate to include names of all partners as recorded with the Bank.

Annexure - II- Previous Experience

A. List of important similar contracts executed by the vendor during last 03 years:

Name of the work	Name and address of Autonomous bodies/Bank or Financial Institutions or any other reputed organization	Nature of work	Location	Name and full address of office under whom work was carried out	Amount	State whether work was left incomplete, or contract was terminated by the either side, giving details thereof
1	2	3	4	5	6	7

B. List of important similar contracts on hand

Name of the work	Name and address of Autonomous bodies/Bank or Financial Institutions or any other reputed organization	Nature of work	Location	Name and full address of office under whom work was carried out	Amount	State whether work was left incomplete, or contract was terminated by the either side, giving details thereof
1	2	3	4	5	6	7

Date:
Place:

Signature of the applicant

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 Rs.	
4	Whether the contractor employed qualified staff	
5	i) Quality of work (indicate grading)	Outstanding / Very Good / Good / Satisfactory / Poor
6	i) Did the contractor go for arbitration?	
	ii) If yes, total amount of claim	
	iii) Total amount awarded	
7	a) Comments on the capabilities for providing OPERATION AND MAINTENANCE OF FIREFIGHTING EQUIPMENT	Outstanding / Very Good / Good / Satisfactory / Poor

	b) Financial soundness	Outstanding / Very Good / Good / Satisfactory / Poor
	c) 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