

# राष्ट्रीय कृषि और ग्रामीण विकास बैंक(नाबार्ड)

झारखंड क्षेत्रीय कार्यालय करमटोली रोड , रांची 834001

अनुरक्षण और मरम्मत कार्यों, सुरक्षा, टैक्सी सेवा, हाउस कीपिंग, स्टेशनरी, आईटी उत्पाद, प्रिंटिंग, पेंटिंग, दवा की आपूर्ति, बिजली के सामान, डेड स्टॉक आइटम, फर्नीचर, विज्ञापन एजेंसियों आदि के लिए ठेकेदारों / कंसल्टेंट/ आपूर्तिकर्ताओं / विक्रेताओं को सूचीबद्ध किया जाना

NABARD झारखंड क्षेत्रीय कार्यालय आदिवासी छात्रावास के सामने, करमटोली रोड, रांची और आवासीय कॉलोनी (66 फ्लैट) ब्लॉक 19 और 20 में, NGHC, खेलगाँव, होटवार, रांची में अनुरक्षण और मरम्मत कार्य, सुरक्षा सेवाएँ, टैक्सी सेवा, विज्ञापन एजेंसियाँ, हाउस कीपिंग, विभिन्न स्टेशनरी की खरीद, सफाई सामग्री की खरीद, इलेक्ट्रिकल आइटम, आईटी उत्पाद, दवा / क्रेडिट स्लिप पर ड्रग/दवाईया, डेड स्टॉक आइटम, कबाड़ी आदि के लिए तीन साल की अवधि के लिए ठेकेदारों / आपूर्तिकर्ताओं / विक्रेताओं/ कंसल्टेंट (सिविल /इलैक्ट्रिकल आर्किटेक्चरल का एक पैनल तैयार करने के लिए आवेदन निर्धारित प्रपत्र में आमंत्रित किए जाते हैं। आवेदक जो पात्रता मानदंड को पूरा करते हैं और नाबार्ड की वेबसाइट [www.nabard.org](http://www.nabard.org) के टेंडर सेक्शन में उपलब्ध अनुरोध दस्तावेज में उल्लिखित नियमों और शर्तों से सहमत होते हैं अपने आवेदन मुख्य महाप्रबंधक , नाबार्ड, रांची क्षेत्रीय कार्यालय को 05 जुलाई 2019 को शाम 04.00 बजे तक प्रस्तुत कर सकते हैं।

मुख्य महा प्रबंधक, नाबार्ड, झारखंड क्षेत्रीय कार्यालय, रांची



## **NATIONAL BANK FOR AGRICULTURE AND RURAL DEVELOPMENT**

**Empanelment of contractors/suppliers/vendors/consultant (Civil /Electrical/Architectural/Project Management Consultant for Maintenance and repair works, security, Taxi Service, House keeping, stationery, IT products, Printing, Painting, supply of medicine, electrical items and Dead Stock Items, Furniture etc. (Category wise Details are given as under)**

### **Advertisement and formats in Detail:**

**NABARD Jharkhand Regional Office, Ranchi intends to prepare a panel of contractors/Suppliers/Vendors/ consultant (Civil /Electrical/Architectural/Project Management Consultant for a period of three years for following item/s of work for its office / properties in Ranchi viz. Regional Office located at NABARD, Opp. Adivasi Hostel, Karamtoli Road, Ranchi and residential colonies (66 flats) at Block 19 & 20, NGHC, Khelgaon, Hotwar, Ranchi.**

**CATEGORY FOR APPLIED :**

**(Separate application is to be submitted for each category)**

**Sr. No. and Category :**

- |  |
|--|
| (1). Painting of office and flats  |
| (2). Supply of Office Furniture / Slotted angle racks /guest house furniture and fixtures  |
| (3). Supply and maintenance of Fire Extinguishers and safety equipment   |
| (4). Supply and maintenance of water Purifier System   |
| (5). Supply of Desk top PCs / Laptop / IT gadgets / software / hardware/ Printers/ Multi Media / Public Address System/ Access Control System/ MFP/Scanners/FAX/ Xerox machines / IT Consumables like Printer Cartridges, cables, networking, mouse, key board etc.  |
| (6). Housekeeping Services – (A). cleaning (B) Electrician (C). Plumbing (D). carpentering (E). Sweeping (F). Security(G). civil work (H) repairing work (I) Guest House Maintenance(J) catering and Tea , Coffee, Snacks supply (K) washing of linen(L) Pest Control Services (M). Maintenance of lift etc. |
| (7). Overhead underground tank cleaning services.  |
| (8). Printing work, Xeroxing work and book binding, Lamination   |
| (9) Printing of Identity Card and visiting card etc.   |
| 10). All type of office Stationary   |
| 11). Taxi Hiring services for local and out station  |
| 12).Supply of Air conditioners/water coolers / electrical items / Electrical Cabling/wiring / Water Purifiers etc.   |
| 13). Repairs and maintenance office furniture & carpentry work.  |
| 14). Telephones / EPABX / CCTV supply and maintenance services.  |
| 15). Boards and Name plates providing services.  |
| 16). Computer and telephone cleaning services providers.   |
| 17). Supply of cleaning materials.   |
| (18). Supply of crockery, cutlery and gift items   |

(19).Agencies For Advertisement in local news papers
(20). Supply of drugs/medicine on credit slip
(21).Consultant for (A) Civil (B). Electrical/AC Work (c).Architectural/Project Management Consultant (PMC)
(22). Scrap Dealer (Kabadi)

Separate forms (General Information, Acceptance of Terms & Conditions, Annexure-A & B , undertaking etc.) are required to be filled up for each category which may be downloaded from our website [www.nabard.org](http://www.nabard.org) Application for empanelment duly completed should be submitted at CGM, NABARD, Jharkhand Regional Office, Karamtoli Road, Opp. Adivasi Hostel, Ranchi 834001 in a closed envelope super scribed as “Application for empanelment of suppliers /vendors/ Category (Name of the Category)” on or before 04.00 p.m. on 05 July 2019.

Chief General Manager  
NABARD, Ranchi



## **NATIONAL BANK FOR AGRICULTURE AND RURAL DEVELOPMENT**

**Jharkhand Regional Office, Karamtoli Road, Opp. Adivasi Hostel, Ranchi 834001**

### **Annexure "A"**

#### **APPLICATION FORM FOR EMPANELMENT OF FIRM For Services / Category:-**

**(Separate application is to be submitted for each category)**

General Terms & Conditions for empanelment:

- 1) The applicant firm/supplier should be in the same profession. (Copy of proof must be enclosed)
- 2) The Firm/supplier should have registration with state & local authorities for undertaking the profession (copies of proof to be enclosed)
- 3) The firm/supplier should keep sufficient stock in hand so as to comply with the urgent needs without delay.
- 4) Vendor should furnish the specific brand or make, in case of authorized dealer. (Copy of valid authorized dealership certificate must be enclosed.)
- 5) Minimum 2 years experience in similar trade/ service is required for submitting application.
- 6) The empanelment would be done only on the discretion of NABARD .
- 7) All applicants are required to affix the signature and seal of the Authorised Official of the Company on each Page of Annexure "A" in acceptance of terms and conditions laid therein.
- 8). NABARD bears no responsibility for applications received after due date and are liable to be rejected.
- 9).The firms/suppliers who are on our panel are required to apply for fresh empanelment if interested.
- 10).Firms/suppliers who have been black listed / removed earlier by any office of the Corporation, should not apply. If applied, their applications will not be considered.
- 11). Mere submission of Application for empanelment does not confer any right of empanelment. NABARD reserves its right to reject, accept any or all applications or cancel the process of empanelment without assigning any reason thereof. NABARD shall neither be held liable nor obligatory on its part to inform the applicant the grounds of any such action.
- 12).Applications incomplete in any respect will not be entertained and are liable to be rejected.
- 13). NABARD reserves the right to accept any application or reject any or all of the applications received with out assigning any reason.
- 14). It may be noted that the panel of service providers /suppliers will remain valid for three financial year from the date of enlistment.

#### **Undertaking**

I/We have carefully read and understood the term and conditions laid down by NABARD. I/We are agreeable and comply above terms and conditions.

Dated at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 2019

Signature with seal Name & Designation:

APPLICATION FOR Empanelment of contractors / suppliers / vendors / consultant (Civil / Electrical/Architectural/Project Management Consultant for Maintenance and repair works, security, Taxi Service, House keeping, stationery, IT products, Printing, Painting, supply of medicine, electrical items and Dead Stock Items, Furniture, Kabadi etc.

GENERAL INFORMATION:-

Category for which you are applying:

**CARE : Separate Application for each category is required to be submitted.**

1. Name of the Firm(In Block Letters)	
2. Date of Establishment/Incorporation of the firm	
3. Correspondence address, Telephone No. & mobile no./E-mail id	
4. Address of Head Office (if Separate) and Telephone No. IF ANY	
5. Status of the Company/Firm : Proprietary/Partnership/ limited company/Public Limited Company	
6. Names of the Partners/Directors	
7. Name of Chief Executive with his Present addresses, email id and Telephone Nos.	
8. Name of Representative (s) with Designation who would be calling on us and attending to our jobs and Telephone Nos.	
9. Name of bankers with addresses & Telephone Nos. SUBMIT CANCELLED CHEQUE	
10. Is the firm registered under the Factories Act? If so, state	
(a) Labour License No and validity under various section of Labour Laws.(Enclose photocopy)	
(b) EPF registration No. if any	
(c) ESI No. (Enclose copy) (Enclose self attested photocopy)	

11. Whether holding certificate under shops & establishment act?(Duly Renewed copy should be enclosed)	
12. State the latest Income Tax Assessed year and the amount of tax assessed (Self attested copies of last 3 financial years, IT Returns to be attached)	
13. Whether Black listed by any Govt.deptt./Public sector company	
14. GST No. (Enclose self attested photocopy)	
15. PAN NO. (Enclose self attested photocopy)	
16. TAN No. (Enclose self attested photocopy)	
17. Are you agreeable to make deliveries to our office and quarters at Ranchi ?	
18. If your firm is empanelled with any office of Govt. of India/ State Govt. or any other PSU (Central) Please give name and Address.	
20. Name, Addresses and Telephone Nos. of some of your most valued Clients ( Separate list may be attached)	
21. Experience in the same trade/service for minimum 2 years is required.	
22. Mention any other specialties of your Establishment.	
23. Websites details and Email Address :	

Note: Please type this form or fill it legibly in ink. If space provided is insufficient, Please type or write the replies on a separate sheet giving appropriate question number and attach it to the form.

I/WE \_\_\_\_\_

Request NABARD, Ranchi to consider inclusion of my/our name in the list of their approved firms/suppliers. We agree to give full satisfaction to NABARD in the event of their doing so.

Dated at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 2019

Signature with seal

Name:

Designation:

Note: The NABARD reserves the right to cancel the name of the supplier/firm from its approved lists at its absolute discretion without assigning any reason.

## **Annexure "B"**

### **DECLARATION**

1. I / We have read the instructions appended to the Annexure "A" and I / We understand that if any false information is revealed at a later date, any contract made between ourselves and the Corporation, on the basis of the information given by me / us can be treated as invalid at the sole discretion of the NABARD and I / We will be solely responsible for the consequences.
2. I / We agree that the decision of the NABARD Ranchi in selection will be final and binding on me / us.
3. All the information furnished by me hereunder is correct to the best of my/our knowledge and belief.
4. I / We agree that I / We have no objection if inspection of My/Our premises/ workshop, shop etc. is done by the officials of the NABARD if required.

SIGNATURE:

NAME & DESIGNATION:

SEAL OF THE FIRM / COMPANY:

PLACE:

DATE:

Check list

Parameter	Pl indicate detail and what you are submitting	Document enclosed YES/ NO/ N.A.
1. Application as per Annexure A		
2. Declaration by service provider as per Annexure B		
3. Date of Establishment/Incorporation of firm		
4. Correspondence address, Telephone No. & mobile no./E-mail id		
5. Address of Head Office (if Separate) and Telephone No.		
6. Status of the Company/Firm : Proprietary/Partnership/limited company/Public Limited Company		
7. Names of the Partners/Directors		
08. Name of bankers with addresses & IFSC RTGS detail with copy of cancelled Cheque		
09. Is the firm registered If so, give details		
(a) Labour License No and validity		
10. GST, PAN , ESI, EPF Details		
11. Qualification for at least 2 years in same trade/service		