

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, ELECTRICAL/ELECTRONIC EQUIPMENT ETC.) AT NABARD PUNJAB REGIONAL OFFICE, PLOT NO-3, SECTOR- 34 A, CHANDIGARH

NAME OF APPLICANT _____

ADDRESS

LAST DATE FOR SUBMISSION: _____ (DATE/MONTH/YEAR) BY _____ HRS

THE CHIEF GENERAL MANAGER
NABARD PUNJAB REGIONAL OFFICE,
PLOT NO-3, SECTOR- 34 A, CHANDIGARH

**National Bank for Agriculture & Rural Development (NABARD),
Punjab regional Office, Plot No-3, sector-34 A
Chandigarh-160022**

General Conditions of Empanelment

National Bank for Agriculture & Rural Development (NABARD), Punjab Regional Office Chandigarh 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 **Chandigarh and Mohali**.

The empanelment will remain in force for two years i.e. from **01 April 2019 to 31 March 2021** 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 so that the complaints / works may be attended to well in time.

The vendor must have sufficient number of experienced personnel, technical knowhow, 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 March 2019). At least one work should have been done in Autonomous body/ Bank/ Financial Institution or any other reputed institution. The agency must have completed one similar work of value amount to the below mentioned category cap or two similar work of half the value of category cap in any of the above mentioned institutions (Annexure-A).Details of past work orders of above work and completion work must be enclosed.

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 Chandigarh. Vendors, Suppliers, Contractors and Service Providers, etc. desirous of being empanelled 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>. 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 Punjab Regional Office, Chandigarh. **On or before 4.00 PM, on 22 March 2019.**

The vendors who are already empaneled by the Bank 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 Organization, 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 Organization, 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 organizations should preferably be furnished along with the application.**

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

TRADE		Panel I upto Rs.2lakh	Panel II upto Rs.5 lakh	Panel III Upto Rs.10 lakh	Panel IV upto Rs.25 lakh	Panel V upto Rs.50 lakh
1.	Office Equipment sales and Maintenance	1(A)	1(B)	1(C)	1(D)	1(E)
2.	Stationery for office use –All office stationary items ,such as white paper, ledger paper, Pen Pencil ,Plastic folder ,spring files, Note pad, Registers, etc	2(A)	2(B)	2(C)	2(D)	2(E)
3.	Misc. Civil work-All civil &masonry related work	3(A)	3(B)	3(C)	3(D)	3(E)
4.	Structural audit firms for auditing office building and residential colonies	4(A)	4(B)	4(C)	4(D)	4(E)
5.	Water Tank Cleaning of underground water tank &overhead tank in office premises &Residential Colonies	5(A)	5(B)	5(C)	5(D)	5(E)
6.	Water Bottle supplier	6(A)	6(B)	6(C)	6(D)	6(E)
7.	Pest Control Services	7(A)	7(B)	7(C)	7(D)	7(E)
8.	Supply & maintenance of Hardware, plumbing Carpentry and sanitary items	8(A)	8(B)	8(C)	8(D)	8(E)
9.	Supply of Office & Home furniture items	9(A)	9(B)	9(C)	9(D)	9(E)
10.	Maintenance & development of Horticulture/gardening work	10(A)	10(B)	10(C)	10(D)	10(E)
11.	Courier service	11(A)	11(B)	11(C)	11(D)	11(E)
12.	Canteen Contractor for office and visiting officers flat	12(A)	12(B)	12(C)	12(D)	12(E)
13.	Medical equipment and Furniture for dispensary	13(A)	13(B)	13(C)	13(D)	13(E)
14.	Furnishing –All carpet and curtain etc	14(A)	14(B)	14(C)	14(D)	14(E)
15.	Supply and maintenance of fire fighting installations & fire extinguisher	15(A)	15(B)	15(C)	15(D)	15(E)
16.	Supply of Crockery &Cutlery items	16(A)	16(B)	16(C)	16(D)	16(E)
17.	Supply & Maintenance of water coolers, refrigerators, Water purifier	17(A)	17(B)	17(C)	17(D)	17(E)
18.	Supply of UPS Batteries and maintenance	18(A)	18(B)	18(C)	18(D)	18(E)
19.	Supply & Maintenance of FAX machine & telephone lines, Clocks	19(A)	19(B)	19(C)	19(D)	19(E)
20.	Supply &Maintenance of Electrical(HT & LT lines also)/Electronic item for repair and renovation works	20(A)	20(B)	20(C)	20(D)	20(E)

21.	Supply of medicine for Dispensary and Credit slip	21(A)	21(B)	21(C)	21(D)	21(E)
22.	Supply of Printer Cartridges	22(A)	22(B)	22(C)	22(D)	22(E)
23.	Hiring of Taxi for office Use	23(A)	23(B)	23(C)	23(D)	23(E)

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 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 Office through which the proposed work will be handled. The name,	

	designation and contact details of the officer in charge.	
B. Financial Information		
(C)	Permanent Account Number (PAN) of the proprietor/ partnership firm/ private limited company/ limited company/ cooperative society (Copy of PAN to be attached)	
(D)	GST No. (enclose copies of relevant documents)	
(E)	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	2015-16 (Rs.....) 2016-17 (Rs.....) 2017-18 (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/Vendor Suppliers/Service Provider's own Letterhead)

No.

Date:

Chief General Manager NABARD

Punjab Regional Office,

Plot No.-3, Sector-34 A,

Chandigarh-160022

Dear Sir,

Empanelment of Contractors/Vendor Suppliers/Service Provider's for NABARD Punjab Regional Office, Chandigarh -

"....." (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 ____ 2019 for the Empanelment of Contractors/Vendor Suppliers/Service Provider's, 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.

(F) 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.

19. I/We agree that the decision of NABARD, Punjab Regional Office Chandigarh in selection of the Contractors will be final and binding on me/us.
20. All the information furnished in this application as also under **Enclosures (A), (B) & (D)** is correct to the best of my/our knowledge.
21. 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.
22. 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	
9.	PAN Number	
10.	Registration number of Firm	

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

Checklist of Submission of Application for Empanelment

Sr. No.	Particulars	Submitted (Yes/No)
1.	The application duly filled and each page is signed and containing stamp of the Firm /Agency is 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, NABARD, Punjab Regional Office, Plot No.-3, Sector- 34A Chandigarh-160022	
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	

