



## **Notice for Empanelment of Agencies for Supplying Books**

*Ref. No. NB / DEAR – Library / L-41 / 2024-25*

*10 October 2024*

**National Bank for Agriculture and Rural Development  
Department of Economic Analysis and Research  
NABARD Head Office  
2nd Floor, B Wing, C-24, G Block  
Bandra Kurla Complex, Bandra (E)  
Mumbai – 400051**

### **Disclaimer**

*The information contained in this notice or information provided subsequently to agencies or applicants whether verbally or in documentary form by or on behalf of National Bank for Agriculture and Rural Development (NABARD), is provided to the agencies on the terms and conditions set out in this notice and all other terms and conditions subject to which such information is provided.*

*This notice or its addenda, if any, is not an agreement and is not an offer or invitation by NABARD to any parties other than the applicants who are qualified to submit the Application Documents ("Agencies").*

*The purpose of this notice is to provide agencies with information to assist the formulation of their proposals pursuant to this notice. This notice does not claim to contain all the information each agency may require. Each agency shall conduct its own investigations and analysis and shall check the accuracy, reliability, and completeness of the information in this notice and obtain independent advice from appropriate sources. NABARD and/or its officers, employees make no representation or warranty and disclaim any liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this notice.*

*NABARD may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this notice. NABARD also reserves its right to reject all or any agencies without any reason whatsoever.*

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## Application time Schedule

<b>Details</b>	<b>Important Dates</b>
Date of Advertisement in NABARD website & CPPP	10 October 2024
Last date for receiving pre-submission clarifications (through email or CPPP portal)	21 October 2024 (11.00 am)
Last Date and Time for receipts of Proposals	31 October 2024 (4.00 pm)
Date of opening of bid	4 November 2024 (11.00 am)
Contact Address:  Shri Kuldeep Singh, Chief General Manager, Department of Economic Analysis and Research NABARD, Head Office, 2 <sup>nd</sup> Floor, B Wing, C-24, G Block, Bandra Kurla Complex, Bandra (E), Mumbai – 400051. Tel No. 022- 68120038. Email: dear@nabard.org	

## **Notice for Empanelment of Agencies for Supplying Books**

### **1. Introduction**

National Bank for Agriculture and Rural Development (NABARD), Head Office, Mumbai intends to prepare panel of six agencies for supplying books to NABARD Head Office, Mumbai. The vendors will be empaneled for a period of two years. At the end of this period, the empaneled vendors willing to continue are required to apply afresh for renewal of empanelment.

### **2. Scope of Work**

- The empaneled agencies are to provide books as per the requisition of NABARD Head Office, Mumbai.
- The empaneled agencies must submit their quotes within one week of the receipt of email from NABARD conveying the requisition of the books.
- The lowest quoting agency will be awarded the work.
- The selected agency must deliver the books at NABARD Head Office at the earliest possible time, for which no additional charge will be paid.

### **3. Eligibility Criteria**

The Agency should qualify the following necessary eligibility criteria and possess the required experience, resources, and capabilities in providing services necessary to meet the requirements indicated above in the EOI document. Agencies not meeting the necessary eligibility criteria will not be considered for further evaluation.

- a. The agency should have experience for supply of books for the last five years. The agencies which are empaneled in any Central/ State Govt. organization, Public Sector Banking University, Colleges, RBI, shall be preferable.
- b. The agency should be a registered legal entity having full-fledged office in Mumbai with relevant expertise & creative personnel and required infrastructure.
- c. The agency should have been in business for a minimum of 5 years (as on 31 August 2024)
- d. The agency should have a minimum average annual turnover of ₹10 lakh and a minimum net worth of ₹5 lakh in each of the last three years (2021-22, 2022-23 & 2023-24) as per audited balance sheet.
- e. The Agency should not be blacklisted in the last 3 years by any Central/State Government/Public Sector Undertaking.
- f. The agency should not have defaulted in paying dues to, Banks and Tax authorities.

- g. The agency should submit a declaration in the letterhead for the above (e and f) criteria.
- h. **If the services provided by the agency/agencies 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 agency/agencies from the empaneled list.**

#### **4. Terms and Conditions**

The terms and conditions governing the empanelment are given in Annexure II.

#### **5. Submission of Application**

The application for empanelment should be made in the prescribed format (Annexure-I) provided in this document. This document along with relevant details, terms and 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>.

Agencies may also send queries by email to [dear@nabard.org](mailto:dear@nabard.org). No queries of any kind will be entertained after 4.00 pm on 21 October 2024.

The agency/ies who were already empaneled by the Bank are also required to apply afresh, if they want to continue to be on the panel.

Any effort by the agencies to influence NABARD in submission, evaluation or contract award decision may result in the rejection of the agency's proposal. NABARD's decision will be final and will be binding on all agencies.

#### **6. Evaluation Methodology**

NABARD will examine the application to determine whether the documents submitted are complete, whether required information has been provided as underlined in the notice response documents, whether the documents have been properly signed, and whether response to the notice is generally in order. Only those agencies, which comply with the Eligibility Criteria will be taken up for further evaluation.

The evaluation process would consider whether the Agency has requisite prior experience and expertise to address NABARD's requirements and objectives. The evaluation process will gauge the extent of thought process that has gone behind the preparation of the notice response, the degree of clarity, understanding of NABARD's stated objectives and the level of commitment exhibited by the agencies.

NABARD may waive any minor informality, non-conformity, or irregularity in the response to the notice that does not constitute a material deviation provided such waiver does not prejudice or affect the relative ranking of any agency.

NABARD will evaluate the applicants for the Empanelment of agency and will prepare the list of 6 agencies based on performance parameters and information furnished in the application. The agencies will be informed through NABARD website.

## **7. Other Conditions**

NABARD encourages electronic mode of payment to agencies. For this purpose, please furnish the information in **Annexure-VII**.

The entire application form and each part of the proforma shall be signed by a person on behalf of the agency, who is 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 relevant part number and serial number. Satisfactory completion certificates for works done for different organizations should be furnished along with the application.

Clarification, if any, may be obtained from Shri S.B. Kusekar (022-26537019), Manager/Dr. Rajiv Nandan (022-26539439), Assistant General Manager, Department of Economic Analysis and Research NABARD, Head Office, Mumbai, on any working day between 10.00 AM (IST) and 05.00 PM (IST) or through e-mail at [dear@nabard.org](mailto:dear@nabard.org).

Kuldeep Singh  
Chief General Manager  
Department of Economic Analysis and Research

### **Enclosures:**

Annexure-I – Application Form  
Annexure-I – Terms and Conditions  
Annexure III – Agency Information  
Annexure IV – Eligibility Criteria Response  
Annexure V – List of Documents to be enclosed.  
Annexure VI – Declaration for Relation in NABARD  
Annexure VII –Details of Bank Account

## Annexure – I

### Application Form

(On Agency's Letter Head)

Date:

To

The Chief General Manager  
Department of Economic Analysis and Research  
NABARD, Head Office  
2nd Floor, 'B' Wing  
C-24, G Block, Bandra Kurla Complex  
Bandra (E), Mumbai – 400051

Dear Sir,

### **Empanelment of vendor/ supplier/ Agencies for supply of books to NABARD**

1. With reference to your notice for empanelment of agencies for supplying books dated 10 October 2024 and the details posted on the NABARD's website, we hereby submit our application for empanelment of agency to supply books to NABARD HO and we agree to offer to **supply books** to you as per the terms and conditions specified in the notice and to abide by the terms and condition specified therein.
2. We are already registered with \_\_\_\_\_ (name of registering Authority) as \_\_\_\_\_ (name of agency). 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 contract made between NABARD and I/we based on the information given by me/us, will be treated as invalid by NABARD.
4. All the information furnished in this application as also under Annexures I to VII is correct to the best of my/our knowledge.
5. If our application is accepted, we undertake, to start the work at national and at regional levels as per the job assigned by NABARD.
6. We understand that NABARD reserves the right to accept or reject any or all applications at any time without assigning any reasons.

7. We have not been blacklisted by NABARD or any other organization where we have worked. Further, if any of the partners/directors of the organization/firm is blacklisted or having any criminal case against them, our application shall not be considered. At any point of time, our company/firm/and/or any of its partner/director is blacklisted by any organization, NABARD shall have the right to terminate the contract with us.
8. Declaration by agency in terms of Clause 3 'Eligibility Criteria' [response to point nos. 3(e) to (f)]
9. I/We, therefore, request you to kindly consider our application for empanelment.

Yours sincerely,

Signature of Authorized person

Name and Designation of Authorized Person: [In full and initials]:

Name of Company/Firm:

Address

(Please affix rubber stamp of your company)

## **Annexure - II**

### **Terms and Conditions**

- a) The agencies should adhere to all instructions and submit all relevant information and documents which have been specified in the notice. Submission of applications which are not complying with the instructions will result in its rejection.
- b) The applications shall be typed, office seal affixed and signed by the duly authorized person.
- c) In case a subsidiary company desires to apply with the financial backing of the parent company, the parent company would have to give a written undertaking that the parent company shall bear all financial or contractual liabilities of the subsidiary company and authorize them to submit the application on their behalf for considering them for empanelment.
- d) The agency shall bear all the costs associated with the preparation and submission of application and the costs, if any, for subsequent selection process. NABARD will in no case be responsible or liable for these costs regardless of the conduct or outcome of the selection process.
- e) Amendments to this notice may be issued by NABARD at any time, prior to the deadline for submission. Such amendments will be posted in NABARD's website in the form of addenda/corrigenda. The amendments, if any, to the notice shall be deemed to form an integral part of notice from the date of issue and shall be binding on the agencies.
- f) NABARD reserves the right to accept or reject any proposal and annul the notice process and reject all applications at any time prior to empanelment of agencies, without thereby incurring any liability to the affected agency/agencies or any obligation to inform the affected agency/agencies of the ground for NABARD's action. NABARD also reserves the right to reissue the notice without the agencies having right to object such reissue.
- g) The shortlisted agencies, to be called as empaneled agencies, shall be required to enter into requisite agreement(s) with NABARD, within 15 days of the order (when provided) or within such extended period as may be specified by NABARD. NABARD has the right to cancel the shortlisted agency, if the contract is not executed within a period of 15 days from the date of order, unless otherwise extended by NABARD.
- h) Empanelment does not guarantee allocation of work. NABARD will invite quotations from empaneled agencies vide email, as per the requisition of books. The selection of agencies will be made based on lowest price quote made by agencies vide email.
- i) NABARD will not make any advance payment. Payment shall be released after the execution of the supply of books as per order as required by NABARD. Agency should raise the invoice post execution of contract in the name of



NABARD. The payment shall be released within 15-20 days of invoice raised by agency. All applicable taxes including GST, etc. will be deducted at source from the final bills as required under Income Tax Act.

- j) If the delivered books are not found to be of good quality, NABARD will have the right to make suitable deductions from the payable amount or reject the payment bill to the agency on its sole discretion, in addition to other remedies including claiming of damages. The decision of NABARD in this regard will be final.
- k) The empaneled agency shall not assign the work, whole or in part, to any other agency, even its own subsidiary or parent agency, to perform its obligation under the work order, without prior consent of NABARD.
- l) The empanelment of agencies so selected will be for a period of two years. The performance of the agencies will, however, be reviewed from time to time and in case of unsatisfactory performance, the empanelment is liable to be terminated. The agreement may be terminated by either party by giving not less than one month's notice to the other party.
- m) The agency shall indemnify NABARD and keep it indemnified against any loss, claims, demands, actions, proceedings, damages, costs, charges and expenses, which may be made or brought or commenced against NABARD for any act contrary to the provisions of this agreement or due to or resulting from breach of any agreement between the agency and any other person or organization relating to the work undertaken on behalf of NABARD.
- n) The agency shall obtain all necessary registration(s)/ /license(s), GST, PAN, TAN, etc., which are/may be required under other legislation(s) for providing services.

## Annexure III

## Agency Information

Sr. No.	Particulars	Details
<b>1</b>	<b>Agency details</b>	
1.1	Name of the Agency	
<b>1.2</b>	Corporate Office Address	
1.3	Contact Person in Mumbai	
1.4	Phone No.(landline/Mobile)	
1.5	Email address	
1.6	Date of incorporation	
1.7	Status of the Agency (public Ltd./Private Ltd. Co. etc.)	
<b>2</b>	<b>Financial and personnel</b>	
<b>2.1</b>	Minimum Turnover of the company in the last 3 years	
<b>2.2</b>	Minimum Turnover in business of the company in the last 3 years ( <i>Provisional if not finalized yet for 2023-24</i> ).	
2.3	Balance Sheet (Attach Audited Balance Sheet and Profit & Loss accounts for last 3 years — <b>2021-22, 2022-23 &amp; 2023-24</b> )	
2.4	No of personnel employed in Mumbai office	
2.5	No of office location other than Mumbai and places	
<b>3</b>	<b>Valid registration Numbers</b>	
3.1	GST	
3.2	Permanent Account Number	
<b>4</b>	<b>Details of top three Institutions / state/Central Govt/ Public sector banks etc. supply of books in the last two years</b>	
<b>4.1</b>	<b>Name of the Institution(i)</b>	
4.1. i	Client Name and address:	
4.1. ii	Approximate cost of contract in rupees	
4.1.iii	Client contact/reference person(s):	
4.1.iv	Telephone/Mobile Phone	
4.1. v	Email address	
<b>4.2</b>	<b>Name of the Institution (ii)</b>	
4.2. i	Client Name and address:	
4.2. ii	Approximate cost of contract in rupees	
4.2.iii	Client contact/reference person(s):	
4.2.iv	Telephone/Mobile Phone	
4.2. v	Email address	
<b>4.3</b>	<b>Name of the Institution (iii)</b>	
4.3. i	Client Name and address:	
4.3. ii	Approximate cost of contract in rupees	
4.3.iii	Client contact/reference person(s):	
4.3.iv	Telephone/Mobile Phone	
4.3.v	Email address	

**Date:**

**Signature of Authorized Person:**

**Place:  
Name:**

**Designation:**

(Please affix seal of the Agency)

### Annexure IV

#### Eligibility Criteria Response

(Please tick mark the appropriate column)

S. No.	Requirement	Available	Not available
1	Registered legal entity having full-fledged office in Mumbai with relevant expertise, required personnel and infrastructure.		
2	Agency should have been in existence for minimum 5 years. Minimum average annual turnover of ₹10 lakh (2021-22, 2022-23 & 2023-24) as per audited balance sheet).		
3	Self-declaration of not being blacklisted in the last 3 years by any Central/State Government/ Public Sector Undertaking		
4	Self-declaration of not having defaulted in paying dues to Banks and Tax authorities.		
5	Resources to deliver books on a timely manner to NABARD Head Office, Mumbai upon award of work.		

## **Annexure V**

### **List of Documents to be enclosed.**

1. Brief profile of the agency, profile of management team, senior executives,
2. Registration certificate of incorporation
3. Solvency certificate from your banker and your Permanent Account Number. Published balance sheet certified by a chartered accountant for the past three years i.e. 2021-22, 2022-23, 2023-24 (*Provisional if not yet finalized for 2023-24*).
4. Copies of income tax/service tax returns of the last three years certified by a chartered accountant.
5. List of clients (Government, Public sector undertaking, Private sector, etc.) and reference credentials from at least three active clients. Provide purchase order, bonafide certificates etc.
6. Self-declaration of not being blacklisted in the last 3 years by any Central/State Government / Public Sector Undertaking
7. Self-declaration of not having defaulted in paying dues to, banks, any agency and tax authorities.

## Annexure VI

### Declaration for Relation in NABARD

*(To be typed and submitted in the Letterhead of the Company/Agency/Firm of Bidder failing which the offer of Bidder is liable to be summarily rejected)*

To,

The Chief General Manager Department of Economic Analysis and Research  
NABARD, Head Office  
2nd Floor, B Wing  
C-24, G Block, Bandra Kurla Complex  
Bandra (E), Mumbai – 400051

Dear Sir,

### Sub: Declaration for relation in NABARD

Ref: Notice No. \_\_\_\_\_

I/We hereby submit the following information pertaining to relation/relatives of Proprietor/Partner (s)/Director(s) employed in NABARD.

### Tick (✓) any one as applicable:

1. The Proprietor, Partner(s), Director(s) of our Company/Firm DO NOT have any relation or relatives employed in NABARD

OR

2. The Proprietor, Partner(s), or Director(s) of our Company/Firm have relation/relatives employed in NABARD and their particulars are as below:

(i)

(ii)

Signature of the Authorized Signatory

Note:

1. Attach separate sheet, if necessary.

2. If it comes to the knowledge of NABARD later that the information furnished by the Bidder is false, NABARD reserves the right to take suitable action against the Bidder/Contractor.

## Annexure VII

### Details of Bank Account

1	Name of the Agency	
2	Category (Individual / Partnership / Proprietor / Company etc.)	
3	Name of the Account Holder	
4	Registered Address of the Agency	
5	Name of the Bank Branch and Address	
6	Bank's Code and Branch's Code	
7	IFS Code of the Bank's Branch	
8	Type of Account (Current / Savings / Cash Credit)	
9	Account Number	
10	PAN Number	
11	Tax Registration Number (TAN) (GST No.)	
12	Other details if any	

Place:

Date:

(Signature and Full Name of the authorized person  
with Official Seal On behalf of the Agency)