

NOTICE

Empanelment of Service Providers and Suppliers for National Bank for Agriculture and Rural Development, Tripura Regional Office, Agartala

National Bank for Agriculture and Rural Development (NABARD) intends to prepare a panel of reputed service providers/suppliers for providing services/supply of various goods for its office, office building and staff quarters, Agartala. The empanelment will be valid for two years. The nature, trade and description of such articles/services are given in the prescribed application form. One applicant can seek empanelment for supply of more than one articles or services under various categories.

Applicants for empanelment should apply in the prescribed form, which, alongwith all the other details, can be downloaded from our websites: www.nabard.org/ Central Public Procurement Portal (CPPP) <https://eprocure.gov.in>

The applications, duly filled in the prescribed format and complete in all respects, may be submitted in a sealed cover clearly super-scribing it as "Application for Empanelment of Contractors/ Vendors/ Suppliers/ Service Providers for (Trade to be indicated)" to the General Manager, NABARD, Tripura Regional Office, Shilpa Nigam Bhawan, Khejurbagan, Agartala - 799006.

The last date for submission of application is **11 July 2024 up to 15:00 Hrs.**

Already empanelled contractors may submit applications 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/-

General Manager
NABARD
Tripura Regional Office
Agartala

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 TRIPURA REGIONAL OFFICE, SHILPA NIGAM BHAWAN,
KHEJURBAGAN, AGARTALA

NAME OF APPLICANT _____

ADDRESS

LAST DATE FOR SUBMISSION : 11 JULY 2024 BY 15.00 HRS

GENERAL MANAGER
NATIONAL BANK FOR AGRICULTURE & RURAL DEVELOPMENT
TRIPURA REGIONAL OFFICE
SHILPA NIGAM BHAWAN
KHEJURBAGAN
AGARTALA - 799006

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 Contractors/ Vendors/ Suppliers/ Service Providers for (trade to be indicated)" on the cover and addressed to General Manager, NABARD, Tripura Regional Office, Shilpa Nigam Bhawan, Khejurbagan, Agartala - 799006	
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	
12.	Copy of GeM Registration No if any	

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 and Rural Development (NABARD)
Tripura Regional Office
Shilpa Nigam Bhawan, Khejurbagan Agartala -799006**

General Conditions of Empanelment

National Bank for Agriculture & Rural Development (NABARD), Tripura Regional Office, Agartala – 799006 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 Agartala. The office building is located at Shilpa Nigam Bhawan, Khejurbagan, Agartala - 799006.

The empanelment will remain in force for two years 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 empanelled list.

The vendor must have own adequate technical set up in Agartala so that the complaints/works may be attended to well in time.

The vendor must have sufficient number of experienced personnel, technical know- how, equipments, 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 date). 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 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 Agartala.

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> or <https://eprocure.gov.in>. 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 General Manager, NABARD, Tripura Regional Office, Shilpa Nigam Bhawan, Khejurbagan, Agartala – 799006 on or before dated **11 July 2024 up to 15.00 hrs.**

The vendors who are already empanelled by the Bank and whose empanelment is up to 14 February 2024 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 items. **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, Tripura Regional Office, Phone Nos. 0381-2419433 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 work	Description
1.	Office Equipment	Photocopier machines, paper shredder machines, clocks, calculators, telephone instruments, cordless telephone instruments, mobile phone instruments, EPABX/ PABX, franking machines, weighing machines, etc
2.	Mechanical/Electrical/Electronic equipment	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, etc.
3.	Office furniture/ Home furniture	Chairs, tables, workstations (modular), beds, sofa sets, dining sets, cots, etc.
4.	Medical equipment and furniture	Various items pertaining to medical equipment and furniture
5.	Stationery for office use	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	1. Gas stove/burners, grinding machines, deep freezers, Beige kitchens, chimney etc. 2. Utensils, crockery, etc.
8.	Office automation	Providing Computer, Printer, Computer Accessories, MFDs, Scanners, Projectors, Fax machines, Networking equipment and repair / installation etc.
9.	Printing	Various internal as well as external publications, letterheads, envelopes, registers, visiting cards, CDs
10.	Scrap dealers	All types of Scrap and waste disposal
11.	Xeroxing/Spiral binding	Xerox works including servicing, rate contract, spiral binding, binding works
12.	Courier Services	Courier service (local as well as other places)

13.	Key Maker	For Table/ Chair/ Cupboard and Sundry repair works
14.	Water Purifiers	Maintenance and Repairs of all kind of Water Purifiers /Water Coolers/Hot and Cold Water Dispensers
15.	Electrical Works	Supply repair and fixing of electrical equipment's, Operation and maintenance of Electrical Substation and Package AC, Electrical Consultancy Works, Lighting/ Decoration on entire Office Building.
16.	Name Plate, Banner and Glow signboard etc.	Various works
17.	Flower Supply	Fresh Flowers / Bouquet supply
18.	Car hiring	Providing car on hiring basis and also car driver
19.	Event Manager	Providing services for conducting meeting, seminar, exhibition, celebration of any occasion etc. in the state of Tripura and other places.
20.	Pest Control	Management of species, Rodent control, pest control etc.
21.	Catering Services	Providing catering services in the seminar, meeting etc. and Canteen boy / girl for office.
22.	Medicine	Providing medicine based on credit slip of Bank Medical Officer

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

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 organisation	1. 2. 3.
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	Have you in the past carried out any works for NABARD? If yes, give details	
11	Address of Mumbai Office through which the proposed work will be handled. The name, designation and contact details of the officer 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	2021-22 (Rs.....) 2022-23 (Rs.....) 2023-24 (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)	
19	GeM Registration No. if any	

Place :

Date :

Signature of the Applicant

Enclosure (C)

(To be submitted on Contractor's own Letterhead)

No.

Date:

The General Manager
NABARD Tripura Regional Office,
Shilpa Nigam Bhawan
Khejurbagan
Agartala

Dear Sir,

Empanelment of Contractors for NABARD Tripura Regional Office, Agartala - “ _____ ” (write name of the trade(s) & Code number under which the applicant wants to be empanelled)

1. With reference to your advertisement in the Newspaper on ____ 2024 for the Empanelment of Contractors, I am / We are pleased to offer myself / ourselves to be empanelled under “ _____ ” (write name of the trade(s) under which the applicant wants to be empanelled) 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 Tripura Regional Office, Agartala 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.

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.