

APPLICATION FOR EMPANELMENT

**EMPANELMENT OF VENDORS FOR SUPPLY OF SILVER COINS /
SILVER PLATES.**



**National Bank for Agriculture and Rural Development
(NABARD)**

DPSP, Ground Floor "B" Wing

Plat No C-24, "G" Block

Bandra - Kurla Complex Bandra (East)

Mumbai 400 051

NOTICE INVITING EXPRESSION OF INTEREST FOR EMPANELMENT OF
VENDORS FOR SUPPLYING SILVER COINS/SILVER PLATES / SILVER
MEMENTOS

संदर्भ संख्या एनबी डीपीएसपी प्र का /2301/ Tender 2021(Silver Memento) / 2021-22

दिनांक: - 14 दिसंबर 2021

1. NABARD invites prospective Manufactures/Traders/Suppliers for empanelment for supply of Silver Coins / Silver Plates as and when required by the Bank.
2. NABARD will effect these purchases at various occasions through the year and requirement may vary between 25 to 30 numbers at each of these instances.
3. Design for the Silver Coin / Silver Plate will be furnished to the Manufactures/Traders/Suppliers at the time of purchase.
4. These mementos will have to be delivered to the NABARD Head Office, Mumbai or any other location if required.
5. The Applicant will be responsible for delivery. NABARD will pay delivery charges for the bulk delivery at locations other than at Mumbai.
6. The Applicants may download the APPLICATION document from any one of the following options - NABARD's website www.nabard.org, or Central Public Procurement Portal <https://eprocure.gov.in>.
7. The process of empanelment will be done in Off-line mode and all pertinent documents will have to be submitted in physical form to NABARD.
8. Details will have to be submitted by the Applicants with the Technical Bid, which will contain the Pre-qualification criteria, Terms and Conditions and documents providing pre-qualification criteria.
9. Integrity Pact (IP) (as per format in Section F) will need to be executed at the instance of purchase when the value of purchase is ₹15=00 lakh or more. The format of the Integrity Pact will be provided at that instance.
10. NABARD reserves its right to make necessary changes / alteration in the tender conditions keeping in view the ongoing pandemic COVID -19. The endeavour would be to notify the bidders, about the changes / alterations, so made.
11. NABARD reserves the right to accept or reject any or all offers without assigning any reasons whatsoever and its decision in this regard shall be final and binding.

12. The last date of submission of Tender is **11:00 hours on 06-01-2022**.

In case of any query, please call on 022-26539741 or send an email to dpsp@nabard.org

Sd/-

A K Pittan

Deputy General Manager

National Bank for Agriculture and Rural Development

Department of Premises Security and Procurement

C -24, "G" Block

Bandra - Kurla Complex

Bandra (East)

Mumbai 400051

TENDER

PRE-QUALIFICATION CRITERIA

BASIC ELIGIBILITY CONDITIONS

1. The Applicant should be a Manufacturer / Trader / Supplier of Silver Coins / Silver Plates.
2. The Applicant shall have experience of supply of Silver Coins/ Silver plates during the last 03 (three) financial years to PSUs/State/Government Agencies/Corporates. The Applicant should have supplied minimum 200 silver coins/silver plates/medallions per year during the last 3 years. For proof of supply the Applicant shall furnish certified copies of purchase orders and original copies of performance certificates specifying quantity from end users in support of their credentials.
3. The Applicant should be profit making for last 03 years i.e., FY 2018-19, 2019-20 and 2020-21.
4. The Applicant will have to provide a Chartered Accountant's Certificate, of current date indicating the above 3 years Balance Sheet figures and sales turnover amounts, stating that the amounts indicated in the certificate are true and fair. The Applicant shall have to furnish Audited Balance Sheet and Profit / Loss A/c for the last 3 years viz., 2018-19, 2019-20 and 2020-21. The Applicant should have Income Tax /GSTN Number. At the time of submitting the tender, the applicant should enclose self-attested copies of the income tax return / GSTN return etc.
5. The turnover thus indicated should be highlighted and flagged in the enclosures submitted.
6. Preference will be given to applicants from Mumbai.

OTHER CONDITIONS

7. This empanelment is for a period of 02 years.
8. The selected applicants will form a part of NABARDs standing panel for supply of Silver Coins/Silver Plates.
9. The applicant should not have been debarred / blacklisted / banned from doing business and participating in tender by any Government (Centre or State)/ PSU for supply of Commodities.
10. The Applicant to furnish copies of Income Tax Returns, for the last 3 years 2018-19, 2019-20 and 2020-21, GST Registration Certificate, Bank Solvency Certificate for a minimum amount ₹50=00 lakh indicating financial standing.

11. The Applicants are liable to removed from the list of empaneled vendors if they fail to abide by the terms and conditions of the empanelment or fail to submit bid on three occasions consecutively or fail to supply the silver coins/ silver plates on time or supply substandard silver coins/ silver plates or make any false declaration to any Government agency of for any ground which, in opinion of NABARD is not in public interest.
12. The record of accomplishment of the Applicant should be clean and it should not be involved in illegal activities or financial frauds and declaration to this effect be made. An undertaking needs to be submitted as per Annexure - II of this application of empanelment.
13. The Applicant shall promptly and timely obtain all such consents, permissions, approvals, licenses *etc.*, as may be necessary or required for carrying out the contract. The Contractor shall also inform and assist NABARD in procuring any registration, permissions or approvals, which may be statutorily required to be obtained by NABARD for availing the services.
14. NABARD reserves the right to accept or reject any or all offers without assigning any reasons therefor and its decision shall not be open to challenge.
15. NABARD is not contractually bound or in any other way to any Applicant with respect to this Application of Empanelment. NABARD is not liable for any costs or compensation in relation to this Application of Empanelment by the Applicants if NABARD Terminates varies or suspends the empanelment process or takes any other action permitted under this Empanelment Application.
16. Empanelment of suppliers by NABARD does not entail any commitment form NABARD to enter into contracts during the validity of empanelment. NABARD reserves the it's right to abandon any part or whole process without prior notice to Applicants.
17. Canvassing or offer of an advantage or any other inducement by any person with a view to influencing acceptance of a bid under this Application of Empanelment will be an offence under Laws of India. Such action will result in the rejection of bid, in addition to other punitive measures.

TERMS & CONDITIONS

1. Requirement

1.1. NABARD requires the Applicant to provide Silver Coins / Silver Plates as per requirement from time to time.

2. Quality Assurance

2.1. The Silver coins / Silver Plates will be 99.9% Purity.

2.2. Hallmarking of Silver Coins/ Silver Plates needs to be done, by the Applicant at every instance of supply.

2.3. The Applicant shall assure the purity of the silver supplied and will provide a certificate from a Government certified laboratory for the same.

2.4. NABARD reserves the right to randomly test the purity of Silver provided by the Applicant.

2.5. The silver metal selected and collected for purity check, will be returned to the Applicant.

2.6. The Applicant to compensate NABARD for any loss suffered on this count.

3. Payments

3.1. Payments for the supply of Silver Coins/ Silver Plates will be mutually agreed upon at each instance of purchase.

4. Process of Selection:

4.1. The applications received will be opened on **06-01-2022 at 15:00 hours**.

4.2. The applications so opened will be subjected to desk scrutiny by a committee of officials. Incomplete applications will cause the same to be rejected.

4.3. Inclusion of any deviations in the application is liable for rejection.

8. Dispute Resolution

In case of dispute regarding the quality Silver Coins/Silver Plates, based on the purity test report the final authority will rest with the Chief General Manager, Department of Premises, Security and Procurement, NABARD, HO, Mumbai and the same will be binding on the Applicant. In the event of any claim, difference, dispute or controversy and questions whatsoever arising between the parties under this Application of

Empanelment shall in the first instance, be attempted to be resolved between the parties themselves.

9 Arbitration

If the dispute cannot be resolved through consultations between the Parties within 30 (thirty) days after 1(one) Party has served a written notice on the other Party requesting the commencement of such discussions, any Party may thereafter in writing, demand that the dispute be finally settled by an arbitration comprising of sole arbitrator mutually appointed by the Parties in accordance with the Arbitration and Conciliation Act, 1996 or any modifications thereof. The arbitrator shall be a person of professional repute who is not directly or indirectly connected with any of the parties to this Agreement and shall have prior experience as Arbitrator. The arbitration proceedings shall be governed by the Arbitration and Conciliation Act, 1996. The seat and venue of arbitration shall be Mumbai. The language of arbitration shall be English.

The award of the arbitrator/s so appointed shall be final and binding on the parties.

FORMAT FOR TECHNICAL BID

APPLICATION FOR SUPPLY OF SILVER COINS

From:

To:

**The Chief General Manager
National Bank for Agriculture
and Rural Development**

Department of Premises Security and Procurement
C -24, "G" Block
Bandra - Kurla Complex
Bandra (East)
Mumbai 400051

Sl. No.	Particulars	Details to be filled in by the Agency
General Information		
1	Name of the Agency	
2	Regd. Office/Business address of the Agency	
3	Name and Contact Number of the Person signing the tender.	
4	Whether registered with Registrar of Firms/ Companies. Date of Registration (Attach copy of registration)	(Scan and upload the Registration Document)
5	Type of Registration	Sole proprietary Concern / Partnership Firm / Company
6	Date of Incorporation/Constitution	
7	GST Tax Registration No.	(Please upload a scanned copy).
8	PAN/TAN Nos. of the Agency	(Please upload a scanned copy).
9	Bank Details 1) Name of Bank	Please upload a copy of the Banks Cheque

	2) Branch 3) Type of Account 4) Account Number 5) IFS Code 6) Scanned copy of Cheque	
MANDATORY REQUIRMENTS		
7	Annual Turnover of the Bidder [Please attach a copy of CA certified Audited Balance Sheet and P & L Statement].	2018- 19
		2019 - 20
		2020 - 21
8	Annual Turnover	Chartered Accountant's Certificate to be submitted as per Annexure V below.
13	** Name of the Organisations / Corporations / Departments where Bidder has supplied more than 200 Silver Coins/Medallions per year during the last 3 years.	Work completed / experience certificates clearly indicating annual payments received along with copies of work order issued by the organisations to prove the prequalification criteria to be uploaded. (Please fill the format attached).

* Bank reserves right to decide the cut off duration of experience.

** Bank reserves right to call for proof for original documents for verifications.

DECLARATION

1. The above information is true to the best of my knowledge and if any information is found untrue or false I may be debarred from the tender process/being given the contract.

2. I/We agree to abide by the terms and conditions stipulated by NABARD.

SIGNATURE OF BIDDER
Name and Seal of firm

Date:
Enclosure

(ON COMPANY'S LETTER HEAD)

Dated: -

To,

**The Chief General Manager
National Bank for Agriculture
and Rural Development**

Department of Premises Security and Procurement
C -24, "G" Block
Bandra - Kurla Complex
Bandra (East)
Mumbai 400051

Subject: - Undertaking 1

Dear Sir,

We, _____ (Name of the Organisation), hereby confirm and acknowledge that we have not been blacklisted/banned/barred for participation in tender by Government of India or by any Government undertaking in India for supply of Silver Coins / Silver Plates.

Thanking you.

Yours faithfully,

Name and Signature of Authorised Person.

(ON COMPANY'S LETTER HEAD)

Dated: -

To,

**The Chief General Manager
National Bank for Agriculture
and Rural Development**

Department of Premises Security and Procurement
C -24, "G" Block
Bandra - Kurla Complex
Bandra (East)
Mumbai 400051

Subject: - Undertaking 2

Dear Sir,

We, _____ (Name of the Organisation), hereby confirm and acknowledge that we have all the statutory required permission(s)/License(s)/Registration(s) from Appropriate Authority / Government as per latest Government of India polices, if any, for the performances of supply of Silver Coins / Silver Plates.

Thanking you.

Yours faithfully,

Name and Signature of Authorised Person.

CHARTERED ACCOUNTANT'S CERTIFICATE

(On letterhead of the Chartered Accountant's Firm)

The following details of M/s _____ given in the table below are certified correct based on the verification of original documents and supporting information:

Profit and Loss Account:

Year	Turnover (₹)	Page Number in the Attached P&L A/c
2018-19		
2019 - 20		
2020- 21		

Name and Signature of the Partner seal:

Membership number:

Name of the Firm :

FRN of the firm :