

NATIONAL BANK STAFF COLLEGE
LUCKNOW

**NOTICE FOR EMPANELMENT OF CONTRACTORS/SUPPLIERS FOR TRADE-WISE
SUPPLY, MAINTENANCE AND REPAIR WORKS**

AT

NATIONAL BANK STAFF COLLEGE, LUCKNOW

NAME OF APPLICANT _____

ADDRESS

**THE PRINCIPAL
NATIONAL BANK STAFF COLLEGE
SECTOR 'H', LDA COLONY
KANPUR ROAD
LUCKNOW - 226 012**

This documents consists of 13 pages.

CHECKLIST FOR SUBMISSION OF APPLICATION*

S.No.	Particulars	Submitted (Yes/No)
1	✓ The application duly filled submitted in a sealed envelope	
2	✓ The application submitted on applicant's letterhead as per Annexure-III	
3	✓ Application superscribed as “Empanelment of contractors/suppliers for maintenance and repair works” on the cover and addressed to Shri R. Amalorpavanathan, Principal, National Bank Staff College, Sector-H, LDA Colony, Kanpur Road, Lucknow - 226 012	
4	✓ Indicated on the top of the envelope the trade and category in which empanelment is desired	
5	✓ Submitted copies of Work orders, Completion Certificates in support of experience	
6	✓ Submitted copies of 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	
7	✓ Details of Labour License /Pest License / Electrical License etc. (if any) obtained from the Competent Authorities (a copy to be enclosed).	
8	✓ Copy of Permanent Account Number (PAN) of the proprietor/Partnership firm/Private Limited/Limited or Co-operative Body attached	
9	✓ Copy of Details of Registrations, if any, with (i) Service Tax Authority (ii) Sales Tax Authority (TIN) (iii) Registration with ESIC (iv) Registration with EPFO enclosed	
10	✓ Information duly furnished in Part-I, II & III alongwith supporting documents	
11	✓ Bank details furnished in Annexure- IV	

* Checklist is indicative only. Applicant is requested to go through the application proforma carefully before submission

**National Bank Staff College (NBSC), Sector-H, LDA Colony, Kanpur Road,
Lucknow - 226 012**

**NOTICE - EMPANELMENT OF CONTRACTORS/SUPPLIERS FOR TRADE-WISE
SUPPLY, MAINTENANCE AND REPAIR WORKS**

1) National Bank Staff College, training establishment of National Bank for Agriculture and Rural Development (NABARD), intends to prepare a panel of reputed contractors having specialisation in the trades mentioned in Annexure-I for undertaking annual maintenance, supply, and repairs/renovation/maintenance work in our training establishments located at Lucknow viz. National Bank Staff College, LDA Colony, Kanpur Road and National Bank Training Centre (NBTC), Sitapur Road, Aliganj. The panel would be prepared under **three categories** i.e. works costing -

- (i) upto Rs 1.00 lakhs (Category-I)
- (ii) upto Rs.10.00 lakhs (Category-II)
- (iii) upto Rs.50.00 lakhs (Category-III)

2) The panel will remain in force for two years. The Contractors who are registered with the Government/Semi-Government Undertaking/s / Financial Institutions with minimum 3 years experience (as on 31 March 2011) in the field of similar maintenance, supply and/or repair works as per the following criteria and preferably having service set up at Lucknow wherefrom required quality after sales services can be provided, may apply in the prescribed form for the purpose. The contractors/suppliers should meet the following minimum criteria :

A) For Repair/Maintenance works

I) EXPERIENCE CRITERIA - Experience of having successfully completed similar works during last seven years ending last day of month previous to the one in which applications are invited should be either of the following (Category-wise)

Category-I (upto Rs.1 lakh)	Category-II (upto Rs.10 lakh)	Category-III (upto Rs.50 lakh)
Three similar completed works each costing not less than Rs.0.40 lakh	Three similar completed works each costing not less than Rs.4.00 lakh	Three similar completed works each costing not less than Rs.20.00 lakh
OR	OR	OR
Two similar completed works each costing not less than Rs.0.50 lakh	Two similar completed works each costing not less than Rs.5.00 lakh	Two similar completed works each costing not less than Rs.25.00 lakh
OR	OR	OR
One similar completed work costing not less than Rs.0.80 lakh	One similar completed work costing not less than Rs.8.00 lakh	One similar completed work costing not less than Rs.40.00 lakh

AND

II) ANNUAL FINANCIAL CRITERIA : Average Annual financial turnover during the last 3 years, ending 31 March of the previous financial year, should be at least (Category-wise) :

Category-I	Category-II	Category-III
Average Annual Financial turn-over of minimum Rs.3.00 lakh	Average Annual Financial turn-over of minimum Rs.30.00 lakh	Average Annual Financial turn-over of minimum Rs.150.00 lakh

B) For Store/Purchase Contracts

Prequalification/Post Qualification shall be based entirely upon the capability and resources of prospective applicants to perform the particular contract satisfactorily, taking into account their (i) experience and past performance on similar contracts for last 2 years (ii) capabilities with respect to personnel, equipment and manufacturing facilities (iii) financial standing through latest I.T.C.C., Annual report (balance sheet and Profit & Loss Account) of last 3 years.

Note: The following documents should invariably be attached alongwith application in support of experience and financial capability : (for both A & B above)

i) Copies of Work orders, Completion Certificates in support of experience
ii) Copies of 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

3) Application forms will be issued **free of cost** from Premises Department, National Bank Staff College, Sector-H, LDA Colony, Kanpur Road, Lucknow - 226 012 on working days (Monday to Friday) between 10.00 AM to 4.00 PM. Application form can also be downloaded from the websites www.nbsc.in or www.nabard.org. The application dully filled in shall be **submitted in a sealed envelope** super subscribed as "Empanelment of contractors/suppliers for maintenance and repair works" on the cover and addressed to Shri R. Amalorpavanathan, Principal, National Bank Staff College, Sector-H, LDA Colony, Kanpur Road, Lucknow - 226 012 on or before **03:00 P.M., 18 October 2011**.

4) NBSC encourages electronic mode of payment to vendors. For this purpose, please furnish the information in Annexure-IV.

5) The Bank reserves the right to reject any or all the applicatons without assigning any reason thereof.

Encl. : Annexure-I (List of Trades)

Annexure-II (Proforma of application form alongwith attachments: Part 1, Part 2, Part 3)

Annexure-III (Proforma of covering letter to be submitted on letter-head)

Annexure-IV (Bank details for electronic payment)

ANNEXURE - I
List of Trades

1. **Civil and Plumbing Trade :** a) General repairs and repainting. This will also include items like painting, plastering, flooring /dado work & various other developmental works (2) Repair, maintenance and construction of plumbing, sanitary and sewerage system for buildings & other ancillary structures (3) Repair, maintenance and construction of all types of roads & pathways (4) Waterproofing including Chemical Waterproofing (5) Supply and fixing of furniture upholstery Vertical Blinds, Curtains, Mattresses, Bed sheets, Furnishings etc.
2. **Carpentry trade :** (1) Repair, painting, maintenance and construction of all types of wooden works including the fittings and fixtures attached to wooden works (2) Ancillary civil related works connected with wooden, aluminium or steel works (3) Fixing of all types of glass in doors, wooden or steel windows (4) Supply and Repair of all types of wooden dead stock articles/furniture such as chair, table, sofa set, cots etc. (Both Godrej and other than Godrej) (4) Writing inventory no. and name plates (5) All types of wooden works related to interior decoration (6) All types of repairs & maintenance required for locks, mortise lock, nightlatch, steel cupboards and Aluminium door and window work, venetian blinds etc. (7) Door closer, louver window work, floor spring etc. (8) Steel fabrication works like M.S. shutters, grills, windows, gates, fencing, etc.
3. **Horticulture / Gardening trade :** (1) Creation of new garden, lawn etc. (2) Maintaining the existing garden/lawn (3) Supplying of good earth, manure etc (4) Preparation of decorative stone or brick structures inside the garden (5) Supplying and maintenance of potted plants etc. (6) Operation and maintenance of Organic Waste Converter machine
4. **House Keeping trade :** (1) Day to day cleaning work & maintenance of office, hostels, Visiting Officers Flats etc. (2) Sweeping & cleaning of open space & common areas in the residential Colony / Office. Garbage lifting at frequent intervals including supply of necessary labour for door to door collection.
5. **Electro-Mechanical Trade :**
 - a. Supply, installation and maintenance of electrical installations including sub-station, panels, lighting, wiring, fittings, ceiling & exhaust fans, submersible pumps, monoblock pumps, storage & instant water heaters and other electrical installations etc. Maintenance and Operation of DG set, Diesel Engine etc. Repairs, Maintenance and overhauling of HT sub station electrical installation viz. transformers, Oil Circuit Breaker, Air Circuit Breaker etc.
 - b. Supply, installation and maintenance of AC Plant, Pump, Air conditioners (Split and Window), Water coolers, Domestic and Industrial water purifiers, refrigerators etc.
 - c. Operation & Maintenance of Package units air conditioning plants /water softening plant / Cooling Towers / Piping and associated works.
 - d. Supply, installation and maintenance of various Electrical, Electronics, Telecommunication and Electromechanical equipments including EPABX system, PA System, Office

equipments like - Xerox, fax, LCD/DLP projectors, Stabiliers, franking, weighing machine, telephone instruments etc.

- e. Supply, installation and maintenance of on-line and off-line UPS, computers (desktop and laptop), computer peripherals, printers and other IT hardware/ Computer Software.
6. **Pest & Rodent Control :** (1) All types of pest & rodent control works, treatment for mosquito & snake nuisance etc. (2) All types of anti-termite treatment works.
7. **Fire-fighting :** Supply and Maintenance of Fire Fighting installations and Fire Extinguishers etc.
8. **Security Trade :** Security for office and residential premises
9. **Rate-Contracts for supply of :**
 - a. Cleaning material for toilets, bathrooms etc.
 - b. Plumbing and sanitary items
 - c. Supply of Electrical accessories, fittings and fixtures
 - d. Supply of Office Stationery, Computer Stationery and consumables
 - e. Printing of Bank's publications
10. Supply of White boards and other types of boards
11. Laundry services viz. Washing/drycleaning of linen, bedsheets etc.
12. Supply of name-plates, rubber stamps and signage items
13. Supply & repairs of Calculators, Clocks & telephones
14. Supply and maintenance of Gas appliances
15. Disposal of unserviceable articles, scrap and waste
16. Hiring of transport (taxis/bus etc.)
17. **Catering Trade :** Providing catering services viz. provision of break-fast, lunch, dinner, tea etc.

ANNEXURE- II

Proforma of application form for Empanelment of Contractors for Trade-Wise Maintenance works for Bank's properties at Lucknow

1. NBSC intends to prepare a panel of reputed contractors for undertaking annual maintenance, supply, and repairs/renovation/maintenance work of the Bank's training establishments (NBSC and NBTC) at Lucknow. These works are estimated to cost upto Rs 1.00 lakh or above but not exceeding Rs.50.00 lakh at any one instance in the respective trades.
2. **Applicants are required to indicate on the top of the envelope the trade and category in which they desire empanelment as per list enclosed.**
3. Intending applicants are required to furnish details about their Organisation, technical experience, competence and evidence of their financial standing as per the enclosed proforma in order to be considered for empanelment.
4. 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.
5. Information furnished in the proforma will be kept confidential.
6. The application form and each part of the proforma viz. (i) Basic Information (ii) Previous Experience and (iii) Technical Personnel and Special Experience shall be signed by a person on behalf of the Organisation, who is duly authorised to do so.
7. 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 employers should preferably be furnished along with the application.**
8. Applications containing false or inadequate information are liable for rejection.
9. NBSC reserves the right to reject any or all applications without assigning any reason thereof. Decision of the Institute in regard to selection of Contractors for empanelment will be final and binding.
10. Clarification, if any, may be obtained from Assistant General Manager (Premises), NBSC, Lucknow, Phone no 0522-2421257.

Attachments: Part 1, Part 2, Part 3.

PART - I**Basic Information**

1	Trade(s) Applied for	
2	The category for which application is being made (please tick relevant category):	
	I. Upto Rs.1.00 lakh	
	II. Upto Rs.10.00 lakh	
	III. Upto Rs. 50.00 lakh	
3	Name of the Organisation	
4	Type of the Organisation (Whether Sole proprietorship, Partnership, Private Limited, Limited or Co-operative Body, etc.)	
5	Name of the Proprietor/Partners or Directors in the Organisation	1. 2. 3. 4.
6	(i) Details of Registration (Firm, Company, etc.), Registering Authority, Date, No. Etc. (ii) Details of Labour License /Pest License / Electrical License etc. (if any) obtained from the Competent Authorities (a copy to be enclosed).	
7	Experience in maintenance/ repair works/ effecting supply etc. [In operation since (years)]	_____ Years
8	Details of Banker' Solvency Certificate (if any) & Name & Address of the Bankers	
9	Permanent Account Number (PAN) of the proprietor/Partnership firm/Private Limited/Limited or Co-operative Body (copy of PAN to be attached)	
10	Details of Registrations, if any, with (i) Service Tax Authority (ii) Sales Tax Authority (TIN) (iii) Registration with ESIC (iv) Registration with EPFO Enclose copies of relevant documents	
11	Annual turnover during the last three years.	2008-09 Rs. 2009-10 Rs. 2010-11 Rs.
12	a. Registered Office address, mobile number, e mail id, fax, telephone no.and website address(if any)	

	b. Office Address through which the work will be handled and the name of the Officer-in-Charge/Top Executive	
13	Whether working with any of the Govt./ Semi Govt. Undertakings/ PSU/ Financial Institution as approved contractors and if so, furnish details thereof	
14	Whether any technical personnel are employed in the Organisation and if so, give details of their experience, qualification, etc.	
15	Indicate if involved in any litigation at present in similar type of contracts:	
16	Any Civil suit arisen in the contracts of works executed. If any, please give brief details.	
17	Number of supplementary sheets attached to Part I.	

Place :

Date :

Signature of the Applicant

PART - II

Previous Experience

1. List of important similar works executed by the Organisation during the last 3 years :

Name of the Work	Name and address of the owner (Govt. or Semi-Govt/ Bank/ Public Sector organisation)	Nature & type of Works (in brief)	Location	The name & full address/contact number of the Officer under whom the work was carried out	Amount tendered
1	2	3	4	5	5

Duration / Completion		State whether work was left incomplete, or contract was terminated by either side, giving details thereof.
Stipulated time	Actual time taken	
6	7	8

2. List of important similar works on hand each worth Rs. _____ lakh and above.

Name of the Work	Name of the owner (Govt. or Semi-Govt/ Bank/ Public Sector organisation)	Nature & type of Works (in brief)	Location	Amount tendered
1	2	3	4	5

Time stipulated for completion	Present stage of work
6	7

3. Number of supplementary sheets attached to Part II.

Place :

Date :

Signature of the Applicant.

PART - III

Technical and Skilled Personnel

1. Name and other details of Technical and skilled Personnel in your employment :

Name	Qualification	Experience	Name of work handled	No. of years employed in your organisation	Value of works handled
1	2	3	4	5	6

2. Indicate other points, if any, to show technical and managerial competency or to indicate other important point in favour of the Organisation.

3. Submit list of Tools and Plant, Instruments, Machinery etc. which can be readily deployed on site.

4. Number of supplementary sheets attached to Part III.

Place :

Date :

Signature of the Applicant

ANNEXURE-III

To be submitted on Contractor's own Letter head

No.

Date :

Shri. R. Amalorpavanathan

Principal

National Bank Staff College

Lucknow

Dear Sir,

Empanelment of Contractors for NBSC, Lucknow - “ _____ ” (write name of the trade(s) under which the applicant wants to be empaneled)

1. With reference to your advertisement in the Newspaper on ____ September 2011 for the Empanelment of Contractors, 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/categoryand the maximum financial limit under the said class/category is Rs. I am / We are enclosing a copy of the certificate to this effect issued by them. 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 the instructions appended to the proforma and I/We understand that if any false information is detected at a later date, any future contract made between ourselves and the National Bank Staff College, Lucknow on the basis of the information given by me/us will be treated as invalid.
4. I/We agree that the decision of the National Bank Staff College in selection of the Contractors will be final and binding on me/us.
5. All the information furnished under Parts I, II, III & IV 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.
7. I / We, therefore, request you to kindly do the needful to empanel me / us under “ _____ ” (write name of the trade under which the applicant wants to be empaneled) trade / category _____.

Thanking you

Yours faithfully

(Signature of Authorized person on

behalf of the Firm / Agency / Contractor)

ANNEXURE-IV
Details of Bank Account

Name of Firm	
Name of Account Holder	
Address of firm	
Name of Bank Branch and Address	
Bank Code & Branch Code	
IFSC Code of Bank Branch	
Type of Account (Saving / Current / Cash Credit)	
Account Number	
PAN of firm	