

NATIONAL BANK FOR AGRICULTURE AND RURAL DEVELOPMENT (NABARD)
NBSC, Sector-H, LDA Colony, Kanpur Road,
Lucknow - 226 012

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

NABARD intends to prepare a panel of reputed contractors having specialisation in the trades mentioned in annexure-1 for undertaking annual maintenance, supply, and repairs/renovation/maintenance work in our establishments located at Lucknow viz. NABARD Regional Office, Gomti Nagar; National Bank Staff College, LDA Colony and National Bank Training Centre (NBTC), Aliganj. The panel would be prepared under **three categories** i.e. works costing -

(i) upto Rs 50,000

(ii) upto Rs.5.00 lakhs

(iii) above Rs 5.00 lakhs but upto Rs.10.00 lakhs

in one instance in respective trades of the Bank's properties situated at Lucknow. The panel will remain in force for three years. The Contractors who are registered with the Government/Semi-Government Undertaking/s / Financial Institutions as Maintenance Contractor with minimum 3 years experience (as on 31 March 2008) in the field of undertaking similar maintenance, supply and repair works and have executed two or more similar works individually costing not less than Rs 0.25 lakh for category I, Rs 2.5 lakh for category II and Rs 5.00 lakh for category III during last 3 years and have a minimum yearly turn over of Rs 0.15 lakh, Rs 1.50 lakh and Rs 3.00 lakh during the last 3 years for category I, II and III respectively and having service set up at Lucknow wherefrom required quality after sales services can be provided, may apply in the prescribed form for the purpose.

Application forms will be issued **free of cost** from Premises Department, National Bank Staff College, Sector-H, LDA Colony, Kanpur Road, Lucknow - 226 012 or Premises Department, NABARD Uttar Pradesh Regional Office, 11, Vipin Khand, Gomti Nagar, Lucknow 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 duplicate in a sealed envelope** super subscribed as " for empanelment of contractors/suppliers for maintenance and repair works" on the cover and addressed to The Principal, National Bank Staff College, Sector-H, LDA Colony, Kanpur Road, Lucknow - 226 012 on or before **03:00 P.M., 31 December 2008**.

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 (Clients Certificate regarding performance of contractor)

Annexure-IV (Form of Bankers Certificate from a Scheduled Bank)

ANNEXURE - I
List of Trades

1. Civil Works : General repairs and repainting. This will also include items like painting, plastering, flooring /dado work & various other developmental work like laying / repairing of bituminous /Concrete and other pavement roads etc.
2. Waterproofing including chemical waterproofing
3. Miscellaneous civil, carpentry, plumbing and sanitary, replacement of glass panes, steel/ aluminum fabrication works ,interior works, cleaning works etc.
4. Maintenance and development of horticulture/gardening work
5. Anti termite, pest and rodent control treatment work
6. Steel fabrication works like M.S. shutters, grills, windows, gates, fencing, etc.
7. Disposal of unserviceable articles, scrap and waste
8. Security for office and residential premises
9. Housekeeping/maintenance of office, hostels, Visiting Officers Flats etc. Garbage lifting at frequent intervals including supply of necessary labour for door to door collection.
10. Supply of cleaning material for toilets, bathrooms etc. (Rate contract)
11. Supply of Plumbing and sanitary items (Rate contract)
12. Supply of Electrical accessories, fittings and fixtures (Rate contract)
13. 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.
14. Supply, installation and maintenance of AC Plant, Pump, Air conditioners (Split and Window), Water coolers, Domestic and Industrial water purifiers, refrigerators etc.
15. Operation & Maintenance of Package units air conditioning plants /water softening plant / Cooling Towers / Piping and associated works.
16. Supply, installation and maintenance of various Electrical, Electronics,Telecommunication and Electromechanical equipments including EPABX system, PA System, Office equipments like - Xerox, fax, franking, weighing machine, telephone instruments
17. Supply, installation and maintenance of on-line and off-line UPS, computers (desktop and laptop), computer peripherals and printers.
18. Supply and Maintenance of Fire Fighting installations and Fire Extinguishers etc.

19. Supply of Office Stationery, Computer Stationery and consumables
20. Supply and fixing of furniture upholstery Vertical Blinds, Curtains, Mattresses, Bed sheets, Furnishings etc.
21. Hiring of transport (taxis/bus etc.)

ANNEXURE- II

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

1. NABARD intends to prepare a panel of reputed contractors for undertaking annual maintenance, supply, and repairs/renovation/maintenance work of the Bank's properties at Lucknow. These works are estimated to cost upto Rs 0.50 lakh or above but not exceeding Rs 10.00 lakh at any one instance in the respective trades.
2. **Applicants are required to indicate on the top of the application form 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. A format of client's Certificate as per **Annexure-III** and Banker's Certificate as per **Annexure-IV** is attached along with blank application form. The applicant has to submit the said Client's Certificate from at least two of their clients, for whom they have carried out "Eligible Works" in terms of pre-qualification criteria described in the notice inviting application in a sealed cover. Similarly, they have to submit the said Banker's Certificate from their banker/bankers. Such Certificates should be addressed to the application inviting authority of NBSC and should be submitted along with their application in a sealed envelope.

Client's Certificate issued by a Government/Semi Government Organization of a PSU should be signed by an official of the rank of Superintendent Engineer or equivalent and must be supported by adequate proof of payments received by the contractor for the work done by them. Applications received without the specified certificate in specified format shall be rejected and the Bank shall have the right to independently verify the submitted certificates.

5. 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.
6. Information furnished in the proforma will be kept confidential.
7. 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.
8. 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.
9. Application along with a covering letter or any document shall be submitted in duplicate.
10. Applications containing false or inadequate information are liable for rejection.
11. 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.
12. 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	Name of the Organisation	
2	Type of the Organisation (Whether Sole proprietorship, Partnership, Private Limited, Limited or Co-operative Body, etc.)	
3	Name of the Proprietor/Partners or Directors in the Organisation	1. 2. 3. 4.
3	Registration (Firm, Company, etc.) Registering Authority, Date, No. of Registration, etc.	
4	Experience in maintenance/ repair works/ effecting supply etc. [In operation since (years)]	_____Years
5	Areas of business activities other than the Present type of work (i.e other works/ business), if any (Give Specific information)	
6	Whether financially sound to undertake works for the value upto which application is made. If so, enclose Banker's Certificate and latest Sales Tax & Income Tax Clearance Certificate	
7	Name and address of the Bankers	
8	Permanent Account Number (PAN) of the proprietor/Partnership firm/Private Limited/Limited or Co-operative Body	
9	Details of Registrations with Service Tax Authority, Sales Tax Authority, Office(s) of ESI, PF, Labour Commissioner etc.,if any	
10	Yearly turnover of the Company during the last three years.	2005-06 Rs. 2006-07 Rs. 2007-08 Rs.
11	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	
12	Whether working with any of the Govt./ Semi Govt. Undertakings/ PSU/ Financial Institution as approved contractors and if so, furnish details thereof	
13	Whether any technical personnel are employed in the Organisation and if so, give details of their experience, qualification, etc.	

14	Indicate if involved in any litigation at present in similar type of contracts:	
15	Any Civil suit arisen in the contracts of works executed. If any, please give brief details.	
16	The category for which application is being made: I. Upto Rs 50,000/- II. Above Rs 50,000/- but upto Rs 5,00,000/- III. Above Rs 500,000/- but upto Rs 10,00,000/-	
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 or 5 years :

Name of the Work	Name and address of the owner (Govt. or Semi-Govt/ Bank/ Public Sector organisation)	Nature & specification 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 & specification 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.

Note: Attach copy of relevant valid licence, if applicable, and professional qualification, if any from the competent authority for undertaking major (HT/LT equipments/ DG sets etc.) and minor electrical work, repair and maintenance of fire fighting equipments, pest control treatment, repair and maintenance of telephone lines, water proofing etc.

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

1. Indicate other points, if any, to show technical and managerial competency or to indicate other important point in favour of the Organisation.
2. Submit list of Tools and Plant, Instruments, Machinery etc. which can be readily deployed on site.
3. Number of supplementary sheets attached to Part III.

Place :

Date :

Signature of the Applicant

Declaration Form to be filled in and signed by the intending Applicant

1. 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/NABARD Regional Office on the basis of the information given by me/us will be treated as invalid by the respective organisations.
2. I/We agree that the decision of the National Bank Staff College/NABARD UP RO in selection of the Contractors will be final and binding on me/us.
3. All the information furnished under Parts I, II and III is correct to the best of my/our knowledge.
4. 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.

Place :

Date :

Signature of the Applicant.

ANNEXURE - III

CLIENTS CERTIFICATE REGARDING PERFORMANCE OF CONTRACTOR

NAME & ADDRESS OF THE CLIENT: _____

CONTACT NUMBER OF THE CONCERNED CONTACT PERSON : _____

DETAILS OF WORKS EXECUTED BY SHRI/ M/s : _____

1	Name of work with brief particulars	
2	Agreement No. and date	
3	Agreement amount	
4	Date of commencement of work	
5	Stipulated date of completion	
6	Actual date of completion	
7	Details of compensation levied for delay (indicate amount) if any	
8	Gross amount of the work completed and paid**	
9	Name & address of the authority under whom works executed	
10	Whether the contractor employed qualified Engineer/Overseer during execution of work?	
11	i) Quality of work(indicate grading)	
	ii) Amount of work paid on reduced rates, if any	
12	i) Did the contractor go for arbitration?	
	ii) If yes, total amount of claim	
	iii) Total amount awarded	
13	Comments on the capabilities of the contractor	
	a) Technical Proficiency	Outstanding / Very Good / Good / Satisfactory / Poor
	b) Financial soundness	Outstanding / Very Good / Good / Satisfactory / Poor
	c) Mobilization of adequate T&P	Outstanding / Very Good / Good / Satisfactory / Poor
	d) Mobilizaion of manpower	Outstanding / Very Good / Good / Satisfactory / Poor
	e) General behaviour	Outstanding / Very Good / Good / Satisfactory / Poor

Note: All columns should be filled in properly

"Countersigned"

Signature of the Reporting Officer*
with office seal

* Officer of the rank of Superintending Engineer or equivalent

** Supported by adequate proof of payments received by the contractor for the work done by them.

Client's report issued by Pvt. Organization shall also accompany TDS Certificates.

(Reports must be submitted in sealed cover addressed to -The Principal, National Bank Staff College, Sector-H, LDA Colony, Kanpur Road, Lucknow - 226 012)

ANNEXURE-IV

FORM OF BANKERS CERTIFICATE FROM A SCHEDULED BANK

This is to certify that to the best of our knowledge and information M/s./Shri_____ having marginally noted address, a customer of our bank are/is respectable and can be treated as good for any engagement up to a limit of Rs._____ [_____]. This certificate is issued without any guarantee or responsibility on the Bank or any of the officers.

(Signature)

For the Bank

Note:

1. Bankers' certificate should be on letter head of the Bank, sealed in cover addressed to enlistment authority - The Principal, National Bank Staff College, Sector-H, LDA Colony, Kanpur Road, Lucknow - 226 012.
2. In case of partnership firm, certificate to include names of all partners as recorded with the Bank.