

**NATIONAL BANK FOR AGRICULTURE AND  
RURAL DEVELOPMENT, ODISHA REGIONAL OFFICE  
Ankur, 2/1 Nayapalli, Civic Centre, Bhubaneswar - 751015**

**Notice for Empanelment of Contractors**

The National Bank for Agriculture and Rural Development (NABARD), Odisha Regional Office, Ankur, 2/1 Nayapalli, Civic Centre, Bhubaneswar - 751015 (Phone No. 0674 - 2374306 / 2553884 & e-mail id - bhubaneswar@nabard.org), intends to prepare a panel of suitable contractors for undertaking annual repair and maintenance type of works under different trades as indicated below for its residential and office premises located in Bhubaneswar.

- Civil & Plumbing
- Carpentry
- Gardening & Landscaping
- Housekeeping
- Pest & Rodent Control
- Internal Electrical works
- Operation and maintenance of DG set, operation of package AC plant / pumpsets
- Neon light signboard
- Data and voice system
- Access control system
- Public address system
- Fire alarm and detection system

**The prescribed application proforma with other details can be obtained from our office from 3.00 p.m. to 5.00 p.m. on all working days up to 20 April 2011. The prescribed form can also be downloaded from our web site [www.nabard.org](http://www.nabard.org)**

NABARD reserves the right to reject any or all the applications without assigning any reason thereof.

Date :  
Place :  
Manager

(Sd/-)  
Chief General

## **PRO FORMA OF APPLICATION FORM FOR EMPANELMENT OF CONTRACTORS**

1. The National Bank for Agriculture and Rural Development (NABARD), Odisha Regional Office, 2/1 Nayapalli, Civic Centre, P.B. No. 179, Bhubaneswar - 751015, intends to prepare a panel of suitable Contractors for undertaking annual repair and maintenance type of works under different trades as indicated below for its residential and office premises located in Bhubaneswar.
  - Civil & plumbing trade : (1) Repair, maintenance and construction of building & other ancillary structures (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) Internal & External painting of buildings (5) Waterproofing works and structural repair works in buildings and water tanks (6) Cleaning of water tanks, septic tanks, soak pits, sewerage lines etc. (7) Repair, maintenance and construction of all types of M.S. Grill and sheet works, A.C. Sheet roofing works.
  - 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 in 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 such as chair, table, sofa set, cots etc. (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.
  - 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.
  - Internal Electrical works : (1) Repair & Maintenance of all electrical low tension (LT) installation (2) Repair, operation & Maintenance of centrifugal & submersible water pump sets (3) Maintenance and repair of street lights, flood lights and other indoor / outdoor luminaires, wall mounted and ceiling fans (4) Cleaning of switchyards, meter panels and LT panels (5) replacement of old defective materials / equipments those are beyond economic repair with new ones (6) Maintenance and repair of earthing system and lightning arrestors.
  - House Keeping trade : (1) Day to day cleaning work & maintenance of the Visiting Officers' Flat, preparation of tea, breakfast, lunch, evening snacks & dinner etc. as per the requirement of guests staying in the VOF (2) Sweeping & cleaning of open space & common areas in the residential Colony / Office.
  - Pest & Rodent Control : (1) All types of pest & rodent control works, treatment for mosquito & snake nuisance etc. under license from the Govt. Authorities for use of the pests etc.(2) All types of anti-termite treatment works.
  - Neon light signboard : Nature of works involve (1) Repair & Maintenance of Neon light signboard provided at the Office premises, which shall also include replacement items (if any).

- Data and voice system : (1) Maintenance and repair of the telephone instruments (2) Maintenance and repair of the data and voice cables including replacement of the faulty cables and supply and laying of new cables, maintenance and repair of switches, EPABX system, UPS, battery, microphone, amplifier, modem, wireless access system etc.
- Operation and maintenance of 100 KVA DG set, Operation of air cooled package AC plant and centrifugal / submersible pumps, Maintenance and repair of pumpsets, minor electrical and mechanical repairs of the DG set.
- Maintenance of Access control system which includes equipments viz. fingure print based access control cum time attendance system, time attendance software, door controller, smart card, proximity card, exit / entry reader, card printer, electromagnetic lock, night vision camera with associated software, PC, UPS etc.
- Maintenance of public address system which includes equipments viz.controller, amplifier, conventional and wireless microphone, conventional and wireless speaker etc.
- Maintenance of fire alarm and detection system which includes equipments viz.fire alarm panel , repeater panel , amplifier, microphone, hooter , smoke detector , heat detector , exit sign , hose pipe, hose reel, fire extinguisher , external and internal hydrants, Fire pumps etc. The work also includes replacement of defective materials .

The Contractors who are registered with any Govt. / Semi-Govt. / Govt. Undertakings and having experience of executing similar types of works under different trades as mentioned above may apply in the prescribed form available with the Premises Department (3rd floor) at the address mentioned above. The Contractors who are interested for empanelment under different trades, should necessarily apply separately for each trade. The prescribed form can also be downloaded from our web site [www.nabard.org](http://www.nabard.org)

1. The sealed application form completed in all respect super scribing ‘Empanelment of Contractors for “ .....” (write name of the trade under which the applicant wants to be empaneled)’ should be dropped in the tender box kept in the Premises Department (3rd floor) at the above address upto **17.00 hrs on 06 May 2011**. The application forms received after the due date shall not be considered under any circumstances.
2. Intending applicants are required to furnish details about their firm/organization, experience, competence etc.
3. While deciding upon the selection of contractors, emphasis will be given on the ability and competence to do good quality work in accordance with the specifications and within the time schedule.
4. The application form should be signed by a person on behalf of the Firm/Organization, who is duly authorized to do so.
5. If the space in the application form is insufficient for furnishing full details, such information may be supplemented on a separate sheet of paper duly signed.
6. Application containing false or inadequate information are liable for rejection.
7. NABARD reserves the right to reject any or all the applications without assigning any reason thereof.

**PART - I**  
**BASIC INFORMATION**

1	Name of the Contractor / Firm / Organization / Company.	
2	Type of Firm / Organization, whether proprietorship, partnership or private limited company etc.	
3	Name of the Proprietor / Partners / Directors in Organization	i. ii. iii. iv.
4	i. Details of Registration (Firm, Company etc), Registering Authority, Date, Number etc. ii. Details of Labour License / Pest License / Electrical License etc. (if any) obtained from the Competent Authorities (a copy to be enclosed).	
5	Experience in maintenance & repair works in any other Govt. / Semi-Govt. / Govt. Undertakings (Give details)	
6	Details of Banker's Solvency Certificate (if any) & Name & Address of the Bankers	
7	i. Quote the Income Tax Permanent Account Number (Copy of the PAN card to be enclosed). ii. Details of TIN No. (enclose a copy of the certificate received from the Competent Authority.)	

8	Annual turn over for last three years	i. For 2008 - 09 : - ₹. ii. For 2009 - 10 : - ₹. iii. For 2010 - 11 : - ₹.
9	Official Address for Correspondence with Telephone & Mobile Nos.	
10	Whether working with any of the Govt., Semi Govt., Govt. Undertaking as approved contractors and if so, furnish details	
11	Whether any technical personnel are employed with the Firm / Organization and if so, give details of their experience, qualification	
12	If involved in any litigation earlier with any organization. If so, please submit the details	
13	Any civil suits pending in any of the works executed. If so, furnish details	

14		Signature of the Contractor / Authorized person on behalf of the Firm / Organization
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**PART - II**  
**EXPERIENCE**

**List of similar works executed by the Contractor / Firm / Organization**  
**During the last 3 years (including works on hand at present) : -**

Sr. No.	Name of the work	Name & Address of the Owner for whom the work was executed	Nature / Type of the work	Name, Address & mobile/phone No. of Officer / Person under whom the work was carried out	Value of the work executed (₹.)	Whether the work was completed in time (if delayed, the reasons)	Remarks and enclose Work Completion Certificates (if any)
1							
2							
3							
4							

5							
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(Signature of the Contractor / Authorized person on behalf of the Firm / Organization)

## **To be submitted in Contractor's own Letter head**

No. ....

Date : .....

To

The Chief General Manager / Officer-in-Charge  
National Bank for Agriculture and Rural Development  
Odisha Regional Office  
"ANKUR", 2/1 Nayapalli  
Civic Centre  
Bhubaneswar - 751 015

Dear Sir,

Empanelment of Contractors for NABARD's Regional Office at Bhubaneswar, Odisha - "....." (write name of the trade under which the applicant wants to be empaneled)

With reference to your advertisement in the Newspaper on ..... April 2011 for the Empanelment of Contractors, I am / We are pleased to offer myself / ourselves to be empaneled under "....." (write name of the trade under which the applicant wants to be empaneled) trade / category, in your esteemed organization.

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 ..... and the maximum financial limit under the said class/category is ₹. .... . 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.

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.

faithfully

Yours

(Signature of Authorized person on  
behalf of the Firm / Agency / Contractor)