

 NABARD	National Bank for Agriculture and Rural Development Regional Office : Plot No.3, Sector 34-A, Chandigarh - 160 022 Telephone No. : 0172 - 5046704,5071431 Fax No.: 0172-5046702 E-Mail: chandigarh@nabard.org	राष्ट्रीय कृषि और ग्रामीण विकास बैंक प्लॉट नं. 3, सेक्टर 34-ए, चण्डीगढ़ - 160 022 टेलीफोन : 0172 - 5046704,5071431 ई-मेल : chandigarh@nabard.org Fax No.: 0172-5046702
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ADVANCE TENDER NOTICE

National Bank for Agriculture and Rural Development (NABARD) invites applications for **empanelment of vendors/dealers** for the works of following description to be carried out at its Punjab Regional Office and Haryana Regional Office, Chandigarh

Sr No.	Description of works	* Approx. Estimated cost (₹)	# Completion time
1	Supply, Installation, testing and commissioning of PCs, laptops, Stand Alone printers (All under buyback arrangement), Digital note Pad and Speech Recognition software-DRAGON NATURALLY SPEAKING 11 PREMIUM	48 Lakh	2 Weeks

From date of award of work.

Only vendors/dealers with 5 years' experience in the respective category of the above mentioned works and **having completed minimum one work of similar nature individually costing at least four times of the above mentioned estimate during the last three years** need to apply in the prescribed form. Forms can be obtained from National Bank for Agriculture and Rural Development, Plot No 3, Sector 34 A, Chandigarh 160022 up to 13:00 hrs on **11 March 2011**. Application forms (in duplicate) duly filled-in and enclosed in a sealed cover addressed to Shri S C Kaushik, CGM, NABARD, Punjab Regional office, will be received in General Administration Department on Second Floor of the above mentioned address up to 17:00 hrs on **11 March 2011**. Issue of tender forms will be restricted among the selected applicants who satisfy the eligibility criteria and are able to produce the relevant documents.

For additional information and instructions visit our corporate web site www.nabard.org

No further tender notice will be published in press for the work referred to above.

The Bank reserves the right to reject any/all of the applications without assigning any reasons thereof.

Instructions to the Applicants for furnishing information as a part of pre-qualifications

1. Intending Applicants are required to submit their full bio-data giving details about their Organization, experience, technical personnel in their organization, spare capacity, competence, authorization from reputed brands and adequate evidence of their financial standing, etc. in the enclosed form which will be kept confidential.
2. While deciding upon the selection of contractors great emphasis will be given on the ability and competence of applicants to do good quality works *within the specified time schedule* and in close coordination with other agencies, besides the rate structure of the items.
3. Decision of the Bank in regard to selection of contractors for issue of tender forms will be final. The Bank is not bound to assign any reason therefor.
4. Each page of the application shall be signed. The application shall be signed by person/persons on behalf of the organization having necessary authorization /Power of Attorney to do so.
5. If the space in the pro forma is insufficient for furnishing full details, such information may be supplemented on separate sheets of paper stating therein the part of the pro forma and serial number. Separate sheets shall be used for each part.
6. Any letter or document accompanying the pre-qualification form shall be submitted in duplicate.
7. Applications containing false and/or inadequate information are liable for rejection.
8. While filling up the application with regard to the list of important projects completed or on hand, the applicants shall only include those works which individually cost not less than Four times of the mentioned estimate.
9. Clarifications if any required may be obtained from the Deputy General Manager - General Administration Department, National Bank for Agriculture and Rural Development, Punjab RO, Plot No 3, sector 34 A Chandigarh.

Part - I : Basic Information

S. No	Basic Information	
1	Name of the Applicant/ Organization and address of the Registered Office & local office	
2	Year of establishment	
3	Type of the Organization (Whether Sole Proprietorship, Partnership, Private Limited or Cooperative body etc.)	
4	Name of the Proprietor/Partners/Directors of the organization/Firm	
	(a)	
	(b)	
	(c)	
	(d)	
	(e)	
5	Details of Registration - Whether Partnership firm, Company, etc.	
6	Name of Registering Authority, Date and Registration Number.	
7	Whether registered with Government /Semi-Government / Municipal Authorities or any other public Organization and if so, in which class and since when ?	
8	a) Sale Tax No. b) Income Tax No.(if any) c) PAN/TIN No.	
9	Experience in the field of proposed work	
10	Address of business activities other than the proposed work, if any and place of business.	
11	Areas of business activities other than the proposed work, if any and place of business.	
12	Brands of Hardware, Peripherals of which the vender is OEM/ Authorized Dealer/Re seller) (Certificate from the principal agencies should be enclosed in case of Authorized Dealers/Re sellers)	
13	Address of office through which proposed work of the Bank will be handled and the name and designation of the officer-in-charge.	
14	Adequate and satisfactory evidence to indicate financial capacity of the Organization to undertake the said work with name of Bankers and their full address.	

	(Income-tax clearance certificate should be attached) *	
15	Yearly turnover of the Organization during last five years	
16	Ability to provide Bank Guarantee or other equivalent form of security from a Scheduled Bank ₹	
17	Number of supplementary sheets attached	
18	Whether any Civil suit/litigation arisen in the contracts executed during the last ten years/being executed now. If yes, please furnish the details in the proforma given below :	
* (Audited Balance Sheets and Profit and Loss account for past three years shall be attached)		

19.

S. No. 1	Name of the project and Employer 2	Nature of work 3	Work Order No. & date 4	Present stage of work 5	Value of contract in ₹ 6	Brief details of litigation 7

Signature of the Applicant

Name:

Designation:

Part - II : Work capability and previous experience

A) list of important Projects executed by the organization during last five years costing ₹ and above *

Sr. No.	Name of the Project and Location	Nature of work involved in the contract	Name and full postal address of the owner and engineer. Also indicate whether Govt. or Semi-Govt. or Private Body	Contract Amount (₹)	Completion Period		Whether work was left incomplete or contract was terminated from either side ? Give full details	Any other relevant information
					Stipulated	Actual		

* As mentioned in the newspaper advertisement.

Signature of the Applicant

Name:

Designation:

B) List of important projects ON HAND costing ₹ lakhs and above *

Sr. No.	Name of the Project and Location	Nature of work involved in the contract	Name and full postal address of the owner and engineer. Also indicate whether Govt. or Semi-Govt. or Private Body	Contract Amount (₹)	Completion Period		Present status of work along with reason if the work is getting delayed	Any other relevant information
					Stipulated	Actual		

* As mentioned in the newspaper advertisement.

Signature of the Applicant

Name:

Designation:

C) **References**

i) Please give reference with full postal address of two persons (Engineers, or top officials of an Organization for whom you have executed construction works of importance), who may be directly contacted by the Bank about the ability, competence or capability of your Organization.

ii) Number of supplementary sheets attached for Part II.

Signature of the Applicant

Name:

Designation:

Part III : Technical personnel and special experience

List of your technical personnel, giving details about their technical qualifications and experience including that in your establishment.

i)

Sr. No.	Name	Age	Qualifications	Work Experience	Nature of works handled	Name of the Projects handled, costing more than ₹ _____ lakhs *	Date from which employed in your organization

ii) Indicate other points, if any, to show your technical and managerial competency to indicate any important point in your favor.

iii) No of supplementary sheets attached for Part III.

* As mentioned in the newspaper advertisement.

signature of the Applicant

Name:

Designation: