

Notice for Empanelment of Contractors

The National Bank for Agriculture and Rural Development (NABARD), Orissa Regional Office, 2/1 Nayapalli, Civic Centre, P.B. No. 179, Bhubaneswar - 751015, intends to prepare a panel of suitable Contractors for undertaking 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
- Electrical Installations
- Package & Window AC
- Neon light signboard

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 free of cost 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**

The sealed application form completed in all respect superscribing '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 21 January 2008**. The application forms received after the due date shall not be considered under any circumstances.

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



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

1. The National Bank for Agriculture and Rural Development (NABARD), Orissa Regional Office, 2/1 Nayapalli, Civic Centre, P.B. No. 179, Bhubaneswar - 751015, intends to prepare a panel of suitable Contractors for undertaking repair and maintenance type of works under different trades as indicated below for it's residential and office premises located in Bhubaneswar.
 - Civil & Plumbing : Nature of works involve (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, sewage lines etc. (7) Repair, maintenance and construction of all types of M.S. Grill and sheet works, A.C. Sheet roofing works, Aluminium door and window work, venetian blinds etc. (8) All types of repairs & maintenance required for steel cupboards.
 - Carpentry : Nature of works involve (1) Repair, 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
 - Gardening & Landscaping : Nature of works involve (1) Creation of new garden, landscaping, 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.
 - Housekeeping : Nature of works involve (1) Day to day work & Maintenance of the Visiting Officers' Flat (2) Sweeping & Cleaning of open space & Common areas in the residential Colony / Office.
 - Pest & Rodent Control : Nature of works involve (1) All types of pest & rodent control works, treatment for mosquito nuisance etc. with license from the Govt. Authorities for use of the pests etc. (2) Both Pre & Post constructional Anti termite treatment works for building and any other structures.
 - Electrical Installations : Nature of works involve (1) Repair & Maintenance of all electrical low tension (LT) installation, (2) Repair, Operation & Maintenance of centrifugal & submersible water pump sets (3) Repair, Operation & Maintenance of DG set.



- Package and Window AC : Nature of works involve (1) Operation, Repair & Maintenance of Package AC system and Window ACs, which shall also include replacement items (if any).
 - 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).
2. 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
 3. 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 21 January 2008. The application forms received after the due date shall not be considered under any circumstances.
 4. Intending applicants are required to furnish details about their firm/organization, experience, competence etc.
 5. 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.
 6. The application form should be signed by a person on behalf of the Firm/Organization, who is duly authorized to do so.
 7. 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.
 8. Application containing false or inadequate information are liable for rejection.
 9. 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	a) b) c) d)
4	a) Details of Registration (Firm, Company etc), Registering Authority, Date, Number etc. b) Details of Labour License / Plumbing License / Electrical License (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	a) Quote the Income Tax Permanent Account Number (Copy of the PAN card to be enclosed). b) Details of TIN No. (enclose a copy of the certificate received from the Competent Authority.)	
8	Annual turn over for last three years	a) For 2006 - 07 : - Rs b) For 2005 - 06 : - Rs c) For 2004 - 05 : - Rs



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

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 (Rs)	Whether the work was completed in time (if delayed, the reasons)	Remarks and enclose Work Completion Certificates (if any)
1							
2							
3							
4							
5							

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



To be submitted in Contractor's own Letter head

No.

Date :

Shri S. Abdul Kareem
Chief General Manager
National Bank for Agriculture and Rural Development
Orissa Regional Office
"ANKUR", 2/1 Nayapalli
Civic Centre
Bhubaneswar - 751 015

Dear Sir,

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

With reference to your advertisement in the Newspaper on January 2008 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 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.

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)