



**NATIONAL BANK FOR AGRICULTURE  
AND RURAL DEVELOPMENT**

**INVITATION FOR EMPANELMENT FOR HOUSEKEEPING WORK**

**NABARD desires to empanel contractors/firms for Housekeeping work at its Head Office at Bandra-Kurla Complex. Application forms and scope of work may be downloaded from NABARD website, [www.nabard.org](http://www.nabard.org). For further enquires please contact Tel. Nos 26539499, 26539177, Fax No.(022) 26530060.**

**Sd/-  
(Lajja Ram)  
Chief General Manager  
GAD, NABARD  
HO, Mumbai**



**NATIONAL BANK FOR AGRICULTURE AND RURAL DEVELOPMENT**

**APPLICATION FORM**

**Proforma of application for empanelment of contractors/ firms for House Keeping work at  
Head Office, Bandra Kurla Complex, Bandra (East), Mumbai- 400 051**

**Issued to / Filled by M/s \_\_\_\_\_**

**Last date for submission : 11 February 2008 by 3.00 p.m.**

**Application to be Addressed to : The Chief General Manager  
GAD, NABARD, Head Office  
Ground floor, A- Wing, C-24  
G- Block, Bandra Kurla Complex  
Bandra (East), Mumbai- 400 051**

**To**

**Shri Lajja Ram  
Chief General Manager  
Gen. Admn. Department  
NABARD, HO  
Mumbai**

**I/We have read and understood the instructions and scope of work applicable. I/We do  
hereby declare that the information furnished in the proforma is correct to the best of  
my/our knowledge and belief.**

**Yours faithfully**

**(Signature with name)**

**Designation**

**Address : \_\_\_\_\_**

\_\_\_\_\_

**Seal**



**PART -I : Basic Information**

**1. Name of the applicant /Organisation and address of the registered office**

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**2. Type of the organisation (whether sole proprietorship / partnership / private limited / Limited or cooperative body etc.)**

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**3. Name of the proprietor / partners / directors of the organisations / firm**

- (a) \_\_\_\_\_
- (b) \_\_\_\_\_
- (c) \_\_\_\_\_

**4. Experience in the field of House keeping is \_\_\_\_\_ years.**

**5. Telephone No. and address of the office through which the proposed work of NABARD will be handled and the name and designation of the officer-in-charge**

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**6. Whether any Civil Suit / Litigation has arisen in the contracts executed. If yes, please furnish the name of the project, employer, nature of work, contract value work order and date and brief details of the litigation. Attach a separate sheet if required.**

**Signature with Seal of the Applicant**



**Part - II : Previous Experience**

**List of important works executed by the firm during last five years from 01 January 2003 to 31 December 2008**

<b>Sl. No.</b>	<b>Name of work and location</b>	<b>Name of work involved in the contract (e.g. Residential offices, Industrial etc.)</b>	<b>Name of client with full address for whom the work was executed</b>	<b>Contract amount (Rs.)</b>
<b>1</b>				
<b>2</b>				
<b>3</b>				
<b>4</b>				
<b>5</b>				

**Copies of the contract/work order in respect of the aforesaid must be enclosed.**



### **Scope of work**

- 1. Cleaning of all toilets -- 72 in number (both ladies and gents) and passage outside the toilets including sweeping/moping/wet-cleaning of floors, clearing and cleaning of litter bins, cleaning of mirrors etc. -- thrice daily.**
- 2. Cleaning (sweeping/moping) of the passage outside the toilets -- thrice daily.**
- 3. Sweeping of all staircases -- daily -- and moping/wet-cleaning/scrubbing -- weekly.**
- 4. Cleaning of roof terrace and terrace on 2nd floor -- daily.**
- 5. Cleaning of upper and lower basements -- daily sweeping and weekly washing.**
- 6. Sweeping of open area -- daily.**
- 7. Cleaning of the auditorium -- fortnightly.**

**The cleaning materials will be provided by us, while you will be required to provide the supervisors and sweepers.**