

## Annexure-I

### National Bank for Agriculture and Rural Development

#### Empanelment of vendors, suppliers, contractors, service providers, etc.

National Bank for Agriculture and Rural Development (NABARD) Head Office, Mumbai intends to prepare a list exclusively for Mumbai of approved vendors, contractors, service providers, dealers, auctioners for lifting scrap material etc. for the **period from 1 April 2009 31 March 2011**. Parties/Firms/individuals desirous of being empaneled in the Bank's approved list and those who are fulfilling the eligibility criteria mentioned in Annexure II may apply in the prescribed format given in Annexure I. The prescribed forms duly filled in may be sent in a sealed cover superscribed "Empanelment of vendors, suppliers, contractors etc.(Financial Year -2009-2011)" to the Chief General Manager, General Administration Department, NABARD, C-24, 'G' Block, Bandra Kurla Complex, P.B.No.8121, Bandra (East), Mumbai-400 051 **on or before 06.03.2009**.

#### **I. Items to be supplied**

- a. Office automation equipments like photo copier, fax machines, etc.
- b. Electrical items like airconditioners, fans, geysers, UPS, voltage stabilizers, fly killer machines, etc.
- c. Water purifier, water coolers, etc.
- d. Small items like wall clocks, calculators, etc.
- e. Office furniture like chairs, tables, work stations, sofa sets, dining table & chairs, cots, mattresses, pillows, etc.
- f. Tea/coffee vending machines
- g. Telephone instruments, cordless telephone instruments, mobile phone instruments, etc.
- h. Any other item of miscellaneous nature.

- i. Purchase of computers & peripherals, printers, Laptops and accessories fax, machines, photocopier machines & other automation machines, etc.

## **II. Annual maintenance contracts**

- a. Fax machine
- b. Photo copier machines
- c. Water purifiers
- d. Water coolers
- e. Carpet/sofa/chair cleaning
- f. Maintenance of voltage stabilizer and UPS
- g. EPABX, PABX
- h. Franking machine
- i. Tea / coffee vending machines
- j. Fly killer machines
- k. Airconditioners
- l. Repairs of office furniture, locks etc.
- m. Repair of telephone instruments, mobile phones, etc.
- n. Repairs of telephone instruments/computers, printers, fax, machines, photocopier machines & other automation machines, etc.

## **III. Auctioners**

## **IV. Scrap dealers**

**Empanelment of vendors, suppliers, contractors service providers etc.**

The Chief General Manager  
General Administration Department  
National Bank for Agriculture  
and Rural Development  
C-24, 'G' Block, Bandra Kurla Complex  
Bandra (E), Mumbai - 400 051

Dear Sir

Empanelment of suppliers of Computers, Printers, laptops, Photocopier Machines, FAX Machines, Water Purifiers, Airconditioners, Office Furniture, Electrical Fixtures & Fittings, Scrap Dealers, Auctioners, Annual Maintenance Service Contractors, etc. for the period upto 31.03.2011 .

This is with reference to the notice for empanelment of vendors, suppliers, contractors etc, for supply and maintenance of articles in use in NABARD, Bandra Kurla Complex, Mumbai. We have read and understood the terms and conditions for empanelment and hereby confirm acceptance of the same. We hereby declare that the information furnished in the Annexure-II for empanelment is correct to the best of our knowledge and belief.

Yours faithfully

Signature : \_\_\_\_\_

Name : \_\_\_\_\_

Designation: \_\_\_\_\_

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

\_\_\_\_\_

Date \_\_\_\_\_

**Company profile**

<b>S.No.</b>	<b>Item</b>	<b>Details</b>		
1	Name of Vendor			
2	Address: Registered Office  Address for communication  Telephone No.  Mobile No.  Fax No.  E-mail address			
3	Nature of the vendor (Whether sole proprietorship/Partnership/Private Limited Public Limited or Co-operative)			
4	Name and designation of the person authorised to enter into contracts/ make commitments to Bank			
5	Vendor's Web site (if any)			
6	Items in which vendor is presently trading/ services rendering			
7	Details of registration (Registering Authority/Regn. No. Date/Registration No. etc.)			
8	Sale TAX Number			
9	(i) PAN No.			
10	List of Clientele	Banks and Fis 2007-08	Govt.U/T 2007-08	Other reputed concerns 2006-07
11	annual turn over (in lakhs)			
12	Name and address of Bankers			

Terms and conditions

1. Empanelment will be for a period of two years (2009-11) subject to annual review for satisfactory service. If the service provided by the vendors is found to be unsatisfactory or if at any time it is found that information provided for empanelment or for any quotation is false, the Bank reserves the right to remove such vendors from the empaneled lists.
2. The Bank reserves the right to inspect the facilities of the vendor/contractor to verify the genuineness and to ensure the conformity with the details given in the bid.
3. Vendor/contractor will be responsible to ensure that the application reaches the Bank on or before due date and time. Applications received after due date and time or which are incomplete in any respect are liable to be rejected.
4. The Bank reserves the right to reject any or all the applications without assigning any reason thereof and will not entertain any correspondence in the matter.

The undersigned may be contacted for any clarification. Contact details are as under:

Telephone: 26539111/9099	FAX: 26530060	E-mail: nabgapd@vsnl.net.in
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Eligible vendors/contractors may submit duly sealed applications superscribed as "Application for empanelment of Vendors/Contractors, Scrap Dealers Auctioners etc." by 04.00 p.m. on 06.03.2009 accompanied by following documents.

\* Prescribed Format for applications

\*\* Annexure

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Asst. General Manager