



**Empanelment of Contractors/Service Providers  
For Office Equipments, Stationery, etc. for  
Bankers Institute of Rural Development Mangaluru**

NABARD intends to prepare a panel of reputed contractors, vendors, suppliers, service providers, dealers, scrap dealers, etc., **valid for two years, i.e. 2023-24 and 2024-25** for procurement of various articles/ services for its office, office building and staff quarters in BIRD-Mangaluru. The nature, trade and description of such articles/services are given in Enclosure (A). One applicant can seek empanelment for supply for supply of more than one articles or services under various categories.

The application for empanelment should be made in the prescribed format which, along with the other relevant details, including terms and conditions of empanelment can be downloaded from the Bank's website <https://www.nabard.org> and Central Public Procurement Portal (CPPP) <https://eprocure.gov.in>

The applications, duly filled in the prescribed format and complete in all respects, maybe submitted in a sealed cover clearly super-scribing it as **"Application for Empanelment of Contractors/ Vendors/ Suppliers/ Service Providers for (Trade to be indicated)" to the Joint director BIRD-Mangaluru, NABARD, Krishna nagar, Bondel, Mangaluru, 575008**. The last date for submission of application is 23<sup>rd</sup> March 2023 up to 4.00PM.

The vendors who are already empaneled by the Bank and whose empanelment is up to 31 March 2023 are also required to apply afresh, if they want to continue on the panel.

The Bank reserves the right to reject any or all the applications without assigning any reasons therefor.

The sealed envelope containing the duly filled application from may be dropped "by hand" in the tender Box placed at BIRD-Mangaluru.



**NATIONAL BANK FOR AGRICULTURE & RURAL DEVELOPMENT**

**NOTICE**

**INVITING APPLICATION FOR EMPANELMENT OF**  
**CONTRACTORS/SUPPLIERS VENDORS/SERVICE PROVIDERS**  
**FOR**  
**VARIOUS PURCHASES AND SERVICES**

**at BIRD-Mangaluru, NABARD, Krishna Nagar, Bondel,  
Mangaluru, 575008.**

**NAME OF APPLICANT** \_\_\_\_\_

**ADDRESS**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**LAST DATE FOR SUBMISSION: ( 23<sup>rd</sup> March 2023) BY 4.00PM**

The Joint Director

BIRD-Mangaluru, NABARD

Krishna Nagar Road

Bondel, Mangaluru, 575008.



**Checklist of Submission of Application  
for Empanelment**

<b>Sr. No.</b>	<b>Particulars</b>	<b>Submitted (Yes/No)</b>
1.	The application duly filled in submitted in a sealed envelope	
2.	The application submitted on applicant's letterhead as per given format in <b>Enclosure (C)</b>	
3.	Application super-scribed as "Application for Empanelment of Contractors/ Vendors/ Suppliers/ Service Providers for (trade to be indicated)" on the cover and addressed to Joint Director BIRD-Mangaluru, NABARD, Krishna Nagar, Bondel, Mangaluru, 575008.	
4.	Trade and category in which empanelment is desired is indicated on top of the envelope as per enclosure A	
5.	Copies of work orders, completion certificates in support of experience of related trade/ business submitted	
6.	Copies of balance sheet and profit & loss statements for the previous three years, duly certified by a practicing Chartered Accountant, in support of Average Annual Turnover OR Banker's Solvency Certificate in proof of having adequate financial standing submitted	
7.	Copy of Permanent Account Number ( <b>PAN</b> ) of the Proprietor/ Partnership Firm/ Private Limited Company/ Limited Company or Cooperative Body attached	
8.	Copy of details of Registrations, if any, (i) Under Companies Act/ Cooperative Societies Act, (ii) GST - enclosed	
9.	Information duly furnished in <b>Enclosure (B)</b> along with supporting documents	
10.	Bank details furnished in <b>Enclosure (D)</b>	
11.	Copy of cancelled cheque enclosed	

Note: Checklist is indicative only. Applicant is requested to go through the application format carefully before submission, and submit all the information/ documents required.





## **BIRD-Mangaluru, NABARD**

### **General Conditions of Empanelment**

Bankers Institute of Rural Development – Mangaluru intends to prepare a panel of reputed contractors / vendors / suppliers / service providers having specialization in the trades mentioned in **Enclosure (A)** for undertaking various related works in Office building and staff quarters located in Mangaluru. The office building is located at BIRD-Mangaluru. Our staff quarters are located at BIRD-Mangaluru, NABARD, Krishna nagar, Bondel,, Mangaluru, 575008.

The empanelment will remain in force for two years i.e 01 April 2023 to 31 March 2025 subject to annual review every year. If the services provided by the vendor / service provider are found to be unsatisfactory or at any time it is found that the information provided for empanelment or for any quotation is false, Bank reserves the right to remove such vendor/ service provider from the empaneled list.

The vendor must have own adequate technical set up in Mangaluru so that the complaints/ works may be attended to well in time.

The vendor must have sufficient number of experienced personnel, technical know-how, equipments, instruments and other resources to complete the awarded work well in time and as per the specifications given by the Bank.

The vendor must have an experience of having successfully completed similar works/ services in the last three years (as on 31.03.2022. At least one work should have been done in Autonomous body/ Bank/ financial Institution or any other reputed institution.

The vendor may submit performance certificates from persons/ entities/ institutions for whom they have worked in the past.

The Bank reserves the right to inspect the facilities of the vendor to verify the genuineness and to ensure conformity with the details given in the bid.

The Bank reserves the right to reject any or all the applications without assigning any reason whatsoever thereof and will not entertain any correspondence.

Disputes or differences whatsoever arising out of or relating to the construction, meaning, scope, operation or effect of the agreement or the validity or the breach thereof shall be resolved amicably between the Bank's representative and the vendor/ vendor's representative. In case of failure to resolve the disputes and differences amicably within 30 days of the receipt of notice by the other party, then the same shall be settled by arbitration in accordance with the Arbitration and Conciliation Act, 1996 and the award made in pursuance thereof shall be final, conclusive and binding on the parties. The venue of the arbitration shall be at Mangaluru.



Vendors, Suppliers, Contractors and Service Providers, etc. desirous of being empaneled in the Bank's approved list and those who are fulfilling the eligibility criteria as mentioned above may apply on or before the due date. Vendor will be responsible to ensure that the application reaches the Bank on or before the due date and in time. Applications received after due date and time and which are incomplete in any respect, are liable to be rejected without any notice.

Application form can be downloaded from the website <https://www.nabard.org> or <https://eprocure.gov.in> The application duly filled in shall be submitted in a sealed envelope super-subscribed as "Empanelment of contractors/ suppliers/ vendors/ service providers for ... (Trade to be indicated)" on the cover and addressed to The Joint Director, BIRD-Mangaluru, NABARD, Krishna nagar, Bondel, Mangaluru, 575008. on or before 23rd March 2023 by 4.00PM.

**The vendors who are already empaneled by the Bank and whose empanelment is up to 31<sup>st</sup> March 2023 are also required to apply afresh if they want to continue on the panel**

All payments will be made by the Bank by adopting electronic clearing system and electronic fund transfer. For this purpose, please furnish the information in **Enclosure(D)**.

**Other Conditions:**

Intending applicants are required to furnish details about their Organization technical experience, competence and evidence of their financial standing as per **Enclosure (B)** in order to be considered for empanelment.

While deciding upon the selection of Contractors, emphasis will be given on the ability and the competence to do good quality work in accordance with the specifications and within the time schedule.

Information furnished in the proforma will be kept confidential.

The entire application form and each part of the proforma shall be signed by a person on behalf of the Organization, who is duly authorized to do so.

If the space in the proforma is insufficient for furnishing full details, such information may be supplemented on a separate sheet of paper duly signed stating therein the proforma's part number and serial number of item. **Satisfactory completion certificates for works done for different organisations should preferably be furnished along with the application.**

Clarification, if any, may be obtained from Assistant General Manager/ Manager/ Asst. Manager, BIRD-Mangaluru, NABARD, Phone Nos. 0824-2888513/515/179 on any working day between 10.00 AM and 05.00 PM.

**Enclosures:**

- Enclosure (A) - Trade wise list of items along with description
- Enclosure (B) - Basic Information (General & Financial details)
- Enclosure (C) - Covering letter to be submitted on applicant's letter-head
- Enclosure (D) - Details of Bank account of the applicant





**Enclosure (A)**

**Trade wise list of items for Supply, Maintenance and Repair Work at BIRD Mangaluru Premises and Staff Quarters**

<b>Sr. No.</b>	<b>Name of the work/ Services</b>	<b>Description of work</b>
1	Housekeeping, general maintenance, laundry services, plumbing, hostel/VOF maintenance. Cleaning of overhead tanks and Underground sumps	Maintenance and up keeping of Office, Hostel, VoF, etc.
2	General repairs and painting works/ Civil carpentry/ Sanitary/ Interior/ Fabrication/ waterproofing.	As per requirement
3	Supply & maintenance of computer laptops and other IT peripherals and services, UPS, Printers, scanners MFDs.	As per requirement
4	Supply of stationery and printing, registration letterheads, certificates.	As per requirement
5	Catering services.	Providing catering services to the trainees, guests and staff
6	Pest Control Services.	Periodical spraying to repel pest
7	Car & Vehicle Hiring Services.	Rate Contract
8	Security Services.	Providing round the clock of security 24*7 of BIRD-M campus
9	Printing works- spiral binding, printing of ID cards, Booklets, Brouchers, Visiting cards, bank receipt, Name Board, Metal Letter work board.	As per requirement
10	Scrap dealers for e-waste.	As per requirement
11	Maintenance of STP and supply of its parts.	Upkeep and Maintenance of STP processed water and periodical testing of water quality

Note: The above list is only illustrative



**Enclosure (B)**

Photo

<b>A. Financial Information</b>		
1	Permanent Account Number (PAN) of the proprietor/ partnership firm/ private limited company/ limited company/ cooperative society (Copy of PAN to be attached)	
2	GST No., ESIC registration and EPF registration trade/ labour license wherever its applicable (enclose copies of relevant documents)	
3	Balance sheet and profit & loss statement for the previous three years, duly certified by a practicing Chartered Accountant in support of Average Annual Turnover OR Banker's Solvency Certificate in proof of having adequate financial standing.	
4.	Annual turnover during the last three years	2019-20 (Rs ...) 2020-21 (Rs ...) 2021-22 (Rs....)
5.	Indicate if involved in any litigation at present in similar type of contracts	
6.	Any civil suit arisen in the contracts of works executed, if any, please given brief details	
7.	Number of supplementary sheets attached to	

**Enclosure (B)**

Place:

Date:

Signature of the Applicant



## Enclosure (C)

(To be submitted on Contractor's own Letterhead)

No. ....

Date: .....

### The Joint Director

BIRD-Mangaluru,  
NABARD, Krishna Nagar,  
Bondel, Mangaluru, 575008.  
Dear Sir,

Empanelment of Contractors for BIRD Mangaluru -  
(write name of the trade(s) & Code number under which the applicant wants  
to be empanelled)

1. With reference to your advertisement on .....for the Empanelment of Contractors, I am / We are pleased to offer myself/ ourselves to be empaneled under  
"....."(write name of the trade(s) under which the applicant wants to be empaneled) trade, \_\_\_\_\_, our organization
2. 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..... All the other desired information, documents and certificates as required by you, are enclosed herewith in the prescribed pro forma for your perusal.
3. I/We have read and understood the Empanelment Notice and Instructions appearing in the application format and I/We understand that if any false information is detected at a later stage, any future contract made between me/ ourselves and BIRD-Mangaluru, on the basis of the information given by me/us, will be treated as invalid by BIRD-Mangaluru.
4. I/We agree that the decision of BIRD-Mangaluru in selection of the Contractors will be final and binding on me/us.
5. All the information furnished in this application as also under Enclosures (A), (B) &





(D) is correct to the best of my/our knowledge.

6. I/We also agree that I/We have no objection if enquiries are made about the works listed by me/us in the accompanying sheets or any other inquiry on the information furnished herewith in the accompanying sheets.
7. I /We, therefore, request you to kindly do the needful to empanel me/ us under "  
"(write name of the trade/s under which the applicant wants to be empanelled)  
trade/s.

Thanking you

Yours faithfully

**(Signature of Authorized person on  
Behalf of the Firm /Agency/ Contractor with seal)**



## Enclosure (D)

### Details of Bank Account

S · n o	Particulars	Details
1	Name of the Vendor /Firm	
2	Name of the Account Holder	
3	Address of the Vendor/Firm	
4	Name of the Bank, Branch and Address	
5	Bank Code and Branch Code	
6	IFSC Code of the Bank Branch	
7	Type of Account (Savings/ Current/ Cash Credit)	
8	Account Number	

Note: A Copy of Cancelled cheque in respect of the above account which is operated by the vendor must be enclosed.

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

