



NATIONAL BANK FOR AGRICULTURE AND RURAL DEVELOPMENT

NOTICE FOR EMPANELMENT OF
CONTRACTORS/SUPPLIERS/VENDORS/SERVICE PROVIDERS FOR
TRADE-WISE SUPPLY, MAINTENANCE, AMC AND REPAIR WORKS
(OFFICE EQUIPMENT, STATIONERY, OFFICE AUTOMATION, ETC.)

AT NABARD, Punjab Regional Office, Plot No.03,
Sector-34A, Chandigarh-160022.

NAME OF APPLICANT _____

ADDRESS

LAST DATE FOR SUBMISSION: 26 June 2023 by 16:00 Hrs

-SD-

(DEPUTY GENERAL MANAGER)

NABARD Punjab Regional Office, Plot No.03, Sector-34A,
Chandigarh-160022

Signature and Stamp of the Agency

Index Table

Sr.No	Enclosure/Annexure Description	Page No
1.	Checklist of Submission of Application for Empanelment	3
2.	General Terms and Conditions of Empanelment	4-5
3.	Enclosure (A) - Trade wise list of items along with description/eligibility criteria	6-10
4	Enclosure (B) - Basic Information (General & Financial Details)	11-12
5	Enclosure (C) - Covering letter to be submitted on applicant letter head	13-14
6	Enclosure (D) - Details of Bank account of the applicant	15

Checklist of Submission of Application for Empanelment

Sr. No.	Particulars	Submitted (Yes/No)
1.	The application duly filled in submitted in a sealed envelope	
2.	The application submitted on applicant's letterhead as per given format in Enclosure (C)	
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 Chief General Manager, NABARD Punjab Regional Office, Plot No.03, Sector-34A, Chandigarh-160022.	
4.	Trade and category in which empanelment is desired is indicated on top of the envelope	
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 (PAN) 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 Enclosure (B) along with supporting documents	
10.	Bank details furnished in Enclosure (D)	
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.

**National Bank for Agriculture and Rural Development (NABARD), Punjab
Regional Office, Plot No.03, Sector-34A, Chandigarh-160022.
General Conditions of Empanelment**

National Bank for Agriculture and Rural Development (NABARD), Punjab Regional Office, Chandigarh 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. The office building is located at NABARD, Punjab Regional Office, Plot No.03, Sector-34A, Chandigarh-160022 and Staff Quarters are located at NABARD Vihar, Plot No.03., Sector 66 Mohali and Housefed Complex, Phase 10, Mohali 160062.

The empanelment will remain in force for two years i.e. **01.10.2021 to 31.09.2023** 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 Chandigarh so that the complaints / works may be attended to well in time with quality service.

The vendor must have sufficient number of experienced personnel, technical know-how, equipment's, 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 31.03.2023). Further 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 to 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 this bid or in the discharge of any obligation arising under this bid whether during the course of execution of the order or after completion and whether before or after termination, abandonment or breach of the Agreement) shall be resolved amicably between the NABARD's representative and the Bidder'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 Chandigarh.

Vendors, Suppliers, Contractors and Service Providers, etc. desirous of being empaneled in the Bank's approved empaneled 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>
The application duly filled in shall be submitted in a sealed envelope super-subscribed as Chief General Manager, Punjab Regional Office, Plot No.03, Sector-34A, Chandigarh-160022 on or before 26 June 2023 till 1600 hrs.

The vendors who are already empaneled by the Bank and whose empanelment is up to 31.03.2023 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 organizations should preferably be furnished along with the application.

Clarification, if any, may be obtained from Assistant General Manager/ Manager/ Asst. Manager, NABARD, Regional Office, Chandigarh, Phone Nos:01725046746 8621000041, 8144018710, on any working day **between 10.00 PM and 03.00 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)**List of Trades for empanelment of agencies for Supply, Maintenance and Repair Works at NABARD Office Premises and Staff Quarters**

Sr. No.	Trade/Nature of Works	Description
1.	Civil Works	General repairs/ Repainting work/ Water-proofing work/ Civil work/Interior work/Fabrication work, Vendor having substantial experience to suffice with documentary proof shall only apply.
2.	Office Equipment	Supply and Maintenance of Photocopier machines, paper shredder machines, clocks, calculators, telephone instruments, cordless telephone instruments, mobile phone instruments, EPABX/ PABX, weighing machines, etc.
3.	Mechanical/Electrical/ Electronic equipment's	Supply and Maintenance of Air conditions,CCTVs, televisions, ceiling/ pedestal/ wall mounted fans, geysers, UPS, fly killer machines, water purifiers, water coolers, refrigerators, automated tea/ coffee vending machines, dish wash machines, all other Electronic Equipment's not covered etc.
4.	Office furniture/ Home furniture	Supply and Maintenance of Chairs, tables, workstations (modular), beds, sofa sets, dining sets, etc.
5.	Medical equipment and furniture	Supply and Maintenance of Various items pertaining to medical equipment and furniture.
6.	Stationery for office use	Supply of all office stationery items, such as white papers, ledger paper, registers, pens, writing pads, file boards, plastic folders, spring files, etc.
7.	General Insurance	Providing general insurance cover against receipt of premium for Bank's various properties such as Office and staff quarters, furniture and fixtures, vehicles, etc. In addition, empanelment of licensed assessors for the above said purpose.
8.	Kitchen equipment	Supply of Gas stove/burners, grinding machines, deep freezers, Beige kitchens, utensils, crockery, etc.
9.	Office automation	Supply and Maintenance of Fax machines, MFDs, scanners, projectors, Laptops, Computers, Hard disk etc.
10.	Printing	Various internal as well as external publications, letterheads, envelopes, registers, visiting cards, CDs, Flex, Banners, name Plates.
11.	Scrap dealers	All types of Scrap-old newspapers, furniture, electrical items, computers/printers/UPS etc.
12.	Xeroxing/Spiral binding	Xerox works including servicing, rate contract, spiral binding, binding works

13	Hardware Items	Prominent Hardware Store shall apply for Supply of hardware items for the purpose of plumbing or other repair works.
14	Taxi Hiring Services	Only Registered Taxi Operator should apply under the category.
15	Diesel	Supply of Diesel to be used for our Gensets on credit basis arrangement for Office Premises and Staff Quarters.
16	Cleaning of Tanks and Underground Sewerages	Cleaning of Tanks and Underground Sewerages
17	Newspaper/Media	Various Media Houses and Newspaper/Advertising Agencies.
18	Pest Control Services	Pest Control Services at Office and Staff Quarters.
19	UPS Service/Maintenance	Supply and Maintenance of UPS/Batteries.
20	Gym Equipment's	Supply and Maintenance of Gym Equipment's.
21	Xerox Machine/Fax Machine	Supply and Maintenance of Xerox Machine/Fax Machine.
22	Courier Services	Local and National Courier Services.
23	Dry Cleaning/washing	Dry Cleaners/Washing agency can apply under this.
24	Cleaning Material/Sanitizers/Masks	Shops/wholesalers/Vendor dealing in specified material can apply.
25	IT Hardware and Software	Supply/Service of Conventional Desktop PCS, All-in-One PCs, Laptops, Printers, Fax Machine, LCD Projectors, Keyboards and other Peripheral Devices, Network Switches and Associated works, Servers, Routers, Firewall, Network Integration and Data Back-up services etc.
26	Supply of Medicine	Supply of Medicine of Credit Basis to Staff Members at Various Locations.
27	Crockery & Cutlery Items	Supply of Crockery and Cutlery for Office and Staff Quarters (VOF/VEFs).
28	Books/Journals	Supply of Books /Journals for Office Library.
29	Newspaper/Magazine	Supply of Newspaper/Magazine For Office.
30	Telephone Lines/EPABX	Supply, Operation and Maintenance of Telephone Lines/EPABX in Office Premises.
31	E- Waste	Collection and disposal of E-Waste from Punjab RO as per the Government guidelines.

Note: The above list is only illustrative. The trades may include all the Necessary items, which are required by the Bank from time to time.

Pre-Qualification Criterion

The bidder have to submit documentary evidence of the following:-

- a) The bidder should have experience of similar works during the last 7 years.
- b) The annual turnover of the bidder during each of the last 3 years should be at least 30% of the estimated cost indicated in different categories indicated below:-.
- c) The firm should have done at least:
- i) Three similar works valuing not less than 40% of the category applied for; or
 - ii) Two similar works valuing not less than 50% of the category applied for; or
 - iii) One similar work valuing not less than 80% of the category applied.
- d) Audited Balance Sheet/ Profit & Loss Account of the bidder for the last 3 years.

Application is to be submitted by vendors as per above list with documentary proof for work done in following Categories: -

Sr. No	Name of Trade (Out of above list)	Category A	Category B
		Upto Rs.5.00 lakh	Upto Rs.10.00 lakh
1.	i) Three similar works valuing not less than 40% of the estimated cost of category applied for; or	Rs.2 lakh	Rs.4 lakh
		1.	1.
		2.	2.
		3.	3.
	ii) Two similar works valuing not less than 50% of the estimated cost of category applied for; or	Rs.2.5 lakh	Rs.5 lakh
		1.	1.

		2.	2.
iii) One similar work valuing not less than 80% of the estimated cost.		Rs.4 lakh 1.	Rs.8 lakh 1.

Enclosure (B)**Basic Information**

A. General Information		
1.	Name of the applicant organization/ vendor/ supplier/ service providers	
2.	Address for communication and contact details	
3.	Telephone number (landline)	
4.	Telephone number (mobile)	
5.	E-Mail Address	
6.	Type of the organization (whether sole proprietorship, partnership, private limited or limited company or cooperative society, etc.)	
7.	Name of the proprietor/partners or directors in the organization	1. 2. 3. 4. 5.
8.	Details of Registration (whether partnership firm, company, society, etc.) Registering Authority, Date, Registration No., etc., mentioning the business/activity of the firm (A copy to be enclosed)	
9.	Whether empaneled with Government/ Semi Government/ Municipal Authorities or any other organization and if so, give the details of the same and nature of contract.	
10.	Number of years of experience in the field/ trade applied for (give separate for each trade). A list of important assignments may be indicated for the same along with supporting documents.	____ Years
11	Have you in the past carried out any works for NABARD? If yes, give details.	
12.	Address of office at Chandigarh through which the proposed work will be handled. The name, designation and contact details of the officer in charge.	

B. Financial Information		
13.	Permanent Account Number (PAN) of the proprietor/ partnership firm/ private limited company/ limited company/ cooperative society (Copy of PAN to be attached)	
14.	GST No. (enclose copies of relevant documents)	
15.	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 Bankers's Solvency Certificate in proof of having adequate financial standing.	
16.	Annual turnover during the last three years	2020-21 (in ₹) 2021-22 (in ₹) 2022-23 (in ₹)
17.	Indicate if involved in any litigation at present in similar type of contracts	
18.	Any civil suit arisen in the contracts of works executed, if any, please given brief details	
19.	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:

Chief General Manager

NABARD, Punjab Regional Office,

Plot No.03, Sector-34A,

Chandigarh-160022

Dear Sir,

Empanelment of Contractors for NABARD Punjab Regional Office, Chandigarh -
"_____" (write name of the trade(s) & Code number under which the
Applicant wants to be empaneled)

1. With reference to your advertisement in the Newspaper 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, Category _____, in your 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 proforma 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 NABARD, on the basis of the information given by me/us, will be treated as invalid by NABARD.
4. I/We agree that the decision of NABARD, Punjab Regional Office, Chandigarh in selection of the Contractors will be final and binding on me/us.

Signature and Stamp of the Agency

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 empaneled) trade/s / category.

Thanking you

Yours faithfully

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

Enclosure (D)
Details of Bank Account

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.	IFS Code of the Bank Branch	
7.	Type of Account (Saving/Current/Cash Credit)	
8.	Account Number	
9.	Mobile No. E-mail:	

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

Place :

Date:

Signature and Stamp of the Agency