

**Tender for Empanelment of Contractors/ Service providers for various works/ Procurements in NABARD Office Building and Officer's Quarters at Ahmedabad.**

**From 01 November 2025 to 31 October 2027**



**Dept. of Premises, Security & Procurement (DPSP)  
National Bank for Agriculture and Rural Development (NABARD)  
Gujarat Regional Office  
Usmanpura, Ahmedabad – 380 013**



**National Bank for Agriculture and Rural Development (NABARD),  
Gujarat Regional Office**

**Empanelment of Contractors/ Service providers for various works/  
Procurements**

**General Term and Conditions**

National Bank for Agriculture and Rural Development, Gujarat RO intends to prepare a panel of contractors / vendors / suppliers / service providers for their projects likely to be taken up in the office premises and staff quarters in Ahmedabad.

The panel would be prepared under **02 categories** i.e. expected/estimated cost of work up to:-

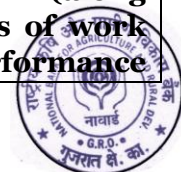
- (i) Up to Rs 5.00 lakhs (Category-I)
- (ii) Up to Rs.15.00 lakhs (Category-II)

Applicants should mark their category of application in **Enclosure A**.

The contractors/ vendors/ suppliers/ service providers who are registered with the Government/ Semi-Government Undertaking/s / Financial Institutions / Autonomous bodies / Reputed Corporate Sector institutions in the field as per the following criteria and having service set up/office at **Ahmedabad** wherefrom required services can be provided, may apply in the prescribed form for the purpose. The applicants should meet the following minimum criteria to be considered for empanelment:

**PRE-QUALIFICATION CRITERIA**

Sl No	Pre-Qualification Criteria	Description
1	<p><b>EXPERIENCE :</b> Experience of having successfully completed similar works during last <b>07</b> years ending 31 March 2025 (i.e. works prior to 31 March 2018 will not be considered) should be either of the following (Category-wise)</p> <p><b>Note 1:</b> Value of work means the actual cost of work (including GST). The value should be, as applicable to the category applied for</p> <p><b>Note 2:</b> The full address of clients and their telephone numbers shall be indicated against each assignment.</p>	<p><b>Category-I:</b> Atleast three (03) similar completed works each costing not less than 2.00 lakhs or Atleast two (02) similar completed works each costing not less than 2.50 lakhs or Atleast one (01) similar completed works each costing not less than 4.00 lakhs</p> <p><b>Category-II:</b> Atleast three (03) similar completed works each costing not less than 6.00 lakhs or Atleast two (02) similar completed works each costing not less than 7.50 lakhs or Atleast one (01) similar completed works each costing not less than 12.00 lakhs</p> <p><b>Details to be provided in Annexure B (along with documentary proof) and copies of work orders, completion certificates, performance</b></p>



		<b>certificates in support of experience to be attached.</b>
2.a.	Financial standing through the following:- (Attach documentary proof)  <b>Note:</b> Annual Turnover should be duly certified by CA/Statutory Auditors	<b>Category-I:</b> The annual financial turnover of the bidder during each of the last three years (2021-22, 2022-23, 2023-24) shall not be less than 1.50 lakh.  <b>Category-II:</b> The annual financial turnover of the bidder during each of the last three years (2021-22, 2022-23, 2023-24) shall not be less than 4.50 lakh.
2.b.		ITR of 03 financial years i.e. FY 2021-22, FY 2022-23, FY 2023-24.
2.c.		Audited balance sheet and profit and loss account of 3 financial years i.e. FY 2021-22, FY 2022-23, FY 2023-24.
3	Service Setup	The bidder <b>must</b> have full-fledged service setup in <b>Ahmedabad</b> and have registration and valid license for the trade/work, GST Registration, PAN etc.  <b>Only firms having GSTIN are eligible to apply.</b> (Attach documentary proof)

The duly filled application form shall be submitted in a sealed envelope super-scribed as “Empanelment of Contractors for Various Works” on the cover and addressed to “Chief General Manager, National Bank for Agriculture and Rural Development, Gujarat Regional Office, NABARD Tower, Opp. Municipal Garden, Usmanpura, Ahmedabad-380013” on or before 3:00 PM on **28 August 2025**.

3) The bank reserves the right to reject any or all the applications without assigning any reason thereof.

#### Enclosures and Annexures:

Enclosure A: Trade wise list of items along with description

Enclosure B: Basic Information (General and Financial details)

Enclosure C: Proforma for application for empanelment of contractors

Enclosure D : Details of Bank account of the applicant

Annexure A: List of staff with qualifications and experience

Annexure B: List of completed works

Annexure C: List of works ongoing works

Annexure D: List of available plants, machineries, equipment's etc. (if applicable)



## Other Terms and Conditions:

1. 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.
2. The Bank reserves the right to reject any or all the applications without assigning any reason whatsoever thereof and will not entertain any correspondence in this relation.
3. Intending applicants are required to furnish details about their Organisation, technical experience, competence and evidence of their financial standing as per **Enclosure (B)** in order to be considered for empanelment.
4. 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.
5. Information furnished in the proforma will be kept confidential.
6. The entire application form and each part of the proforma shall be signed by a person on behalf of the Organisation, 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 items.
7. Satisfactory completion certificates for works done for different organisations should preferably be furnished along with the application.
8. Clarification, if any, may be obtained from Assistant General Manager/ Manager/ Asst. Manager, NABARD, Department of Premises, Security and Procurement (DPSP), National Bank for Agriculture and Rural Development (NABARD), Gujarat Regional Office, Ahmedabad. Phone Nos.07927554027/24/49 on any working day **between 11:00 AM and 05:00 PM.**
9. Intending applicants are required to submit their full biodata giving details about their organisation, experience, technical personnel in their organisation, spare capacity, proven competence to handle major works etc. in the enclosed proforma.
10. The contractor/ vendor/ service provider for any particular work shall be selected from the respective panel of the Bank through competitive bidding/ nomination (as applicable) and such selected contractor/ vendor/ service provider are required to execute agreements as per Bank's format, if required.
11. 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).**
12. Applications containing false and/or incomplete information are liable for rejection.
13. While filing up the application with regard to the list of important projects completed or on-hand, applicants shall only include those completed works which individually cost more than 40% of the maximum value of work specified for the category to which the applications are submitted.
14. 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, 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 Ahmedabad.

### **Instructions to the Applicants for furnishing information as a part of qualification**

1. Intending applicants are required to submit their full bio-data giving details about their organization, experience, technical personnel in their organization, spare capacity, competence and adequate evidence of their financial standing, etc. in the enclosed form which will be kept confidential. (**Annexure A, B & C**)
2. While deciding upon the selection of contractors great emphasis will be given on the ability and competence of applicants to do good quality works within the specified time schedule and in close co-ordination with other agencies, besides the rate structure of the items.
3. Decision of the Bank in regard to selection of contractors for issue of tender forms will be final. The Bank is not bound to assign any reason therefor.
4. Each page of the application shall be signed. The application shall be signed by person/ persons on behalf of the organization having necessary authorization/ power of attorney to do so.
5. If the space in the proforma is insufficient for furnishing full details, such information may be supplemented on separate sheets of paper stating therein the part of the proforma and serial number. Separate sheets shall be used for each part.
6. Any letter or document accompanying the pre-qualification form shall be submitted in duplicate.
7. Applications containing false and/or inadequate information are liable for rejection.
8. While filling up the application with regard to the list of important projects completed or on hand, the applicants shall only include those works which individually cost not less than the specified amount.
9. Clarifications, if any required, may be obtained from the Assistant General Manager/ Manager/ Asst. Manager, Department of Premises, Security and Procurement (DPSP), National Bank for Agriculture and Rural Development (NABARD), Gujarat Regional Office, Ahmedabad.

**Signature of applicant**

**Seal**

**Address:**



### Enclosure (A)

#### Trade wise list of items for Supply, Maintenance and Repair Work at NABARD Tower and NABARD Vihar

S. No	Name Of Trade	Grade I	Grade II
		Up to ₹5 Lakh	Above ₹5 Lakh up to ₹15 Lakh
		Agencies to tick respective fields in which they seek to apply	
1	General Civil Work including repair, renovation work, asphalt/ bituminous roads/ pavement/ resurfacing work/ cement concrete road etc		
2	Water proofing, sanitary, plumbing and waterproofing of terrace, sunk slab Installation of hardware, plumbing, Cleaning of overhead tanks and underground sumps etc		
3	External and Internal Painting work of Bank's premises including minor civil repair work, painting/ polishing of furniture and fixtures including steel cupboards, doors etc.		
4	Carpentry, including fabrication and repair of office furniture including office/executive chairs, Seat & Back, tables, cupboard, back self, sofa etc. sets, podium cum computer stand etc.		
5	Specialized Structural repair work to buildings		
6	Supply of display system such as boards/ sign boards (including illuminated boards) / white boards / name plates / metal plates / metal letter, flex banner printing, rubber stamp etc.		
7	M.S. steel / Aluminium fabrication work etc		
8	Supply, installation and repair of Modular Office furniture etc		
9	Repair of electrical nature, laying of internal cables/ conceal wiring etc.		

**Eligibility Criteria:** Only contractors/ vendors/ service providers having experience of similar works during the last 7 years (ending 31 March 2025), with financial capping as indicated in pre-qualification criteria of respective grade in which they seek to apply will be considered.

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



**Enclosure (B)**  
**Basic Information**

<b>A. General Information</b>		
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.	Type of the organization (whether sole proprietorship, partnership, private limited or limited company or cooperative society, etc.)	
6.	Name of the proprietor/partners or directors in the organisation	1. 2. 3. 4. 5.
7.	i) Details of Registration – (whether partnership firm, company, society, etc.) Registering Authority, Date, Registration No., etc., mentioning the business/ activity of the firm  ii) Details of Labour License/ Electrical License etc (if any) obtained from the Competent Authorities. (A copy to be enclosed)	
8.	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.	
9.	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
10	Have any works been undertaken for NABARD in the past? If yes, give details.	
11	Address of Ahmedabad Office through which the proposed work	



	will be handled. The name, designation and contact details of the officer in charge	
<b>B. 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. (enclose copies of relevant documents)	
3	Balance sheet and profit & loss statement for the previous <b>three years</b> , 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	2022-23 (₹.) _____ 2023-24 (₹.) _____ 2024-25 (₹.) _____
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 give brief details	
7	Number of supplementary sheets attached to Enclosure (B)	

**Place:**

**Date:**

**Signature of the Applicant**

**Seal**



**Enclosure (C)**

**Proforma of application for empanelment of contractors for various works  
(To be submitted on Contractor's own Letterhead)**

Ref. No. \_\_\_\_\_

Date: \_\_\_\_\_

To

The Chief General Manager  
National Bank for Agriculture and Rural Development  
Gujarat Regional Office, NABARD Tower,  
Oppo. Municipal Garden, Usmanpura,  
Ahmedabad-380013

Dear Sir,

**Empanelment of Contractors/ Service providers for various works/  
Procurements in NABARD Office Building and Officer's Quarters at  
Ahmedabad**

With reference to your advertisement published on \_\_\_\_ \_\_\_\_ for the Empanelment of Contractors for various works, I am / We are pleased to offer myself / ourselves to be empanelled under category as indicated in "Enclosure A" (I, II: Indicate one or more as applicable), 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 \_\_\_\_\_

(indicate financial range of category also). 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, Gujarat Regional Office, in selection of the will be final and binding on me/us.

5. All the information furnished in this application as also under Enclosures/ Annexures are 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 category.

Yours faithfully

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

Name \_\_\_\_\_  
Designation \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Seal of the Applicant

Place :

Date :



**Enclosure (D)**

<b>Details of Bank Account / Proforma for Electronic payment</b>		
1.	Name of the Vendor/Firm	
2.	Address of the Vendor/Firm	
3.	Name of the Account Holder (As appearing in the Bank account)	
4.	Account Number	
5.	IFS Code of the Bank Branch	
6.	Name of the Bank, Branch and Address	
7.	Type of Account (Saving/Current/Cash Credit)	
8.	PAN Number (Mandatory)	
9.	GSTIN Number (Mandatory)	
10.	CKYC Identifier No (Mandatory)	

Note : A copy of cancelled cheque in respect of the above account which is operated by the vendor must be enclosed. A copy of PAN, GSTIN, Address Proof, Aadhar be enclosed.

**Signature of applicant**

**Seal**



## ANNEXURE-A:

### Technical Personnel and Special Experience

**List of applicant's technical personnel, giving details about their technical qualifications and experience including that in the applicant's organization.**

S. No.	Name, Address, Contact No.	Age	Qualification	Experience	Nature of works handled/ Type of works (in brief)	Name of the assignments handled	Value of Works handled	Date from which employed in the present organisation
1	2	3	4	5	6	7	8	9

**\* Use separate/additional sheets as per the requirement**

Signature of the applicant with full address and office seal

**Note:** Indicate other points (including clients' certificates), if any, relating to your technical and managerial competency which you would like to bring to our notice.



**ANNEXURE-B:****Construction Capacity and Previous Experience**

List of important projects, especially civil, **executed** by the organisation/ applicant during the **last seven years** costing Rs. \_\_\_\_\_ (as indicated in qualification criteria) lakh and above (with emphasis on multi-storied building with controlled concrete and ancillary services)

Sr. No.	Name of the Work including name of the building and location.	Nature of work involved in the contract (in brief)	Name Of The Owner And Indicate whether It Is A State Govt./ Govt Of India Undertaking Or Pvt. Body With Full Address and Telephone Numbers***	Completion Period		Value of the work ** (Rs. in lakh)
				Stipulated	Actual	
1	2	3	4	5	6	7

\* Use separate /additional sheets as per the requirement

\*\* Attach client's certificates

Signature of the applicant with full address and office seal



### ANNEXURE-C

List of important contracts **ON HAND** costing Rs. \_\_\_\_\_ (as indicated in qualification criteria)\* lakh and above (with emphasis on multi-storeyed buildings with controlled concrete and ancillary services)

Sr. No.	Name of the Work including name of the building and location.	Nature of work involved in the contract	Name Of The Owner And Indicate whether It Is A State Govt./Govt Of India Undertaking Or Pvt. Body With Full Address and Telephone Numbers.***	Stipulated date of completion	Expected date Of completion	Present stage of work with Reasons if the work is getting delayed	Value of the work ** (Rs. in lakh)
1	2	3	4	5	6	7	8

\* Use separate /additional sheets as per the requirement

\*\* Attach clients certificates

Signature of the applicant with full address and office seal



### Annexure-D

List of available Plants, Machineries, Equipment's, etc. (if applicable)

Sl. No.	Name of Plant/ Machinery/ Equipment and Accessories	Total No. of units/ Sq.mt.	No. of units/Sq.mt. that can be spared for Bank's work
1	2	3	4
1.	Concrete Mixers – with capacity		
2.	Vibrators		
	a) Needle type		
	b) Form work/ slab type		
3.	Weigh batcher with capacity		
4.	Concrete Cube Testing Equipment		
5.	Steel tubular scaffolding, also indicate with capacity		
6.	Slab shuttering area		
	a) Steel		
	b) Timber		
7.	Pumps with capacity		
8.	Air compressors		
9.	Welding, bar cutting and bending equipment		
10.	Floor Polishing machines		
11.	Hoists with capacity		

Signature of the Applicant

Seal

References:

Please give reference with full postal address of two persons (Engineers, Architects or top officials of an organization for whom the applicant has executed construction works of importance), who may be directly contacted by the Bank or by the Bank's Architects about the ability, competence or capability of the applicant's organization.



**Annexure (E)**  
**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 Enclosure (C)	
3.	Application super-scribed as "Application for Empanelment of Various Works" on the cover and addressed to Chief General Manager, NABARD, Gujarat Regional Office, Usmanpura, Ahmedabad 380013	
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.

