

नाबार्ड, छत्तीसगढ़ क्षेत्रीय कार्यालय, नया रायपुर में व्यापारवार आपूर्ति, रखरखाव, एएमसी और मरम्मत कार्यों (कार्यालय उपकरण, स्टेशनरी, कार्यालय स्वचालन आदि) के लिए ठेकेदारों/आपूर्तिकर्ताओं/विक्रेताओं/सेवा प्रदाताओं का पैनल बनाना - 01 Apr 2025 - 31 Mar 2027

नाबार्ड, छत्तीसगढ़ क्षेत्रीय कार्यालय, नया रायपुर में व्यापारवार आपूर्ति, रखरखाव, एएमसी और मरम्मत कार्यों (कार्यालय उपकरण, स्टेशनरी, कार्यालय स्वचालन आदि) के लिए ठेकेदारों/आपूर्तिकर्ताओं/विक्रेताओं/सेवा प्रदाताओं का पैनल तैयार करना नाबार्ड अपने कार्यालय के लिए विभिन्न वस्तुओं/सेवाओं की खरीद के लिए प्रतिष्ठित ठेकेदारों, विक्रेताओं, आपूर्तिकर्ताओं, सेवा प्रदाताओं, डीलरों, स्कैप डीलरों आदि का एक पैनल तैयार करना चाहता है। नया रायपुर में कार्यालय भवन और स्टाफ क्वार्टर ऐसी वस्तुओं/सेवाओं की प्रकृति, व्यापार और विवरण संलग्नक (ए) में दिया गया है। एक आवेदक विभिन्न श्रेणियों के अंतर्गत एक से अधिक वस्तुओं अथवा सेवाओं की आपूर्ति के लिए पैनल में शामिल होने की मांग कर सकता है।

पैनल में शामिल करने के लिए आवेदन निर्धारित प्रपत्र में किया जाना चाहिए, जो पैनल के नियमों और शर्तों सहित अन्य प्रासंगिक विवरणों के साथ, बैंक की वेबसाइट <https://www.nabard.org> और केंद्रीय सार्वजनिक खरीद पोर्टल (सीपीपीपी) <https://eprocure.gov.in> से डाउनलोड किया जा सकता है।

विधिवत निर्धारित प्रारूप में भरे हुए और सभी तरह से पूर्ण आवेदन, एक सीलबंद लिफाफे में प्रस्तुत किए जा सकते हैं, जिसमें स्पष्ट रूप से "ठेकेदारों/विक्रेताओं/आपूर्तिकर्ताओं/सेवा प्रदाताओं के पैनल के लिए आवेदन (इंगित किए जाने वाले व्यापार)" के रूप में लिखा जा सकता है, मुख्य महाप्रबंधक नाबार्ड छत्तीसगढ़ क्षेत्रीय कार्यालय, अनन्या, प्लॉट नंबर 01, सेक्टर -24, अटल नगर नवा रायपुर, छत्तीसगढ़- 492101। आवेदन जमा करने की अंतिम तिथि 31 जनवरी 2025 को 15:00 बजे तक है।

जो विक्रेता पहले से ही बैंक द्वारा सूचीबद्ध हैं, उन्हें भी नए सिरे से आवेदन करना होगा, यदि वे पैनल में बने रहना चाहते हैं।

बैंक बिना कोई कारण बताए किसी भी या सभी आवेदनों को अस्वीकार करने का अधिकार सुरक्षित रखता है।

ह./-

मुख्य महाप्रबंधक

नाबार्ड, छत्तीसगढ़ आरओ



राष्ट्रीय कृषि और ग्रामीण विकास बैंक, अनन्या, प्लॉट नंबर 01, सेक्टर -24, अटल नगर नवा रायपुर,
छत्तीसगढ़- 492101 में आपूर्ति, रखरखाव, एएमसी और मरम्मत कार्य (कार्यालय उपकरण, स्टेशनरी, कार्यालय
स्वचालन आदि) के लिए ठेकेदारों/आपूर्तिकर्ताओं/विक्रेताओं/सेवा प्रदाताओं के पैनल के लिए सूचना ।

आवेदक का नाम:

पता:

जमा करने की अंतिम तिथि: 31 जनवरी 2025 15:00 बजे तक

मुख्य महाप्रबंधक

छत्तीसगढ़ क्षेत्रीय कार्यालय

अनन्या, प्लॉट नंबर 01, सेक्टर-24 अटल नगर नवा रायपुर, छत्तीसगढ़- 492101

Empanelment of Contractors/Suppliers/Vendors/ Service Providers For trade-wise supply, maintenance, amc and repair works (office equipment, stationery, office automation etc.) in NABARD, Chhattisgarh Regional Office, Naya Raipur
01 Apr 2025 - 31 Mar 2027

NABARD intends to prepare a panel of reputed contractors, vendors, suppliers, service providers, dealers, scrap dealers, etc., valid for two years, for procurement of various articles/ services for its office, office building and staff quarters in Naya Raipur. The nature, trade and description of such articles/services are given in Enclosure (A). One applicant can seek empanelment 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, may be 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 Chief General Manager NABARD Chhattisgarh Regional Office, Ananya, Plot No. 01, Sec-24, Atal Nagar Nava Raipur, Chhattisgarh- 492101. **The last date for submission of application is 31 January 2025 up to 15:00 hrs.**

The vendors who are already empaneled by the Bank 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 thereof.

Sd/-

Chief General Manager
NABARD Chhattisgarh RO



**NATIONAL BANK FOR AGRICULTURE & 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 ANANYA, PLOT NO. 01, SEC-24, ATAL NAGAR NAVA RAIPUR,
CHHATTISGARH- 492101.**

NAME OF APPLICANT _____

ADDRESS

LAST DATE FOR SUBMISSION: 31 Jan 2025 by 15:00 HRS

THE CHIEF GENERAL MANAGER

Chhattisgarh Regional Office
Ananya, Plot No. 01, Sec-24
Atal Nagar Nava Raipur, Chhattisgarh- 492101

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: THE CHIEF GENERAL MANAGER Chhattisgarh Regional Office, Ananya, Plot No. 01, Sec-24, Atal Nagar Nava Raipur, Chhattisgarh-492101	
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 practising 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 & RURAL DEVELOPMENT

**Chhattisgarh Regional Office, Ananya, Plot No. 01, Sec-24, Atal
Nagar Nava Raipur, Chhattisgarh- 492101**

General Conditions of Empanelment

National Bank for Agriculture & Rural Development (NABARD), Chhattisgarh Regional Office 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 Naya raipur. The office building is located at Ananya, Plot No. 01, Sec-24, Atal Nagar Nava Raipur, Chhattisgarh- 492101.

The empanelment will remain in force for two years i.e. **01 April 2025 to 31 March 2027** 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 empanelled list.

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

The vendor must have sufficient number of experienced personnel, technical knowhow, equipment, 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 Mar 2024). 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 Raipur.

Vendors, Suppliers, Contractors and Service Providers, etc. desirous of being empanelled 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.

The requirement of GSTIN will be as per GST Laws and it will be binding upon the Contractors/vendors. The vendors having Udyam registration for MSME may submit their certificate claiming relaxation of GSTIN.

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 “Empanelment of contractors/ suppliers/ vendors/ service providers for

(Trade to be indicated)” on the cover and addressed to Chief General Manager, Chhattisgarh Regional Office, Ananya, Plot No. 01, Sec-24, Atal Nagar Nava Raipur, Chhattisgarh- 492101 on or before **3:00 PM, 31 January 2025**.

The vendors who are already empanelled by the Bank 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 Organisation, 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 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 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/ Asst. Manager, NABARD, Chhattisgarh Regional Office, Ananya, Plot No. 01, Sec-24, Atal Nagar Nava Raipur, Chhattisgarh- 492101 through email dpsp.raipur@nabard.org or phone nos. 0771-671-5529/0771-671-5540 on any working day **between 10.00 AM 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'

Trade wise list of items for Supply, Maintenance and Repair Work at
NABARD Office Premises and Staff Quarters

Sr. No.	Trade/Nature of Works	Description
1	Office Equipment	Photocopier machines, paper shredder machines, clocks, calculators, telephone instruments, cordless telephone instruments, mobile phone instruments, EPABX/ PABX, franking machines, weighing machines, etc.
2	Mechanical/Electrical/Electronic equipments	Air conditioners, televisions, ceiling/ pedestal/ wall mounted fans, geysers, UPS, fly killer machines, water purifiers, water coolers, refrigerators, automated tea/ coffee vending machines, dish wash machines, etc.
3	Office furniture/ Home furniture	Chairs, tables, workstations (modular), beds, sofa sets, dining sets, cots, etc.
4	Stationery for office use	All office stationery items, such as white papers, ledger paper, registers, pens, writing pads, file boards, plastic folders, spring files, etc.
5	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. Also empanelment of licensed assessors for the above said purpose
6	Kitchen equipment	Gas stove/burners, grinding machines, deep freezers, Beige kitchens, utensils, crockery, etc.
7	Office automation – IT and UPS	Fax machines, MFDs, scanners, projectors, computer hardware, installations and peripherals such as printers etc., Networking and Hardware Solutions.
8	Printing	Various internal as well as external publications, letterheads, envelopes, registers, visiting cards
9	Scrap Dealer	All types of Scrap. Sale/ Disposing of Waste or Old Deadstock items

10	Xeroxing/Spiral binding	Xerox works including servicing, rate contract, spiral binding, binding works, etc.
11	Courier Services	Courier service (local as well as other places)
12	Gym Equipment and Weighing Machines	Supply, repair and maintenance of gym equipment and weighing machines
13	Taxi Service	Frequent requirement of taxi for local/ outstation travel in Chhattisgarh. Vendor to maintain a good fleet of taxis.
14	Catering Services	Serving Breakfast/ Lunch/ Dinner as well as office refreshments to office staff or for meetings
15	<u>Civil/ Interior Works</u>	Routine maintenance/ repair/ renovation/ retrofitting work in office building premises
16	<u>Firefighting Equipment and Works</u>	Supply/ Repair / Maintenance of Firefighting System and equipment
17	Façade Cleaning	Cleaning of Outer Glass/ Structural Glazing, Inner ACP Panels in office building
18	Waterproofing	All types of waterproofing Services for the Maintenance of Office Buildings.

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.	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.	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)	
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 you in the past carried out any works for NABARD? If yes, give details.	
11.	Address of Naya Raipur Office through which the proposed work will be handled. The name, designation and contact details of the officer in charge	

B. Financial Information:

12.	Permanent Account Number (PAN) of the proprietor/ partnership firm/ private limited company/ limited company/ cooperative society (Copy of PAN to be attached)	
13.	GST No. (enclose copies of relevant documents)	
14.	<u>Balance sheet and profit & loss statement for the previous three years, duly certified by a practising Chartered Accountant in support of Average Annual Turnover OR Banker's Solvency Certificate in proof of having adequate financial standing.</u>	
15.	<u>Annual turnover during the last three years</u>	<u>2021-22 (Rs.....)</u> <u>2022-23 (Rs.....)</u> <u>2023-24 (Rs.....)</u>
16.	Indicate if involved in any litigation at present in similar type of contracts	
17.	Any civil suit arisen in the contracts of works executed, if any, please given brief details	
18.	Number of supplementary sheets attached to Enclosure (B)	

Place:**Date:****Signature of the Applicant**

Enclosure (C)
(To be submitted on Contractor's/ Vendor's own Letterhead)

No.

Date :

THE CHIEF GENERAL MANAGER

**Chhattisgarh Regional Office,
Ananya, Plot No. 01, Sec-24, Atal Nagar Nava Raipur,
Chhattisgarh- 492101**

Dear Sir,

Empanelment of Contractors for NABARD Chhattisgarh Regional Office, - “
_____” (write name of the trade(s) & Code number under which
the applicant wants to be empaneled)

1. With reference to your advertisement in the CPPP on2024 for the Empanelment of Contractors/vendors 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 Chhattisgarh Regional Office 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 empaneled) trade/s / category.

Thanking you

Yours faithfully

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

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	

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

Debarment from bidding/empanelment

- i. A vendor who has been convicted of an offence under the Prevention of Corruption Act, 1988; or the Indian Penal Code or any other law for the time being in force, for causing any loss of life or property or causing a threat to public health as part of execution of a public procurement contract shall be debarred.
- ii. A vendor debarred or any successor of such vendor shall not be eligible to participate in a procurement process for a period not exceeding three years commencing from the date of debarment. HO departments/ROs/TEs will maintain list of such vendors which will also be displayed on CPPP and Bank's website.
- iii. The Bank may debar a vendor or any of its successors, from participating in any procurement process, for a period not exceeding two years, if it is determined that the vendor has breached the code of integrity. The HO departments/ROs/TEs of NABARD will maintain such list which will also be displayed on Bank's website.
- iv. The vendor shall not be debarred unless such vendor has been given a reasonable opportunity to represent against such debarment.
- v. The debarment has been classified under the following two types and the HO departments/ ROs/ TEs of NABARD shall take necessary action in each type of debarment as outlined in the following sub-paras:
 - a) Debarment is proposed to be limited to the Bank
 - b) Debarment is proposed to cover all the public procuring entities – Requisite order to be issued by the Department of Expenditure (DoE), Ministry of Finance (MoF)

Definitions:

Firm: The term 'firm' or 'bidder' has the same meaning which includes an individual or person, a company, a cooperative society, a Hindu Undivided Family and an association or body of persons, whether incorporated or not, engaged in trade or business.

Allied Firm: All concerns which come within the sphere of effective influence of the debarred firms shall be treated as allied firms. In determining this, the following factors may be taken into consideration:

- a. Whether the management is common;
- b. Majority interest in the management is held by the partners or directors of banned/ suspended firm;
- c. Substantial or majority shares are owned by the banned/ suspended firm and by virtue of this it has a controlling voice;
- d. Directly or indirectly controls, or is controlled by or is under common control with another bidder;
- e. All successor firms will also be considered as allied firms. The terms "banning of firm", 'suspension', 'black-listing' etc. shall convey the same meaning as of "Debarment"