

**Tender**

**For**

**Empanelment of Contractors/Service providers for specialised nature of works/Procurements in Office Building and Officers' Quarters at NABARD Ranchi-834009 from 01 October 2023 to 31 March 2026**



**Dept. of Premises, Security & Procurement (DPSP)  
NABARD's Jharkhand Regional Office  
Near Pani Tanki, Bariatu-Booty Road  
Ranchi-834009**

Date of release of tender	29 August 2023
Date & time of Pre-Bid meeting	3.00 PM on 05 September 2023
Date of submission of tenders	Upto 2.00 PM on 19 September 2023
Date of opening of tenders	3.00 PM on 19 September 2023



## INDEX

<b>Sl. No.</b>	<b>Description</b>	<b>Section</b>	<b>Page No.</b>
1.	Notice Inviting Tender	Section-01	4- 6
2.	Form of Tender	Section-02	7- 8
3.	Checklist for submission of Application	Section-03	9
4	Information & Instruction to Bidder (Pre-qualification Criteria, etc.)	Section-04	10-12
5	Trade Wise list of items for Specialised works/procurement at NABARD's Office Premises and officers' Quarters in Ranchi	Section-05	13 - 15
6	General Instructions to the applicants for Empanelment	Section-06	16-17
7	Basic Information	Section-07	18-19
8	Previous Experience	Section-08	20
9	Technical and Skilled Personnel	Section-09	21
10	To be submitted on Contractor's own letter head	Section-10	22-23
11	Proforma for Electronic Payment (Bank Account details )	Section-11	24

## Section-01

### Notice Inviting Tender



Ref.NB.JH/DPSP/1000/Empanelment/2023-24

29 August 2023

To Bidders

Dear sir

**Tender for Empanelment of Contractors/Service providers for specialised works/procurement in Office Building and officers' Quarters at NABARD, Ranchi-834009 from 01 October 2023 to 31 March 2026**

1. **NABARD** invites tender to prepare a panel of reputed contractors/service providers, for specialised works / procurement in its Regional Office Building & officers' Quarters in Ranchi. The applicants can apply for one or more categories of work. The tender can be downloaded from <https://www.nabard.org>.

2. Bidders are to submit their offers in sealed envelope. The bidders should apply only in our floated tender document, along-with all the other details as indicated in the tender document.

3. The tenders may be submitted in a sealed cover clearly subscribing it as **"Application for Empanelment of Contractors / Service Providers for (Trade to be indicated) for specialised works/procurement in Office Building and officers' Quarters at NABARD, Ranchi-834009 from 01 October 2023 to 31 March 2026"** to the Chief General Manager, NABARD, Jharkhand Regional Office, DPSP, Bariatu-Booty Road, Ranchi-834009.

4. Tenders should reach this office latest by **2.00 PM on 19 September 2023**. The tenders are to be dropped in the drop box kept in DPSP Department of NABARD, Jharkhand Regional Office, Ranchi-834009. Bidders shall be solely responsible for submission of their tenders in physical form in drop box as indicated above.

Tenders received through any other mode such as Courier / Post / E-Mail / Fax / Telegraph, etc. shall not be entertained and shall be treated as invalid tenders.

5. The bids shall be accepted only in respect of those bidders whose tenders are in line with the requirements as per NIT, terms and conditions of the tender document & clarifications issued during pre-bid meeting, if any. The decision of the Employer in this regard shall be binding on the bidders and not open to question or appeals. Any Conditional offer will not be accepted.

6. NABARD reserves the right to accept any or reject all the applications without assigning any reasons therefore. The tender is neither an agreement nor an offer and is only an invitation by the Bank to the interested parties for submission of their tenders/ offers.

7. For any clarifications, you may contact DPSP personally or by sending e-mail at [dpdp.ranchi@nabard.org](mailto:dpdp.ranchi@nabard.org).

8. Already empanelled contractors with NABARD also need to submit applications afresh if they wish to get empanelled afresh.

Yours faithfully

Sd/-

**(S. Prusty)**

**Asst. Gen. Manager**

**Section-02**  
**Form of Tender**



To,

Date:

The Chief General Manager,  
National Bank for Agriculture and  
Rural Development  
Jharkhand Regional Office,  
Near Pani Tanki, Bariatu-Booty Road  
Ranchi-834009

Dear Sir,

**“ Tender for Empanelment of Contractors/Service providers for specialised works/  
procurement in Office Building and officers’ Quarters in Ranchi”**

Having examined the Tender document relating to the specified in the Memorandum hereinafter set out, having visited and studied the tender document as specified in the said Memorandum and having acquired the requisite information relating thereto as affecting the tender, I/We hereby offer to execute the tender specified in the said Memorandum, as mentioned in the tender in all respects of the tender, in accordance with such conditions in so far as they may be applicable.

**MEMORANDUM**

Subject	Details
Description	Empanelment of Contractors/Service providers for specialised works / procurement in Office Building and officers’ Quarters at NABARD, Ranchi.
Location	NABARD, Jharkhand Regional Office, Near Pani Tanki, Bariatu-Booty Road , Ranchi-834009.
Duration of Empanelment	01 October 2023 to 31 March 2026 with annual review.

Should this tender be accepted, I/We hereby agree to abide by and fulfil the terms and provisions or the said Conditions of the tender annexed hereto in so far as they may be applicable.

Our Bankers are:

- I. .... Bank, ..... Branch, ....., Ranchi  
II ..... Bank, ..... Branch, ..... Ranchi  
III. Type of account : Savings / Current account  
IV. Bank Account No. :  
V. IFS code of Bank and branch :  
VI. Valid GST No. & PAN No.



VII. The names of partners of our firm are:

- i) ii)
- iii)

Name of the partner of the firm Authorized to sign: OR Name or person having Power of Attorney to sign the contract (Certified copy of the Power of Attorney should be attached):

Yours faithfully,

Signature of Tenderer with seal

E-mail id:

### SECTION-03

#### CHECKLIST FOR SUBMISSION OF APPLICATION /TENDER

**Checklist is indicative only. Applicant/tenderer is requested to go through the tender proforma carefully before submission.**

Sl. No.	Particulars	Submitted (Yes/No)
1	The application/tender to be duly filled and submitted in a sealed envelope.	
2	Document in support of nature of firm , date of establishment , years of experience in the field	
3	The application submitted on applicant's letterhead as per Annexure-10	
4	Application superscribed as <b>“Tender for Empanelment of contractors/Service providers for specialised works / procurement in office building and officers’ quarters of NABARD, Ranchi-834009”</b> on the cover and addressed to Chief General Manager, NABARD, Jharkhand Regional Office, Ranchi-834009 Indicating on the top of the envelope the category and trade- code(s) in which empanelment is desired	
5	Submitted copies of Work orders, Completion Certificates in support of experience	
6	Submitted copies of 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	
7	Details of Labour License / Electrical License etc. (wherever applicable) obtained from the Competent Authorities (a copy to be enclosed )	
8	Copy of Permanent Account Number (PAN) of the proprietor/ Partnership firm/Private Limited/Limited or Co-operative Body attached	
9	Copy of Details of Registrations, if any, with (i) GSTIN (ii) Sales Tax Authority (TIN) (iii) Registration with ESIC (iv) Registration with EPFO enclosed	
10	Information duly furnished in Section-7,8 &9 along with supporting documents	
11	Bank details furnished in Section- 11	
12	Copy of cancelled cheque	

## SECTION- 04

### Information & Instructions to Bidders

- 1) National Bank for Agriculture and Rural Development (NABARD), Jharkhand Regional Office, Ranchi intends to prepare a panel of reputed contractors having specialisation in the trades mentioned in Annexure-I for undertaking works and procurement in Office building and staff quarters located in Ranchi. The office building is located near PHED water Tank, Bariatu-Booty Road, Ranchi-834009 and officers' quarters are located at Sector-01, Block- 19 & 20, National Games Housing Complex, Khelgaon-835217.
- 2) The empanelment shall be valid for a period upto 31 March 2026 subject to annual review every year. If the performance/credentials and dealings of the Contractor/ Service Provider is found to be unsatisfactory, bank reserves the right to delete their name from the empanelled list.
- 3) The panel would be prepared under **four categories** i.e. works costing –
  - (i) upto Rs 2.00 lakhs (**Category-I**)
  - (ii) upto Rs.5.00 lakhs (**Category- II**)
  - (iii) upto Rs.10.00 lakhs (**Category- III**)
- 4) The Contractors who are registered with the Government/Semi-Government Undertaking/s/Financial Institutions/Autonomous bodies /Reputed Corporate Sector institutions in the field of similar works and supply of materials as per the following criteria and having service set up at Ranchi wherefrom required quality services can be provided, may apply in the prescribed form for the purpose. The contractors/service providers should meet the following minimum criteria:

### PRE-QUALIFICATION CRITERIA

Criteria	Category-I (upto ₹2 lakh)	Category-II (₹2 lakh to ₹5 lakh)	Category-III (₹5 lakh to ₹10 lakh)
(A) Minimum years of experience in works of similar nature	03 years	05 years	05 years
B) <b>Experience :</b> Experience of having successfully completed similar works during last five years ending 31 March 2023 (i.e. works prior to 01 April 2018 will not be considered) should be either of the following:			
Three similar works / procurement <b>OR</b>	Costing Rs.0.8 Lakhs and above	Costing Rs.2.0 Lakhs and above	Costing Rs.4.0 Lakhs and above
Two similar works/ procurement <b>OR</b>	Costing Rs.1.0 Lakhs and above	Costing Rs.2.5 Lakhs and above	Costing Rs.5.0 Lakhs and above



One similar works/ procurement	Costing Rs.1.6 Lakhs and above	Costing Rs.4.0 Lakhs and above	Costing Rs.8.0 Lakhs and above
C.Annual Financial Turnover during each of last 03 years ending 31 March 2023 should be atleast	2 Lakh	5 Lakh	10 Lakh

D. The firm should have adequate technically qualified and experienced staff in the category for which empanelment has been applied for. (List to be provided)

E. Having full-fledged service setup at Ranchi and have Registration and valid Licenses for related trades and GST Registration etc.

**Note: The following documents should invariably be attached alongwith application in support of experience, establishment and financial capability:**

1. Copies of Work orders, Completion Certificates, performance certificates in support of experience
2. Copies of Registration certificate, PAN, valid licenses for related trades and GSTIN Registration certificate. Only firms having GSTIN are eligible to apply.
3. Copies of 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. For Category-I, the agencies can submit other documents instead of balance-sheets etc.
4. NABARD encourages electronic mode of payment to vendors. For this purpose, please furnish the information in section-11.
5. Applications incomplete in any respect will not be considered and are liable to be rejected.
6. Vendor / firm should furnish the specific brand or make, in case of authorised dealer (copy of authorised dealership certificate to be enclosed)
7. All applicants are required to put signature and seal of the authorised official of the firm on each page of the tender / application.
8. Mere submission of application for empanelment does not confer any right of empanelment.

(Seal and signature of tenderer / applicant)

## Section-05

### Trade wise details of specialised works/ procurement at NABARD's Office Premises and officers' Quarters in Ranchi

Trade / Items of work	Category-I (Upto Rs.2 lakh)	Category-II (From Rs.2 lakh to Rs.5 Lakh)	Category-III (From Rs.5 lakh to 10 Lakh)
1.Supply of stationery Items viz.xerox paper, spring files, pen , pencil, stapler, writing pad, Punch m/c etc. of reputed brands			
2.Printing of I-cards, visiting cards, printing of books/booklets, metal name plates, invitation card etc.			
3.Supply of safe packaged drinking water / Tanker drinking water			
4.Collection of waste/damaged / old unserviceable items			
5.Building decoration during festivals viz.flower decoration , cloth decoration, light decoration, supply of audio system, projector, stage preparation etc.			
6.Almirah , drawer, table repairing / painting, making duplicate keys, work station repairing etc.			
7.Supply and installation of sun film , roller blind / venetian blind, curtain, carpet , floor mat, awning etc.			
8.Construction of flexi, standii , banner etc.			
9.Supply of mementoes , metal / wood / bamboo handicrafts, paintings , gift items, glass / metal statues			

## Section -06

### **General Instructions to the applicants for Empanelment**

1. NABARD, Jharkhand Regional Office, Ranchi intends to prepare a panel of reputed contractors/service providers for specialised works / procurement for NABARD's office building and officers' quarters at Ranchi. These works (which are likely to be executed) will have estimated cost from Rs.2 Lakh upto Rs.10 lakh from the empanelled agencies.
2. **The Contractor for any particular work shall be selected from the respective panel of the Bank through competitive bidding.**
3. **Applicants are required to indicate on the top of the envelope the trade-code and category in which they desire empanelment as per list enclosed.**
4. **The applicants can apply for one or more trades/ categories of empanelment, which may be clearly mentioned in Section–IV & V of the application document.**
5. Intending applicants are required to furnish details about their Organisation, technical experience, competence and evidence of their financial standing as per the enclosed proforma in order to be considered for empanelment.
6. 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.
7. The vendor must have own adequate technical set-up in Ranchi so that complaint / work may be attended to promptly on time.
8. The vendor must have sufficient number of experienced personnel, technical know-how, equipment, instruments and other resources, to complete the awarded work well in time and as per specification.
9. 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.
10. Information furnished in the proforma will be kept confidential.
11. The application form and each part of the proforma viz., (i) Basic information, (ii) Previous Experience & ( iii) Technical Personnel & Special Experience shall be signed by a person on behalf of the Organisation, who is duly authorised to do so.

12. 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 employers should preferably be furnished along with the application.
13. Applications containing false or inadequate information are liable for rejection.
14. NABARD, Jharkhand Regional Office, Ranchi reserves the right to reject any or all applications without assigning any reason thereof. Decision of the Bank in regard to selection of Contractors for empanelment will be final and binding.

## Section – 07

### BASIC INFORMATION

1.	<b>Trade(s) applied for (Mention Trade code )</b>	
2	The category for which application is being made	
	I. Upto Rs.2.00 lakh	
	II. From 2.00 Lakh to Rs.5.00 lakh	
	III. From 5.00 lakh to Rs.10.00 lakh	
3.	Name of Organisation	
4.	Type of Organisation (Whether Sole Proprietorship, Partnership, Private Limited, Public Limited , Body Corporate or Cooperative Body, etc.)	
5.	Name of the Proprietor/Partner or Directors in the Organisation	1. 2. 3. 4.
6.	i) Details of Registration (Firm, Company, etc.), Registering Authority, Date, No. etc. ii) Details of Labour License/Electrical Licence, etc., (if any) obtained from the Competent Authorities (a copy to be attached)	
7.	Experience in maintenance/repair works/effecting supply, etc. (In operation since _____(years)	-----Years
8	Details of Banks' Solvency Certificate (if any) & Name and Address of Bankers	
9.	Permanent Account Number (PAN) of the Proprietor/ Partnership Firm/ Private Limited/Limited or Cooperative Body (copy of PAN to be attached)	

10.	Details of Registrations, if any with i) GST ii) Registration with ESIC iii) Registration with EPFO  (Enclose copies of relevant documents)	
11	Annual turnover during the last three years	2020-21 ₹  2021-22 ₹  2022-23 ₹
12	I. Registered Office Address II. Contact Number Landline No. Mobile No. III. Email ID Website Address (if any) IV. Office Address through which the work will be handled and the name of the Officer-in-Charge/Top Executive	
13.	Whether working with any of the Government/ Semi Government/Undertakings/PSU/ Financial Institution as approved Contractors and if so, furnish details thereof.	
14.	Whether any technical personnel are employed in the Organisation and if so, give details of their experience and qualifications.	
15.	Indicate if involved in any litigation at present in similar type of contracts	
16.	Any civil suit arisen in the contracts of works executed, if any, please give brief details	
17.	Number of supplementary sheets attached to Annexure III.	

## Section – 08

### Previous Experience

1. List of important similar works executed by the Organisation during the last 5 years

Name of the Work	Name and address of the owner (Govt./ Semi Govt./ Bank / Public/ Private Sector Organisation)	Nature and Type of works (in brief)	Location	Name and full address/ contact number of Officer under whom the work was carried out	Approved cost of work	Duration Stipulated (completion time)	Work Completion details (If work was left incomplete or contract was terminated by other side, give details thereof)	
							Actual Time taken	Actual cost of work
1	2	3	4	5	6	7	8	9

2. List of important similar works on hand each worth ₹..... lakh and above

Name of the Work	Name of the owner (Govt./ Semi Govt./ Bank/Public/ Private Sector Organisation)	Nature and Type of works (in brief)	Location	Amount tendered	Time stipulated for completion	Present Stage of work
1	2	3	4	5	6	7

3. Number of supplementary sheets attached to Annexure IV -

Signature of the Applicant

Place

Date

## SECTION -09

### **Technical and Skilled Personnel**

1. Name and other details of Technical and Skilled Personnel in your employment :

Name	Qualification	Experience	Name of work handled	No.of years employed in your organisation	Value of works handled
1	2	3	4	5	6

2. Indicate the name of specific person who will be involved with the NABARD, if empaneled
3. Indicate other points, if any, to show technical and managerial competency or to indicate other important point in favour of the organization
4. Submit list of tools and plants, instruments, machinery etc., which can be readily deployed on site.
5. Number of supplementary sheets attached to Annexure III.

Place :

Date :

Signature of the Applicant



**SECTION- 10**

(To be submitted on Contractor's own Letter head)

Ref. No.....

Date : .....

To

The Chief General Manager  
National Bank for Agriculture  
and Rural Development  
Jharkhand Regional Office  
Near Pani Tanki,  
Bariatu- Booty Road  
Ranchi- 834009

Dear Sir,

**Tender for Empanelment of Contractors / Service Providers for specialised works/ procurement in Office building and staff quarters in Ranchi (write Name of the trades & 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 .....and the maximum financial limit under the said class/category is ₹ ..... I am / we are enclosing a copy of the certificate to this effect issued by them. 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 the instructions appended to the proforma and I/We understand that if any false information is detected at a later date, any future contract made between ourselves and NABARD, Jharkhand Regional Office, Ranchi on the basis of the information given by me/us will be treated as invalid.
4. I/We agree that the decision of NABARD, Jharkhand Regional Office, Ranchi in selection of the Contractors will be final and binding on me/us.
5. All the information furnished under sections 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) with seal

## **SECTION – 11**

### **PROFORMA FOR ELECTRONIC PAYMENT**

Details of Bank account to be furnished by the contractors/service providers for effecting payment with phone nos.

1	Name of the account holder (As appearing in the Bank account)	
2	Name of the Bank	
3	Name of the Branch and address	
4	Account Number	
5	RTGS/NEFT/IFS Code	
6	Type of account (Savings, Current, etc.)	
7	PAN Number	
8	GSTIN Number	

Please attach

- (1) One original cancelled Cheque leaf of the above Bank account and
- (2) Copy of PAN Card
- (3) Allotment letter/registration letter under GSTIN
- (4) Copy of address proof/Aadhaar

Signature

Seal