

# **BANKERS INSTITUTE OF RURAL DEVELOPMENT**

**ABHILASHA-I, 6 ROYD STREET, KOLKATA - 700 016**

**PH- 033-22640029, E-mail – [bird.kolkata@nabard.org](mailto:bird.kolkata@nabard.org)**

Notice Inviting Applications from GEM Empanelled Contractor / Dealers/ Suppliers / Vendors / Service Providers for Supply and Maintenance of IT and related work

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1. Bankers Institute of Rural Development (BIRD), a Training Establishment of National Bank for Agriculture and Rural Development (NABARD), at Kolkata (WB) intends to prepare a panel of reputed contractors/dealers/suppliers/vendors/service providers having specialization in IT and related work, in different complexes i.e. (i) "Bankers Institute of Rural Development, Abhilasha-I, 6, Royd Street, Kolkata-700 016, (ii) Trainees' Hostel at NABARD Abasan RNC Quarters, 51/1, Radhanath Chowdhury Road, Seal Lane, Tangra, Kolkata (WB) – 700 015. 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.

2. Only Applicants having at least 3 years' experience in undertaking similar nature of works and having executed two or more similar type of works individually costing not less than Rs.5.00 lakh for Category-I, Rs.10.00 lakh for Category-II and Rs.25.00 lakh for Category-III, may apply.

3. 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 statement which will be kept confidential.

4. While deciding upon the selection of contractors', 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.

5. Decision of the Bank in regard to selection of contractors for issue of tender forms will be final. NABARD is not bound to assign any reason therefor.

6. If the space in the format is insufficient for furnishing full details, the information shall be supplemented on separate sheets of paper stating therein the part of the statement and serial number. Separate sheets shall be used for each part.

7. Applications containing false and /or inadequate information are liable for rejection.

8. 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>.

9. 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/Dealers/ Vendors/ Suppliers/Service Providers for \_\_\_\_\_ (Trade to be indicated) to "The Joint Director, Bankers Institute of Rural Development, Abhilasha-I, 6, Royd Street, Kolkata-700 016". The last date for submission of application is on 10 February 2022 upto 3.00 PM.

The vendors who are already empanelled by the Bank are also required to apply afresh, if they want to continue on the panel.

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

Date: 01-02-2022

Place : Kolkata

Asst. General Manager

**NATIONAL BANK FOR AGRICULTURE & RURAL DEVELOPMENT**  
**NOTICE INVITING APPLICATIONS FROM GEM EMPANELLED SUPPLIERS/VENDORS**

**For Supply, Maintenance of Computer Desktops, Laptops, Printers,  
Scanners, IT equipment and related services at**

**BANKERS INSTITUTE OF RURAL DEVELOPMENT**

**ABHILASHA-I, 6, ROYD STREET, KOLKATA – 700 016**

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

ADDRESS

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

LAST DATE FOR SUBMISSION: 10-02-2022 BY 15:00 HRS

THE JOINT DIRECTOR

BANKERS INSTITUTE OF RURAL DEVELOPMENT

ABHILASHA-I

6, ROYD STREET

KOLKATA – 700 016

**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 Vendors/ Suppliers for (trade to be indicated)" on the cover and addressed to: JOINT DIRECTOR, BANKERS INSTITUTE OF RURAL DEVELOPMENT, ABHILASHA-I, 6, ROYD STREET, KOLKATA – 700 016	
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.	Certificate of Authorised Dealership allocated to the vendor by the Manufacturers/OEMs for supply of Computers and Peripherals	
11.	Certificate of E-Waste Management Act Compliance	
12.	Bank details furnished in Enclosure (D)	
13.	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**  
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**BANKERS INSTITUTE OF RURAL DEVELOPMENT**

**ABHILASHA-I, 6, ROYD STREET, KOLKATA – 700 016**

***General Conditions of Empanelment***

Bankers Institute of Rural Development (BIRD), a Training Establishment of National Bank for Agriculture and Rural Development (NABARD), at Kolkata (WB) intends to prepare a panel of reputed contractors/dealers/suppliers/ vendors/service providers having specialization in Supply, Maintenance and Repair of Computer Desktops, Laptops, Printers, Scanners, IT equipment and related services, for undertaking various related works in (i) Office building, viz. “Bankers Institute of Rural Development, Abhilasha-I, 6, Royd Street, Kolkata-700 016, (ii) Trainees’ Hostel at NABARD Abasan RNC Quarters, 51/1, Radhanath Chowdhury Road, Seal Lane, Tangra, Kolkata (WB) – 700 015.

1. The empanelment will remain in force for two years since approval subject to annual review every year. If the services provided by the vendor / supplier are found to be unsatisfactory or at any time it is found that the information provided for empanelment or for any quotation is false, NABARD reserves the right to remove such vendor / service provider from the empanelled list.
2. The vendor must have own shop/office/adequate technical set up in Kolkata so that the complaints/works may be attended to well in time.
3. 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 NABARD.
4. The vendor must have an experience of having successfully completed similar works/ services in the last three years (as on 31 March 2021). At least one work should have been done in Autonomous body/ Bank/ financial Institution or any other reputed institution.
5. The vendor may submit performance certificates from persons/ entities/ institutions for whom they have worked in the past.
6. 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.
7. The Bank reserves the right to reject any or all applications without assigning any reason whatsoever thereof and will not entertain any correspondence.
8. 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 NABARD’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 Kolkata.
9. Vendors, Suppliers, Contractors, Service Providers, etc. desirous of being empanelled in NABARD’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 NABARD 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.

10. 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/dealers/suppliers/ vendors for Supply, Maintenance of Computer Desktops, Laptops, Printers, Scanners, IT equipment and related services” on the cover and addressed to “JOINT DIRECTOR, BANKERS INSITUTE OF RURAL DEVELOPMENT, ABHILASHA-I, 6, ROYD STREET, KOLKATA – 700 016 on or before 10 February 2022 upto 3:00 PM.
11. The vendors who are already empanelled by the Bank are also required to apply afresh if they want to continue on the panel.
12. 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).

### 13. Pre-Qualification Criteria

- a. **Area of Operation/Technical Setup** – The vendor must own adequate technical set up in Kolkata so that the complaints/works may be attended to well in time. The firm should have been in the trade for a minimum period of 03 (three) years with a good track record.
- b. **Experience** – The vendor must have an experience of having successfully completed similar works/services in the last three years (as on 31 March 2021). At least one work should have been done in Autonomous body/Bank/Financial Institution or any other reputed institution.
- c. **Annual Turnover** – The annual turnover of the vendor must be at least 300% of Category preferred by the vendor applicant.
- d. **Net Profit** – The vendor must show net profit for preceding three financial years.
- e. **Operations** – The vendor must be authorized by the manufacturer to sell, distribute, resell and service their products. Proof of authorization may be sought during the empanelment process. The firm should not have been debarred/ blacklisted by any client in the past.
- f. **Compliance** – The vendor must be E-Waste (Management) Rules, 2015 compliant.
- g. **Mandatory Documents** – The following documents should invariably be attached along with application in support of experience, establishment and financial capability:
  - i. Copies of Registration Certificate, valid licenses, purchase orders for related trades, GSTIN Registration certificate.
  - ii. 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.
  - iii. Certificate from Manufacturer of Authorised Dealership for supplies of Computers and Peripherals.
  - iv. Performance Certificates from previous/existing clients in Autonomous body/Bank/Financial Institution.

### Other Conditions:

- a) 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.
- b) While deciding upon the selection of Contractors, emphasis will be given on ability and competence to do good quality work in accordance with the specifications and within the time schedule.
- c) Information furnished in the format will be kept confidential.
- d) The entire application form and each part of the format shall be signed by a person on behalf of the Organisation, who is duly authorized to do so.

- e) If the space in the format is insufficient for furnishing full details, such information may be supplemented on a separate sheet of paper duly signed stating therein the format'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.**
- f) Clarification, if any, may be obtained from Assistant General Manager/Manager, Bankers Institute of Rural Development, Abhilasha-I, 6, Royd Street, Kolkata – 700 016, through email, viz. [bird.kolkata@nabard.org](mailto:bird.kolkata@nabard.org) or phone nos. 7008332524/9174868207 on any working day between 11:00 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 NABARD Office Premises and Trainees' Hostel

#### Annexure I

Sr. No.	Trade/Nature of Works	Description
1	Stationers - Computer Stationery	Pen drives, CDs, DVDs, RAM, Mouse, keyboards, Cartridges other computer consumables etc
2	Office Automation	MFDs, Scanners, Projectors, UPS etc.
3	IT Hardware/Software	For procurement of Various Hardware Equipment's and also for IT Services (Details in Annexure)
4	E-waste recyclers (recyclers who have requisite license issued by Pollution Control Board or such other statutory institutions)	Disposal/recycling of e-waste and other electronic items

#### Annexure II

Sr. No.	Particulars	Description
A	Desktops	Regular
B	Laptop and Accessories	Laptop, Netbook, Battery, Power Adapters, etc.
C	Computer Peripherals	
1	Printers	A3, A4 Laserjet/Deskjet, Network, Duplex
2	Multifunctional Devices	Printer+/Scanner+/Fax+/Copier
3	Digital Scanners	A3, A4, etc.
D	Accessories & Consumables	Indicated in Annexure I
E	Other Digital Devices	
1	Portable Hard Disks	
2	Digital/Network Cables VGA/USB/ HDI, etc.	
3	Projectors	
4	Modems	
F	Network Devices	
1	Network equipment	Switch/Router/Modem/Firewall/Wifi devices, etc.
2	Network Cables and Accessories	Cables – Cat6/6E, Patch Cords, etc.
G	IT Services	
1	Hardware Rental Services	Computers/Laptops, Printer, Projectors, etc.
2	Hardware Buyback services	
3	Green IT disposal Services	
4	IT Training Services	

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

## Enclosure (B)

### Basic Information

#### A. General Information:

1.	Name of the applicant organization/ vendor/ supplier/ service provider	
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 empanelled 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. 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 Kolkata 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)	
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13.	GST No. (enclose copies of relevant documents)	
14.	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.	
15.	Annual turnover during the last three years	2018-19 (Rs..... 2019-20 (Rs..... 2020-21 (Rs.....
16.	Annual profit during the last three years	2018-19 (Rs..... 2019-20 (Rs..... 2020-21 (Rs.....
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 Vendor's own Letterhead)**

No. ....

Date : .....

**THE JOINT DIRECTOR**  
**BANKERS INSTITUTE OF RURAL DEVELOPMENT**  
**ABHILASHA-I,**  
**6, ROYD STREET,**  
**KOLKATA – 700 016**

Dear Sir,

**Empanelment of Vendors for NABARD Nagaland Regional Office in “Supply & maintenance of Computer, Printer, IT equipment and related services” trade**

1. With reference to your advertisement in the Newspaper on 31 January 2022 for the Empanelment of Contractors, I am / we are pleased to offer myself / ourselves to be empanelled under “Supply & maintenance of Computer, Printer, IT equipment and related services” trade, in your organization.
2. I / We am / 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 format 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 have read the “General Conditions of Empanelment” and the same is acceptable to us.
5. I/We agree that the decision of NABARD in selection of the Vendors will be final and binding on me/us.
6. All information furnished in this application as also under Enclosures (A), (B) & (D) is correct to the best of my/our knowledge.
7. 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.
8. I / We, therefore, request you to kindly do the needful to empanel me/ us under “Supply & maintenance of Computer, Printer, IT equipment and related services” trade.

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.