03 March 2021

Empanelment of contractors/suppliers/vendors for maintenance and repair works, security, housekeeping, courier, catering, stationery, printing, dead stock items etc.

BIRD Mangaluru intends to prepare a panel of reputed Contractors, Suppliers, service providers, and dealers scrap dealers, etc., valid for a period of 2 years from 01st April 2021 to 31st March 2023 for procurement of various articles/services for its office, office building and staff quarters in Mangaluru, viz., BIRD, NABARD Training Centre located at Krishnanagar Road, Bondel, Mangaluru. 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 under various categories.

2. The application for empanelment should be made in the prescribed format which along with the other details, including terms and conditions of empanelment, can be downloaded from the Bank’s website https://www.nabard.org and Central Public Procurement Portal https://eprocure.gov.in.

3. 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 Joint Director, BIRD Mangaluru, Krishnanagar Road, Bondel, Mangaluru-575008. The last date of submission of application is 23 March 2021.

4. The vendors who are already empanelled by the Bank and whose empanelment is up to 31 March 2021 are also required to apply afresh, if they wish to continue on the panel.

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

(GV Sunil Kumar) 52/60 32 21
Deputy General Manager
BIRD Mangaluru

National Bank for Agriculture and Rural Development

Bankers Institute of Rural Development

Taking Rural India Forward
NOTICE FOR EMPANELMENT OF
CONTRACTORS/SUPPLIERS/VENDORS/SERVICE PROVIDERS
FOR TRADE-WISE SUPPLY, MAINTENANCE AND SERVICE AT
BIRD CAMPUS, BONDEL, MANGALURU

NAME OF THE APPLICANT: ________________________________

ADDRESS:

____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

LAST DATE FOR SUBMISSION: 23 MARCH 2021 BY 1500 HRS

THE JOINT DIRECTOR
BANKERS INSTITUTE OF RURAL DEVELOPMENT
NABARD
KRISHNA NAGAR ROAD
BONDEL, MANGALURU
KARNATAKA-575008
The Bankers Institute of Rural Development (BIRD)  
Mangaluru  

Empanelment of contractors / suppliers  

Instructions to the applicants for furnishing information  

1. BIRD intends to prepare a panel of reputed contractors / suppliers for undertaking various specialised works in connection with civil, electrical and miscellaneous works for the Institute’s Office Building and residential quarters situated in Mangaluru.

2. Intending applicants are required to submit their full bio-data giving details about their organisation, technical experience & competence as per the enclosed pro-forma.

3. The applicants should submit the copies of work order of work carried out along with completion certificate and KYC documents.

4. If found necessary, some of the works carried out by the applicants will be inspected by the Institute’s Engineers to assess the suitability of the firms / contractors.

5. The applications should be submitted by filling up the prescribed proforma only. If the space in the specification form is insufficient for furnishing full details such information may be supplemented on a separate sheet of paper duly signed.

6. Each page of the application shall be signed and stamped. The application shall be signed by person / persons on behalf of the organisation having necessary authorisation / power of attorney to do so.

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

8. While deciding upon the selection of contractors, emphasis will be given on the ability and competence of applicants to do good quality work within the specified time schedule and in close co-ordination with other agencies, besides the rate structure of the items.

9. The application should be submitted on or before 23rd March 2021 up to 3.00 pm.

10. The party should be willing to abide by the CVC guidelines in vogue for the time being.

11. The BIRD, NABARD reserves the right to reject any or all the applications without assigning any reason thereof.
## Checklist for Submission of Application for Empanelment

<table>
<thead>
<tr>
<th>Sr.No</th>
<th>Particulars</th>
<th>Submitted (Yes/No)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>The application duly filled in to be submitted in a sealed envelope</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>The application submitted on applicant’s letterhead as per given format in Annexure-VI</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Application super-scribed as “Application for Empanelment of Contractors/Vendors/Suppliers/Service Providers for (trade to be indicated)” on the cover and addressed to Joint Director, BIRD, Mangaluru, Karnataka-575008</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Trade and Category in which empanelment is desired is indicated on top of the envelope</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Copies of work orders, completion certificates in support of experience of related trade/business submitted</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Copies of balance sheet and profit and loss statements for the previous three years, duly certified by a practicing Chartered Accountant, in support of the Average Annual Turnover OR Banker’s Solvency Certificate in proof of having adequate financial standing submitted</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Copy of GSTIN, Permanent Account Number (PAN) of the Proprietor/partnership Firm/Private Limited Company or Cooperative Body attached</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Copy of details of Registrations, if any, (i) Under Companies Act/Cooperative Societies Act, (ii) GST-enclosed</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Information duly furnished in all the Enclosures along with the supporting documents</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Copy of Cancelled Cheque</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Technical details of the personnel employed in Part-I</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Registration certificate/License/Membership in respect of the following (applicable as per eligibility criteria) Indian Institutions of Architects/ Indian Council of Architecture or Indian Associations/ societies of structural engineers/licensed architect</td>
<td></td>
</tr>
</tbody>
</table>

*Note: Checklist is indicative only. Applicant is requested to go through the application format carefully before submission, and submit all information/documents required*
Bankers Institute of Rural Development, Mangaluru

General Conditions of Empanelment

Bankers Institute of Rural Development (BIRD), NABARD Mangaluru intends to prepare a panel of reputed contractors / suppliers for undertaking various specialised works in connection with civil, electrical and miscellaneous works for the Institute’s Office Building and residential quarters situated in Mangaluru. These works (which are likely to be executed) will have estimated cost from Rs.1.00 lakh to Rs.50 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 Annexure – VI 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 pro-forma 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 should have own adequate technical set up at Mangaluru so that complaints/works may be attended to well in time.

8. 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.
9. 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.

10. The vendor may submit performance certificates from persons/entities/institutions for whom they have worked in the past.

11. 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.

12. The Bank reserves the right to reject any or all the applications without assigning any reason whatsoever thereof and will not entertain any correspondence.

13. Information furnished in the pro-forma will be kept confidential.

The empanelment will remain in force for two years i.e 01st April 2021 to 31st March 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.

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 arbitration shall be such place as may be fixed by the Arbitrator in his Sole discretion.

Vendors, Suppliers, Contractors and Service Providers, etc. desirous of being empaneled in the Bank’s approved list and those who are fulfilling the eligibility criteria as mentioned above may apply 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 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 Joint Director, BIRD Mangaluru, Krishnanagar Road, Bondel, Mangaluru-575008 on or before 23 March 2021.

The vendors who are already empanelled by the Bank and whose empanelment is up to 31 March 2021 are also required to apply afresh, if they wish to continue on the panel.

The application form and each part of the pro-forma viz. (i) Basic Information (ii) Previous Experience and (iii) Technical Personnel and Special Experience shall be signed by a person on behalf of the Organisation, who is duly authorised to do so.

**Pre-Qualification Criteria:**

Only those contractors registered with the Govt./Semi-Govt. Organizations/PSUs, Financial Institution etc. as maintenance/supply contractors & who have executed at least 2 (two) similar maintenance and repair works, each individually costing not less than Rs.50,000/- for Category I, Rs.2.50 lakh for Category-II, Rs.5.00 lakh for Category III, Rs.10.00 lakh for Category IV, and Rs.25 lakh for Category V during last 5 years and have a minimum yearly turnover of Rs.35,000/-, Rs.1.65 lakh, Rs.3.33 lakh, Rs.6.66 lakh and Rs.16.67 lakh during the last 3 years for respective category will be eligible to participate for empanelment of contractors.

If the space in the pro-forma is insufficient for furnishing full details, such information may be supplemented on a separate sheet of paper duly signed stating therein the pro-forma’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.
Clarification, if any, may be obtained from Assistant General Manager (DPSP), BIRD Mangalore, on any working day between 1000 hrs to 1700 hrs.

All applicants must fill the following format and paste it on the envelope while submitting their application:

Name of the Applicant:
Address:-
Contact Number:-
Application for the Service:-
Application for Works of Category:- (Please mention applicable category)
Trade Code:-
ANNEXURE-II

List of Trade/Categories for which application can be submitted is given below.

<table>
<thead>
<tr>
<th>Sr.No</th>
<th>Trade/Items of Work</th>
<th>Category – I (upto Rs. 2 lakhs)</th>
<th>Category – II (upto Rs. 5 lakhs)</th>
<th>Category – III (upto Rs. 10 lakhs)</th>
<th>Category – IV (upto Rs. 25 lakhs)</th>
<th>Category – V (upto Rs. 50 lakhs)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td><strong>General Civil, Sanitary, Plumbing &amp; Carpentry works:</strong></td>
<td>1 (A)</td>
<td>1(B)</td>
<td>1(C)</td>
<td>1(D)</td>
<td>1(E)</td>
</tr>
<tr>
<td></td>
<td>1) General repair &amp; renovation works, minor structural repairs, plastering, water</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>proofing works, flooring / dado work of Office Premises/Staff Quarters.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>2) Stone work such as Granite/Marble/Kadappa/Tile Works.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>3) Painting External and Internal</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>4) Repair, maintenance and construction of plumbing, sanitary and sewerage system</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>for buildings and other ancillary structures.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>5) Repair, maintenance and construction of all types of internal roads &amp; pathways</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Carpentry Works:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1) Repair, painting, maintenance and construction of all types of wooden works</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>including the fittings and fixtures attached to wooden works.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
2) Ancillary civil related works connected with wooden, aluminium or steel works.

3) Supply and Repair of all types of wooden/steel dead stock articles/furniture such as chair, table, sofa set, cots, gym equipments etc. (Both Godrej and other than Godrej articles).

4) All types of wooden works related to interior decoration.

5) All types of repairs & maintenance required for locks, mortise lock, night latch, steel cupboards and Aluminium door and window work, venetian blinds etc.

6) Mild steel or Aluminium Works- Fabrication/ Installation /Repair of partitions/doors/widows/grills etc.

<table>
<thead>
<tr>
<th>2. Specialized Water Proofing Works:</th>
<th>2 (A)</th>
<th>2(B)</th>
<th>2(C)</th>
<th>2(D)</th>
<th>2(E)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Specialized agencies / authorized applicators of Chemical / Membrane / Injection grouting /other water proofing techniques.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2) Terrace / basement / retaining wall / RCC water tanks / toilet, bathrooms/ external wall waterproofing works.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3 Supply &amp; Installation of Modular kitchen:</th>
<th>NA</th>
<th>NA</th>
<th>3(C)</th>
<th>3(D)</th>
<th>3(E)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) SS 304 grade trolleys and baskets.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2) Marine plywood with lamination.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3) Stainless Steel Modular Kitchen</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3) Installation of electric chimneys. Etc.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>4 Interior Decoration works:</th>
<th>4 (A)</th>
<th>4(B)</th>
<th>4(C)</th>
<th>4(D)</th>
<th>4(E)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Interior decoration works of 1st class finish such as Italian marble works/artificial stone works etc.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2) Wooden/vinyl flooring works, carpets etc.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3) Aluminium/wooden partition walls, Veneer/laminate finishing works etc.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4) Gypsum/Wooden / Fiber/Glass/Metal/ Amstrong false ceiling/partition works.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5) Aluminum/PVC/ Wooden window works</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| **5** | **Specialized Structural Repair Works:** |
| 1) Extensive structural repairs / retrofitting of Office Premises / Staff Quarters. |
| 2) Micro-concrete/Polymer modified mortar/injection grouting/fibre wrapping/jacketing of structural members etc. |

### SECTION-B (ELECTRICAL AND ELECTRO MECHANICAL WORKS)

| **6** | **General electrical works:** |
| 1) Electrical Wiring Work including additions/alterations to electrical installations including supply of Electrical Fixtures and Fittings viz. LED, Lights, TV, Fridge, Cooler, Water cooler, Air- conditioners, batteries etc. of Office Premises/Staff Quarters, Lightning Arresters etc. |
| 2) Supply, installation, repairs and maintenance of electrical installations including panels, lighting, wiring, fittings, ceiling & exhaust fans, submersible pumps, mono block pumps, storage & instant water heaters and other internal and external electrical installations etc. |

<p>| <strong>7</strong> | <strong>Heating, Ventilation and Air Conditioning(HVAC) works:</strong> |
| Repair/Servicing/ Operation &amp; Maintenance of Central AC Plant/Package AC/AHU/Central Chilled Water Plant/AHU Motors/Ventilation system Pumps/ Pipings &amp; Associated works, etc. including supply of spares. |</p>
<table>
<thead>
<tr>
<th></th>
<th>HT Installations: Supply/Repair/Servicing/Operation and Maintenance of 11 kV sub-station equipment including all types of Transformers, HT/LT Switchgears and other electrical installations</th>
</tr>
</thead>
<tbody>
<tr>
<td>9</td>
<td>Supply Installation Testing and Commissioning of Diesel Generator from OEM authorized vendors/maintenance/operations of DG Sets</td>
</tr>
<tr>
<td>10</td>
<td>Horticulture and Gardening</td>
</tr>
<tr>
<td>11</td>
<td>Housekeeping and General Maintenance including Cleaning</td>
</tr>
<tr>
<td>12</td>
<td>Pest Control, anti-termite treatment, rodent control treatment, fumigation, etc.</td>
</tr>
<tr>
<td>13</td>
<td>Servicing &amp; maintenance of window AC, Split AC, Package units tower units, air purifiers, water coolers, water purifier etc.</td>
</tr>
<tr>
<td>14</td>
<td>Supply, repair &amp; maintenance of Firefighting installations</td>
</tr>
<tr>
<td>15</td>
<td>Servicing &amp; maintenance of Urinals</td>
</tr>
<tr>
<td>16</td>
<td>Security Services</td>
</tr>
<tr>
<td>17</td>
<td>Laundry Services</td>
</tr>
<tr>
<td>18</td>
<td>Car Hiring Services</td>
</tr>
<tr>
<td>19</td>
<td>Catering Services (serving tea/coffee daily to about 125 staff and lunch in meetings conducted for Training Institute and Guest Flats.)</td>
</tr>
<tr>
<td>20</td>
<td>Stationery Articles (from small value articles to big)</td>
</tr>
<tr>
<td>21</td>
<td>Photography and Studioigraphy</td>
</tr>
<tr>
<td>22</td>
<td>Xeroxing and Photostat</td>
</tr>
<tr>
<td>23</td>
<td>Supply, Servicing and maintenance of EPABX system / telephone wiring / intercoms/CCTVs/X ray baggage scanners and other security devices etc.</td>
</tr>
</tbody>
</table>

**SECTION-C (ANNUAL MAINTENANCE CONTRACTS)**

<p>| | | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>8 (A)</td>
<td>8 (B)</td>
<td>8 (C)</td>
<td>8 (D)</td>
<td>8 (E)</td>
<td></td>
</tr>
<tr>
<td>NA</td>
<td>NA</td>
<td>9 (C)</td>
<td>9 (D)</td>
<td>9 (E)</td>
<td></td>
</tr>
<tr>
<td>NA</td>
<td>NA</td>
<td>11 (C)</td>
<td>11 (D)</td>
<td>11 (E)</td>
<td></td>
</tr>
<tr>
<td>NA</td>
<td>NA</td>
<td>12 (C)</td>
<td>12 (D)</td>
<td>12 (E)</td>
<td></td>
</tr>
<tr>
<td>NA</td>
<td>NA</td>
<td>13 (C)</td>
<td>13 (D)</td>
<td>13 (E)</td>
<td></td>
</tr>
<tr>
<td>NA</td>
<td>NA</td>
<td>14 (C)</td>
<td>14 (D)</td>
<td>14 (E)</td>
<td></td>
</tr>
<tr>
<td>NA</td>
<td>NA</td>
<td>15 (C)</td>
<td>15 (D)</td>
<td>15 (E)</td>
<td></td>
</tr>
<tr>
<td>NA</td>
<td>NA</td>
<td>16 (C)</td>
<td>16 (D)</td>
<td>16 (E)</td>
<td></td>
</tr>
<tr>
<td>NA</td>
<td>NA</td>
<td>17 (C)</td>
<td>17 (D)</td>
<td>17 (E)</td>
<td></td>
</tr>
<tr>
<td>NA</td>
<td>NA</td>
<td>18 (C)</td>
<td>18 (D)</td>
<td>18 (E)</td>
<td></td>
</tr>
<tr>
<td>NA</td>
<td>NA</td>
<td>19 (C)</td>
<td>19 (D)</td>
<td>19 (E)</td>
<td></td>
</tr>
<tr>
<td>20 (A)</td>
<td>20 (B)</td>
<td>20 (C)</td>
<td>20 (D)</td>
<td>20 (E)</td>
<td></td>
</tr>
<tr>
<td>21 (A)</td>
<td>21 (B)</td>
<td>21 (C)</td>
<td>21 (D)</td>
<td>21 (E)</td>
<td></td>
</tr>
<tr>
<td>22 (A)</td>
<td>22 (B)</td>
<td>22 (C)</td>
<td>22 (D)</td>
<td>22 (E)</td>
<td></td>
</tr>
<tr>
<td>23 (A)</td>
<td>23 (B)</td>
<td>23 (C)</td>
<td>23 (D)</td>
<td>23 (E)</td>
<td></td>
</tr>
</tbody>
</table>

**SECTION-D (ARCHITECT AND INTERIOR DESIGNING)**
<table>
<thead>
<tr>
<th>No.</th>
<th>Service Description</th>
<th>Section</th>
<th>Section</th>
<th>Section</th>
<th>Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>24</td>
<td>Architectural Designing/Interior Designing *</td>
<td>NA</td>
<td>NA</td>
<td>24(C)</td>
<td>24(D)</td>
</tr>
<tr>
<td>25</td>
<td>Structural Consultant</td>
<td>NA</td>
<td>NA</td>
<td>25(C)</td>
<td>25(D)</td>
</tr>
<tr>
<td>26</td>
<td>Project Management Consultant</td>
<td>NA</td>
<td>NA</td>
<td>26(C)</td>
<td>26(D)</td>
</tr>
<tr>
<td>27</td>
<td>Landscape Designers</td>
<td>NA</td>
<td>NA</td>
<td>27(C)</td>
<td>27(D)</td>
</tr>
<tr>
<td>28</td>
<td>Electrical Consultants – Energy Audit, SLD Diagrams, Project Designs for HT and LT Installations</td>
<td>NA</td>
<td>NA</td>
<td>28(C)</td>
<td>28(D)</td>
</tr>
<tr>
<td>29</td>
<td>Supply &amp; repairs of Computers and other peripherals, Printers, Scanners, All in One PCs, laptops, Smart Boards, Projectors, UPS, Security Devices, Speakers etc.</td>
<td>29(A)</td>
<td>29(B)</td>
<td>29(C)</td>
<td>29(D)</td>
</tr>
</tbody>
</table>
## Basic Information

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Trade(s) Applied for (Mention Trade code from Annexure-I)</td>
</tr>
<tr>
<td>2</td>
<td>The category for which application is being made (please tick relevant category):</td>
</tr>
<tr>
<td></td>
<td>Category – I (Upto Rs. 2 lakh)</td>
</tr>
<tr>
<td></td>
<td>Category – II (Upto Rs. 5 lakh)</td>
</tr>
<tr>
<td></td>
<td>Category – III (Upto Rs. 10 lakh)</td>
</tr>
<tr>
<td></td>
<td>Category – IV (Upto Rs. 25 lakh)</td>
</tr>
<tr>
<td></td>
<td>Category – V (Upto Rs. 50 lakh)</td>
</tr>
<tr>
<td>3</td>
<td>Name of the Organisation/Firm/Vendor</td>
</tr>
<tr>
<td>4</td>
<td>Type of the Organisation (Whether Sole proprietorship, Partnership, Private Limited,</td>
</tr>
<tr>
<td></td>
<td>Limited or Co-operative Body, etc.)</td>
</tr>
<tr>
<td>5</td>
<td>Name of the Proprietor/Partners or Directors in the Organisation</td>
</tr>
<tr>
<td></td>
<td>Registered address of the applicant</td>
</tr>
<tr>
<td>6</td>
<td>(i) Details of Registration (Firm, Company, etc.), Registering Authority, Date, No.</td>
</tr>
<tr>
<td></td>
<td>Etc.</td>
</tr>
<tr>
<td></td>
<td>(ii) Details of Labour Licenses / Electrical License/ Membership etc. (if any)</td>
</tr>
<tr>
<td></td>
<td>obtained from the Competent Authorities (a copy to be enclosed).</td>
</tr>
<tr>
<td>7</td>
<td>Experience in maintenance/ repair works/effecting Supply/Consultancy etc. [In operation since (years)]</td>
</tr>
<tr>
<td></td>
<td>Details of Banker’ Solvency Certificate (if any) &amp; Name &amp; Address of the Bankers</td>
</tr>
<tr>
<td>---</td>
<td>--------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>9</td>
<td>Permanent Account Number (PAN) of the proprietor/Partnership firm/Private Limited/Limited or Co-operative Body (copy of PAN to be attached)</td>
</tr>
<tr>
<td>10</td>
<td>Details of Registrations, if any, with</td>
</tr>
<tr>
<td></td>
<td>(i) GST</td>
</tr>
<tr>
<td></td>
<td>(ii) Registration with ESIC</td>
</tr>
<tr>
<td></td>
<td>(iii) Registration with EPFO</td>
</tr>
<tr>
<td></td>
<td>Enclose Copies of relevant documents</td>
</tr>
<tr>
<td>11</td>
<td>Annual turnover during the last three years (Latest audited Balance sheet, if not available for FY 2020-21) for the last three years.</td>
</tr>
<tr>
<td></td>
<td>2018-19</td>
</tr>
<tr>
<td></td>
<td>2019-20</td>
</tr>
<tr>
<td></td>
<td>2020-21</td>
</tr>
<tr>
<td>12</td>
<td>Registered Office address,</td>
</tr>
<tr>
<td></td>
<td>Contact number (Landline &amp; Mobile)</td>
</tr>
<tr>
<td></td>
<td>Fax number</td>
</tr>
<tr>
<td></td>
<td>E-mail id</td>
</tr>
<tr>
<td></td>
<td>Website address (if any)</td>
</tr>
<tr>
<td></td>
<td>Office Address based at Mangalore through which the work will be handled and the name of the Officer-in-Charge/Top Executive</td>
</tr>
<tr>
<td>13</td>
<td>Whether working with any of the Govt./Semi Govt.Undertakings/PSU/Financial Institution as approved contractors and if so, furnish details thereof</td>
</tr>
<tr>
<td>14</td>
<td>Whether any technical personnel are employed in the Organisation and if so, give details of their experience, qualification, etc.</td>
</tr>
<tr>
<td>15</td>
<td>Indicate if involved in any litigation at present in similar type of contracts.</td>
</tr>
<tr>
<td>16</td>
<td>Any Civil suit arisen in the contracts of works executed. If any, please give brief details</td>
</tr>
<tr>
<td>17</td>
<td>Number of supplementary sheets attached to Annexure-III</td>
</tr>
</tbody>
</table>

Place:

Date:  

Signature of Applicant
Annexure-IV

Previous Experience

1) List of important similar works executed by the Organization during the last 5 years:

<table>
<thead>
<tr>
<th>Name of the Work</th>
<th>Name and address of the owner (Govt. or Semi-Govt./Bank/Public Sector organization)</th>
<th>Nature &amp; Type of work (in brief)</th>
<th>Location</th>
<th>The name &amp; full address/contact number of the Officer under whom the work was awarded</th>
<th>Amount tendered</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Duration</th>
<th>Actual cost of work</th>
<th>Work completion details (If work was left incomplete, or contract was terminated by either side give details thereof)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stipulated time</td>
<td>Actual time taken</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>8</td>
<td>9</td>
</tr>
</tbody>
</table>

2) List of important similar works on hand each worth Rs. _____ lakh and above:

<table>
<thead>
<tr>
<th>Name of the Work</th>
<th>Name of the owner (Govt. or Semi-Govt./Bank/Public Sector/Private organization)</th>
<th>Nature &amp; Type of work (in brief)</th>
<th>Location</th>
<th>Amount tendered</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Time stipulated for completion</th>
<th>Present stage of Work</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>7</td>
</tr>
</tbody>
</table>

3) Number of supplementary sheets attached to Annexure-IV: ____________________

Date:

Place: ____________________ Signature of Applicant
Annexure-V

Technical and Skilled Personnel

<table>
<thead>
<tr>
<th>Name</th>
<th>Qualification</th>
<th>Experience</th>
<th>Name of the Work handled</th>
<th>No. of years employed in the organisation</th>
<th>Value of works handled</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1) Indicate other points, if any, to show technical and managerial competency or to indicate other important point in favour of the Organisation.

2) Submit list of Tools and Plant, Instruments, Machinery etc. which can be readily deployed on site.

3) Number of supplementary sheets attached to Annexure-V.

Date:

Place:    Signature of Applicant
ANNEXURE-VI

To be submitted on Contractor’s own Letter head

No. ................................................................. Date: ........................................

Joint Director
Bankers Institute of Rural Development
Krishna Nagar Road,
Bondel, Mangaluru-575008

Dear Sir/Mam,

Empanelment of Contractors/Consultants for Civil, Electrical, Annual Maintenance Contract and Other Works for Banker's Institute of Rural Development, Mangaluru-‘__________’ (write name of the trades & code number under which the applicant wants to be empanelled)

1) With reference to your advertisement in the Newspaper on _________ 2021 for the Empanelment of Contractors, I am/ We are pleased to offer myself / ourselves to be empanelled under “_________________________” (write name of the trade(s) under which the applicant wants to be empanelled) 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 Rs. _________________. 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 pro forma for your perusal.

3) I/We have read the instructions appended to the pro forma and I/We understand that if any false information is detected at a later date, any future contract made between ourselves and BIRD, NABARD, Mangaluru on the basis of the information given by me/us will be treated as invalid.

4) I/We agree that the decision of Bankers Institute of Rural Development, NABARD, Mangaluru in selection of the Contractors will be final and binding on me/us.

5) All the information furnished under Annexures III, IV & V 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 empanelled) trade/s/ category ________.

Thanking You

Yours faithfully

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

Details of Bank Account

<table>
<thead>
<tr>
<th>Name of Firm</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Account Holder (As appearing in the Bank's passbook or Account)</td>
<td></td>
</tr>
<tr>
<td>Address of firm</td>
<td></td>
</tr>
<tr>
<td>Name of Bank Branch and Address</td>
<td></td>
</tr>
<tr>
<td>Bank Code &amp; Branch Code</td>
<td></td>
</tr>
<tr>
<td>IFSC Code of Bank Branch</td>
<td></td>
</tr>
<tr>
<td>Type of Account (Saving / Current / Cash Credit)</td>
<td></td>
</tr>
<tr>
<td>Account Number</td>
<td></td>
</tr>
<tr>
<td>PAN of firm</td>
<td></td>
</tr>
<tr>
<td>GSTIN of the firm</td>
<td></td>
</tr>
<tr>
<td>Mobile Number</td>
<td></td>
</tr>
<tr>
<td>E-mail</td>
<td></td>
</tr>
</tbody>
</table>

(A COPY OF CANCELLED CHEQUE UNDER WHICH ACCOUNT OF THE VENDOR IS OPERATED, A COPY OF PAN CARD, A COPY OF GSTIN MUST BE ENCLOSED)