

राष्ट्रीय कृषि और ग्रामीण विकास बैंक
नाबार्ड टावर, रेलवे रोड, रेल हेड कॉम्प्लेक्स, निकट सरस्वती धाम
जम्मू – 180012

राबैं.जक क्षेका/डीपीएसपी/इम्पैनेलमेंट/2018-19

04 मई 2018

महोदय/ महोदया

वर्ष 2018-19 और 2019-20 के लिए रखरखाव एवं मरम्मत कार्य, सुरक्षा, हाउसकीपिंग, कुरियर, केटरिंग, लेखन सामग्री, मुद्रण, जड़ वस्तुओं इत्यादि के लिए विक्रेताओं का इम्पैनेलमेंट

1. नाबार्ड, जम्मू और कश्मीर क्षेत्रीय कार्यालय, जम्मू अपने कार्यालय/ जम्मू स्थित अपनी संपत्तियों नामतः, रेलहेड कॉम्प्लेक्स, निकट सरस्वती धाम, जम्मू – 180012 स्थित क्षेत्रीय कार्यालय और छन्नी रामा, जम्मू स्थित आवासीय परिसर के लिए रखरखाव और मरम्मत कार्य करवाने, सुरक्षा सेवाओं, हाउसकीपिंग, विविध लेखनसामग्री अधिप्राप्त करने, मुद्रण करवाने, जड़ वस्तुओं इत्यादि के लिए 2 वर्षों की अवधि हेतु ठेकेदारों/ आपूर्तिकर्ताओं/ विक्रेताओं का पैनल तैयार करना चाहता है.
2. पात्रता मानदंडों को पूरा करने वाले और नाबार्ड की वेबसाइट www.nabard.org के निविदाएं संभाग में उपलब्ध इम्पैनेलमेंट हेतु अनुरोध प्रपत्र में उल्लिखित नियम व शर्तों को स्वीकार करने वाले ठेकेदारों/ आपूर्तिकर्ताओं/ विक्रेताओं से निर्धारित प्रारूप में आवेदन आमंत्रित किए जाते हैं.
3. आवेदन मुख्य महाप्रबंधक, नाबार्ड, जम्मू और कश्मीर क्षेत्रीय कार्यालय, जम्मू को **25 मई 2018 को अपराह्न 3.00 बजे** तक पहुंच जाए. नाबार्ड के पास किसी भी आवेदन पत्र को स्वीकार करने अथवा किसी भी या प्राप्त सभी आवेदन पत्रों को बिना कोई कारण बताए अस्वीकार करने का अधिकार सुरक्षित रहेगा.

भवदीय

ह/-

(के. एम. बिजुटकर)

उप महाप्रबंधक

NATIONAL BANK FOR AGRICULTURE AND RURAL DEVELOPMENT
NABARD TOWER, RAILWA ROAD, NEAR SARASWATI DHAM
JAMMU – 180012

NB.J&KRO/DPSP/Empanelment/2018-20

04 May 2018

Dear Sir / Madam,

Empanelment of contractors/suppliers/vendors for maintenance and repair works, security, housekeeping, courier, catering, stationery, printing, dead stock items etc. for FY's 2018-19 & 2019-20.

1. NABARD, Jammu & Kashmir Regional Office, Jammu intends to prepare a panel of Contractors/Suppliers/Vendors for a period of 2 years for undertaking Maintenance and Repair works, Security Services, Housekeeping, Procurement of various Stationery, Printing, Dead stock items, etc. for its office/properties in Jammu, viz., Regional Office located at Railhead Complex, near Saraswati Dham, Railway Road, Jammu-180012 and Residential Colony at Channi Rama, Jammu.
2. Applications are invited in the prescribed proforma, from Contractors/Suppliers/Vendors who fulfil the eligibility criteria and agree to the terms & conditions mentioned in the Request for Empanelment Document available in the Tenders Section of the NABARD's website **www.nabard.org**.
3. The application should reach the Chief General Manager, NABARD, J & K Regional Office, Jammu by **25 May 2018 by 3.00 pm**. NABARD reserves the right to accept any application or reject any or all of the applications received without assigning any reasons.

Yours faithfully,

Sd/-
(K.M.Bijutkar)
Deputy General Manager

**National Bank for Agriculture and Rural Development,
Jammu & Kashmir Regional Office, Jammu**

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

National Bank for Agriculture and Rural Development (NABARD), Jammu & Kashmir Regional Office, Jammu invites applications for empanelment of contractors for a period of two years (XX April 2018 to 31 March 2020) for undertaking supply, maintenance, interior and repair works of the Bank's properties in Jammu, viz., Regional Office located at Railhead Complex, near Saraswati Dham, Railway Road, Jammu-180012 and Residential Colony at Channi Rama, Jammu costing up to and including Rs.50 lakh at any one time for various trades and categories as indicated below :-

- 1 General repairs/ Repainting work/ Water-proofing work/ Civil work/Interior work/Fabrication work.
- 2 Supply of manpower for Electrical/Carpentry/Plumbing & Sanitary work in Residential Complex.
- 3 Horticulture /Gardening work.
- 4 Electrical work including Supply, Repair and fixing of Electrical fitting, fixture / equipment's and accessories like Ceiling fans/Electrical Pump sets/ Motors / Refrigerator / Air Conditioners, TV, Washing Machine, Water dispenser etc.
- 5 Operation and Maintenance of AC Plant at RO.
- 6 AMC for Diesel Generator/Electrical Substation and Panels.
- 7 Supply & maintenance of Computer, Computer Peripherals like Printer, IT Equipment and Related Services.
8. Supply and Repair of furniture.
- 9 Printing Work and Display Systems viz. Boards/White Boards/Name Boards, Name Plates/Metal letters, flex banner and Purchase of Mementos etc.
- 10 Housekeeping (integrated facilities) for Office and residential Colonies / Housekeeping services including cleaning of toilet, bathroom, staircase, road, flats etc. for residential colonies
- 11 Catering Services serving tea/coffee daily to about 45 staff and lunch in meetings conducted for Regional Office / VOF (Guest House) maintenance & Catering services for visitors.
- 12 Cleaning of overhead tanks & underground sumps
- 13 Operation and Maintenance of Firefighting System/ Supply & maintenance of Fire- extinguishers/Supply.
- 14 Courier services
- 15 Taxi hiring services
- 16 Security Services.
- 17 Supply, installation and maintenance of Access Control System/ Security Systems/Public Address System/CCTV System/ Supply & maintenance of EPABX system, telephone equipment & lines/DFMD's. for office & residential colonies.
- 18 Stationery Suppliers
- 19 Disposal of scrap & waste items.
- 20 Supply and Repair of glass doors and accessories in office building.
- 21 Pest Control Services.
- 22 Maintenance and Supply of Gym Equipment.
- 23 Appointment of Agency for insurance, valuation and related services/ purchase of group insurance product.
- 24 Brand Advertisement and tender advertisement, design work for wall posters, etc.
25. Purchase of Cleaning material and hardware items for general maintenance use.
26. Appointment of Chartered Accountant firms for Concurrent Audit of Financial Transactions.
27. Appointment of design consultants for designing, detailing, preparation of detailed tenders etc. for engineering works such as architecture, structural engineering, air conditioning etc.
28. Cleaning of Computer's, Computer Peripherals like Printer, IT Equipment and Telephone instruments.

2. 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.1.00 lakh for Category I, Rs.2.50 lakh for Category-II, Rs.5.00 lakh for Category III, Rs.12.50 lakh for Category IV, and Rs.25 lakh for Category V during last 5 years and have a minimum yearly turnover of Rs.60,000/-, Rs.1.50 lakh, Rs.3.00 lakh, Rs.7.50 lakh and Rs.15.00 lakh during the last 3 years for respective category will be eligible to participate for empanelment of contractors.

3. Completed application should be submitted on or before 25.05.2018 upto 3.00 P.M. to CGM, NABARD, Jammu & Kashmir Regional Office, Jammu. Application form alongwith detail terms & conditions be downloaded from the website www.nabard.org

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

Category wise List of Trades for which application can be submitted is given below.

Category 1: Upto Rs. 2 lakh

| S.No | Name of Trade |
|------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | General repairs/ Repainting work/ Water-proofing work/ Civil work/Interior work/Fabrication work. |
| 2. | Electrical work including Supply, Repair and fixing of Electrical fitting, fixture / equipment's and accessories like Ceiling fans/Electrical Pump sets/ Motors / Refrigerator / Air Conditioners, TV, Washing Machine, Water dispenser etc. |
| 3. | Supply & maintenance of Computer, Computer Peripherals like Printer, IT Equipment and Related Services |
| 4. | Supply and Repair of furniture. |
| 5. | Printing Work and Display Systems viz. Boards/White Boards/Name Boards, Name Plates/Metal letters, flex banner etc. |
| 6. | Stationery Suppliers |
| 7. | Disposal of scrap & waste items. |
| 8. | Supply and Repair of glass doors and accessories in office building. |
| 9. | Cleaning of overhead tanks & underground sumps |
| 10. | Courier services |
| 11. | Taxi hiring services |
| 12. | Maintenance and Supply of Gym Equipment. |
| 13. | Brand Advertisement and tender advertisement, design work for wall posters |
| 14. | Purchase of Cleaning material and hardware items for general maintenance use. |
| 15. | Appointment of Chartered Accountant firms for Concurrent Audit of Financial Transactions. |
| 16. | Appointment of design consultants for designing, detailing, preparation of detailed tenders etc. for engineering works such as architecture, structural engineering, air conditioning etc. |
| 17. | Cleaning of Computer's, Computer Peripherals like Printer, IT Equipment and Telephone instruments. |

Category II: 2 to 5 lakh

| S.No | Name of Trade |
|------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | General repairs/ Repainting work/ Water-proofing work/ Civil work/Interior work/Fabrication work. |
| 2. | Electrical work including Supply, Repair and fixing of Electrical fitting, fixture / equipment's and accessories like Ceiling fans/Electrical Pump sets/ Motors / Refrigerator / Air Conditioners, TV, Washing Machine, Water dispenser etc. |
| 3. | Supply and Repair of furniture |

| | |
|-----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 4. | Stationery Suppliers |
| 5. | Taxi hiring services |
| 6. | Pest Control Services. |
| 7. | Horticulture /Gardening work. |
| 8. | Supply, installation and maintenance of Access Control System/ Security Systems/Public Address System/CCTV System/ Supply & maintenance of EPABX system, telephone equipment & lines/DFMD's for office & residential colonies. |
| 9. | Appointment of design consultants for designing, detailing, preparation of detailed tenders etc. for engineering works such as architecture, structural engineering, air conditioning etc. |
| 10. | Cleaning of Computer's, Computer Peripherals like Printer, IT Equipment and Telephone instruments. |

Category III:5 to 10 lakh

| S.No | Name of Trade |
|------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | Supply of manpower for Electrical/Carpentry/Plumbing & Sanitary work in Residential Complex. |
| 2. | Housekeeping (integrated facilities) for Office and residential Colonies / Housekeeping services including cleaning of toilet, bathroom, staircase, road, flats etc. for residential colonies |
| 3. | Catering Services serving tea/coffee daily to about 45 staff and lunch in meetings conducted for Regional Office / VOF (Guest House) maintenance & Catering services for visitors. |
| 4. | Pest Control Services. |
| 5. | Supply, installation and maintenance of Access Control System/ Security Systems/Public Address System/CCTV System/ Supply & maintenance of EPABX system, telephone equipment & lines/DFMD's for office & residential colonies. |
| 6. | AMC for Diesel Generator/Electrical Substation and Panels. |
| 7. | General repairs/ Repainting work/ Water-proofing work/ Civil work/Interior work/Fabrication work. |
| 8. | Appointment of design consultants for designing, detailing, preparation of detailed tenders etc. for engineering works such as architecture, structural engineering, air conditioning etc. |
| 9. | Taxi hiring services |

Category IV: 10 to 25 lakh

| S.No | Name of Trade |
|------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | Housekeeping (integrated facilities) for Office and residential Colonies / Housekeeping services including cleaning of toilet, bathroom, staircase, road, flats etc. for residential colonies |
| 2. | Operation and Maintenance of Firefighting System/ Supply & maintenance of Fire- extinguishers/Supply. |
| 3. | Supply, installation and maintenance of Access Control System/ Security Systems/Public Address System/CCTV System/ Supply & maintenance of EPABX system, telephone equipment & lines/DFMD's for office & residential colonies. |

| | |
|----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 4. | Operation and Maintenance of AC Plant at RO. |
| 5. | General repairs/ Repainting work/ Water-proofing work/ Civil work/Interior work/Fabrication work. |
| 6. | Appointment of design consultants for designing, detailing, preparation of detailed tenders etc. for engineering works such as architecture, structural engineering, air conditioning etc. |

Category V: 25 to 50 lakh

| S.No | Name of Trade |
|-------------|---------------------------------------------------------------------------------------------------|
| 1. | Security Services. |
| 2. | General repairs/ Repainting work/ Water-proofing work/ Civil work/Interior work/Fabrication work. |

**National Bank for Agriculture and Rural Development (NABARD),
Jammu & Kashmir Regional Office, Jammu**

Empanelment of contractors / suppliers

Instructions to the applicants for furnishing information

1. NABARD intends to prepare a panel of reputed contractors / suppliers for undertaking various specialised works in connection with civil, electrical and miscellaneous works for the Bank's Office Building and residential quarters situated in Jammu.
2. Intending applicants are required to submit their full bio-data giving details about their organisation, technical experience & competence as per the enclosed proforma.
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 Bank'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. 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 25.05.2018 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 Bank reserves the right to reject any or all the applications without assigning any reason thereof.
12. Decision of the bank will be final and binding on all the applicants, no correspondence shall be entertained in this regard.
13. It shall be the bank's discretion to call for rates from any number of agencies i.e 2- 3 or all the agencies, for purchase of goods and/or services and the same shall be binding on all. No queries shall be entertained on the subject.
14. The empanelment of agencies is only for Bank's internal use and for meeting its requirement for purchasing goods/services. It does not confer any right or privilege on the agencies.

**National Bank for Agriculture and Rural Development (NABARD),
Jammu & Kashmir Regional Office, Jammu**

Application for Empanelment with NABARD as a contractor/supplier/vendor

PART I - BASIC INFORMATION

TRADE APPLIED FOR

(Submit separate application for each trade in case registration in more than one trade is applied for.)

| Category applied for | Category I | Category II | Category III | Category IV | Category V |
|-------------------------------|----------------|-------------------------------------|---------------------------------------|-----------------------------------------------------|------------------------------------------------------|
| | Upto Rs.2 lakh | Above Rs.2 lakh but up to Rs.5 lakh | Above Rs.5 lakh but up to Rs. 10 lakh | Above Rs. 10 lakh but upto and including Rs.25 lakh | Above Rs. 25 lakh but up to and including Rs.50 lakh |
| Please indicate yes/no | | | | | |

| | | |
|-----------|-----------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|
| 1 | Name of the applicant / organisation | |
| 2 | PAN No. (Copy enclosed) | |
| 3 | Registration No. with Central Tax Authorities GST Registration No. | |
| 4 | Type of applicant organisation | Proprietorship/Partnership/Company |
| 5 | Name of the Proprietor / Partners / Directors of the applicant organisation | |
| 6 | Registration (Firm, Company, etc.) Registering Authority, Date, Number etc. (Copy enclosed) | |
| 7 | Experience in the trade for which empanelment is applied for (No. of years) | |
| 8 | Income Tax Returns for last three years i.e. 2014-2015, 2015-2016, 2016-2017 (Copy enclosed) | Yes/No |
| 9 | Name and address of the Bankers with account no. & IFS code | |
| | (Copy of cheque leaf or cancelled cheque enclosed) | Yes/No |
| 10 | Yearly turn-over of the organisation for the last three years 2014-2015, 2015-2016, 2016-2017 | |
| 11 | Registered Office, Address, Telephone No.& email | |
| 12 | Whether working with any of the Govt. / Semi-Govt. undertakings as approved contractors and if so, furnish full details (Copy enclosed) | |
| 13 | Whether any technical personnel are employed in the organisation and if so, details of their experience, qualification. etc. | |
| 14 | Indicate if involved in any litigation | |
| 15 | Any civil suits pending in any of the works executed. Give details | |

Date:

Signature of the

Applicant and Seal:

**National Bank for Agriculture and Rural Development (NABARD),
Jammu & Kashmir Regional Office, Jammu**

Application for Empanelment with NABARD as a contractor/supplier/vendor

PART II EXPERIENCE

List of similar works executed by the Organisation during the last three years (Including works on hand at present)

(Indicate works according to the Category in which empanelment is applied for)

| Sl. No. | Name of the work | Name and Address of the owner | Nature and specification of the work | Name and address of the Officer under whom the work was carried out | Amount (Rs.) | Whether work was completed on time |
|----------------|-------------------------|--------------------------------------|---------------------------------------------|----------------------------------------------------------------------------|---------------------|-------------------------------------------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| | | | | | | |
| | | | | | | |
| | | | | | | |

Note : Please ensure to enclose copies of work order/completion certificate.

Date:

Signature of the Applicant and Seal

Place