

NATIONAL BANK FOR AGRICULTURE & RURAL DEVELOPMENT  
NOTICE FOR EMPANELMENT OF CONTRACTORS/SUPPLIERS/VENDORS/SERVICE  
PROVIDERS FOR TRADE-WISE SUPPLY, MAINTENANCE, AMC AND REPAIR WORKS  
(OFFICE EQUIPMENT, STATIONERY, OFFICE AUTOMATION ETC.) AT STAFF  
QUARTERS AND OFFICE PREMISES OF NABARD ODISHA REGIONAL OFFICE,  
ANKUR, 2/1, NAYAPALLI CIVIC CENTRE, BHUBANESWAR - 751015

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

**ADDRESS**

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Name of trade: \_\_\_\_\_

LAST DATE FOR SUBMISSION: 25 July 2023 BY 17.00 HRS

THE CHIEF GENERAL MANAGER  
NABARD  
Odisha Regional Office  
ANKUR, 2/1, Nayapalli Civic Centre  
Bhubaneswar - 751015

**Ref No. NB.OD.RO/DPSP/ 740 /Empanelment/2023-24**  
**05 July 2023**

***Notice inviting empanelment***

**NATIONAL BANK FOR AGRICULTURE AND RURAL DEVELOPMENT,  
ODISHA REGIONAL OFFICE, 2/1 CIVIC CENTRE, IRC VILLAGE, NAYAPALLI.  
BHUBANESWAR, ODISHA.  
E-mail- bhubaneswar@nabard.org**

**General Conditions of Empanelment**

National Bank for Agriculture & Rural Development (NABARD), Odisha Regional Office, Bhubaneswar intends to prepare a panel of reputed contractors / vendors / suppliers / service providers having specialization in the trades mentioned in Enclosure (A) for undertaking various related works in Office building and staff quarters located in Bhubaneswar. The office building is located at Ankur, Nayapalli. Our staff quarters are located at BDA colony, Chandrasekharapur.

**2. The empanelment will remain in force for two years i.e. 2023 to 2025 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.

3. The vendor must have own adequate technical set up in Bhubaneswar or nearby areas so that the complaints /works may be attended to well in time.

4. The vendor must have sufficient number of experienced personnel, technical know- how, equipments, instruments and other resources to complete the awarded work well in time and as per the specifications given by the Bank.

**5. The vendor must have an experience of having successfully completed similar works/ services in the last three years (as on March 2023). At least one work should have been done in Autonomous body/ Bank/ financial Institution or any other reputed institution.**

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

The Bank reserves the right to inspect the facilities of the vendor to verify the genuineness and to ensure conformity with the details given in the bid.

7. The Bank reserves the right to reject any or all the 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 the Bank's representative and the vendor/ vendor's representative. In case of failure to resolve the disputes and differences amicably within 30 days of the receipt of notice by the other party, then the same shall be settled by arbitration in accordance with the Arbitration and Conciliation Act, 1996 and the award made in pursuance thereof shall be final, conclusive and binding on the parties. The venue of the arbitration shall be at Bhubaneswar.**

9. 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 on or before the due date. Vendor will be responsible to ensure that the application reaches the Bank on or before the due date and in time. **Applications received after due date and time and which are incomplete in any respect, are liable to be rejected without any notice.**

9. 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/ suppliers/ vendors/ service providers for ... (Trade to be indicated)” on the cover and addressed to Chief General Manager, NABARD, Odisha Regional Office, Bhubaneswar, 3<sup>rd</sup> Floor, Ankur Nayapalli Bhubaneswar-751015 on or before 5.00PM, 25 July 2023.**

10. **The vendors who are already empaneled by the Bank and whose empanelment is up to\_(date/month/year) are also required to apply afresh if they want to continue on the panel.**

11. 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 12. 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.

13. 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.

14. Information furnished in the proforma will be kept confidential.

15. **The entire application form and each part of the proforma shall be signed by a person on behalf of the Organisation, who is duly authorized to do so.**

16. If the space in the proforma is insufficient for furnishing full details, such information may be supplemented on a separate sheet of paper duly signed stating therein the proforma's part number and serial number of item. **Satisfactory completion certificates for works done for different organisations should preferably be furnished along with the application.**

17. Clarification, if any, may be obtained from Shri S N Roy, Assistant General Manager, NABARD, Odisha Regional Office, on any working day between 10.00 AM and 03.00 PM.

Enclosures:

Enclosure (A) - Trade wise list of items along with description

Enclosure (B) - Form of application for empanelment

Enclosure (C) - Checklist

## Enclosure (A)

### Trade wise list of items along with description

Sr. No.	Nature of Job	Place of Work	Name of the Trade
1	Annual Maintenance Contract (AMC)	Office	Access Control System
2		Quarters	House-keeping and Maintenance of Visiting Officers' Flat (VOF)/Visiting Employees Flat (VEF)
3		Both Office & Quarters	Electrical Works
4			Stand-alone air-conditioners
5			Intercom /Telephone system
6			Garden and landscaping
7			Fire extinguishers and fire-fighting equipment.
8			CCTV
9			Pest Control
10			Civil works.
11			Sanitary & Plumbing
12			Carpentry
13			Public Address System
14	Supplier of Goods	Both Office & Quarters	Stationery articles.
15			Furniture & Fixture.
16			Electrical and electronic goods.
17			Installation of CCTV
18			Computer & computer peripherals
19			Installation of Fire Alarm System & Fire Extinguishers etc.
20			Installation of LED Sign Board
21	Supplier of Services	Both Office & Quarters	Security Services
22			Hired Taxi Services
23			Cleaning & Sweeping Services
24			Washing of Linen
25			Cleaning of Computers
26			Cleaning of Venetian Blinds
27			Cleaning of Water Tanks
28			Courier Service.
29			Photocopying.
30			Printing of documents/publications/stationeries

31			Operation of machineries like DG Set, water pump and central AC
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### **Eligibility Criteria for the Contractors/Agencies**

- a) The vendors must have been registered/empanelled with any Govt. / Semi-Govt. / Govt. Undertakings / Banks/Private agencies of repute and/or must have experience of executing similar type of works for such organisations under different trades as mentioned above.
- b) The applicants for civil and electrical works must have executed at least two jobs of relevant trade of not less than Rs.3.00 lakh and applicants for plumbing and carpentry works of Rs.2.00 lakhs each during the last three years.
- c) The applicant for electrical works must possess the requisite licence from the appropriate authorities to execute such works.
- d) The applicant for operation of machineries like DG set etc. must have at least 3 years' experience in operating the relevant machinery.
- e) The agency should have been registered with statutory authorities like EPF, ESI etc.
- f) The agency should have income tax PAN, bank account in a scheduled bank and GST registration. The agency without GST registration has to submit a declaration that it is not required to take GST registration as its annual turn-over is less than the required threshold limit for getting GST registration.
- g) The eligibility criteria mentioned above may be reasonably relaxed at the discretion of the competent authorities of NABARD.

The contractors/firms have to apply strictly in the prescribed form available from our web site [www.nabard.org](http://www.nabard.org). The contractors / firms/consultants interested in empanelment under different trades, should necessarily apply separately for each trade. Any combined application for different trades shall be summarily rejected.

The sealed application form completed in all respects super-scribing 'Empanelment of vendors for "....." (write name of the trade under which the applicant wants to be empaneled)' should be dropped in the tender box kept in the DPSP (3rd floor) at the above address upto 17.00 hrs on 25 July 2023. The application forms received after the due date shall not be considered under any circumstances.

NABARD reserves the right to reject any or all the offers without assigning any reason thereof.

The vendors already empanelled with NABARD, if interested, have to apply afresh for empanelment with required supporting documents and credentials.

Date :

(Sd/-)

Place :

Chief General Manager

**Enclosure (B)**  
**FORM OF APPLICATION FOR EMPANELMENT**  
**(To be submitted on Contractor's own Letterhead)**

**Letter No.**

**Date:**

The Chief General Manager  
National Bank for Agriculture and Rural Development  
Odisha Regional Office  
"ANKUR", 2/1, Nayapalli Civic Centre  
Bhubaneswar - 751015

Dear Sir,

**Sub: Application for Empanelment of vendors**

Please refer to your Advt. in the newspaper and        dated        calling for applications for empanelment of vendors. Having examined the nature of work to be executed, having visited and examined the sites of the work and having acquired the requisite information relating thereto, we, hereby, offer to be empanelled as a vendor "\_\_\_\_\_ " (write name of the trade(s) under which the applicant wants to be empaneled) trade, with your bank and submit the required particulars in the prescribed proforma along with supporting documents, as per details below-

1	Name, Address, Contact No. of the Firm/Agency-	
2	Nature of Ownership of the Firm/Agency (Proprietorship        /Partnership/Registered Company). If proprietorship, enclose a photo Id card of the Proprietor, otherwise enclose Partnership Deed or Regd Certificate)	
3	Details of Organisations empanelled with/Registered with (Copies of work orders, completion certificates in support of experience of related trade/ business submitted)	
4	Trade desiring to be empanelled for	
5	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	
6	Income Tax PAN No. (Attach self-attested photocopy )	
7	GST Regd. No (Attach self-attested photocopy)	

8	Details of Bank Account Name of the Account holder. Name of the Bank, Branch & Place A/c type (Savings or Current) Account No IFS code (Attach self-attested photocopy of a cheque)	
9	Brief history of the agency (Attach separate sheet, if required with supporting documents)	
10	Institutions which awarded work to the agency during the last 3 years (attach details of at least 2 jobs/ works of highest value executed by the agency with supporting documents. AMC's executed by the Contractors in the last three years may be enclosed separately in a tabular form with supporting documents.)	

- We have read and understood the Empanelment Notice and Instructions appearing in the application format and we understand that if any false information is detected at a later stage, any future contract made between ourselves and NABARD, on the basis of the information given by us, will be treated as invalid by NABARD.
- We agree that the decision of NABARD, Odisha Regional Office, Bhubaneswar in selection of the Contractors will be final and binding on me/us.
- All the information furnished in this application is correct to the best of our knowledge.
- We also agree that we have no objection if enquiries are made about the works listed by us in the accompanying sheets or any other inquiry on the information furnished herewith in the accompanying sheets.
- We, therefore, request you to kindly do the needful to empanel us under “\_\_\_\_\_” (write name of the trade/s under which the applicant wants to be empaneled) trade/s / category.

### **Signature and seal of the authorised signatory of the agency**

**Place**

**Date**

**Enclosures**

- a) Photo ID Card/ Partnership Deed/ Registration Certificate along with address proof.
- b) Self-attested copy of the PAN card, cancelled cheque. GST Regd. Certificate/Declaration
- c) Certified copies of Contractors credentials /Licenses for technical trade like electrical maintenance
- d) Registration certificate of EPF, ESI

**Enclosure (C)**  
**Checklist of Submission of Application for Empanelment**

Sr. No.	Particulars	Submitted (Yes/No)
1.	The application duly filled in submitted in a sealed envelope	
2.	The application submitted on applicant's letterhead as per given format in Enclosure (C)	
3.	Application super-scribed as "Application for Empanelment of Contractors/ Vendors/ Suppliers/ Service Providers for (trade to be indicated)" on the cover and addressed to Chief General Manager, NABARD, Odisha Regional Office, 3rd Floor, Ankur Nayapalli Bhubaneswar 751015.	
4.	Trade and category in which empanelment is desired is indicated on top of the envelope	
5.	Copies of work orders, completion certificates in support of experience of related trade/ business submitted	
6.	Copies of balance sheet and profit & loss statements for the previous three years, duly certified by a practising Chartered Accountant, in support of Average Annual Turnover OR Banker's Solvency Certificate in proof of having adequate financial standing submitted	
7.	Copy of Permanent Account Number (PAN) of the Proprietor/ Partnership Firm/ Private Limited Company/ Limited Company or Cooperative Body attached	
8.	Copy of details of Registrations, if any, (i) Under Companies Act/ Cooperative Societies Act, (ii) GST – enclosed	
9.	Information duly furnished in Enclosure (B) along with supporting documents	
10.	Bank details (A/c number, IFSC, Bank Name, A/c Name)	
11.	Copy of cancelled cheque enclosed	

Note: Checklist is indicative only. Applicant is requested to go through the application format carefully before submission, and submit all the information/ documents required.