

**NATIONAL BANK FOR AGRICULTURE AND RURAL DEVELOPMENT,
ODISHA REGIONAL OFFICE, 2/1 CIVIC CENTRE, IRC VILLAGE, NAYAPLLI.
BHUBANESWAR, ODISHA.
Tel-2374305, 2374310, 2374321, E-mail- bhubaneswar@nabard.org**

Notice for Empanelment of Vendors.

National Bank for Agriculture and Rural Development (NABARD), Odisha Regional Office, 2/1 Nayapalli, Civic Centre, Bhubaneswar-751015, intends to prepare a panel of suitable vendors based preferably at Bhubaneswar, for undertaking various type of works under different trades as indicated below for its residential and office premises located in Bhubaneswar.

Nature of Job	Place of Work	S No	Name of the Trade
A-Annual Maintenance Contract	Office	1	Access Control System
	Quarters	1	House-keeping and Maintenance of Visiting Officers' Flat (VOF)/Visiting Employees Flat (VEF)
B-Both AMC & New Jobs	Both Office & Quarters	1	Electrical Works
		2	Stand-alone air-conditioners
		3	Intercom /Telephone system
		4	Garden and landscaping
		5	Fire extinguishers and fire fighting equipment.
		7	CCTV
		8	Pest Control
		9	Civil works.
		10	Sanitary & Plumbing
		11	Carpentry
		12	Public Address System
C-Supplier of Goods	Both Office & Quarters	1	Stationery articles.
		2	Furniture & Fixture.
		3	Electrical and electronic goods.
		4	Installation of CCTV
		5	Computer & computer peripherals
		6	Installation of Fire Alarm System & Fire Extinguishers etc.
		7	Installation of LED Sign Board
E-Supplier of Services	Both Office & Quarters	1	Security Services

		2	Hired Taxi Services
		3	Cleaning & Sweeping Services
		4	Washing of Linen
		5	Cleaning of Computers
		6	Cleaning of Venetian Blinds
		7	Cleaning of Water Tanks
		8	Courier Service.
		9	Photocopying.
		10	Printing of documents/publications/ stationeries
		11	Operation of machineries like DG Set, water pump and central AC.

Eligibility Criteria for the Contractors/Agencies/Consultants

- 1) The vendors must have been registered/empanelled with any Govt. / Semi-Govt. / Govt. Undertakings / Banks/Private Corporate houses of repute and/or must have experience of executing similar type of works for such organisations under different trades as mentioned above.
- 2) The past work experiences of the vendors shall be one of the prime eligibility criteria for empanelment under all the trades. However, the applicants for civil and electrical works must have executed at least two jobs of relevant trade of not less than Rs. 5.00 lakh and applicants for plumbing and carpentry works of not less than Rs. 2.00 lakhs each during the last three years. The applicant for electrical works must possess the requisite licence from the appropriate authorities to execute such works.
- 3) The applicant for operation of machineries like DG set etc. must have at least 3 years' experience in operating the relevant machinery.
- 4) The eligibility criteria mentioned above may be reasonably relaxed at the discretion of the competent authorities of NABARD.

The contractors/firms has to apply strictly in the prescribed form available free of cost with the DPSP (3rd floor), NABARD at the address mentioned above. The contractors/ firms/consultants interested for empanelment under different trades, should necessarily apply separately for each trade. The prescribed form can also be downloaded from our web site www.nabard.org.

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 **up to 17.00 hrs on 21-01-2019**. 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 :
Place :

(Sd/-)
Chief General Manager

FORM OF APPLICATION FOR EMPANELMENT

**The Chief General Manager
National Bank for Agriculture and Rural Development
Odisha Regional Office
“ANKUR”, 2/1, Nayapalli
Civic Centre
Bhubaneswar - 15**

Dear Sir,

Application for Empanelment of vendors

Please refer to your Advt. 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 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 (Attach documentary evidence like empanelment order etc.)	
4	Trade desiring to be empanelled for	
5	Income Tax PAN No. (Attach self-attested photocopy)	
6	GST Regd. No (Attach self-attested photocopy)	

7	Details of Bank Account <ul style="list-style-type: none"> • 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)	
8	Brief history of the agency (Attach separate sheet, if required with supporting documents)	
9	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.)	

Signature and seal of the authorised signatory of the agency

Place

Date

Enclosures-1) Photo ID Card / Partnership Deed/ Registration Certificate along with address proof

- 2) Self-attested copy of the PAN card
- 3) Self-attested copy of a cancelled cheque
- 4) Self-attested copy of GST Regd. Certificate
- 5) Certified copies of Contractors credentials /Licenses
- 6) Bank solvency certificate.