Notice for empanelment of vendors for supply of Computer Hardware, installations and Peripherals by NABARD Uttarakhand Regional Office

National Bank for Agriculture and Rural Development (NABARD) intends to prepare a panel of reputed vendors/suppliers/service providers for procurement of Computer Hardware, Installations and Peripherals for its office building in Dehradun. The empanelment shall be valid from 1st March 2020 to 12 July 2021. 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.

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.

The applications, duly filled in the prescribed format and complete in all respects, may be submitted in a sealed cover clearly super-cribing it as “Application for Empanelment of Contractors/ Vendors/ Suppliers/ Service Providers for Computer Hardware, Installations and Peripherals” to the Chief General Manager, Uttarakhand Regional Office, Plot no. 42, IT Park, Sahastradhara Road, Dehradun – 248013”. All sealed envelopes may be dropped in the tender box situated at the ground of NABARD Uttarakhand Regional Office Building.

The last date for submission of application is up to 29th February 2020 (4:00 PM)

The vendors who are already empaneled by the Bank may submit applications afresh, if they want to continue on the panel.

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

(Urvashi Garg)
Deputy General Manager
NABARD
Uttarakhand Regional Office
Dehradun

Date – 07th February 2020
NOTICE FOR EMPANELMENT OF VENDORS/SUPPLIERS/SERVICE PROVIDERS FOR UTTARAKHAND REGIONAL OFFICE, DEHRADUN

NAME OF APPLICANT: _______________________________________

ADDRESS:

_________________________________________________________________

_________________________________________________________________

_________________________________________________________________

Last date and time for submission of applications | 29th February, 2020 (4:00 PM)

The Chief General Manager
NABARD
Uttarakhand Regional Office
Plot no. 42, IT Park
Sahastradhara Road
Dehradun
Uttarakhand – 248013
<table>
<thead>
<tr>
<th>S. No.</th>
<th>Particulars</th>
<th>Submitted (Yes/No)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>The application duly filled in 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 Enclosure (C)</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Application super-scribed as “Application for Empanelment of Vendors/Suppliers/Service Providers for Supply of Computer Hardware, installations and Peripherals” on the cover and addressed to Chief General Manager, NABARD Uttarakhand Regional Office, Plot no. 42, IT Park, Sahastradhara Road, Dehradun-248013”.</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Copies of work orders and completion certificates and Performance Certificates from the clients in support of experience of related trade/business submitted</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Copies of Balance Sheet and Profit &amp; 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</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Copy of Permanent Account Number (PAN) of the Proprietor/Partnership Firm/Private Limited Company/Limited Company or Cooperative Body attached</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Copy of details of Registrations, if any, (i) GSTIN (ii) Sales Tax Authority (TIN) (iii) Shop Establishment License</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Information duly furnished in Enclosure (B) along with supporting documents</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Certificate of Authorized Dealership allocated to the vendor by the Manufacturers/OEMs for supply of Computers and Peripherals</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Certificate of E-Waste Management Act Compliance</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Bank details furnished in Enclosure (D)</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Copy of cancelled cheque enclosed</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 the information/documents required.
National Bank for Agriculture & Rural Development (NABARD),
Uttarakhand RO

Plot no. 42, IT Park, Sahstradhara Road, Dehradun – 248013

General Conditions of Empanelment

National Bank for Agriculture & Rural Development (NABARD), Uttarakhand Regional Office, Dehradun 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 located in Dehradun. The office building is located at Plot no. 42, IT Park, Sahstradhara Road.

1. The empanelment will remain in force from 01st March 2020 to 12th July 2021 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.

2. The vendor must have own adequate technical set up in Dehradun so that the complaints / works may be attended to well in time.

3. The vendor must have sufficient number of experienced personnel, technical expertise, equipment, instruments and other resources to complete the awarded work well in time and as per the specifications given by the Bank.

4. The vendor must have an experience of having successfully completed similar works/ services in the last three years (as on 31st March 2019). 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 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 Dehradun.

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, 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. The application duly filled in shall be submitted in a sealed envelope super-subscribed as "Empanelment of contractors/suppliers/vendors/service providers for Computer Hardware, Installations and Peripherals" on the cover and addressed to ‘Chief General Manager, NABARD, Uttarakhand Regional Office, Plot no. 42, IT Park, Sahstradhara Road, Dehradun – 248013’ on or before 04:00 PM, 29th February, 2020.

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

12. The Bank will make all payments 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 Operations/Technical Setup** - The vendor must own adequate technical set up in Dehradun so that the complaints/works may be attended to well in time.

   b. **Experience** - The vendor must have an experience of having successfully completed similar works/services in the last three years (as on 31 March 2019). At least one work should have been done in Autonomous body/Bank/financial Institution or any other reputed institution.

   c. **Sale Turnover** - The sales turnover of the vendor must be at least Rs.80 Lakhs during any one out of the three preceding financial years

   d. **Net Profit** – The vendor must show a net profit for preceding 3 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.

   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 and GSTIN Registration certificate.
      ii. Copies of Balance Sheet and Profit & Loss statement 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.
iii. Certificate from Manufacturers of Authorized Dealership for supplies of Computers and Peripherals
iv. Performance Certificates from previous/existing clients in Autonomous body/ Bank/ financial Institution

14. 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 the ability and the competence to do good quality work in accordance with the specifications and within the time schedule.

c. Information furnished in the Proforma will be kept confidential.

d. 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.

e. 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.

f. Clarification, if any, may be obtained from Assistant General Manager/ Manager/ Manager, Dept. Information and Technology, NABARD Uttarakhand RO Phone Nos. 0135-2607741 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) - 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 Uttarakhand Regional Office Premises

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Trade/Nature of Works</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Computer Hardware, Installations and Peripherals</td>
<td>Desktop Personal Computers(PCS), Laptops, All-in-One PCs, printers, scanners, LCD projectors, storage devices, networking, etc.</td>
</tr>
</tbody>
</table>
## [A] General Information

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Name of the applicant organization/vendor/supplier/service provider</td>
</tr>
<tr>
<td>2.</td>
<td>Address for communication and contact details</td>
</tr>
<tr>
<td>3.</td>
<td>Telephone number (landline)</td>
</tr>
<tr>
<td>4.</td>
<td>Telephone number (mobile)</td>
</tr>
<tr>
<td>5.</td>
<td>Type of the organization (whether sole proprietorship, partnership, private limited or limited company or cooperative society etc.)</td>
</tr>
<tr>
<td>6.</td>
<td>Name of the proprietor/partners or directors in the organization</td>
</tr>
<tr>
<td>7.</td>
<td>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)</td>
</tr>
<tr>
<td>8.</td>
<td>Whether empaneled with Government/Semi Government/Municipal Authorities or any other organization and if so, give the details of the same and nature of contract</td>
</tr>
<tr>
<td>9.</td>
<td>Number of years of experience in the field/trade applied for (give separate for each trade). A list of important assignments may be indicated for the same along with supporting documents.</td>
</tr>
<tr>
<td>10.</td>
<td>Have you in the past carried out any works for NABARD? If yes, give details</td>
</tr>
</tbody>
</table>

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**Enclosure (B)**

**Basic Information**
<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>11.</td>
<td>Address of Dehradun Office through which the proposed work will be handled. The name, designation and contact details of the officer in charge</td>
</tr>
<tr>
<td><strong>[B]. Financial Information</strong></td>
<td></td>
</tr>
<tr>
<td>12.</td>
<td>Permanent Account Number (PAN) of the proprietor/partnership firm/private limited company/limited company/cooperative society (Copy of PAN to be attached)</td>
</tr>
<tr>
<td>13.</td>
<td>GST No. (enclose copies of relevant documents)</td>
</tr>
<tr>
<td>14.</td>
<td>Balance Sheet and Profit &amp; 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</td>
</tr>
<tr>
<td>15.</td>
<td>Annual turnover during the last three years</td>
</tr>
<tr>
<td></td>
<td>2016-17 (₹. ________ )</td>
</tr>
<tr>
<td></td>
<td>2017-18 (₹. ________ )</td>
</tr>
<tr>
<td></td>
<td>2018-19 (₹. ________ )</td>
</tr>
<tr>
<td>16.</td>
<td>Annual profits during the last three years</td>
</tr>
<tr>
<td></td>
<td>2016-17 (₹. ________ )</td>
</tr>
<tr>
<td></td>
<td>2017-18 (₹. ________ )</td>
</tr>
<tr>
<td></td>
<td>2018-19 (₹. ________ )</td>
</tr>
<tr>
<td>17.</td>
<td>Indicate if involved in any litigation at present in similar type of contracts</td>
</tr>
<tr>
<td>18.</td>
<td>Any civil suit arisen in the contracts of works executed, if any, please given brief details</td>
</tr>
<tr>
<td>19.</td>
<td>Number of supplementary sheets attached to Enclosure [B]</td>
</tr>
</tbody>
</table>

Place:  
Date:  
Signature and Stamp of the Applicant
Enclosure (C)
(To be submitted on Contractor’s own letterhead)

No. _________________________
Date: ________________________

Chief General Manager
NABARD
Uttarakhand Regional Office
Plot no. 42, IT Park, Sahstradhara Road, Dehradun
Uttarakhand – 248013

Dear Sir,

Empanelment of Contractors for NABARD Uttarakhand Regional Office, Dehradun - Computer Hardware, Installations and Peripherals

1. With reference to your advertisement in the Newspaper on ___ 2020 for the Empanelment of Contractors, I am / We are pleased to offer myself / ourselves to be empanelled under Computer Hardware, Installations and Peripherals trade 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. All the other desired information, documents and certificates as required by you, are enclosed herewith in the prescribed proforma 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, Uttarakhand Regional Office, Dehradun in selection of the Contractors will be final and binding on me/us.

6. All the 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 of Computer Hardware, installations and Peripherals.
Thanking you

Yours faithfully

(Signature along with stamp of Authorized person on behalf of the Firm / Agency / Contractor)
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 (Savings/Current/Cash Credit)

8. Account Number

Note: A copy of cancelled cheque in respect of the above account is operated by the vendor must be enclosed.

Place:

Date:  

Signature and stamp of the Applicant