

**E – Notice for Empanelment of Contractors / Service Providers or Goods / Works / Services / Consultants Annual Maintenance Contracts etc. at Regional Office Building, Nungambakkam, Chennai and Staff Quarters at Cenotaph Road, Bazullah Road and South Boag Road, Chennai**



**Department of Premises, Security and Procurement,  
National Bank for Agriculture and Rural Development  
(NABARD)**

**No.48, MG Road, Tamil Nadu Regional Office  
Nungambakkam, Chennai – 600034**

**ISSUED TO**

.....  
.....  
.....

Date of issue of tender document	07-02-2023
Due date and time for submission of tender	01-03-2023 (09:00 hours)
Date and time of opening tender	01-03-2023 (11:00 hours)



**E – Notice for Empanelment of Contractors/Service Providers or Goods/Works/ Services/Consultants Annual Maintenance Contracts etc. at Regional Office Building, Nungambakkam, Chennai and Staff Quarters at Cenotaph Road, Bazullah Road and South Boag Road, Chennai**

NABARD intends to prepare a panel of reputed contractors, vendors, suppliers, service providers, and dealers, scrap dealers, etc., valid for two years, for procurement of various articles/ services for its office, office building and staff quarters in Chennai. 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 under various categories as per their relevant experience in the trade with necessary work orders and work experience certificates. If the agency has not submitted/uploaded the relevant documents, the agency will not be considered for empanelment.**

The online application for empanelment should be made in the prescribed format which, along with the other relevant details like past work experience, work orders and work completion certificate, including terms and conditions of empanelment should be uploaded. The empanelment tender shall be available in the Bank's website <https://www.nabard.org> and in <https://eprocure.gov.in/epublish/app> and the same will be **available and submission shall be made only in online in C1 portal <https://nabard.eproc.in/ProductNABARD/publicDash> .**

The applications duly filled/uploaded in the prescribed format with necessary documents and shall be submitted in online. The last date for submission of application is **01 March 2023 up to 0900 Hrs.**

The vendors who are already empaneled with the Bank and whose empanelment is up to 31 March 2023 are also required to apply afresh in online, if they want to continue on the panel. The Bank reserves the right to reject any or all the applications or withhold/cancel the process, without assigning any reasons thereof.

Sd/-  
(C Sumithra)  
Deputy General Manager



**NATIONAL BANK FOR AGRICULTURE & RURAL  
DEVELOPMENT (NABARD)**

**E- NOTICE FOR EMPANELMENT OF**

**Contractors / Service Providers or Goods / Works / Services /  
Consultants Annual Maintenance Contracts etc. at Regional  
Office Building, Nungambakkam, Chennai and Staff Quarters at  
Cenotaph Road, Bazullah Road and South Boag Road, Chennai**

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

ADDRESS

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Last Date for Submission : 01 March 2023 BY 0900 Hrs**

**The Chief General Manager**  
No.48, Mahatma Gandhi Road,  
NABARD, Tamil Nadu Regional Office,  
Nungambakkam, Chennai: 600034.





## **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 <b>Enclosure (C)</b>	
3	Trade and category in which empanelment is desired is indicated on top of the envelope	
4	Copies of work orders, completion certificates in support of experience of related trade/ business to be uploaded	
5	Copies of balance sheet and profit & 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 to be uploaded	
6	Copy of Permanent Account Number (PAN) of the Proprietor/ Partnership Firm/ Private Limited Company/ Limited Company or Cooperative Body attached	
7	Copy of details of Registrations, if any, (i) Under Companies Act/ Cooperative Societies Act, (ii) GST - enclosed	
8	Information duly furnished in <b>Enclosure (B)</b> along with supporting documents	
9	Bank details furnished in <b>Enclosure (D)</b>	
10	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.

**Signature and Seal to be affixed on all pages**



**National Bank for Agriculture & Rural Development (NABARD),**  
**Tamil Nadu Regional Office, Chennai**

**General Conditions of Empanelment**

National Bank for Agriculture & Rural Development (NABARD), Tamil Nadu Regional Office, Chennai intends to prepare a panel of reputed Contractors / Vendors / Consultants / 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 Chennai. The office building is located at 48, M.G. Road, Nungambakkam, Chennai-600 034. NABARD Officers' Quarters at Cenotaph Road, Teynampet, NABARD Officers' Quarters at Bazullah Road, T-Nagar and NABARD Staff Quarters at South Boag Road, T-Nagar.

- a) The empanelment will remain in force for two years i.e. 01<sup>st</sup> April 2023 to 31<sup>st</sup> March 2025 subject to annual review every year. If the services provided by the Vendor / Service Provider are found to be unsatisfactory / the information provided for empanelment is inadequate / incorrect / wrong / untrue / mistaken, Bank reserves the right to remove such Vendor / Service Provider from the empaneled list at any point of time. The agency which gives wrong/incorrect/false information will be black listed / debarred from participation in any tenders.
- b) The Vendor must have own adequate technical set up in Chennai so that the complaints/works may be attended to well in time. The vendor should have a permanent income tax number and banker's reference.
- c) The Vendor must have sufficient number of experienced personnel, technical knowhow, equipment's, instruments and other resources to complete the awarded work well in time and as per the specifications given by the Bank.
- d) The Vendor must have experience of having successfully completed similar works/ services in the last three years (as on 31 March 2022). At least one work should have been done in Government Institutions/ Bank/ financial Institution or any other reputed institution.
- e) 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.**

- f) The Bank reserves the right to reject any or all the applications without assigning any reason whatsoever thereof and will not entertain any correspondence.
- g) 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 Chennai.
- h) 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 should be submitted online on or before the due date and time. Applications which are incomplete in any respect, are liable to be rejected without any notice.
- i) Application form can be viewed in the Bank's website <https://www.nabard.org> and in <https://eprocure.gov.in/epublish/app> and submission can be made in <https://nabard.eproc.in/ProductNABARD/publicDash> (C1 India portal) **on or before 01 March 2023 by 0900 Hrs. No extension of time will be permitted if the vendor is facing difficulty or facing technical issues in uploading the document at the fag end of the time specified for closure of tender.**
- j) The vendors who are already empaneled by the Bank and whose empanelment is up to 31 March 2023 are also required to apply afresh in online if they want to continue on the panel
- k) 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).**

**Other Conditions:**

- I. Intending applicants are required to furnish details about their organization, technical experience, competence and evidence of their financial standing as per **Enclosure (B), Enclosure (F) and Enclosure (G)** in order to be considered for empanelment.
- II. 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. Information furnished in the proforma will be kept confidential.
- III. Each page of the tender document shall be signed & sealed and shall be uploaded.
- IV. The entire application form and each part of the proforma shall be signed by a person on behalf of the Organization, who is duly authorized to do so. (Copy of Power of Attorney/Memorandum of Association shall be furnished along with application)
- V. 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 organizations should preferably be furnished along with the application.**
- VI. Clarification, if any, may be obtained from Assistant General Manager/ Manager, NABARD, Tamil Nadu Regional Office, DPSP, Chennai, Phone Nos.044-28304651/41 on working day **between 10.00 AM and 04.00 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 (E) - Particulars of Registration Details (as applicable)**

**Enclosure (F) – List of works**

**Enclosure (G) – List of Technical personnel and experience**



### **Guidelines / Procedures for e-empanelment tender**

E-procurement is facilitated by C1 India ([https:// nabard.eproc.in](https://nabard.eproc.in)) on behalf of NABARD. You are requested to read the terms & conditions of this tender before submitting your online tender. Bidders who do not comply with the conditions with documentary proof (wherever required) will not qualify in the empanelment process.

#### **Process of e empanelment / tendering**

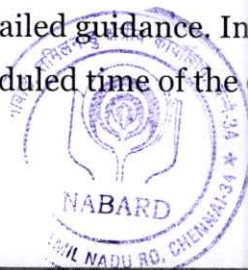
- Selection will involve following stages i) upload of e-Tender/documents ii) receipt of e-bids/e-tender/documents iii) opening of bids iv) contractors/vendors shall be empaneled for two years subject to the terms and conditions of this tender.
- Empanelment tender shall be downloaded from the website of <https://nabard.eproc.in>. Tenders received after stipulated date/ time shall not be entertained. Bidders are requested to make note of dynamic time being displayed on e-Procurement portal of NABARD to ensure that the bids are submitted on time. Late tenders will not be accepted under any circumstances.

#### **(A) Registration: -**

The process involves bidder's registration with C1 India's e-procurement portal, which is free of cost. Only after registration, the bidder(s) can submit his/their bids electronically. Electronic Bidding for submission of documents over the internet will be done. The Bidder's should possess Class III or above signing and encryption type digital certificate. Bidders are to make their own arrangement for bidding from a P.C. connected with Internet. C1 India is not responsible for making such arrangement. (Bids will not be recorded without Digital Signature).

**SPECIAL NOTE:** The empanelment documents/tender has to be submitted on-line at <https://nabard.eproc.in>

**(1)** Bidders are required to register themselves online with C1 India and create own user id and password. Bidders will receive a system-generated mail confirming their registration in their email, which has been provided during filling the registration form. Bidders are advised to refer to the NABARD e-tender manual for detailed guidance. In case of further clarification, please contact C1 India, (before the scheduled time of the e-tender).





Primary Contact (C1 India)			
1.	Ujwala Shimpi	ujwala.shimpi@c1india.com	+91-124-4302000 Ext 114 +91 8080303831
2.	Sachin Toraskar	sachin.toraskar@c1india.com	+91-124-4302000 Ext 200
Secondary Contact (C1 India)			
Sr. No.	Name of the Person	Email	Contact Number
1.	Fairlin Jivin	fairlin.jivin@c1india.com	+91-124-4302000 Ext 112

**(A) System Requirement: -**

**Hardware Required**

- Minimum Hardware Requirements:-
- Pentium IV and Above
- Minimum 4 GB RAM
- An available USB port (If Certificate is in USB-Token)
- User has to install USB-Token drivers into computer system before usage of application.
- If USB-Token driver is not installed before usage of application user cannot use his certificate for application
- Reliable Internet Connectivity.



### Other Requirements

**Operating System:-**Windows 7, vista, Windows 8, etc.

**Browser Version :-** Internet Explorer Versions 10 or above

**Note: - Website will work only on Internet explorer**

**Java Component:-**Go to Control panel>Add/Remove Programs/ Programs and features

Check whether Java Runtime Environment is installed on your machine or not.

(Only Single Java should be installed on the Machine)

**Java Runtime Environment (Latest Java Download from [www.java.com](http://www.java.com) Offline mode )**

- Empanelment tender bid will be opened electronically on specified date and time as mentioned. Bidder(s) can witness electronic opening of the bid.
- All entries in the tender should be entered in online formats without any ambiguity.
- Bidders are instructed to use attach documents link in bidding floor to upload documents in document library. Multiple documents can be uploaded. Maximum size of single document for upload is 20 MB. For further assistance, please follow instructions of bidder guide.
- All notices and correspondence to the bidder(s) shall be sent by e-mail only during the process until finalization of tender by NABARD. Hence, the bidders are required to ensure that their corporate e-mail I.D. provided is valid and updated at the stage of registration of bidder.
- Bidder are requested to see the web site again before the due date of tender submission to ensure that they have not missed any corrigendum uploaded against the said tender after downloading the tender document.
- No separate intimation in respect of corrigendum to this empanelment tender (if any) will be sent to bidder (s) who have downloaded the documents from web site. Please see Website [nabard.eproc.in](http://nabard.eproc.in)
- E- Empanelment tender cannot be accessed after the due date and time.



## 2. Bidding in e-tender:

- ✓ The process involves Electronic Bidding for submission of documents.
- ✓ The bidder should allow to run an application namely JAVA Application by accepting the risk and clicking on run. This exercise has to be done immediately after opening the website i.e. <https://nabard.eproc.in>. If this application is not run, then the bidder will not be able to access the website properly.
- ✓ While filling, bidder should click on various pages like Tender Fee/EMD, Submit forms, Vendor Undertaking, Envelop and Bid Signing, etc. to complete the tender process. In each page bidder should click on 'save' for recording their bid documents. Then once all the pages have been saved, the bidder can click on the "Final Submit" button to register their bid.

**NOTE: -** The bid can be revised multiple times even after the "Final Submission" button has been clicked by the bidder. In all cases, bidder should use their own ID and Password along with Digital Signature at the time of submission of their bid.

At the time of submitting tender, the bidders are required to check photocopies of following documents should be enclosed/uploaded (Documents in original should be produced for verification as and when it is required by NABARD, failing which their bids will be summarily / out rightly rejected and will not be considered for any further correspondence): -



### **Enclosure (A)**

#### **ANNEXURE - Trade wise List of items of supply of Items/Service at NABARD Office at Nungambakkam and Three Quarters located at Cenotaph Road, Bazullah Road and South Boag Road, Chennai**

<b>Sr. No.</b>	<b>Trade/Nature of Works</b>	<b>Description</b>
1	Office Equipment	EPABX/ PABX, Paper shredder machines, clocks, calculators, telephone instruments, cordless telephone instruments, weighing machines, etc.
2	Mechanical/Electrical/ Electronic equipment's	UPS/Batteries, Air conditioners, televisions, ceiling/ pedestal/ wall mounted fans, geysers, water purifiers, water coolers, refrigerators, automated tea/ coffee vending machines, dish wash machines, fly killer machines, etc.
3	Office Furniture supplier	Chairs, tables, workstations (modular), beds, sofa sets, dining sets, cots, etc.
4	Stationery for office use	All office stationery items, such as white papers, ledger paper, registers, pens, writing pads, file boards, plastic folders, spring files, etc.
5	Office automation and security solutions	Access Control System, CCTV, etc.
6	Printing Works	Various internal & external publications, Letterheads, Envelopes, Registers, visiting cards, CDs, Flex Printing, Copies, Spiral binding, etc.
7	Scrap dealers	Disposal of all types of Scrap.
8	Courier Services	Courier service (local as well as other places) etc.
9	Event Management Services	To Event manage various meetings/seminar conducted by Bank
10	Plumbing & sanitary fixtures	Suppliers of plumbing & sanitary fixtures for office/Quarters, etc.
11	Gym Equipment's Maintenance Service and Supplier	Suppliers/Servicing of various types of gym related equipment's and to carry out maintenance of Gym Equipment Services at Regional Office and all 03 Quarters under work contract basis
12	IT Hardware/software /services	Suppliers for Computers, Hardware, Software's, MFDs, scanners, projectors, accessories, Cable supply & laying services, Conventional Desktop PCs, All-in-one PCs, laptops, printers, multifunction printers, 3-in-1 printers, scanners, ADF scanners, fax machines, LCD projectors, Keyboards, Monitors and other IT peripheral devices, network switches and associated works, servers, routers, firewall, network integration, data backup services etc.
13	Advertising Agencies	Various types of bank advertisements like press release, tenders, notices etc.





14	Fire Fighting Equipment's	Suppliers of firefighting equipment's, etc.,
15	House Keeping Services	To carry out Housekeeping Services at Regional Office and all 03 Quarters including guest houses/VOF/VEF by providing requested cook, laundry, housekeeping staffs on manpower basis / work contract basis
16	Horticulture/Gardening Services	To carry out Horticulture/Gardening Services at Regional Office and all 03 Quarters by providing requested Gardening staffs on manpower basis / work contract basis
17	Plumbing Maintenance Service	To carry out the maintenance of all plumbing fittings at Regional Office and all 03 Quarters by providing requested Plumbing staffs on manpower basis
18	Electrical maintenance Service	To carry out the maintenance of all HT/LT line & other electrical fittings at Regional Office and all 03 Quarters by providing requested certified Electrical staffs on manpower basis
19	Carpenter Service	To carry out the maintenance of all door/windows fittings at Regional Office and all 03 Quarters by providing Carpenter on manpower/work basis
20	Split/Window ACs Maintenance Service	To carry out the maintenance of all split/window ACs at Regional Office and VOF/VEF/MF under work contract basis
21	Post construction anti-termite Service and pest control services	To carry out Pest Control and anti-termite Services at Regional Office and all 03 Quarters under work contract basis
22	Catering Services	Providing catering services like serving tea/coffee etc. to staff (approx 100) on daily basis, serving lunch/snacks to staff as well as providing special lunch/high tea during meetings at Office.
23	Hiring of Car	Providing car hiring services at mutually agreed rates for local tours in Chennai city & for journeys to all places within Tamil Nadu
24	General Insurance	Providing general insurance cover against receipt of premium for Bank's various properties such as office and staff quarters, furniture and fixtures, vehicles, etc. Also empanelment of licensed assessors for the above said purpose.
25	Crockery & Cutlery items /Kitchen equipment	Supply for Office and Staff Quarters - Gas stove/burners, grinding machines, utensils, crockery, etc.
26	Xeroxing/Spiral binding	Xerox works including servicing, rate contract, spiral binding, binding works



<b>Minor &amp; Major Civil Contractors/Architect's/Consultants</b>		
27	Minor Civil / Electrical Works (value up to Rs.2.00 lakhs)	To plan, design and prepare bill of materials and estimates of costs for civil works including all masonry, plumbing, electrical, carpentry and renovation works.
28	Minor Civil/Electrical Works (2.00 lakhs to Rs.5.00 lakhs)	To plan, design and prepare bill of materials and estimates of costs for civil works including all masonry, plumbing, electrical, carpentry and renovation works.
29	Minor/Major Civil/electrical Works (Rs.5.00 lakhs to 10.00 lakhs)	To plan, design and prepare bill of materials and estimates of costs for civil works including all masonry, plumbing, electrical, carpentry and renovation works.
30	Minor/Major Civil/Electrical Works (10.00 lakhs to Rs.25.00 lakhs)	To plan, design and prepare bill of materials and estimates of costs for renovation and structural rehabilitation of building.
31	Architecture Services	To plan, design, layouts and prepare architectural drawings in software, prepare bill of materials and estimates of costs for works entrusted to it with due regard to aesthetics, economy etc., and periodic inspection of works.
32	Structural Consultants	To plan, design and prepare bill of materials & estimates of costs and drawings in software for construction projects.
33	Electrical, Electromechanical and Air-conditioning consultants	To plan, design and prepare bill of materials & estimates of costs and drawings in software for all electrical, air-conditioning and electromechanical works.
34	Project Management Consultants/Associates	To plan, design and prepare bill of materials & estimates of costs and drawings and day-to-day supervision, measurement, testing and quality control, bill certification and project scheduling, monitoring and control of time and cost for Structural Works, Civil and Electrical repair works, Interior design, Assistance in installation of solar power plant and furnishing works, etc.
35	Water proofing consultants	To plan, design and prepare bill of materials & estimates of costs, supervision, monitoring and certification of bills.
36	Fire Consultants	To conduct fire safety audit, maintenance of firefighting equipments.





## **Eligibility Criteria**

### **For the Trades 1 to 26**

- i. The agency should have in the relevant trade with minimum 3 years of experience and list of eligible work executed during last three years. Last three years income tax returns, audited balance sheet, profit & loss account sheet to be attached along with the empaneled tender.
- ii. Details of work experience shall be supported by work orders and corresponding completion certificates.
- iii. The client-wise names of similar work(s), year(s) of execution of work (s) awarded, and actual value of executed work(s), reasons for delay (if any), names and full contact details of the officers/ authorities/ departments under whom the work(s) was/were executed should be furnished in the prescribed format.
- iv. Copy of Work order/Agreement/Completion certificates issued by the client should be enclosed with this tender and need to be produced in original before NABARD, whenever called for verification purposes.
- v. Bidders should have a current bank account with a scheduled commercial bank.

### **For the Trades 27 to 30**

- i. Only civil/electrical contractors having experience of similar works during **the last 7 years**, with annual turnover of at least 30% of the estimated cost of tender during each of the last 3 years and having done at least:
  - a) three similar works whose value is not less than 40% of the estimated cost of tender;  
or
  - b) two similar works whose value is not less than 50% of the estimated cost of tender;  
or
  - c) one similar work whose value is not less than 80% of the estimated cost of tender
- ii. Last three years income tax returns, audited balance sheet, profit & loss account sheet to be attached along with the empaneled tender.

### **Trade 31: Architecture:**

- i. Should be a member of the Institution of Engineers (India)/ Indian Institute of Architects or Council of Architect or similar professional bodies in the field of expertise. The copy of the membership certificate to be furnished. The details are to be filled in Annexure D.
- ii. Should have atleast two qualified Graduate Architects (having adequate experience in planning, designing, construction & renovation of buildings) on their regular establishment for not less than 7 years. Work orders and completion certificate issued by the clients should be enclosed.
- iii. Should submit audited balance sheets/P&L account for the last 3 financial years.
- iv. The copy of the membership certificate to be furnished. The details are to be filled in Annexure E.

### **Trade 32: Structural consultant**

- i. Should be member of Indian Associations/Societies of Structural Engineers or should be registered/empaneled with municipal corporations/CPWD or other similar government organizations.
- ii. Should be a member of the Institution of Engineers (India)/ Indian Institute of Architects or Council of Architect or similar professional bodies in the field of expertise. The copy of the membership certificate to be furnished. The details are to be filled in Annexure E.
- iii. Should have at least two qualified structural engineers (having experience of at least 10 years as structural engineer) on their regular establishment. Provide details.
- iv. Should have at least 07 years of experience in the field of Consultancy and conducting of Structural Audit of various Buildings. Should have services of Licensed Structural Engineer registered with appropriate authority.
- v. Should have experience of successfully conducting structural audit for government buildings, Banks/FIs premises, reputed private organizations etc., in last 07 years. Details may be furnished.

### **Trade 33:**

#### **Electrical, Electromechanical and Air-conditioning consultants**

- i. Electrical Consultants should have minimum seven (7) years of relevant experience in providing Electrical safety auditing / consultancy services for HT installations.
- ii. Electrical Consultants should have supervising license from concerned licensing



authority of the State or Central Govt.

- iii. Electrical Consultants should have completed minimum five (5) Electrical safety audits of HT installation in the past five (5) years in Offices of Listed Companies / Limited companies / PSUs / Government / Semi – Government offices / reputed Corporate Institutions.
- iv. Electrical Consultants should have an established Office in Chennai
- v. Should submit audited balance sheets/P&L account for the last 3 financial years.
- vi. The copy of the certificate and its details to be furnished. The details, if any is to be filled in Annexure E.

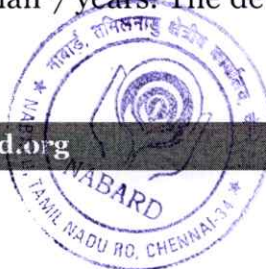
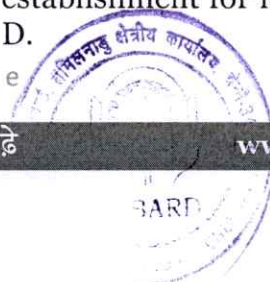
### **Air Conditioning Consultants**

- i. The consultant needs to have adequately qualified and experienced staff and should have successfully completed at least three works of providing consultancy service for design, erection & commissioning of (1) Central Air-conditioning plant in new building or (2) Retrofitting/repairs of AC plants in existing building or (3) full replacement of old AC plant in existing building, individually costing Rs.75.00 lakh or above for the Government/ Semi-Government/ Government of India Undertaking / Private Corporate Bodies, during last 7 years.
- ii. The consultant should have a separate in-house team of professionals consisting of at least an experienced/qualified Consultant and a Quantity Surveyor for designing, preparation of drawings, preparation of BoQ and tender documents.
- iii. Should submit audited Balance Sheets/P&L account for the last 3 financial years.
- iv. The copy of the certificate and its details to be furnished. The details, if any is to be filled in Annexure E.

### **Trade 34 & 35:**

### **Project Management Consultant (PMC) [Civil & Electrical] & Waterproofing Consultants**

- i. Should have, during the last 07 years, experience in the relevant field of providing services as Project Management Consultants for renovation of buildings and water proofing works.
- ii. Should submit audited Balance Sheets/P&L account for the last 3 financial years.
- iii. Should have atleast two qualified engineers in the relevant field on their regular establishment for not less than 7 years. The details, if any, is to be filled in Annexure D.



### **Trade 36: Fire Consultants**

- i. Fire Consultants should have minimum seven (7) years of relevant experience in providing Fire safety auditing / consultancy services.
- ii. Fire Consultants should have supervising license from concerned licensing authority of the State or Central Govt.
- iii. Consultants should have completed minimum five (5) Fire safety audits in the past five (5) years in Offices of Listed Companies / Limited companies / PSUs / Government / Semi – Government offices / reputed Corporate Institutions.
- iv. Should submit audited balance sheets/P&L account for the last 3 financial years.
- v. The copy of the certificate and its details to be furnished. The details, if any is to be filled in Annexure E.

**Note: The above list is only illustrative. The trades may include all the necessary items which are required by the Bank from time to time.**





**Enclosure (B)**  
**Basic Information**

<b>A. General Information</b>		
1.	Name of the applicant organization/ vendor/ supplier/ service providers	
2.	Address for communication and contact details	
3.	Telephone number (landline)	
4.	Telephone number (mobile)	
5.	Type of the organization (whether sole proprietorship, partnership, private limited or limited company or cooperative society, etc.)	
6.	Name of the proprietor/partners or directors in the organization	1. 2. 3.
7.	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)	
8.	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.	
9.	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.	____Years
10.	Have you in the past carried out any works for NABARD? If yes, give details.	
11.	Address of Chennai Office through which the proposed work will be handled. The name, designation and contact details of the officer in charge.	

<b>B. Financial Information</b>		
12.	Permanent Account Number (PAN) of the proprietor/ partnership firm/ private limited company/ limited company/ cooperative society (Copy of PAN to be attached)	
13.	GST No. (enclose copies of relevant documents)	
14.	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.	
15.	Annual turnover during the last three years	2019-20 (Rs.....) 2020-21 (Rs.....) 2021-22 (Rs.....)
16.	Indicate if involved in any litigation at present in similar type of contracts	
17.	Any civil suit arisen in the contracts of works executed, if any, please given brief details	
18.	Number of supplementary sheets attached to <b>Enclosure (B)</b>	

**Place:**

**Date:**

**Signature of the Applicant**



**Enclosure (C)**  
**(To be submitted on Contractor's own Letterhead)**

No. ....

Date .....

**Shri T Venkatakrishna,**  
**Chief General Manager ,**  
NABARD, Tamil Nadu Regional Office ,  
DPSP, No.48, M.G Road,  
Nungambakkam,  
Chennai : 600034.

Dear Sir,

Empanelment of Contractors for NABARD Tamil Nadu RO, Chennai“  
(write name of the trade(s) & Code number under which the applicant wants to be  
empaneled)

With reference to your advertisement in the banks website on 2023 for the Empanelment of Contractors, I am / We are pleased to offer myself / ourselves to be empaneled under “ ” (write name of the trade/category under which the applicant wants to be empaneled) in your organization.

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 all the other desired information, documents and certificates as required by you, are enclosed herewith in the prescribed proforma for your perusal.

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.





I/We agree that the decision of NABARD, Tamil Nadu Regional Office, Chennai in selection of the Contractors will be final and binding on me/us.

All the information furnished in this application as also under Enclosures (A), (B) & (D) is correct to the best of my/our knowledge.

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.

I / We, therefore, request you to kindly do the needful to empanel our firm under “ ” (write name of the trade/category under which the applicant wants to be empaneled).

Thanking you

Yours faithfully

**(Signature of Authorized person on behalf of the Firm / Agency / Contractor with seal)**





**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 (Saving/Current/Cash Credit)	
8.	Account Number	

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



### Enclosure (E)

**Particulars of Registration Details (as Structural consultant /architects/electrical consultant, electromechanical and AC consultant/PMC)**

S.No	Name and address of authority(ies) with whom the firm is registered	REGISTRATION DETAILS	
		Year Is copy of letter enclosed	
(1)	(2)	(3)	(4)

**\*Copy of License issued by competent authority of govt. should be enclosed.**

**SIGNATURE and SEAL**





### Enclosure (F)

**List of important high value works/projects/procurement/services executed by the tenderer**

<b>Sr. No.</b>	<b>Name of the Project and Location</b>	<b>Nature of work</b>	<b>Name and full postal address with phone Numbers of the owner. Also indicate whether Govt. or Semi-Govt. or Private Body</b>	<b>Contract Amount (Rs.)</b>
<b>(1)</b>	<b>(2)</b>	<b>(3)</b>	<b>(4)</b>	<b>(5)</b>



Completion Period		Whether work was left incomplete or contract was terminated from either side? Give full details	Any other relevant information
Stipulated	Actual		
(6)	(7)	(8)	(9)

\* Note: Certificates from the clients should be furnished

**Signature of the Tenderer**





## Enclosure (G)

### Technical Personnel and Experience

S.No	Name	Qualification	Experience handling similar works	Nature of work handled in organization	Name of the project	Date from which employed	Any other remarks

