

## **Tender**

**Empanelment of Contractors/Service providers for Repair /  
Renovation/ Maintenance works in Office Building and Staff Quarters  
at NABARD HYDERABAD-500020**



**Dept. of Premises, Security & Procurement (DPSP)  
NABARD Telangana Regional Office  
1-1-61, RTC X Roads, Musheerabad  
HYDERABAD – 500020**

Bid publishing date	08 <sup>th</sup> July 2022
Date & time of Pre-Bid meeting	3.00 PM on 15 <sup>th</sup> July 2022
Date of submission of tenders	Upto 2.00 PM on 29 <sup>th</sup> July 2022

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**Annexure-I**

**Notice Inviting Tender**

**Empanelment of Contractors/Service providers for Repair / Renovation / Maintenance work in Office Building and Staff Quarters at NABARD, Hyderabad - 500020**

**NABARD** invites tender to prepare a panel of reputed contractors/service providers, valid for two years, for undertaking repairs / renovation / maintenance works in its Regional Office Building & Staff Quarters in Hyderabad. The applicants can apply for one or more categories of work. For category of Trade items/work list please refer to Annexure V.

**Fact Sheet**

Sl. No	Particulars	Details
1	Date of Tender	08 <sup>th</sup> July 2022
2	Selection Method	Empanelment of Contractor as per qualification criteria
3	Tender issued by	<b>NABARD</b>
4	Availability of Tender	Tender can be downloaded from <a href="https://www.nabard.org/">https://www.nabard.org/</a>
5	Nodal Officer for correspondence and Clarifications	Shri Rameshkrishna, AM, DPSP (040 – 27685349/351)
6	Last date for submission of Pre bid queries	11.00 AM on 15 <sup>th</sup> July 2022 by e-mail (dpsp.tsro@nabard.org)
7	Issue of addendum/ clarification (if any)	15 <sup>th</sup> July 2022 in NABARD Website (www.nabard.org)
8	Last date of bid submission	Tenders must be submitted latest by 2.00 PM on 29 <sup>th</sup> July 2022 in drop box kept at reception lobby, ground floor, NABARD, Telangana Regional Office, RTC X Roads, Hyderabad

NABARD reserve the right to accept or reject any or all tenders without assigning any reason thereof.



**Important details in this regard are as under:-**

**1. Submission of Bids :**

- Bidders are to submit their offers in sealed envelope. Applicants for empanelment should apply in the prescribed form, which, along-with all the other details, can be downloaded from the Banks' Website [www.nabard.org](http://www.nabard.org).
- The applications duly filled in the prescribed proforma may be submitted in a sealed cover clearly subscribing it as "**Application for Empanelment of Contractors / Service Providers for (Trade to be indicated)**" to the Chief General Manager, **NABARD**, Telangana Regional Office, DPSP, RTC X Roads, Hyderabad – 500 020
- **Already empanelled contractors whose empanelment is up to 31 March 2022 may also need to submit applications afresh.**
- The Bank reserves the right to reject any or all the applications without assigning any reasons thereof.
- The tender documents can be downloaded from our website <https://www.nabard.org/>
- Properly filled applications to be submitted after duly furnishing all the required information.
- Tenders to reach this office latest by **2.00 PM on 29<sup>th</sup> July 2022**. The tenders are to be dropped in the drop box kept at reception of NABARD Telangana, Regional Office, 1-1-61, RTC X Roads, Hyderabad – 500 020. Bidders shall be solely responsible for submission of their tenders in physical form in drop box as indicated above.
- Tenders received through any other mode such as Courier / Post / E-Mail / Fax / Telegraph, etc. shall not be entertained and shall be treated as invalid tenders.
- The tender documents shall be submitted in 'Original' to the Bank.

**2. Part-I (Technical Bid) to contain the following :**

- a. Notice Inviting Tender (Annexure-I)
- b. Form of Tender (Annexure-II)
- c. Checklist for Submission of Application (Annexure-III)
- d. Information & Instructions to Bidder, Pre-qualification Criteria(Annexure-IV)
- e. Trade wise list of items for Repair/Renovation/Maintenance Work (Annexure- V)
- f. General Instructions to the applicants for Empanelment (Annexure-VI)
- g. Basic Information (Annexure VII)



- h.** Previous Experience (Annexure VIII)
- i.** Technical and Skilled Personal (Annexure IX)
- j.** Contractor own letter head undertaking (Annexure X)
- k.** Bank Account Details (Annexure- XI)

### **3. Acceptance of Bids:**

- The bids shall be accepted only in respect of those bidders whose tenders are in line with the requirements as per NIT, terms and conditions of the tender document & clarifications issued during pre-bid meeting, if any.
  - The decision of the Employer in this regard shall be binding on the bidders and not open to question or appeals.
- 4.** Any Conditional offer will not be accepted.
- 5.** NABARD reserves the right to accept any or reject all the applications without assigning any reasons therefore. The tender is neither an agreement nor an offer and is only an invitation by the Bank to the interested parties for submission of their bids/ offers. The information contained in this document or information provided subsequently to the bidders whether verbally or in documentary form by or on behalf of NABARD is provided to the bidders on the terms and conditions set out in this tender document and all other terms and conditions subject to which such information is provided.
- 6.** NABARD makes no assertion or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this tender. Bank may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this tender.

For any clarifications, you may contact DPSP personally or by sending e-mail at [dpsp.tsro@nabard.org](mailto:dpsp.tsro@nabard.org).

Yours faithfully

**Sd/-**

**(Bolla Sreenivasulu)**  
**Deputy General Manager**



**Annexure-II**

**Form of Tender**

To,

Date :

The Chief General Manager,  
National Bank for Agriculture  
and Rural Development  
Telangana Regional Office,  
1-1-61, RTC X Roads,  
**HYDERABAD – 500 020**

Dear Sir,

**“Empanelment of Contractors/Service providers for Repair/Renovation Maintenance work in Office Building and Staff Quarters in Hyderabad**

Having examined the tender document relating to the specified in the Memorandum hereinafter set out, having visited and studied the tender document as specified in the said Memorandum and having acquired the requisite information relating thereto as affecting the tender, I/We hereby offer to execute the tender specified in the said Memorandum, as mentioned in the tender; in all respects of the tender, in accordance with such conditions in so far as they may be applicable.

**MEMORANDUM**

<b>Subject</b>	<b>Details</b>
Description	Empanelment of Contractors/Service providers for Repair / Renovation / Maintenance work in Office Building and Staff Quarters at NABARD, Telangana.
Location	NABARD, Telangana Regional Office, 1-1-61, RTC X Roads, Hyderabad – 500 020.
Duration of Empanelment	02 Years, extendable with half yearly review, if required, for two more year subject to satisfactory performance

Should this tender be accepted, I/We hereby agree to abide by and fulfil the terms and provisions or the said Conditions of the tender annexed hereto in so far as they may be applicable.

Our Bankers are:

- I. .... Bank, ..... Branch, ....., Hyderabad
- II. .... Bank, ..... Branch, ....., Hyderabad
- III. Type of account : Savings / Current account
- IV. Bank Account No. :
- V. IFS code of Bank and branch :



- VI. Valid GST No. & PAN No.
- VII. The names of partners of our firm are:
- i)
  - ii)
  - iii)

Name of the partner of the firm Authorized to sign: OR  
Name or person having Power of Attorney to sign the contract  
(Certified copy of the Power of Attorney should be attached):

Yours faithfully,

Signature of Tenderer with stamp

E-mail id:

### Annexure-III

#### CHECKLIST FOR SUBMISSION OF APPLICATION

**Checklist is indicative only. Applicant is requested to go through the application proforma carefully before submission**

Sl. No.	Particulars	Submitted (Yes/No)
1	The application duly filled submitted in a sealed envelope.	
2	The application submitted on applicant's letterhead as per Annexure-X	
3	Application superscribed as <b>“Empanelment of contractors/Service providers for Trade wise Repair/Renovation/Maintenance works”</b> on the cover and addressed to Chief General Manager, NABARD, Telangana Regional Office, 1-1-61, RTC X Roads, Hyderabad – 500 020 Indicated on the top of the envelope the category and trade- code(s) in which empanelment is desired	
4	Submitted copies of Work orders, Completion Certificates in support of experience	
5	Submitted copies of 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	Details of Labour License /Pest License / Electrical License etc. (wherever applicable) obtained from the Competent Authorities (a copy to be enclosed	
7	Copy of Permanent Account Number (PAN) of the proprietor/ Partnership firm/Private Limited/Limited or Co-operative Body attached	
8	Copy of Details of Registrations, if any, with (i) GSTIN (ii) Sales Tax Authority (TIN) (iii) Registration with ESIC (iv) Registration with EPFO enclosed	
9	Information duly furnished in Annexures VII, VIII & IX along with supporting documents	
10	Bank details furnished in Annexure- XI	
11	Copy of cancelled cheque	



**Information & Instructions to Bidders**

1) National Bank for Agriculture and Rural Development (NABARD), Telangana Regional Office, Hyderabad intends to prepare a panel of reputed contractors having specialisation in the trades mentioned in Annexure-I for undertaking repairs/ renovation/ maintenance work in Office building and staff quarters located in Hyderabad. The office building is located at 1-1-61, RTC X Roads and staff quarters are located at Ameerpet and Masab Tank.

2) The empanelment shall be valid for a period of 2 years i.e. upto 31 March 2024 subject to annual review every year. If the performance and dealings of the Contractor/ Service Provider is found to be unsatisfactory, bank reserves the right to delete their name from the empanelled list.

3) The panel would be prepared under **four categories** i.e. works costing –

- (i) upto Rs 5.00 lakhs (**Category-I**)
- (ii) upto Rs.10.00 lakhs (**Category- II**)
- (iii) upto Rs.25.00 lakhs (**Category- III**)
- (iv) upto Rs.50.00 lakhs (**Category- IV**)

4) The Contractors who are registered with the Government/Semi-Government Undertaking/s/Financial Institutions/Autonomous bodies /Reputed Corporate Sector institutions in the field of similar maintenance, supply and/or repair works as per the following criteria and having service set up at Hyderabad wherefrom required quality after sales services can be provided, may apply in the prescribed form for the purpose. The contractors/service providers should meet the following minimum criteria:

**PRE-QUALIFICATION CRITERIA**

Criteria	Category-I (upto ₹5 lakh)	Category-II (₹5 lakh to ₹10 lakh)	Category-III (₹10 lakh to ₹25 lakh)	Category-IV (₹25 lakh to ₹50 lakh)
(A) Minimum years of experience in works of similar nature	03 years	05 years	05 years	05 years

<p>(B) <b>Experience</b> : Experience of having successfully completed similar works during last five years ending 31<sup>st</sup> March 2022 (i.e. works prior to 31<sup>st</sup> March 2017 will not be considered) should be either of the following</p>				
	Three similar completed works each costing not less than ₹2.00 lakh	Three similar completed works each costing not less than ₹4.00 lakh	Three similar completed works each costing not less than ₹10.00 lakh	Three similar completed works each costing not less than ₹20.00 lakh
	<b>OR</b>	<b>OR</b>	<b>OR</b>	<b>OR</b>
	Two similar completed works each costing not less than ₹2.50 lakh	Two similar completed works each costing not less than ₹5.00 lakh	Two similar completed works each costing not less than ₹12.50 lakh	Two similar completed works each costing not less than ₹25.00 lakh
	<b>OR</b>	<b>OR</b>	<b>OR</b>	<b>OR</b>
	One similar completed work costing not less than ₹4.00 lakh	One similar completed work costing not less than ₹8.00 lakh	One similar completed work costing not less than ₹20.00 lakh	One similar completed work costing not less than ₹40.00 lakh
<p>(C) <b>Annual Financial Turnover</b> : Average Annual financial turnover during each of the last 3 years, ending 31 March 2022, should be at least (Category-wise) :</p>				
	Annual Financial turnover of minimum ₹5.00 lakh each year	Annual Financial turnover of minimum ₹10.0 lakh each year	Annual Financial turnover of minimum ₹25.0 lakh each year	Annual Financial turnover of minimum ₹50.00 lakh each year

<b><u>(D) Technical competence</u></b>	The firm should have adequate technically qualified and experienced staff in the category for which empanelment has been applied for.
<b><u>(E) Service Set-up</u></b>	Having full-fledged service setup at Hyderabad and have Registration and valid Licenses for related trades and GST Registration etc.

**Note: The following documents should invariably be attached alongwith application in support of experience, establishment and financial capability**

1. Copies of Work orders, Completion Certificates in support of experience
2. Copies of Registration certificate, valid licenses for related trades and GSTIN Registration certificate.
3. 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. For Category-I, the agencies can submit other documents instead of balance-sheets etc.

**5) The application duly filled in shall be submitted in a sealed envelope super subscribed as “Empanelment of contractors/service providers for Trade wise Repair/Renovation/Maintenance works” on the cover and addressed to Chief General Manager, DPSP, NABARD Telangana Regional Office, 1-1-61, RTC X Roads, Hyderabad – 500 020 on or before 02:00 PM 29<sup>th</sup> July 2022. Already enlisted contractors whose enlistment is upto the year 31<sup>st</sup> March 2022, also need to apply afresh.**

6) NABARD encourages electronic mode of payment to vendors. For this purpose, please furnish the information in Annexure- XI.

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

**ANNEXURE-V**

**Trade wise list of items for Repair/Renovation/Maintenance Work at  
NABARD Office Premises and Staff Quarters in Hyderabad**

Trade/Items of work		Category-I (Upto ₹.5 lakh)	Category-II (From ₹5 lakh to ₹10 lakh)	Category- III (From ₹ 10 lakh to ₹25 lakh)	Category- IV (From ₹ 25 lakh to ₹50 lakh)
<b>SECTION A: (CIVIL WORKS)</b>		<b>TRADE CODE</b>			
<b>I</b>	<b>General Civil, Sanitary, Plumbing and Carpentry</b>				
	<p><b>1. Civil, Sanitary and Plumbing</b></p> <p>a. General repair &amp; renovation works, minor structural repairs, plastering, water proofing works, flooring / dado work of Office Premises / Staff Quarters</p> <p>b. Stone works such as Granite/Marble/ Kadapa/Tile works</p> <p>c. Painting External &amp; Internal</p> <p>d. Repair, maintenance and construction of plumbing, sanitary and sewerage system for buildings and other ancillary structures</p> <p>e. Repair, maintenance and construction of all types of internal roads &amp; pathways</p>	I(A)	I(B)	I(C)	I(D)
	<p><b>2. Carpentry Works</b></p> <p>a. Repair, painting, maintenance and construction of all types of wooden works including the fittings and fixtures attached to wooden works</p> <p>b. Ancillary civil related works connected with wooden, aluminum or steel works</p> <p>c. Supply and Repair of all types of wooden/steel dead stock articles/ furniture such as chair, table, sofa set, cots etc. (Both Godrej and other than Godrej)</p> <p>d. All types of wooden works related to interior decoration</p> <p>e. All types of repairs &amp; maintenance required for locks, mortise lock, night latch, steel cupboards and Aluminium door and window work, venetian blinds etc.</p> <p>f. Mild steel or Aluminum works fabrication/Installation/Repair of partitions /doors /windows/grills etc.</p> <p>g. Display systems viz. Board/Name plates/metal letters/flex Banner printing, rubber stamps / Glow sign, LED &amp; Neon signboards</p>				

<b>II</b>	<b>Specialized water proofing works</b> 1. Specialized agencies /authorized applicators of Chemical / Membrane / Injection grouting//other water proofing techniques  2. Terrace / basement /retaining wall/ RCC water tanks / toilet/bathrooms/ external wall water proofing works	II(A)	II(B)	II(C)	II(D)
<b>II I</b>	<b>Supply and Installation of Modular kitchen</b> 1. SS 304 grade trolleys and baskets 2. Marine plywood with lamination 3. Installation of electric Chimneys	III(A)	III(B)	III(C)	III(D)
<b>I V</b>	<b>Pest Controls Works :</b> 1. All types of pest & rodent control works, treatment for mosquito & snake nuisance, Gel treatment etc. 2, All types of anti-termite/ bed bug treatment works.	IV(A)	IV(B)	IV(C)	IV(D)
<b>V</b>	<b>Interior Decoration Works</b> 1. Interior decoration works of 1 <sup>st</sup> class finish such as Italian marble works/artificial stone works etc.,  2. Wooden/vinyl flooring works, carpets etc., 3. Aluminium/wooden partition walls, Veneer/ laminate finishing works etc., 4. Gypsum/Wooden/Fiber/ Glass/Metal / Armstrong false ceiling/partition works  5. Aluminum / PVC / Wooden window works	V(A)	V(B)	V(C)	V(D)
<b>V I</b>	<b>Specialised structural repair works :</b> 1. Extensive structural repairs / retrofitting of Office Premises / Staff Quarters 2. Micro-concrete/ Polymer modified mortar/I injection grouting/fibre wrapping/ jacketing of structural members etc.	VI(A)	VI(B)	VI(C)	VI(D)

<b>SECTION : B (Electrical and Electro Mechanical Works)</b>					
<b>V II</b>	<b>General Electrical Works</b> 1. Electrical Wiring work including additions/alterations to electrical installations including supply of electrical fixtures and fittings viz., LED, Lights, TV, Fridge, Cooler, Water Cooler, Air-Conditioners, Batteries, etc., of Office Premises and Staff Quarters. 2. Supply, Installations, repairs and maintenance of electrical installations including panels, lighting, wiring, fittings, ceiling and exhaust fans, submersible pumps, mono block pumps, storage and instant water heaters and other internal and external electrical installations, etc.	<b>VII (A)</b>	<b>VII(B)</b>	<b>VII ( C )</b>	<b>VII (D)</b>
<b>V II I</b>	<b>Fire and Safety</b> Supply/Installation/Repair/servicing of Fire fighting & Protection System equipments and Repairs and maintenance of emergency/ rescue equipments like Fire/ Emergency Alarm System	<b>VIII (A)</b>	<b>VIII(B)</b>	<b>VIII (C)</b>	<b>VIII(D)</b>
<b>I X</b>	<b>Security and Surveillance System</b> 1. CCTV System 2. Door frame metal detector system 3. Hand held metal detector System 4. Access Control System	<b>IX (A)</b>	<b>IX (B)</b>	<b>IX ( C )</b>	<b>IX (D)</b>
<b>X</b>	<b>Telecommunications and Networking Systems</b> Supply, installation & maintenance of various Electrical, Electronics, Tele-communication and Electro-mechanical equipments including EPABX system, PA System, Office equipments like xerox, fax, LCD/DLP projectors, Stabilisers, franking, weighing machine, Telephone instruments etc.	<b>X(A)</b>	<b>X(B)</b>	<b>X ( C )</b>	<b>X (D)</b>
<b>X I</b>	<b>HT Installations</b> Supply/Repair/ Servicing/ Operation and Maintenance of 11 kV sub-station equipment including all types of Transformers, HT/LT Switchgears and other electrical installations	<b>XI (A)</b>	<b>XI (B)</b>	<b>XI ( C )</b>	<b>XI (D)</b>

## **ANNEXURE - VI**

### **General Instructions to the applicants for Empanelment**

1. NABARD, Telangana Regional Office, Hyderabad intends to prepare a panel of reputed contractors for undertaking maintenance, supply and repairs/ renovation /maintenance work of the Bank's properties at Hyderabad. These works (which are likely to be executed) will have estimated cost from upto Rs.50 lakh from the empanelled agencies.
2. **The Contractor for any particular work shall be selected from the respective panel of the Bank through competitive bidding.**
3. **Applicants are required to indicate on the top of the envelope the trade-code and category in which they desire empanelment as per list enclosed.**
4. **The applicants can apply for one or more trades/ categories of empanelment, which may be clearly mentioned in Annexure-IV & V of the application document.**
5. Intending applicants are required to furnish details about their Organisation, technical experience, competence and evidence of their financial standing as per the enclosed proforma in order to be considered for empanelment.
6. 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.
7. The vendor must have own adequate technical set-up in Mumbai so that complaint / work may be attended to on time.
8. The vendor must have sufficient number of experienced personnel, technical know-how, equipment, instruments and other resources, to complete the awarded work well in time and as per specification.
9. The Bank reserves the right to inspect the facilities of the vendor/ contractor to verify the genuineness and to ensure the conformity with the details given in the bid.
10. Information furnished in the proforma will be kept confidential.

11. The application form and each part of the proforma viz., (i) Basic information, (ii) Previous Experience & (iii) Technical Personnel & Special Experience shall be signed by a person on behalf of the Organisation, who is duly authorised to do so.
12. 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 employers should preferably be furnished along with the application.
13. Applications containing false or inadequate information are liable for rejection.
14. NABARD, Telangana Regional Office, Hyderabad reserves the right to reject any or all applications without assigning any reason thereof. Decision of the Bank in regard to selection of Contractors for empanelment will be final and binding.



**BASIC INFORMATION**

1.	<b>Trade(s) applied for (Mention Trade code from</b>	
2	The category for which application is being made	
	I. Upto Rs.5.00 lakh	
	II. From 5.00 Lakh to Rs.10.00 lakh	
	III. From 10.00 lakh to Rs.25.00 lakh	
	IV. From 25.00 lakh to Rs.50.00 lakh	
3.	Name of Organisation	
4.	Type of Organisation (Whether Sole Proprietorship, Partnership, Private Limited, Limited or Cooperative Body, etc.)	
5.	Name of the Proprietor/Partner or Directors in the Organisation	1. 2. 3. 4.
6.	i) Details of Registration (Firm, Company, etc.), Registering Authority, Date, No. etc.  ii) Details of Labour License/Pest License/Electrical Licence, etc., (if any) obtained from the Competent Authorities (a copy to be attached)	
7.	Experience in maintenance/repair works/effecting supply, etc. (In operation since _____(years)	-----Years
8	Details of Banks' Solvency Certificate (if any) & Name and Address of Bankers	
9.	Permanent Account Number (PAN) of the Proprietor/ Partnership Firm/ Private Limited/Limited or Cooperative Body (copy of PAN to be attached)	

10.	Details of Registrations, if any with i) GST ii) Registration with ESIC iii) Registration with EPFO  (Enclose copies of relevant documents)	
11	Annual turnover during the last three years	2021-22 ₹ 2020-21 ₹ 2019-20 ₹
12	I. Registered Office Address II. Contact Number Landline No. Mobile No. III. Email ID Website Address (if any) IV. Office Address through which the work will be handled and the name of the Officer-in-Charge/Top Executive	
13.	Whether working with any of the Government/ Semi Government/Undertakings/PSU/ Financial Institution as approved Contractors and if so, furnish details thereof.	
14.	Whether any technical personnel are employed in the Organisation and if so, give details of their experience and qualifications.	
15.	Indicate if involved in any litigation at present in similar type of contracts	
16.	Any civil suit arisen in the contracts of works executed, if any, please give brief details	
17.	Number of supplementary sheets attached to Annexure III.	

**ANNEXURE – VIII**

**Previous Experience**

1. List of important similar works executed by the Organisation during the last 5 years

Name of the Work	Name and address of the owner (Govt./ Semi Govt./ Bank / Public/ Private Sector Organisation)	Nature and Type of works (in brief)	Location	Name and full address/ contact number of Officer under whom the work was carried out	Amount tendered	Duration Stipulated time	Work Completion details (If work was left incomplete or contract was terminated by other side, give details thereof)	
							Actual Time taken	Actual cost of work
1	2	3	4	5	6	7	8	9

2. List of important similar works on hand each worth ₹..... lakh and above

Name of the Work	Name of the owner (Govt./ Semi Govt./ Bank/Public/ Private Sector Organisation)	Nature and Type of works (in brief)	Location	Amount tendered	Time stipulated for completion	Present Stage of work
1	2	3	4	5	6	7

3. Number of supplementary sheets attached to Annexure IV

Signature of the Applicant

Place

Date

**Technical and Skilled Personnel**

1. Name and other details of Technical and Skilled Personnel in your employment :

Name	Qualification	Experience	Name of work handled	No.of years employed in your organisation	Value of works handled
1	2	3	4	5	6

2. Indicate the name of specific person who will be involved with the NABARD, if empaneled
3. Indicate other points, if any, to show technical and managerial competency or to indicate other important point in favour of the organization
4. Submit list of tools and plants, instruments, machinery etc., which can be readily deployed on site.
5. Number of supplementary sheets attached to Annexure III.

Place :

Date :

Signature of the Applicant

(To be submitted on Contractor's own Letter head)

No. ....,

Date : .....

To

The Chief General Manager  
National Bank for Agriculture  
and Rural Development  
Telangana , Regional Office  
1-1-61, RTC X Roads  
HYDERABAD – 500 020

Dear Sir,

**Empanelment of Contractors / Service Providers for Repairs /  
Renovation / Maintenance work in Office building and staff quarters  
in Hyderabad \_\_\_\_\_” (write Name of the trades & code  
number under which the applicant wants to be empaneled)**

1. With reference to your advertisement in the Newspaper on \_\_\_\_\_ for the Empanelment of Contractors, I am / We are pleased to offer myself / ourselves to be empaneled under “ \_\_\_\_\_” (write name of the trade(s) under which the applicant wants to be empaneled) trade, Category , 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) under class/category .....and the maximum financial limit under the said class/category is ₹ ..... . I am / We are enclosing a copy of the certificate to this effect issued by them. 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 the instructions appended to the proforma and I/We understand that if any false information is detected at a later date, any future contract made between ourselves and NABARD, Telangana Regional Office, Hyderabad on the basis of the information given by me/us will be treated as invalid.

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

5. All the information furnished under Annexures is correct to the best of my/our knowledge.

6. 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.

7. I / We, therefore, request you to kindly do the needful to empanel me / us under “\_\_\_\_\_” (write name of the trade/s under which the applicant wants to be empaneled) trade/s/ category.

Thanking you

Yours faithfully

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

**ANNEXURE – XI**

**PROFORMA FOR ELECTRONIC PAYMENT**

Details of Bank account to be furnished by the contractors/service providers for effecting payment with phone nos.

1	Name of the account holder (As appearing in the Bank account)	
2	Name of the Bank	
3	Name of the Branch and address	
4	Account Number	
5	RTGS/NEFT/IFS Code	
6	Type of account (Savings, Current, etc.)	
7	PAN Number	
8	GSTN Number	

Signature  
Seal & Stamp

Please attach

- (1) One original cancelled Cheque leaf of the above Bank account and
- (2) Copy of PAN Card
- (3) Allotment letter/registration letter under GSTN
- (4) Copy of address proof/Aadhaar