

No.NB.DIT/556/DIT-023-2/2022-23

13 September 2022

Empanelment of Vendors/Suppliers/Service Providers for Hardware, Software and Services at Head Office, Mumbai

NABARD intends to prepare a panel of reputed contractors, vendors, suppliers, service providers, dealers, scrap dealers, etc., valid for two years, for procurement of various Hardware, Software and Services for its office in Mumbai. The nature, trade and description of such articles/services are given in Enclosure (A). One applicant can seek empanelment for supply for supply of more than one articles or services under various categories.

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> and Central Public Procurement Portal (CPPP) <https://eprocure.gov.in>

The applications, duly filled in the prescribed format and complete in all respects, may be submitted in a sealed cover clearly super-scribing it as "Application for Empanelment of Vendors/ Suppliers/ Service Providers for (Trade to be indicated)" to the Chief General Manager, Department of Information Technology, NABARD, Head Office, Fifth Floor – 'C' Wing, Plot No.C-24, 'G' Block, Bandra Kurla Complex, Bandra (East), Mumbai-400 051. The last date for submission of application is 7 October 2022 up to 3:00 p.m.

The vendors who are already empaneled by the Bank and whose empanelment is up to 30 September 2022 are also required to apply 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.

हार्डवेयर, सॉफ्टवेयर विक्रेताओं/आपूर्तिकर्ताओं/सेवा प्रदाताओं का मुख्यालय, मुंबई के लिए एमपनेलमेन्ट

नाबार्ड , मुंबई कार्यालय के लिए विभिन्न हार्डवेयर, सॉफ्टवेयर और सेवाओं की खरीद के लिए प्रतिष्ठित ठेकेदारों, विक्रेताओं, आपूर्तिकर्ताओं, सेवा प्रदाताओं, आदि का एक पैनल तैयार करने का इरादा रखता है, जो दो साल के लिए वैध होगा। ऐसी वस्तुओं/सेवाओं की प्रकृति, व्यापार और विवरण संलग्नक (क) में दिया गया है। एक आवेदक विभिन्न श्रेणियों के तहत एक से अधिक वस्तुओं या सेवाओं की आपूर्ति के लिए आवेदन कर सकता है।

पैनल के लिए आवेदन निर्धारित प्रारूप में किया जाना चाहिए, जिसे पैनल के नियमों और शर्तों सहित अन्य प्रासंगिक विवरणों के साथ बैंक की वेबसाइट <https://www.nabard.org> और केंद्रीय सार्वजनिक खरीद पोर्टल (सीपीपीपी) से डाउनलोड किया जा सकता है।

निर्धारित प्रारूप में विधिवत भरे गए और सभी मामलों में पूर्ण आवेदन, सीलबंद कवर में, जो स्पष्ट रूप से "विक्रेताओं / आपूर्तिकर्ताओं / सेवा प्रदाताओं के पैनल के लिए आवेदन (व्यापार इंगित किया जाना है)" मुख्य महाप्रबंधक, सूचना प्रौद्योगिकी विभाग, नाबार्ड, प्रधान कार्यालय, पांचवीं मंजिल - 'सी' विंग, प्लॉट नंबर सी -24, 'जी' ब्लॉक, बांद्रा कुर्ला कॉम्प्लेक्स, बांद्रा (पूर्व), मुंबई -400 051। आवेदन जमा करने की अंतिम तिथि 07 अक्टूबर 2022 तक प्रस्तुत किए जा सकते हैं

वे विक्रेता जो पहले से ही बैंक द्वारा सूचीबद्ध हैं और जिनका पैनल 30 सितंबर 2022 तक है, उन्हें भी पैनल में बने रहने के लिए नए सिरे से आवेदन करना आवश्यक है।

बैंक किसी भी कारण बताए बिना किसी भी या सभी आवेदनों को अस्वीकार करने का अधिकार सुरक्षित रखता है।

NATIONAL BANK FOR AGRICULTURE & RURAL DEVELOPMENT

NOTICE FOR EMPANELMENT OF VENDORS/SERVICE PROVIDERS FOR
HARDWARE, SOFTWARE, SERVICES AT
NABARD HEAD OFFICE, PLOT NO. C-24, G BLOCK,
BANDRA KURLA COMPLEX, BANDRA (EAST), MUMBAI

NAME OF APPLICANT _____

ADDRESS

LAST DATE FOR SUBMISSION 7 October 2022 BY 15:00 HRS

THE CHIEF GENERAL MANAGER
DIT, NABARD,
PLOT NO. C-24, G BLOCK, BANDRA KURLA COMPLEX,
BANDRA (EAST), MUMBAI- 400 051

Checklist of Submission of Application for Empanelment

Sr. No.	Particulars	Submitted (Yes/No)
1.	The application duly filled in submitted in a sealed envelope	
2.	The application submitted on applicant's letterhead as per given format in Enclosure (C)	
3.	Application super-scribed as "Application for Empanelment of Contractors/ Vendors/ Suppliers/ Service Providers for (trade to be indicated)" on the cover and addressed to Chief General Manager, DIT, NABARD, Head Office, Plot No.C-24, G Block, Bandra Kurla Complex, Bandra (East), Mumbai – 400 051	
4.	Trade and category in which empanelment is desired is indicated on top of the envelope	
5.	Copies of work orders, completion certificates in support of experience of related trade/ business submitted	
6.	Copies of balance sheet and profit & loss statements for the previous three years, duly certified by a practising Chartered Accountant, in support of Average Annual Turnover OR Banker's Solvency Certificate in proof of having adequate financial standing submitted	
7.	Copy of Permanent Account Number (PAN) of the Proprietor/ Partnership Firm/ Private Limited Company/ Limited Company or Cooperative Body attached	
8.	Copy of details of Registrations, if any, (i) Under Companies Act/ Cooperative Societies Act, (ii) GST - enclosed	
9.	Information duly furnished in Enclosure (B) along with supporting documents	
10.	Bank details furnished in Enclosure (D)	
11.	Copy of cancelled cheque enclosed	

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

**National Bank for Agriculture & Rural Development (NABARD),
Head Office, Bandra Kurla Complex, Mumbai-400 051**

General Conditions of Empanelment

National Bank for Agriculture & Rural Development (NABARD), Head Office, Mumbai 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

The empanelment will remain in force for two years i.e. **15 October 2022 to 14 October 2024** 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.

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

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

The vendor must have an experience of having successfully completed similar works/ services in the last three years (as on 7 October 2022). At least one work should have been done in Autonomous body/ Bank/ financial Institution or any other reputed institution.

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.

The Bank reserves the right to reject any or all the applications without assigning any reason whatsoever thereof and will not entertain any correspondence.

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 Mumbai.

Vendors, Suppliers, Contractors and Service Providers, etc. desirous of being empaneled in the Bank's approved list and those who are fulfilling the eligibility criteria as mentioned above may apply on or before the due date. Vendor will be responsible to ensure that the application reaches the Bank on or before the due date and in time. Applications received

after due date and time and which are incomplete in any respect, are liable to be rejected without any notice.

Application form can be downloaded from the website <https://www.nabard.org> or <https://eprocure.gov.in> The application duly filled in shall be submitted in a sealed envelope super-subscribed as “Empanelment of contractors/ suppliers/ vendors/ service providers for ... (Trade to be indicated)” on the cover and addressed to Chief General Manager, NABARD, Head Office, DIT, Fifth Floor, C Wing, Plot No.C-24, G Block, Bandra-Kurla Complex, Bandra (East), Mumbai-400051 on or before 7 October 2022 , 3:00 PM.

The vendors who are already empaneled by the Bank and whose empanelment is up to 30 September 2022 are also required to apply afresh if they want to continue on the panel

All payments will be made by the Bank by adopting electronic clearing system and electronic fund transfer. For this purpose, please furnish the information in **Enclosure (D)**.

Other Conditions:

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.

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.

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.

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.**

Clarification, if any, may be obtained from Assistant General Manager/ Manager/ Asst. Manager, NABARD, Head Office, DIT, Mumbai, Phone Nos.022-26539171, 022-26539667 on any working day **between 10.00 AM and 05.00 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 at NABARD Office Premises

Sr No	Trade/Nature of Works	Description
1	Hardware	<ul style="list-style-type: none">• Desktop, AIO, Laptop, Printer, Scanner• Switches, Servers, Storage, Cables• Backup• Fire Safety System• Audio- Video equipment, Voice Recorder• Cyber Security, Biometric• UPS and batteries and other related items
2	Software	<ul style="list-style-type: none">• Supply of Systems and Application software• Development of Software• Supply of Manpower for Software development• Supply of Manpower for Software maintenance• Development of Software as service
3	Internet Connectivity	<ul style="list-style-type: none">• ILL, MPLS
4	Cyber security audit	<ul style="list-style-type: none">• Forensic audit & investigation, System audit and VAPT, Training on Cyber Security
5	Support Services	<ul style="list-style-type: none">• Support services for Security, network, database, application migration and other related services

Enclosure (B)

Basic Information

A. General Information

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 organisation 1.
2.
3.
4.
5.
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 _____ Years
(give separate for each trade). A list of important assignments may be indicated for the same along with supporting documents.
10. Have you in the past carried out any works for NABARD? If yes, give details.
11. Address of Mumbai Office through which the proposed work will be handled. The name, designation and contact details of the officer in charge.

B. Financial Information

- 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 practising 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 **Enclosure (B)**

Enclosure (C)

(To be submitted on Contractor's own Letterhead)

No.

Date :

Chief General Manager

NABARD Head Office,
DIT, Fifth floor, 'C' Wing
Plot No.C-24, G Block,
Bandra-Kurla Complex, Bandra (East)
Mumbai – 400 051

Dear Sir,

Empanelment of Contractors for NABARD Head Office, Mumbai - “ _____ ”
(write name of the trade(s) & Code number under which the applicant wants to be empaneled)

1. With reference to your advertisement in the Newspaper on ____ 2022 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 _____. 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 agree that the decision of NABARD, Head Office, Mumbai in selection of the vendors/service providers will be final and binding on me/us.

5. All the information furnished in this application as also under **Enclosures (A), (B) & (D)** 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)**

Enclosure (D)

Details of Bank Account

S N	Description	
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.