

NATIONAL BANK FOR AGRICULTURE & RURAL DEVELOPMENT

**APPLICATION FORM FOR EMPANELMENT OF
CONTRACTORS/SUPPLIERS/VENDORS/SERVICE PROVIDERS FOR VARIOUS
TRADES/PROCUREMENT/SUPPLY, ETC.**

At

NABARD ANDHRA PRADESH REGIONAL OFFICE, 5th Floor, Stalin Central, M.G
Road, Governorpet, Vijayawada, Andhra Pradesh – 520002

NAME OF APPLICANT _____

ADDRESS _____

LAST DATE FOR SUBMISSION: **(30 June 2025) BY 05.00PM**

TO,

THE CHIEF GENERAL MANAGER,
NABARD, ANDHRA REGIONAL OFFICE,
5th FLOOR, STALIN CENTRAL, M.G ROAD, GOVERNORPET,
VIJAYAWADA
ANDHRA PRADESH – 520002

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, NABARD, Andhra Pradesh Regional Office, 5th floor, Stalin Central, M.G. Road, Vijayawada-520002	
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 (2023-24, 2022-23 & 2021-22), 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) and KYC details 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 – furnished in Enclosure(E)	
9	Information duly furnished in Enclosure (B) along with supporting documents	
10	Bank details furnished in Enclosure (D)	
12	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),
ANDHRA PRADESH REGIONAL OFFICE, 5th floor, Stalin Central, MG Road,
Governorpet, Vijayawada - 520002

General Conditions of Empanelment

National Bank for Agriculture & Rural Development (NABARD), Andhra Pradesh Regional Office, Vijayawada 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 in Vijayawada. The office building is located at 5th floor, Stalin Central, MG Road, Governorpet, Vijayawada - 520002.

- a) The empanelment will remain in force for two years i.e. from date of empanelment 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 empanelled list.
- b) The vendor must have own adequate technical set up in Vijayawada so that the complaints / works may be attended to well in time.
- c) The vendor must have sufficient number of experienced personnel, technical know-how, 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 2024/2025). At least one work should have been done in Autonomous body/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 Vijayawada.

- h) Vendors, Suppliers, Contractors and Service Providers, etc. desirous of being empanelled 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>" 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, Andhra Pradesh Regional Office, Tender Box, 5th floor, Stalin Central, M.G Road, Vijayawada - 520002 on or before 05.00 PM, **15 June 2025**.

- i) The vendors who were already empanelled by the Bank and whose empanelment is up to 31.03.2025 are also required to apply afresh if they want to continue on the panel.
- j) 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)**.
- k) The following is the Independent External Monitors (IEMs) appointed by the Central Vigilance Commission.

*Dr. Rabindra Kumar, IFoS (Retd)
37, Bhagirathi Puram, GMS Road,
Dehradun 248 001, Uttarakhand
Email Id: rabindra_us@yahoo.com
Mobile: 9411714138 8415080837*



Other Conditions:

- I. 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.
- 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.
- III. Information furnished in the proforma will be kept confidential.
- IV. The entire application form and each part of the proforma shall be signed along with Seal by a person on behalf of the Organisation, who is duly authorized to do so.
- 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 items. **Satisfactory "completion certificates" for works done for different organisations should preferably be furnished along with the application.**
- VI. Clarification, if any, may be obtained from Development Assistant/Assistant Manager, NABARD, Andhra Pradesh Regional Office, Stalin Central, M.G Road, Vijayawada Phone Nos. +91 8333883810/ +91 9017557922 on any working day (i.e. Monday to Friday) between **10.00 AM and 05.00 PM**. Email: dpsp.apro@nabard.org 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 letterhead
 - 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
 - Enclosure (H)** - KYC application form for Individuals and non-individuals



Enclosure (A)

ANNEXURE - Trade wise List of items of supply of Items/Service at NABARD Office at 5th floor, Stalin Central, M.G Road, Governorpet, Vijayawada- 520002.		
Code No	Trade/Nature of Works	Description
1	Stationery items and Office Equipment Supplier	Providing office stationery items viz. papers, pens, folders, etc. and other items such as paper shredder machines, clocks, calculators and other Office Stationery etc.
2	Mechanical/ Electrical/ Electronic equipment's Supplier	UPS/Batteries, Invertors, Air conditioners, televisions, water purifiers, water coolers, Automated tea/ coffee vending machines, Insectocutor machines, Room Heaters, etc.
3	Office Furniture supplier	Chairs, tables, beds, sofa sets, dining sets, Almirahs, Racks, Cupboards, Computer Tables, Revolving Chairs, Visitor etc.
4	Office automation and security solutions	Access Control System, CCTV, etc.
5	Courier Services	Courier service (for local as well as other places viz. within India) etc.
6	Event Management Services	To manage events and various meetings/seminar conducted by Bank
7	IT Hardware/software /Services	Suppliers for Hardware, MFDs, scanners, projectors, accessories, ADF scanners, Keyboards, Monitors and other IT peripheral devices, network switches and associated works etc.
8	Advertising Agencies	Various types of bank advertisements like press release, tenders, notices etc.
9	Crockery & Cutlery items /Kitchen equipment Supplier	Supply for Office and VOF - Gas stove/burners, grinding machines, utensils, crockery, etc.
10	Photocopy/Spiral binding/Book binding	Spiral binding, binding works, laminations, printing etc.
11	Printing & Banner Works	Printing various publications / booklets. Preparation of banners for special occasions, ID cards, Visiting cards, Envelopes, letter heads, Files, Folders, Boards etc
12	Cartridge suppliers for office printers	Providing and replacing cartridges of required make and model in the printers in office.



13	FMCG items, cleaning material & Flower and Plant Management	Providing fast-moving consumable goods, cleaning materials at the Office and VOF, Supply of Flower Bouquets etc.
14	E-Waste	Providing E-waste disposal services at office
15	Audio Visual equipment and related services	Audio Visual equipment and related services like PA system at Office
16	Locksmith Services	Includes emergency lockout assistance, lock installation and repair, key cutting and duplication, re-keying, and security consultations etc.



Eligibility Criteria

For the Trades 1 to 16

- i The agency should have, in the relevant trade, a minimum of 3 years of experience and should have executed three similar works during the last three years. Last three years income tax returns, audited balance sheet, profit & loss account sheet to be attached along with the application.
- 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) in executing, 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

Note: The above list is only illustrative. The trades may be required to submit other necessary documents which will be required by the Bank from time to time.



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/mobile)	
4	Type of the organization (whether sole proprietorship, partnership, private limited or limited company or cooperative society, etc.)	
5	Name of the proprietor/partners or directors in the organisation	1
		2
		3
		4
		5
6	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)	
7	Whether empanelled with Government/ Semi Government/ Municipal Authorities or any other organization and if so, give the details of the same and nature of contract	
8	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. 2023-24, 2022-23 & 2021-22 years	
9	Have you in the past carried out any works for NABARD? If yes, give details.	



10	Address of Vijayawada Office through which the proposed work will be handled along with address proof.	
11	If having Udyam registration certificate, a copy of the same to be enclosed.	
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	2021-22 (Rs. 2022-23 (Rs. 2023-24 (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 give brief details	
18	Number of supplementary sheets attached to Enclosure (B)	

Place:

Date:

Signature of the Applicant



Criteria for empanelment

1. The contractor/vendor should enclose the proof of empanelment with Central Govt./State Govt./Financial Institutions/PSUs. The work orders/work completion certificates in this regard can also be enclosed as proof. These work orders/work completion certificates should be relevant to the “Description of works” mentioned in Enclosure A for the “Trade/Nature of works” for which contractor is applying for empanelment. The experience relevant to the bank’s requirement shall be critical while empanelling the contractors/vendors. The decision of the bank in this regard is final.
2. The work experience should be between 01.04.2020 to 31.03.2024 i.e. last 3 years.
3. The vendor must have a service office at Vijayawada and/or adjoining districts. The contractor must enclose proof of having an office of Vijayawada during last 3 years. Proof can be electricity bills/rent agreement/copy of registration, duly notarised affidavit, etc.
4. The Contractors must have GST registration and PAN card. The copy of same must be enclosed as proof.
5. The contractors/vendors applying for “Trade/Nature of works” in **Enclosure A** for Sr. No. 1, 2, 3, 10, 11, and 14 therein must have registration for Provident Fund & ESI. A copy of same must be enclosed as proof.



Enclosure (C)

(To be submitted on Contractor's own Letterhead as the forwarding letter to the application)

No.

Date:

THE CHIEF GENERAL MANAGER,
NABARD, ANDHRA PRADESH REGIONAL OFFICE,
5th FLOOR, STALIN CENTRAL, MG ROAD,
VIJAYAWADA - 520002

Dear Sir,

Empanelment of Contractors for NABARD Regional Office, VIJAYAWADA –

“ _____ ”

(write name of the trade(s) & Sr number under which the applicant wants to be empanelled)

1. With reference to your advertisement in the <https://www.nabard.org> on _____ 2025 for the Empanelment of Contractors, I am / We are pleased to offer myself / ourselves to be empanelled under “_____” (write name of the trade(s) under which the applicant wants to be empanelled) 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/ NABARD, based on the information given by me/us, and ourselves will be treated as invalid by NABARD.
4. I/We agree that the decision of NABARD, Regional Office, Vijayawada in selection of the Contractors 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 empanelled) trade/s / category.

Thanking you

Yours faithfully

(Signature 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 (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 (F)

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

Sr. No.	Name of the Project and Location	Nature of work	Name and full postal address with phone numbers of the owner. Also indicate whether the Govt. Or Semi-Govt. or Private body	Contract Amount (Rs.)	Completion Period		Whether work was left incomplete, or contract was terminated from either side? Give full details
					Stipulated	Actual	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

* Note: Certificates from the clients should be furnished



Enclosure (G)
Technical Personnel and Experience

Sr. No.	Name	Qualification	works	Nature of work handled in organisation	Name of the project	Date from which employed	Any other remarks