

नाबार्ड कार्यालय परिसर और अधिकारी आवास, राँची-834009 में 02 वर्ष के लिए  
आपूर्तिकर्ता / विक्रेता / ठेकेदार/व्यापार के अनुसार आपूर्ति के लिए सेवा प्रदाता, रखरखाव,  
एएमसी और मरम्मत के कार्यों के लिए पैनल में शामिल करने के संबंध में

**Empanelment of Suppliers / Vendors /  
Contractors/ Service Providers for Trade-Wise  
Supply, Maintenance, AMC And Repair Works in  
NABARD Office building and staff quarters in  
Ranchi 834009 for period of 2 years**

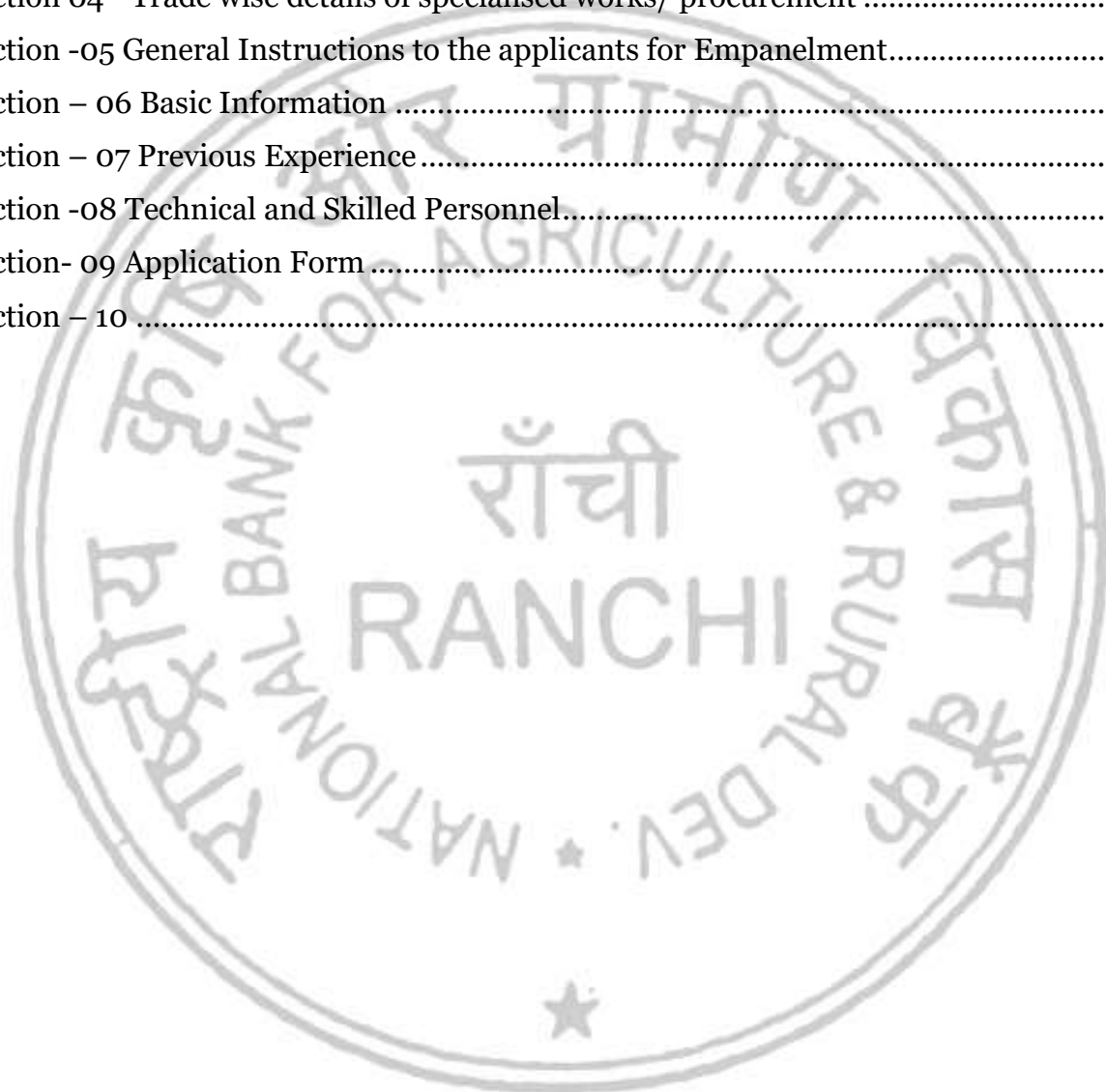


परिसर, सुरक्षा और अभिप्राप्ति (डीपीएसपी) अनुभाग  
नाबार्ड, झारखण्ड क्षेत्रीय कार्यालय, पानी टंकी के पास, बरियातु-बूटी रोड, राँची-834009  
**Dept. of Premises, Security & Procurement (DPSP)**  
**NABARD's Jharkhand Regional Office**  
**Near Pani Tanki, Bariatu-Booty Road**  
**Ranchi-834009**

Date of release of tender	15 December 2025
Date of submission of tenders	Upto 01:30 PM on 05 January 2026
Date of opening of tenders	02.00 PM on 05 January 2026

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## निविदा आमंत्रित करने के लिए सूचना

### Notice Inviting Tender

संदर्भ सं.राबैं.झा/डीपीएसपी/ 131446/पैनल में सूचीबद्ध /2025-26  
Ref.NB.JH/DPSP/131446/Empanelment/2025-26  
15 December 2025

बोलीदाताओं के लिए / To Bidders

नाबार्ड कार्यालय परिसर और अधिकारी आवास, राँची 834009 में 02 वर्ष के लिए आपूर्तिकर्ता / विक्रेता ठेकेदार/व्यापार के अनुसार आपूर्ति के लिए सेवा प्रदाता, रखरखाव, एएमसी और मरम्मत के कार्यों के लिए पैनल में शामिल करने के संबंध में.

**Empanelment of Suppliers / Vendors / Contractors/ Service Providers For Trade-Wise Supply, Maintenance, AMC And Repair Works in NABARD Office building and staff quarters at Ranchi 834009 for period of 2 years.**

1. नाबार्ड अपने क्षेत्रीय कार्यालय भवन एवं अधिकारियों के आवासीय परिसर, राँची में मरम्मत / नवीनीकरण / अनुरक्षण कार्यों के निष्पादन हेतु प्रतिष्ठित ठेकेदारों / सेवा प्रदाताओं का दो (02) वर्षों के लिए वैध एक पैनल गठित करने हेतु निविदाएँ आमंत्रित करता है। आवेदक एक या अधिक कार्य श्रेणियों के लिए आवेदन कर सकते हैं। निविदा दस्तावेज़ <https://www.nabard.org> अथवा <https://eprocure.gov.in/epublish/app> से डाउनलोड किए जा सकते हैं।

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 & officers' Quarters in Ranchi. The applicants can apply for one or more categories of work. The tender can be downloaded from <https://www.nabard.org> or <https://eprocure.gov.in/epublish/app>.

2. सम्पूर्ण रूप से भरा हुआ आवेदन एक सीलबंद लिफाफे में प्रस्तुत किया जाए, जिस पर ऊपर की ओर 'आपूर्तिकर्ताओं / विक्रेताओं / ठेकेदारों / सेवा प्रदाताओं के पैनल गठन हेतु ... (कार्य श्रेणी अंकित की जाए)' स्पष्ट रूप से अंकित हो। उक्त लिफाफा मुख्य महाप्रबंधक, नाबार्ड, झारखंड क्षेत्रीय कार्यालय, प्लॉट संख्या-2711, डी.ए.वी. नंदराज विद्यालय के सामने, बूटी रोड, पीएचईडी जल टंकी के समीप, बरियातू, राँची-834012 के नाम संबोधित किया जाए तथा दिनांक 05.01.2026 को दोपहर 01:30 बजे तक अथवा उससे पहले अनिवार्य रूप से जमा किया जाए।

The application duly filled in shall be **submitted in a sealed envelope** superscribed as "*Empanelment of Suppliers / Vendors / Contractors/ Service Providers for ... (Trade to be indicated)*" on the cover and addressed to Chief General Manager, NABARD Jharkhand RO, Plot No. - 2711, Opposite DAV Nandraj School, Booty Rd, near PHED Water Tank, Bariatu, Ranchi 834012 **on or before 01:30 PM, 05/01/2026.**

3. ई-मेल / फैक्स / टेलीग्राफ आदि जैसे किसी अन्य माध्यम से प्राप्त निविदाओं को स्वीकार नहीं किया जाएगा और उन निविदाओं को अमान्य माना जाएगा।

Tenders received through E-Mail / Fax / Telegraph, etc. shall not be entertained and shall be treated as invalid tenders.

4. नाबार्ड द्वारा केवल उन्हीं निविदाकारों की बोलियों पर विचार किया जाएगा, जो निविदा सूचना (NIT) तथा निविदा दस्तावेज़ में उल्लिखित सभी पात्रता मानदंडों, शर्तों एवं नियमों का पूर्णतः अनुपालन करती हों। इस संबंध में नाबार्ड का निर्णय अंतिम, बाध्यकारी एवं निर्विवाद होगा तथा किसी भी प्रकार की आपत्ति अथवा अपील स्वीकार्य नहीं होगी। किसी भी प्रकार की सशर्त बोली पर विचार नहीं किया जाएगा।

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. The decision of the NABARD in this regard shall be binding on the bidders and not open to question or appeals. Any Conditional offer will not be accepted.

5. ठेकेदारों के चयन के दौरान, निर्धारित विनिर्देशों के अनुरूप उच्च गुणवत्ता का कार्य निष्पादित करने की क्षमता तथा निर्धारित समय-सीमा के भीतर कार्य पूर्ण करने की दक्षता को प्रमुख मानदंड के रूप में महत्व दिया जाएगा।

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.

6. नाबार्ड को यह पूर्ण अधिकार सुरक्षित रहेगा कि वह बिना कोई कारण बताए किसी भी आवेदन को स्वीकार करे अथवा सभी आवेदनों को अस्वीकार कर दे। यह निविदा न तो किसी प्रकार का अनुबंध है और न ही कोई प्रस्ताव, बल्कि केवल इच्छुक पक्षों से निविदाएँ / प्रस्ताव आमंत्रित करने हेतु बैंक द्वारा जारी किया गया एक आमंत्रण मात्र है।

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 tenders/ offers.

7. नाबार्ड के साथ पूर्व में पैनलबद्ध ठेकेदारों को भी, यदि वे पुनः पैनलबद्ध होना चाहते हैं, तो इस निविदा के अंतर्गत नवीन आवेदन प्रस्तुत करना अनिवार्य होगा।

Already empanelled contractors with NABARD also need to submit applications afresh if they wish to get empanelled afresh.

8. आवेदन प्रपत्र की संपूर्ण सामग्री तथा प्रपत्र के प्रत्येक भाग पर संस्था की ओर से ऐसे व्यक्ति के हस्ताक्षर अनिवार्य होंगे, जो विधिवत अधिकृत हो।

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.

9. यदि किसी प्रकार की स्पष्टीकरण की आवश्यकता हो, तो इच्छुक पक्ष सहायक महाप्रबंधक श्रीमती जूही प्रवासिनी / सहायक प्रबंधक श्री प्रफुल्ल ठाकरे / सहायक प्रबंधक श्री सन्नी टुडू से नाबार्ड, झारखंड क्षेत्रीय कार्यालय, प्लॉट संख्या-2711, डी.ए.वी. नंदराज विद्यालय के सामने, बूटी रोड, पीएचईडी जल टंकी के समीप, बरियातू, रांची-834012 में किसी भी कार्य दिवस में प्रातः 10:00 बजे से सायं 05:00 बजे के बीच दूरभाष संख्या 7250247821, 9029447896, 7894247859 पर संपर्क कर सकते हैं।

Clarification, if any, may be obtained from Assistant General Manager Juhi Pravasini/ Asst. Manager Prafulla Thakare/ Asst. Manager Sunny Tudu, Plot No. - 2711, Opposite DAV Nandraj School, Booty Rd, near PHED Water Tank, Bariatu, Ranchi, Jharkhand 834012, Phone Nos.7250247821, 9029447896, 7894247859 on any **working day between 10.00 AM and 05.00 PM.**

- 10.** निविदा दस्तावेज के अंग्रेजी एवं हिंदी संस्करणों के बीच किसी भी प्रकार की असंगति या अस्पष्टता की स्थिति में, अंग्रेजी संस्करण को अंतिम, मान्य एवं बाध्यकारी माना जाएगा।

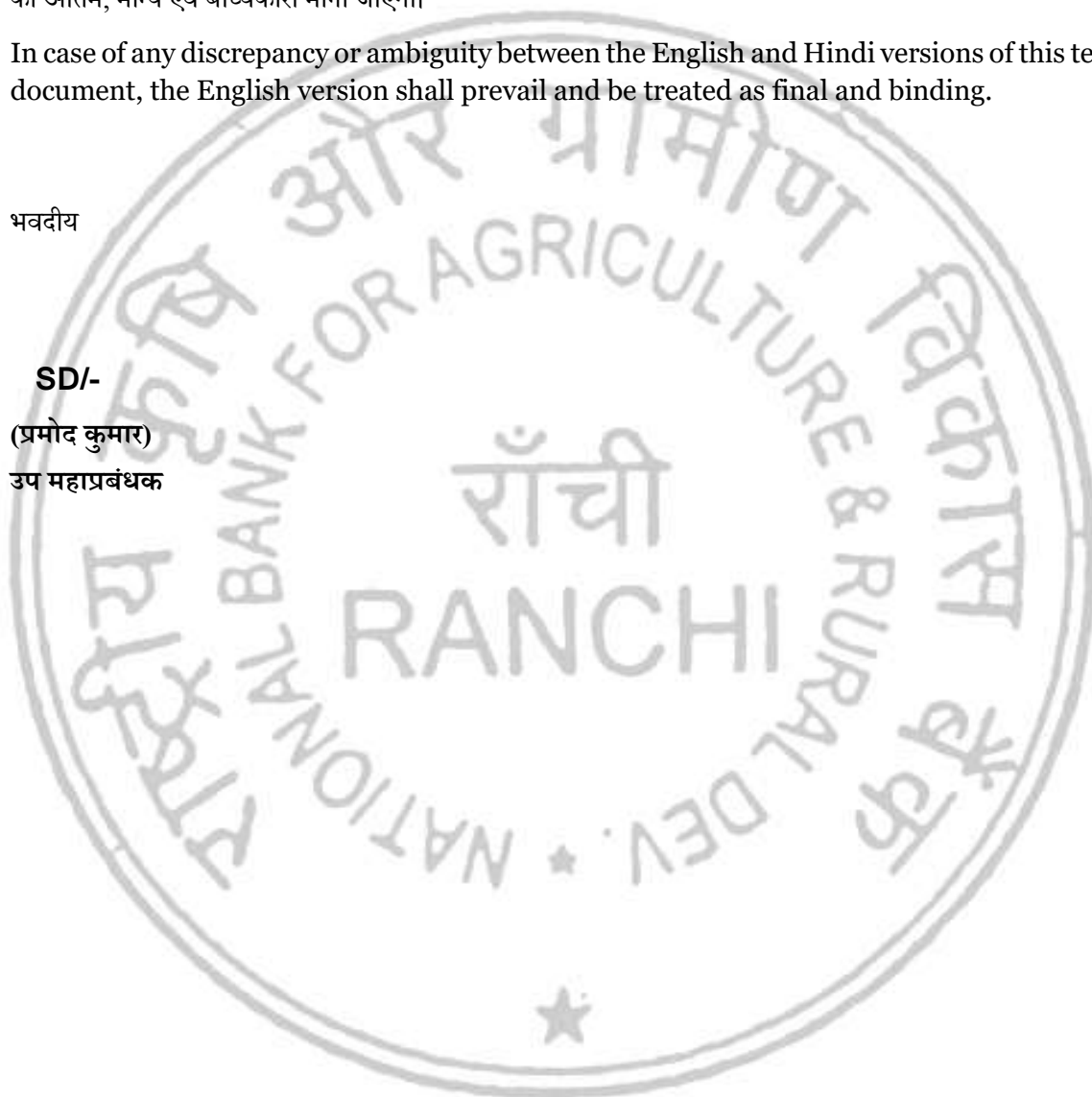
In case of any discrepancy or ambiguity between the English and Hindi versions of this tender document, the English version shall prevail and be treated as final and binding.

भवदीय

SD/-

(प्रमोद कुमार)

उप महाप्रबंधक



**Section-01**  
**निविदा का फॉर्म /Form of Tender**

सेवा में

दिनांक:

मुख्य महाप्रबंधक,  
नाबार्ड झारखण्ड क्षेत्रीय कार्यालय,  
पानी टंकी के पास,  
बरियातु-बूटी रोड,  
राँची -834009

महोदय

नाबार्ड कार्यालय परिसर और अधिकारी आवास, राँची 834009 में 02 वर्ष के लिए आपूर्तिकर्ता / विक्रेता ठेकेदार/व्यापार के अनुसार आपूर्ति के लिए सेवा प्रदाता, रखरखाव, एएमसी और मरम्मत के कार्यों के लिए पैनल में शामिल करने के संबंध में

**Empanelment of Suppliers / Vendors / Contractors/ Service Providers For Trade-Wise Supply, Maintenance, AMC And Repair Works in NABARD Office building and staff quarters at Ranchi 834009 for period of 2 years.**

मैं/हम यह प्रमाणित करते हैं कि हमने इस स्मरण-पत्र में उल्लिखित कार्य से संबंधित निविदा दस्तावेज़ का सावधानीपूर्वक परीक्षण कर लिया है, स्थल का अवलोकन कर लिया है तथा निविदा को प्रभावित करने वाली सभी आवश्यक जानकारियाँ प्राप्त कर ली हैं। उपर्युक्त के आधार पर, मैं/हम उक्त स्मरण-पत्र में निर्दिष्ट कार्य को निविदा दस्तावेज़ में उल्लिखित सभी शर्तों, विनिर्देशों एवं नियमों के अनुसार, पूर्ण रूप से एवं संतोषजनक ढंग से निष्पादित करने हेतु अपनी निविदा प्रस्तुत करते हैं।

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

Subject	Details
Description	Empanelment of Contractors/Service providers for Repair / Renovation / Maintenance works in Office Building and officers' Quarters at NABARD, Ranchi.
Location	NABARD, Jharkhand Regional Office, Near Pani Tanki, Bariatu-Booty Road, Ranchi-834009.
Duration of Empanelment	Two years from date of empanelment with annual review.

यदि हमारी निविदा स्वीकार की जाती है, तो मैं/हम यह सहमति देते हैं कि इस निविदा के साथ संलग्न शर्तों एवं प्रावधानों का, जहाँ तक वे लागू हों, पूर्णतः पालन करेंगे तथा उनका विधिवत निर्वहन करेंगे।

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, ....., Ranchi
- II. .... Bank, ..... Branch, ..... Ranchi
- 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):

आपका विश्वासी/Yours Faithfully,

मोहर के साथ ठेकेदार का हस्ताक्षर/Signature of Tenderer with seal

ई-मेल आईडी/E-mail id:

**Section-02**  
**Checklist for Submission of Application /Tender**

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

<b>Sl. No.</b>	<b>Particulars</b>	<b>Submitted (Yes/No)</b>
1	The application/tender to be duly filled and submitted in a sealed envelope.	
2	Document in support of nature of firm, date of establishment, years of experience in the field	
3	The application submitted on applicant's letterhead as per Section-10	
5	Submitted copies of Work orders, Completion Certificates in support of experience of related trade/business submitted	
6	Submitted copies of Balance Sheet and Profit & Loss statement for the previous three financial years (2022-23, 2023-24, 2024-25), 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	
7	Details of Labour License / Electrical License etc. (wherever applicable) obtained from the Competent Authorities (a copy to be enclosed)	
8	Copy of Permanent Account Number (PAN) of the proprietor/ Partnership firm/Private Limited/Limited or Co-operative Body attached	
9	Copy of Details of Registrations, if any, with (i) GSTIN (ii) Sales Tax Authority (TIN) (iii) Registration with ESIC (iv) Registration with EPFO	
10	Information duly furnished in Section-7,8 &9 along with supporting documents	
11	Bank details furnished in Section- 11	
12	Copy of cancelled cheque	
13	CKYC Identifier No.	
14	UAPA undertaking	



### Section- 03

#### Information & Instructions to Bidders

1. National Bank for Agriculture and Rural Development (NABARD), Jharkhand Regional Office, Ranchi intends to prepare a panel of Empanelled Suppliers / Vendors / Contractors/ Service Providers for Trade-Wise Supply, Maintenance, AMC And Repair Works in the trades mentioned in Section-5 for undertaking works and procurement in Office building and staff quarters located in Ranchi. The office building is located near PHED water Tank, Bariatu-Booty Road, Ranchi-834009 and officers' quarters are located at Sector-01, Block- 19 & 20, National Games Housing Complex, Khelgaon-835217.
2. The empanelment shall be valid for a period a period of 2 years from date of empanelment, subject to annual review every year. If the performance/ credentials 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 **five categories** i.e. works costing –
  - (i) Upto Rs 2.00 lakhs (**Category - I**)
  - (ii) upto Rs 5.00 lakhs (**Category-II**)
  - (iii) upto Rs.10.00 lakhs (**Category- III**)
  - (iv) upto Rs.25.00 lakhs (**Category- IV**)
  - (v) upto Rs.50.00 lakhs (**Category- V**)
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 works and supply of materials as per the following criteria and having service set up at Ranchi wherefrom required quality 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

Sr. No.	Criteria	Category-I (upto ₹2 lakh)	Category-I (₹2 lakh to ₹5 lakh)	Category-II (₹5 lakh to ₹10 lakh)	Category-III (₹10 lakh to ₹25 lakh)	Category-IV (₹25 lakh to ₹50 lakh)
A)	<b>Experience:</b>					
	Minimum years of experience in works of similar nature	07 years	07 years	07 years	07 years	07 years
B)	Experience of having successfully completed similar works during last seven years ending 31 March 2025 (i.e. the applicant should have undertaken works right from January 2019) should be either of the following:					
	Three similar works / procurement <b>OR</b>	<b>Three similar completed works each costing not less than the amount equal to 40% of the upper limit</b> of the respective category for which empanelment is sought. <i>For example: Empanelment of contractors for works costing between ₹ 5 – ₹10 Lakh, cost of each work executed shall be minimum ₹ 4 Lakh (i.e. 40% of ₹10 Lakh).</i>				

Two similar works/ procurement <b>OR</b>	<b>Two similar completed works each costing not less than the amount equal to 50% of the upper limit</b> of the respective category for which empanelment is sought.  <i>For example: Empanelment of contractors for works costing between ₹ 5 – ₹10 Lakh, cost of each work executed shall be minimum ₹ 5 Lakh (i.e. 50% of ₹10 Lakh).</i>
One similar works/ procurement	<b>One similar work costing not less than the amount equal to 80% of the upper limit</b> of the respective category for which empanelment is sought.  <i>For example: Empanelment of contractors for works costing between ₹ 5 – ₹10 Lakh, cost of one work executed shall be minimum ₹ 8 Lakh (i.e. 80% of ₹10 Lakh).</i>
<b>C)</b>	<b>Annual Financial Turnover:</b>
Annual Financial Turnover during each of last 03 years ending 31 March 2025 should be -	Should have an <b>Average annual turnover</b> during the <b>last three</b> financial years ending <b>March 31, 2025</b> , an amount equal to <b>100% of the upper limit</b> of the respective category for which empanelment is sought. (Example: For empanelment of contractors for works costing between ₹2- ₹5 Lakhs, the required annual turnover shall be <b>₹ 5 Lakh</b> )

**D)** The firm should have adequate technically qualified and experienced staff in the category for which empanelment has been applied for. (List to be provided)

**E)** The firm should be having full-fledged service setup at Ranchi and have Registration and valid Licenses for related trades and GST Registration etc. Proof of having Showrooms / Warehouse / Shop Floor / Authorized Dealership / registered office in Ranchi to be submitted. However, NABARD reserves the right, at its sole discretion, to waive or relax this requirement in the case of bidders who have previously executed work for NABARD and demonstrated a satisfactory performance track record, subject to verification by NABARD.

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

- i. Copies of Work orders, Completion Certificates, performance certificates in support of experience
- ii. Copies of Registration certificate, PAN, valid licenses for related trades and GSTIN Registration certificate. **Only firms having GSTIN are eligible to apply.**
- iii. 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.
- iv. ITR (Income Tax Returns), of last 3 financial years ending on 31 March 2025.
- v. NABARD encourages electronic mode of payment to vendors. For this purpose, please furnish the information in section-11.
- vi. Applications incomplete in any respect will not be considered and are liable to be rejected.
- vii. Vendor / firm should furnish the specific brand or make, in case of authorised dealer (copy of authorised dealership certificate to be enclosed)

viii. All applicants are required to put signature and seal of the authorised official of the firm on each page of the tender / application.

**G)** Mere submission of application for empanelment does not confer any right of **empanelment**.

**H)** Disputes or differences whatsoever arising out of or relating to the said empanelment 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.

(Seal and signature of tenderer / applicant)



## Section 04 - Trade wise details of specialised works/ procurement

### (A) Trade wise details of specialised works/ procurement at NABARD's Office Premises and officers' Quarters in Ranchi

Sr No	Trade/ Items of work	Category		Trade Code
1	<b>CIVIL WORKS</b>	A	<b>Civil, Sanitary and Plumbing:</b> a. General repair & renovation works, minor structural repairs, plastering, specialised water proofing works, water tank cleaning, flooring/ dado work of Office Premises / residential Quarters b. Stone works such as Granite/ Marble/Kadapa/Tile works. c. External & Internal painting work using low VOC painting material. d. Repair, maintenance and construction of plumbing, sanitary and sewerage system for buildings and other ancillary structure. e. Repair, maintenance and construction of all types of internal roads & pathways.	1A
		B	<b>Carpentry Works:</b> a. Repair, painting, maintenance and construction of all types of wooden works including the fittings and fixtures attached to wooden works. b. Ancillary civil related works connected with wooden, aluminium or steel works. c. 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). d. All types of wooden works related to interior decoration. e. All types of repairs & maintenance required for locks, mortise lock, night latch, steel cupboards and Aluminium door and window work, venetian blinds etc. f. Mild steel or Aluminium or ACP works fabrication/Installation/Repair of partitions /doors /widows/grills etc. g. Display systems viz. Board/Name plates/metal letters/flex Banner printing, rubber stamps / Glow sign, etc	1B
		C	<b>Supply and Installation of Modular kitchen:</b> a. SS 304 grade trolleys and baskets. b. Marine plywood with lamination	1C
		D	<b>Interior Decoration Works:</b> a. Interior decoration works of 1st class finish such as Italian marble works/artificial stone works etc. b. Wooden/vinyl flooring works, carpets etc. c. Aluminium/wooden partition walls, Veneer/ laminate finishing works etc. d. Gypsum/Wooden/Fiber/Glass / Metal / Armstrong false ceiling/partition works Aluminium / PVC / Wooden window works	1D

		E	<b>Specialised structural repair works:</b> a. Extensive structural repairs / retrofitting of Office Premises / Staff Quarters b. Micro-concrete/ Polymer modified mortar/I injection grouting/fibre wrapping/ jacketing of structural members etc.	1E
		F	<b>Fabrication &amp; aluminium works:</b> General repair & MS fabrication, MS structure works, aluminium window, cabin, door works, fencing etc.	1F
		G	<b>Supply of furniture:</b> Supply of furniture items like beds, sofa sets, chairs, table, dining sets, cots, workstation (modular), modular furniture and modular kitchen, Gym Equipment etc.	1G
		H	<b>Waterproofing:</b> Waterproofing works and chemical treatment work though (authorised applicator)	1H
2	<b>Electrical and Electro Mechanical Works</b>	A	<b>General Electrical Works</b> a. 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 residential Quarters. b. Repair and maintenance of DG set, pump and lift operation. Installation and maintenance of Water Purifiers and electric Chimneys, including periodic cleanup.	2A
		B	<b>Supply, Installations, repairs and maintenance of electrical installations</b> including panels, fittings, submersible pumps, mono block pumps, storage and instant water heaters and other internal and external electrical installations, wires, tube lights, ceiling and exhaust fans, switch, sockets, cables, fuses etc.	2B
		C	<b>Supply of electrical Gadgets:</b> Supply of electrical items like TV, Fridge, Washing Machine, AC, Heater, Microwave Oven, Water Purifier, Digital Display Units, Audio Systems, Fly Killing Machine, Water coolers, Dish Wash Machine UPS, Inverter, Solar Panel, solar lights etc.	2C
		D	<b>Security and Surveillance System</b> a. CCTV System b. Door frame metal detector system c. Handheld metal detector System d. Access Control System e. Public address system f. Office attendance system	2D
		E	<b>AC &amp; HVAC works:</b> Repair, maintenance and operation off split, Window, cassette AC, tower AC and HVAC related system etc. including supply of related materials, ducting work etc.	2E

		F	<b>Telecommunications, internet and data Networking Systems:</b> Supply, installation & maintenance of related Electrical, Electronics, Tele-communication and Electro- mechanical equipments including EPABX system, Office equipments like xerox, fax, LCD/DLP projectors, Stabilisers, franking machine, weighing machine, Telephone instruments, data cabling work, LAN work etc.	2F
		G	<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 and equipments.	2G
3	Other works	A	<b>Gardening and land scaping work:</b> a. Design of gardening and landscaping work, carpet grass gardening and landscaping work, b. Supply of plants, fertilizers, seeds, pots, planters and horticulture related items.	3A
		B	<b>IT Hardware, Software &amp; Services</b> Conventional Desktop PCs, All-in-one PCs, Laptops, Printers, multifunction printers, 3-in-1 printers, scanners, ADF scanners, fax machines, LCD projectors, Multi-Function Devices (MFDs), Keyboards, Monitors, Cartridges and other IT peripheral devices, network switches and associated works, servers, routers, firewall, network integration, data backup services, etc.	3B
		C	<b>Fire and Safety</b> Supply/Installation/Repair/servicing of Fire alarm and detection system, Firefighting & Protection System equipments, fire extinguishers and Repairs and maintenance of the above systems, emergency/ rescue equipments like Fire/ Emergency Alarm System	3C
		D	<b>Catering service</b> Providing all types of canteen/catering service, supply of lunch/sweet packet, food items etc. Supply of crockery, cutlery, cooking instruments/ machines	3D
		E	<b>Housekeeping Services and Cleaning Items</b> Supply of housekeeping material like cleaning material and consumables for day today maintenance works.	3E
		F	<b>Cleaning works</b> Water Tank's cleaning works of overhead and underground tanks, water tanker supplier	3F
		G	<b>Scrap Disposal</b> Should have experience in scrap tendering works, scrap lifting and disposing of electronic & digital items etc. Disposal of the scrap material, metal, electronics items, unusable items, paper, waste collection and disposal services etc.	3G
		H	<b>Architects / Project Management Consultants</b> Design of civil, carpentry, plumbing, electrical, interior, gardening, structural repairing, water proofing works, Lifts, Elevators, etc. Supervision of the above works, site inspection of contractors, bill certification etc.	3H

		<b>I</b>	<b>Medical Equipment's</b> All types of medical equipment like weighing machine, BP monitor, etc.	<b>3I</b>
		<b>J</b>	<b>Pest Controls Works:</b> a. All types of ecofriendly / herbal (not banned chemicals) pest & rodent control works, treatment for mosquito & snake nuisance, Gel treatment etc. b. All types of anti-termite/ bed bug treatment work c. Pest control services, sanitization, fogging, anti-termite treatments, rodent treatments, fumigation, fogging with Virax II 256 chemical.	<b>3J</b>
		<b>K</b>	<b>Auditors and valuator's:</b> Structural Audit, Electrical Audit, Valuation of property, etc	<b>3K</b>
		<b>L</b>	<b>Stationary:</b> Printing of I-cards, visiting cards, printing of books/booklets, metal name plates, invitation card etc.	<b>3L</b>
		<b>M</b>	<b>Drinking water:</b> Supply of safe packaged drinking water / Tanker drinking water	<b>3M</b>
		<b>N</b>	<b>Building decoration:</b> Building decoration during festivals viz, flower decoration, cloth decoration, light decoration, supply of audio system, projector, stage preparation etc.	<b>3N</b>
		<b>O</b>	<b>Other Interior Items:</b> Supply and installation of sun film, roller blind / venetian blind, curtain, carpet, floor mat, awning etc.	<b>3O</b>
		<b>P</b>	Fabrication of flexi, standee, banner etc.	<b>3P</b>
		<b>Q</b>	<b>Mementoes:</b> Supply of mementoes, metal / wood / bamboo handicrafts, paintings, gift items, glass / metal statues	<b>3Q</b>

**B) Details of Categories (Applicant applying for higher category will be considered for lower category automatically)**

<b>Category-I –</b>	For procurement of goods, services & works costing above up to ₹2 lakh.
<b>Category-II –</b>	For procurement of goods, services & works costing above ₹2 lakh and up to ₹5 lakh.
<b>Category-III –</b>	For procurement of goods, services & works costing above ₹5 lakh and up to ₹10 lakh.
<b>Category-IV –</b>	For procurement of goods, services & works costing above ₹10 lakh and up to ₹25 lakh.
<b>Category-V –</b>	For procurement of goods, services costing above ₹25 lakh and up to ₹50 lakh.



## **Section -05**

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

1. NABARD, Jharkhand Regional Office, Ranchi intends to prepare a panel of reputed Suppliers / Vendors / Contractors/ Service Providers for Trade-Wise Supply, Maintenance, AMC And Repair Works of NABARD's office building and officers' quarters at Ranchi. These works (which are likely to be executed) will have estimated cost upto Rs.50 lakh from the empanelled agencies.
2. The empanelment will remain in force for two years, 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.
3. **The Contractor for any particular work shall be selected from the respective panel of the Bank through competitive bidding.**
4. **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.**
5. **The applicants can apply for one or more trades/ categories of empanelment, which may be clearly mentioned in Section-4 & 5 of the application document.**
6. 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.
7. 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.
8. The vendor must have own adequate technical set-up in Ranchi so that complaint / work may be attended to promptly on time.
9. 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.
10. 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.
11. Information furnished in the proforma will be kept confidential.
12. 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.
13. 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 employers should preferably be furnished along with the application.



14. Applications containing false or inadequate information are liable for rejection.
15. NABARD, Jharkhand Regional Office, Ranchi 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.



**Section – 06**  
**Basic Information**

1.	<b>Trade(s) applied for (Mention Trade code)</b>	
2	The category for which application is being made	
	I. Upto Rs.2.00 lakh	
	II. From 2.00 Lakh to Rs.5.00 lakh	
	III. From 5.00 Lakh to Rs.10.00 lakh	
	IV. From 10.00 lakh to Rs.25.00 lakh	
	V. From 25.00 lakh to Rs.50.00 lakh	
3.	Name of Organisation	
4.	Type of Organisation (Whether Sole Proprietorship, Partnership, Private Limited, Public Limited, Body Corporate 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/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	2022-23 ₹  2023-24 ₹  2024-25 ₹
12	I. Registered Office Address II. Landline No. III. Mobile No. IV. Email ID V. Website Address (if any) VI. 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 Section 7.	

**Section – 07**  
**Previous Experience**

1. List of important similar works executed by the Organisation during the last 7 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	Approved cost of work	Duration Stipulated (completion 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 executed by the Organisation for **NABARD** during the last 7 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	Approved cost of work	Duration Stipulated (completion 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

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

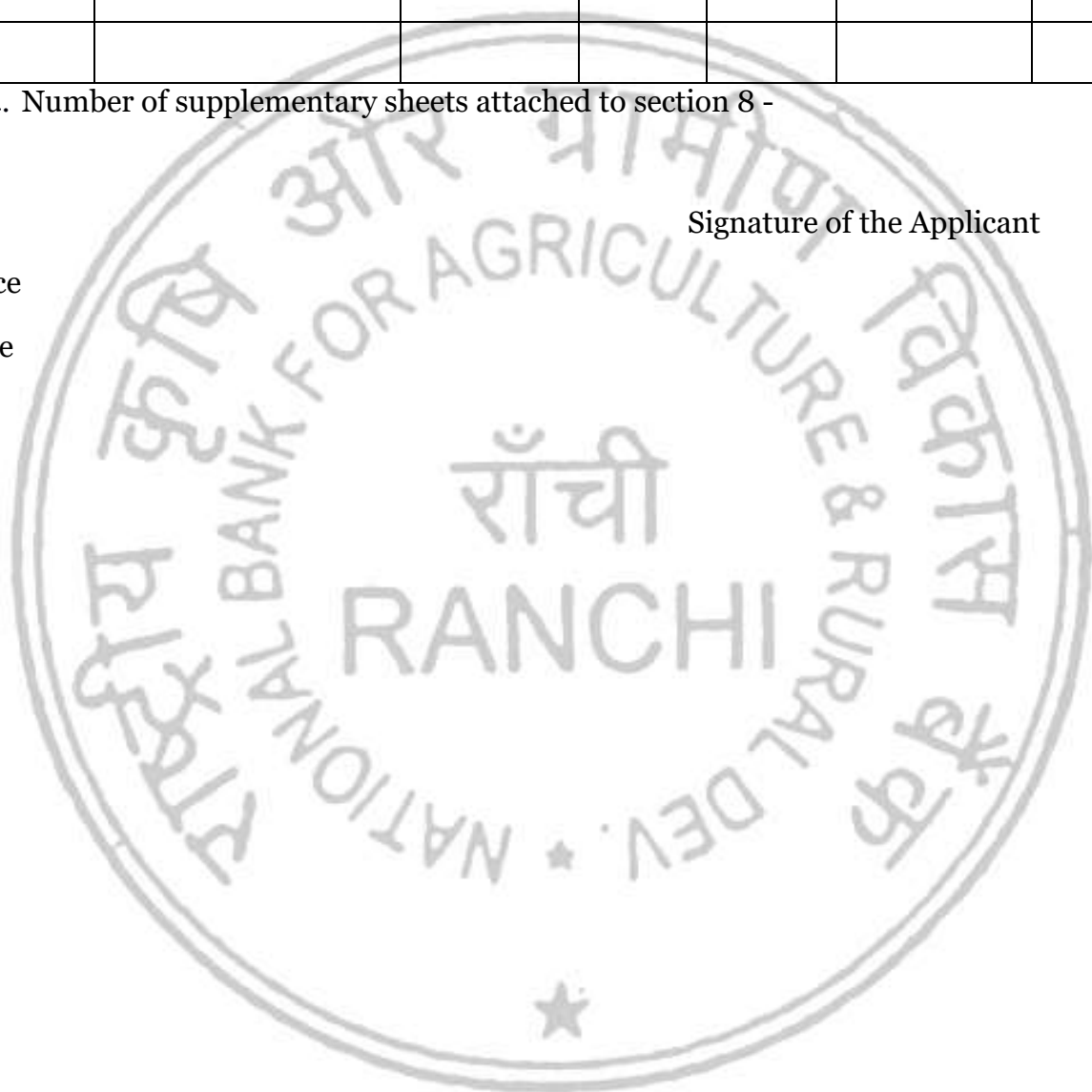
Name of the Work	Name of the owner (Govt./ Govt./Bank/ Private Organisation)	Nature and Type of works (in brief)	Location	Amount tendered	Time stipulated for completion	Present Stage of work
1	2	3	4	5	6	7

4. Number of supplementary sheets attached to section 8 -

Signature of the Applicant

Place

Date



**Section -08**  
**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 empanelled
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 Section 9.

Place :

Date :

Signature of the Applicant

**Section- 09 Application Form**  
(ठेकेदार के अपने पत्रशीर्ष पर जमा किया जाना है)

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

संदर्भ सं.....

दिनांक .....

सेवा में,

मुख्य महाप्रबंधक  
नाबार्ड, झारखण्ड क्षेत्रीय कार्यालय,  
पानी टंकी के पास,  
बरियातु-बूटी रोड  
राँची - 834009

प्रिय महोदय,

नाबार्ड कार्यालय परिसर और अधिकारी आवास, राँची 834009 में 02 वर्ष के लिए आपूर्तिकर्ता / विक्रेता ठेकेदार/व्यापार के अनुसार आपूर्ति के लिए सेवा प्रदाता, रखरखाव, एमसी और मरम्मत के कार्यों के लिए पैनल में शामिल करने के संबंध में

**Empanelment Of Suppliers / Vendors / Contractors/ Service Providers  
For Trade-Wise Supply, Maintenance, AMC And Repair Works in  
NABARD Office building and staff quarters at Ranchi.**

1. सीपीपीपी / [nabard.org](http://nabard.org) पर दिनांक \_\_\_\_\_ को प्रकाशित आपके विज्ञापन के संदर्भ में, ठेकेदारों के पैनल गठन हेतु, मैं/हम स्वयं को निम्नलिखित कार्य/उप-कार्य श्रेणियों तथा श्रेणी (यों) के अंतर्गत ठेकेदार/आपूर्तिकर्ता के रूप में पैनलबद्ध किए जाने हेतु अपनी अभिरुचि व्यक्त करते हैं। (उपयुक्त विकल्प पर ✓ चिह्न लगाएँ) — विवरण हेतु अनुभाग 5 के अनुच्छेद A, B एवं C का संदर्भ लिया जाए।

With reference to your advertisement on CPPP/nabard.org on \_\_\_\_\_ for the Empanelment of Contractors, I am / We are pleased to offer myself / ourselves to be empanelled as Contractor/ Supplier under following trade(s)/ sub-trade(s) and category (ies): (Tick whichever applicable) refer para A, B, C under Section 5:

Sr. No.	Trades	Trade Code	Categories				
			Category-I (Upto Rs 2 lakh)	Category-II (From Rs 2 lakh to Rs.5 lakh)	Category-III (From Rs.5 lakh to Rs.10 lakh)	Category- IV (From Rs.10 lakh to Rs.25 lakh)	Category- V (From Rs.25 lakh to Rs.50 lakh)
1	CIVIL WORKS	1A					
		1B					
		1C					
		1D					
		1E					



		1F					
		1G					
		1H					
<b>2</b>	<b>Electrical and Electro Mechanical Works</b>	2A					
		2B					
		2C					
		2D					
		2E					
		2F					
		2G					
<b>3</b>	<b>Other works</b>	3A					
		3B					
		3C					
		3D					
		3E					
		3F					
		3G					
		3H					
		3I					
		3J					
		3K					
		3L					
		3M					
		3N					
		3O					
		3P					
		3Q					

(Applicant applying for higher category will be considered for lower category automatically)

2. मैं/हम यह घोषित करते हैं कि मैं/हम '.....' (उस सरकारी / अर्ध-सरकारी / सरकारी उपक्रम का नाम अंकित करें, जिसके साथ आवेदक पंजीकृत है) के साथ वर्ग / श्रेणी ..... के अंतर्गत पंजीकृत हैं तथा उक्त वर्ग / श्रेणी के अंतर्गत स्वीकृत अधिकतम वित्तीय सीमा ₹ ..... है। इस संबंध में जारी प्रमाण-पत्र की एक प्रति संलग्न की जा रही है। इसके अतिरिक्त, आपके अवलोकनार्थ हेतु समस्त अन्य विवरण, दस्तावेज़ एवं प्रमाण-पत्र निर्धारित प्रपत्र में संलग्न किए जा रहे हैं।

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. मैं/हम यह घोषित करते हैं कि मैंने/हमने इस प्रपत्र के साथ संलग्न निर्देशों को भली-भाँति पढ़ लिया है तथा यह समझते हैं कि यदि भविष्य में मेरे/हमारे द्वारा प्रस्तुत की गई किसी भी जानकारी को असत्य पाया जाता है, तो उसके आधार पर नाबार्ड, झारखंड क्षेत्रीय कार्यालय, रांची के साथ किया गया कोई भी अनुबंध अमान्य माना जाएगा।।



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, Jharkhand Regional Office, Ranchi on the basis of the information given by me/us will be treated as invalid.

4. मैं/हम यह सहमति व्यक्त करते हैं कि ठेकेदारों के चयन के संबंध में नाबार्ड, झारखंड क्षेत्रीय कार्यालय, रांची का निर्णय अंतिम होगा तथा वह मुझ पर/हम पर पूर्णतः बाध्यकारी होगा।

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

5. उपरोक्त अनुभागों के अंतर्गत प्रस्तुत की गई समस्त जानकारी मेरी/हमारी सर्वोत्तम जानकारी एवं विश्वास के अनुसार सत्य एवं सही है।

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

6. मैं/हम यह भी सहमति व्यक्त करते हैं कि मेरे/हमारे द्वारा संलग्न प्रपत्रों में उल्लिखित कार्यों के संबंध में अथवा वहाँ प्रस्तुत की गई जानकारी के सत्यापन हेतु किसी भी प्रकार की जाँच / पूछताछ किए जाने पर मुझे/हमें कोई आपत्ति नहीं होगी।

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. अतः मैं/हम आपसे विनम्र अनुरोध करते हैं कि '\_\_\_\_\_' (जिस कार्य/व्यवसाय श्रेणी के अंतर्गत पैनलबद्ध किया जाना अभिप्रेत हो, उसका नाम अंकित करें) के अंतर्गत मुझे/हमें पैनलबद्ध किए जाने हेतु आवश्यक कार्यवाही करने की कृपा करें।

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.

धन्यवाद

आपका विश्वासी

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

## Section – 10

### इलेक्ट्रॉनिक भुगतान के लिए प्रोफॉर्मा /Proforma for Electronic Payment

भुगतान की प्रक्रिया हेतु ठेकेदारों / सेवा प्रदाताओं द्वारा अपने बैंक खाते का विवरण तथा संपर्क दूरभाष संख्या अनिवार्य रूप से प्रस्तुत किया जाना है।

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

1	खाताधारक का नाम (बैंक खाते में दिये गए अनुसार) Name of the account holder (As appearing in the Bank account)	
2	बैंक का नाम/Name of the Bank	
3	शाखा का नाम और पता Name of the Branch and address	
4	खाता संख्या /Account Number	
5	RTGS/NEFT/IFS Code	
6	खाता का प्रकार Type of account (Savings, Current, etc.)	
7	PAN Number	
8	GSTIN Number	
9	CKYC Identifier No	

कृपया संलग्न करें/Please attach

उपरोक्त बैंक खाते की एक मूल रद्द चेक पर्ची /One original cancelled Cheque leaf of the above Bank account and

(1) पेन कार्ड की प्रति/Copy of PAN Card

(2) GSTIN के अंतर्गत आबंटन पत्र/पंजीकरण पत्र (Allotment letter/registration letter under GSTIN)

(3) पते के प्रमाण/Adhaar की कॉपी (Copy of address proof/Aadhaar)

हस्ताक्षर/Signature

मोहर /Seal