



NATIONAL BANK FOR AGRICULTURE & RURAL DEVELOPMENT

1. NOTICE FOR EMPANELMENT OF CONTRACTORS/ SUPPLIERS/ VENDORS/ SERVICE PROVIDERS FOR TRADE-WISE SUPPLY, MAINTENANCE, AMC AND WORKS (Mechanical/ Electrical/ Electronic Equipment's/ Operation and Maintenance of Electrical Carpentry and Plumbing Work / Civil Work, painting and Masonry related Works/ Office Furniture / Home Furniture/ Stationery and Printing for Office use/ Taxi Hiring Services/ Cleaning of Tanks and Underground Sewerages/ Pest Control and Termite Treatment Services/ Cleaning Material / Sanitizers/ Masks/ Crockery & Cutlery Items / Advertising/ Fire Fighting/ Courier Service/ Lift Maintenance Service/ Handloom Items/ Gardening Services/ Housekeeping Services and Security Services/ Nurseries) AT NABARD Haryana Regional Office, Plot No. 03, Sector-34 A, Chandigarh-160022 and Staff Quarters/ VOF/ SRA at Modern Housing Complex, Manimajra, Chandigarh.

Ref. No.NB.HR.DPSP.42530.Empanelment -64. 2025-26

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

ADDRESS

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**LAST DATE FOR SUBMISSION:** 07 July 2025 by 15:00 Hrs

-SD-

(DEPUTY GENERAL MANAGER)  
NABARD Haryana Regional Office, Plot No. 03, Sector-34A,  
Chandigarh-160022

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**Checklist for Submission of Application for Empanelment**

<b>Sr. No.</b>	<b>Particulars</b>	<b>Submitted (Yes/ No)</b>
1.	The application duly filled in submitted in a sealed envelope	
2.	The application submitted on applicant's letterhead as per given format in <b>Enclosure (C)</b>	
3.	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 Haryana Regional Office, Plot No. 03, Sector-34 A, Chandigarh-160022.	
4.	Trade and category in which empanelment is desired is to be 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 practicing 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 <b>Enclosure (B)</b> along with supporting documents	
10.	Bank details furnished in <b>Enclosure (D)</b>	
11.	Copy of cancelled cheque to be 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 stamp to be affixed on all pages**

**National Bank for Agriculture & Rural Development (NABARD), Haryana  
Regional Office, Plot No.03, Sector-34A, Chandigarh-160022.  
General Conditions of Empanelment**

National Bank for Agriculture & Rural Development (NABARD), Haryana Regional Office, Chandigarh 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 and staff quarters. The office building is located at NABARD Haryana Regional Office, Plot No. 03, Sector-34 A, Chandigarh-160022 and Staff Quarters are located at Modern Housing Complex, Manimajra, Chandigarh.

The empanelment will remain in force for two years i.e. **01.07.2025 to 30.06.2027** 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 Chandigarh so that the complaints/ works may be attended to well in time.**

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.

The vendor must have an experience of having successfully completed similar works/ services in the last three years (**as on 31.03.2025**) 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 this bid or in the discharge of any obligation arising under this bid whether during the course of execution of the order or after completion and whether before or after termination, abandonment or breach of the Agreement shall be resolved amicably between the NABARD's representative and the Bidder'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 Chandigarh.

Vendors, Suppliers, Contractors and Service Providers, etc. desirous of being empaneled in the Bank's approved empaneled 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 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 NABARD website <https://www.nabard.org> or CPPP <https://eprocure.gov.in>. The application duly filled in shall be submitted in a sealed envelope super-subscribed as Chief General Manager, Haryana Regional Office, Plot No. 03, Sector- 34A, Chandigarh-160022 on or before 3.00 PM, 07 July 2025.

**The vendors who are already empaneled by the Bank and whose empanelment is up to 30.06.2025 are also required to apply afresh if they want to continue to be 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 organization, 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 organization, 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 items. Satisfactory completion certificates for works done for different organizations should preferably be furnished along with the application.

Clarification, if any, may be obtained from Assistant General Manager/ Manager, NABARD, Regional Office, Chandigarh, Phone Nos: 0172-5116833, 0172- 5116839 & 0172-5116836 on any working day **between 10.00 AM and 03.00 PM or may send an email on [dpsp.haryana@nabard.org](mailto:dpsp.haryana@nabard.org) till 3.00 PM on 07 July 2025.**

**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)****List of Trades for empanelment of agencies for Supply, Maintenance and Repair Works at NABARD Office Premises and Staff Quarters**

<b>Sr. No.</b>	<b>Trade/ Nature of Works</b>	<b>Description</b>
1	Operation and Maintenance of Electrical Works	Supply and Repair of Mechanical/Electrical Equipment for Office and Staff Quarters/VOF/SRA
2	Operation and Maintenance of Civil Works, Carpentry and Plumbing Works	Operation and Maintenance at Office premises in Sector 34A, Chandigarh & Staff Quarters/VOF/SRA
3	Handloom Item supplier like bedsheet, curtain, towel, blinds, mattress etc.	Supply of Handloom Items for Office premises in Sector 34A, Chandigarh & Staff Quarters/VOF/SRA
4	Office Furniture/Home Furniture	Supply of Office Furniture/Home Furniture for Office premises in Sector 34A, Chandigarh and Staff Quarters/VOF/SRA
5	Stationery and Printing for Office Use	Supply of Office Stationery & Printing of required work for Office Use.
6	Taxi Hiring Services	Only Registered Taxi Operator should apply under the category
7	Cleaning of Water Tanks and Sewerages Cleaning	Supply and Service at Office premises in Sector 34A, Chandigarh and Staff Quarters/VOF/SRA
8	Pest Control and Termite Treatment Services	Supply and Service at Office premises in Sector 34A, Chandigarh and Staff Quarters/VOF/SRA
9	Cleaning Material / Sanitizers/ Masks Suppliers	Supply and Service at Office premises in Sector 34A, Chandigarh and Staff Quarters/VOF/SRA
10	Crockery & Cutlery Items Suppliers	Supply of Crockery and Cutlery for Office premises in Sector 34A, Chandigarh and Staff Quarters/VOF/SRA
11	Advertising Agencies	Services at Office premises in Sector 34A, Chandigarh
12	Fire Fighting Service Provider	Supply and Service at Office premises in Sector 34A, Chandigarh & Staff Quarters/VOF/SRA
13	Courier Service	Services at Office premises in Sector 34A, Chandigarh
14	Lift Maintenance Service	Services at Office premises in Sector 34A, Chandigarh
15	Gardening Services	Supply and Service at Office premises in Sector 34A, Chandigarh & Staff Quarters/VOF/SRA
16	Housekeeping Services	Supply and Service at Office premises in Sector 34A, Chandigarh & Staff Quarters/VOF/SRA
17	Security Services	Service at Office premises in Sector 34 A
18	Providing plants/ pots etc.	Service at Sector 34 A Chandigarh and Staff Quarters/VOF/ SRA at MHC, Manimajra, Chandigarh

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

**Empanelment Criterion of works / supply of goods & services**

The bidder has to submit documentary evidence of the following: -

- a) The bidder should have experience of similar works during the last 3 years ending March 2025.
- b) The annual turnover of the bidder during each of the last 3 years should be at least 30% of the upper ceiling of applied category.
- c) The firm should have done at least:
  - i. three similar works/ supply order valuing not less than 40% of the upper ceiling of applied category during last 03 years; or
  - ii. two similar works/ supply order valuing not less than 50% of the upper ceiling of applied category during last 03 years; or
  - iii. one similar work/ supply order valuing not less than 80% of the upper ceiling of applied category during last 03 years.
- d) Audited Balance Sheet/ Profit & Loss Account of the bidder for the last 3 years.

**Application is to be submitted by vendors as per above list with documentary proof for work done in following Categories: -**

Sl. No.	Name of Trade (Out of above list of 18)	Category A	Category B
		Upto Rs. 5.00 lakh	Rs. 5.00 lakh to Rs. 10.00 lakh
i) Three similar works valuing not less than 40% of upper ceiling of applied category		Rs. 2.0 lakh	Rs. 4.0 lakh
		1.Name of work	1.
		2.	2.
		3.	3.
ii) Two similar works valuing not less than 50% of the		Rs. 2.5 lakh	Rs. 5 lakh
		1. Name of work	1.

Sl. No.	Name of Trade (Out of above list of 18)	Category A	Category B
estimated cost; or			
		2.	2.
iii) One similar work valuing not less than 80% of the estimated cost.		Rs. 4 lakh 1. Name of work	Rs. 8 lakh 1.
...			
....			

Category breakup is as follows:

A – Work up to 5 Lakh

B – Work up to 10 Lakh

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

<b>A. General Information</b>		
1.	Name of the applicant organization/ vendor/ supplier/ service providers	
2.	Address for communication and contact details	
3.	Telephone number (landline)	
4.	Telephone number (mobile)	
5.	E-Mail Address	
6.	Type of the organization (whether sole proprietorship, partnership, private limited or limited company or cooperative society, etc.)	
7.	Name of the proprietor/partners or directors in the organization	1. 2. 3. 4.
8.	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)	
9.	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.	
10.	Number of years of experience in the field/ trade applied for (give separate for each trade). A list of important assignments may be indicated for the same along with supporting documents.	____ Years
11	Have you in the past carried out any works for NABARD? If yes, give details.	
12.	Address of Vendor's Office through which the proposed work will be handled. The name, designation and contact details of the officer in charge.	

<b>B. Financial Information</b>		
13.	Permanent Account Number (PAN) of the proprietor/ partnership firm/ private limited company/ limited company/ cooperative society (Copy of PAN to be attached)	
14.	GST No. (enclose copies of relevant documents)	
15.	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.	
16.	Annual turnover during the last three years (Amount in ₹)	2021-22: 2022-23: 2023-24: 2024-25:
17.	Indicate if involved in any litigation at present in similar type of contracts	
18.	Any civil suit arisen in the contracts of works executed, if any, please given brief details	
19.	Number of supplementary sheets attached to <b>Enclosure (B)</b>	

**Place:**

**Date:**

**Signature of the Applicant**

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

No. ....

Date: .....

**Chief General Manager**

NABARD Haryana Regional Office,  
Plot No.03, Sector-34 A,  
Chandigarh- 160022

Madam/ Dear Sir,

**Empanelment of Contractors for NABARD Regional Office, Chandigarh –**  
**“ ” (write name of the trade(s) & Code number under**  
**which the Applicant wants to be empaneled)**

1. With reference to your advertisement in the CPP Portal 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) & Code number under which the Applicant wants to be empaneled) trade, Category\_\_\_\_, in your organization
2. I am / We are already registered with” \_\_\_\_\_ (wight 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, Haryana Regional Office, Chandigarh 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 “\_\_\_\_\_” (wight name of the trade/s under which the applicant wants to be empaneled) trade/s/ category.

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	
9.	Mobile No. E-mail:	

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

Place:

Date: