



NATIONAL BANK FOR AGRICULTURE & RURAL DEVELOPMENT

NOTICE FOR EMPANELMENT OF STRUCTURAL
AUDITORS/STRUCTURAL CONSULTANTS AND ARCHITECTS

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

NAME OF APPLICANT _____

ADDRESS

LAST DATE FOR SUBMISSION: 10 August 2022 by 16:00 hrs.

-SD-

(DEPUTY GENERAL MANAGER)

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

Signature and Stamp of the Agency

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Checklist 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 Structural Auditors/Structural Consultants and Architects(as eligible)" on the cover and addressed to Chief General Manager, NABARD Punjab Regional Office, Plot No.03, Sector-34A, Chandigarh-160022.	
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 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 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), Punjab
Regional Office, Plot No.03, Sector-34A, Chandigarh-160022.
General Conditions of Empanelment**

National Bank for Agriculture & Rural Development (NABARD), Punjab Regional Office, Chandigarh intends to prepare a panel of Structural Auditors/Structural Consultants and Architects 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 Punjab Regional Office, Plot No.03, Sector-34A, Chandigarh-160022 and Staff Quarters are located at NABARD Vihar, Plot No.03., Sector 66 Mohali and Housefed Complex, Phase 10, Mohali-160062.

The empanelment will remain in force for the duration i.e. **23.08.2022 to 31.03.2024** 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 Tri-City i.e. Chandigarh/Mohali/Panchkula so that the 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 render the required services 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 31.03.2022) 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.

All disputes and differences of any kind whatsoever, arising out of or in connection with this Empanelment and/or the Purchase Order/ Contract thereafter or in the discharge of any obligation arising under this shall be resolved amicably.

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.

Structural Auditors/Structural Consultants and Architects 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 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> and CPPP portal. The application duly filled in shall be submitted in a sealed envelope super-subscribed “Application for Empanelment of Structural Auditors/Structural Consultants and Architects (as eligible)” on the cover and addressed to Chief General Manager, NABARD Punjab Regional Office, Plot No.03, Sector-34A, Chandigarh-160022 on or before 4.00 PM, 10.08.2022.

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, 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 item. 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/ Asst. Manager, NABARD, Regional Office, Chandigarh, Phone Nos: 01725046746 8621000041, 8144018710, on any working day **between 11.00 AM and 03.00 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)**List of Trades for empanelment of agencies for Architect/Consultant and Structural Consultant/Structural Auditors**

Sr. No./Code no.	Trade name	Description	Essential Qualification
1.	Architect	<p>Architects' services include planning, designing, supervising & execution of Civil Engineering works, interior furnishing works, other infrastructure creation works for the offices/residences of the Bank, providing the specifications of the materials, assisting the Bank in finalizing the contractor and supervision of the interior works ,if sought by the Bank. The panel architect's services will also be availed for planning, designing and execution of redeveloping of Banks own buildings involving the approval for the same from the local Authorities.</p> <p>Further, the Architect shall provide following services whenever required by the Bank:</p> <p>Civil Engineering consultants' services: will be used for planning, designing, estimation, tendering and supervision of execution of Buildings construction & repairs/renovations/ maintenance and other Civil works of Bank's own buildings.</p> <p>Electrical consultants Services: will be used for planning and execution of the electrical works for the Bank offices including procurement of electrical equipment's like Generators, UPS, Transformers and other allied items, electrical auditing, energy audit and coordinating/ liasoning with Chandigarh Electricity Board/ Punjab State Power Corporation Limited and their subsidiaries (If</p>	<p>1. Should be member of Indian Institutions of Architects and Indian Council of Architecture.</p> <p>2. Should have atleast two qualified Graduate Architects (having adequate experience in planning, designing, construction & renovation of buildings) on their regular establishment for not less than 7 years, as on 31.03.2022.</p> <p>3. Should have atleast two Graduates in Civil Engineering with minimum 7 years of experience in planning, designing and supervision of buildings, sanitary and plumbing services and other allied works, Civil Engineering Constructions repair/renovation works including water proofing works of buildings as on 31.03.2022.</p> <p>4. Should have atleast two graduates in Electrical Engineering with minimum 7 years of experience planning, designing and supervising of electrical works for computerized environment including experience in LT/HT works, generator and motors, UPS, lifts as on 31.03.2022.</p>

		any) & such other local authorities. The electrical system of the Bank owned buildings are with HT substation and some are supported by DG sets. Bank may propose to upgrade such electrical HT system. In such cases Bank may avail the services of consultants who have specialized in the field of electrical engineering with the knowledge on HT sub-station, internal electrical system for a computerized office environment, specialized electromechanical works like DG sets, lifts, Building Management System, air-conditioning, solar Projects etc	
2.	Structural Auditors/Consultants	<p>STRUCTURAL ENGINEERING CONSULTANT/Structural Auditors:</p> <p>The scope of Structural Engineering Consultants include assessment of repairs, renovation (in some cases involving structural evaluation) and recommending correct rectification works, periodical evaluation of buildings for structural conditions, if necessary by undertaking necessary structural studies and submitting technical assessment reports suggesting remedial measures, providing structural stability reports for Bank Buildings, providing structural fitness certificate to preparation of tender papers and assisting the Bank in undertaking repair works with or without their site supervision.</p>	<p>1. Should have atleast two Graduates in Civil Engineering with specialization (Post Graduation) in Structural Engineering having minimum 7 years of post-qualification experience in planning, designing and supervision of buildings.</p> <p>2. Experience in planning and estimation of multi storied buildings shall be an added advantage.</p>

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.

Pre-Qualification Criterion

The Agency have to submit documentary evidence of the following:-

- a) The Agency should have experience of similar works during the last 7 years.

- b) The annual turnover of the Agency during each of the last 3 years should be at least 30% of the financial limit of the category in which the Agency is applying.

- c) The firm should have done at least:
 - i) three similar works valuing not less than 40% of the financial limit of the category in which the Agency is applying; or
 - ii) two similar works valuing not less than 50% of the financial limit of the category in which the Agency is applying; or
 - iii) one similar work valuing not less than 80% of the financial limit of the category in which the Agency is applying.

- d) Audited Balance Sheet/ Profit & Loss Account of the Agency 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: -

Sr. No	Name of Trade (Out of above list)	Category A	Category B	Category C	Category D
		Upto Rs.5.00 lakh	Upto Rs.10.00 lakh	Upto Rs.25 lakh	Upto Rs.50 lakh
1.		Rs.2 lakh	Rs.4 lakh	Rs.10 lakh	Rs.20 lakh
i) Three similar works valuing not less than 40% of the estimated cost; or		1.	1.	1.	1.
		2.	2.	2.	2.
		3.	3.	3.	3.
ii) Two similar works valuing not less than 50% of the estimated cost; or		Rs.2.5 lakh	Rs.5 lakh	Rs.12.5 lakh	Rs.25 lakh
		1.	1.	1.	1.
		2.	2.	2.	2.
iii) One similar work valuing not less than 80% of the estimated cost.		Rs.4 lakh	Rs.8 lakh	Rs.20 lakh	Rs.40 lakh
		1.	1.	1.	1.

12.	Address of Chandigarh Regional Office through which the proposed work will be handled. The name, designation and contact details of the officer in charge.	
B. Financial Information		
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 Bankers's Solvency Certificate in proof of having adequate financial standing.	
16.	Annual turnover during the last three years	2019-20 (in ₹) 2020-21 (in ₹) 2021-22 (in ₹)
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 Enclosure (B)	

Place:

Date:

Signature of the Applicant

Signature and Stamp of the Agency

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

No.

Date:

Chief General Manager

NABARD Punjab Regional Office,

Plot No.03, Sector-34A,

Chandigarh-160022

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 CPPP portal/NABARD website on ---
 ----- for the Empanelment of Structural Auditors/Structural Consultants and
 Architects, 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 _____ (financial 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.

Signature and Stamp of the Agency

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:

Signature and Stamp of the Agency