



NATIONAL BANK FOR AGRICULTURE & RURAL DEVELOPMENT

APPLICATION FORM

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

AT NABARD REGIONAL OFFICE, 'NABARD BHAWAN', PLOT NO.2,
DP BLOCK, STREET NO. 11, SECTOR-V, SALT LAKE, KILKATA – 700091

NAME OF APPLICANT _____

ADDRESS _____

LAST DATE FOR SUBMISSION: (28 OCTOBER 2022) BY 2.00 PM

TO,
THE CHIEF GENERAL MANAGER,
DPSP, NABARD, WEST BENGAL REGIONAL OFFICE,
'NABARD BHAWAN', PLOT NO.2,
DP BLOCK, STREET NO. 11,
SECTOR-V, SALT LAKE,
KILKATA – 700091



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, DPSP, NABARD, West Bengal Regional Office, NABARD Bhawan', Plat No.2, DP Block, Street No.11, Sector – V, Salt Lake, Kolkata – 700 091	
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 (2021-22, 2020-21 & 2019-20), duly certified by a practising Chartered Accountant, in support of Average Annual Turnover OR Banker's Solvency Certificate in proof of having adequate financial standing submitted	
7	Copy of Permanent Account Number (PAN) of the Proprietor/ Partnership Firm/ Private Limited Company/ Limited Company or Cooperative Body attached	
8	Copy of details of Registrations, if any, (i) Under Companies Act/ Cooperative Societies Act, (ii) GST - enclosed	
9	Information duly furnished in Enclosure (B) along with supporting documents	
10	Bank details furnished in Enclosure (D)	
11	Copy of cancelled cheque enclosed	

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



**National Bank for Agriculture & Rural Development (NABARD),
Regional Office, NABARD Bhawan', Plat No.2, DP Block,
Street No.11, Sector – V, Salt Lake, Kolkata – 700 091**

General Conditions of Empanelment

National Bank for Agriculture & Rural Development (NABARD), West Bengal Regional Office, Kolkata 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 located in Kolkata. The office building is located at Salt Lake, Sector V. Our staff quarters are located at RNC Road, Susham Apartment and Prince Anwar Shah Road.

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.

The vendor must have own adequate technical set up in Kolkata 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 2021-22, 2020-21 & 2019-20). At least one work of substantial value should have been done in Autonomous body/Bank/financial Institution or any other reputed institution.

The vendor may submit performance certificates from persons/ entities/ institutions for whom they have worked in the past.

The Bank reserves the right to inspect the facilities of the vendor to verify the genuineness and to ensure conformity with the details given in the bid.

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

Disputes or differences whatsoever arising out of or relating to the construction, meaning, scope, operation or effect of the agreement or the validity or the breach thereof shall be resolved amicably between the Bank's representative and the vendor/ vendor's representative. In case of failure to resolve the disputes and differences amicably within 30 days of the receipt of notice by the other party, then the same shall be settled by arbitration in accordance with



the Arbitration and Conciliation Act, 1996 and the award made in pursuance thereof shall be final, conclusive and binding on the parties. The venue of the arbitration shall be at Kolkata. 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.

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, NABARD, West Bengal Regional Office, NABARD Bhawan', Plat No.2, DP Block, Street No.11, Sector – V, Salt Lake, Kolkata – 700 091 on or before 2.00 PM, 28 October 2022.

The vendors who are already empanelled by the Bank and whose empanelment is up to 31.03.2023 are also required to apply afresh if they want to continue on the panel

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).

Other Conditions:

Intending applicants are required to furnish details about their Organisation, technical experience, competence and evidence of their financial standing as per Enclosure (B) in order to be considered for empanelment.

While deciding upon the selection of Contractors, emphasis will be given on the ability and the competence to do good quality work in accordance with the specifications and within the time schedule.

Information furnished in the proforma will be kept confidential.

The entire application form and each part of the proforma shall be signed by a person on behalf of the Organisation, who is duly authorized to do so.

If the space in the proforma is insufficient for furnishing full details, such information may be supplemented on a separate sheet of paper duly signed stating therein the proforma's part number and serial number of item. Satisfactory "completion certificates" for works done for different organisations should preferably be furnished along with the application.

Clarification, if any, may be obtained from Assistant General Manager/ Manager/ Asst. Manager, NABARD, Regional Office, DPSP, Kolkata, Phone Nos. +91 33 4087 9630/ 627/ 615/616 on any working day between 10.00 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 letterhead

Enclosure (D) - Details of Bank account of the applicant



Enclosure (A)

Trade wise list of items for Supply, Maintenance and Repair Work at NABARD Office Premises and Staff Quarters

Sr. No.	Trade/Nature of Works	Description of works
1	Civil, Carpentry & Plumbing works	Works like painting, tiling, flooring, wood works and plumbing works. The works will be mostly repairs types. Sometimes new works may also be there. Keeping the civil / carpentry / plumbing infrastructure of residential quarters and office in healthy running condition.
2	Electrical wiring, electrical equipment like fans, geysers, lights, cabling, LT Panel, HT Panel, Transformers, etc.	Works like repairing of electrical wiring, switch-sockets, fans, geysers, LT and HT works may also be involved. Keeping the electrical supply of residential quarters and office in healthy running condition.
3	Security Services (PSARA Certification)	Providing security services and deputation of security guards at office and staff quarters as per requirement.
4	Pest Control Services	Providing and applying pest control measures in office and staff quarter premises and open areas as per requirement.
5	Printing & Banner Works	Printing of various publications / booklets. Preparation of banners for special occasions.
6	Car providing vendors/services	Providing cars of suitable make / category to office as per requirements.
7	Cartridge suppliers for office printers	Providing and replacing cartridges of required make and model in the printers in office.
8	Stationery paper and associated material suppliers	Providing office stationery paper and other stationery articles to office as per requirements.
9	Canteen and guesthouse maintenance	Maintaining and running office canteen / lounge and guesthouse at office or staff quarters. It includes catering and cleaning services.
10	Cleaning and housekeeping services	Providing suitable manpower for housekeeping, disposal of waste and cleaning of office premises and staff quarters as per requirements.
11	Split AC and Window AC maintenance	Maintenance / servicing of air conditioners of various makes installed in office premises and staff quarters.
12	Office and household equipment maintenance and supply of miscellaneous items	Maintenance of various electrical equipment like water purifiers, kitchen chimneys, gym equipment etc.
13	Computer hardware i.e. Printer, PC, Laptops,	Supply and maintenance of computer hardware at office and staff quarters.



	Mouse, Keypad, Camera, etc.	
14	Gardening	Maintenance and upkeep of landscaping and potted plants in office and staff quarters
15	Photocopy. Spiral binding, book binding	Providing photocopying services and spiral binding services to office
16	Scrap dealers, old newspaper dealers	Disposal of scrap material, newspapers and other dry waste from office.
17	Firefighting services, fire extinguisher refill, hydrants, fire engines, fire pumps etc.	Maintenance and upkeep of firefighting systems at office premises and staff quarter premises.
18	Architect	Providing Architectural services from various interior / exterior works at office and staff quarters. It may include preparation of cost estimates, tender documents and certification of works also, if required.
19	Newspaper Advertisement Agencies	For giving various advertisement pertaining to NABARD.

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.



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
6		2
		3
		4
		5
	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. 2019-20, 2020-21 & 2021-22 years	
9	Have you in the past carried out any works for NABARD? If yes, give details.	



10	Address of Kolkata Office through which the proposed work will be handled. The name, designation and contact details of the officer in charge.	
B. Financial Information		
11	Permanent Account Number (PAN) of the proprietor/ partnership firm/ private limited company/ limited company/ cooperative society (Copy of PAN to be attached)	
12	GST No. (enclose copies of relevant documents)	
13	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.	
14	Annual turnover during the last three years	2019-20 (Rs.
15		2020-21 (Rs.
		2021-22 (Rs.
	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 given brief details	
17	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 regards 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 amount of experience relevant to the banks 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 01.04.2019 to 31.03.2022 i.e. last 3 years.
3. The vendor must have a service office at Kolkata and/or adjoining districts. The contractor must enclose proof of having an office of Kolkata 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, 9, 10, 14 & 17 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:

Chief General Manager
NABARD, West Bengal Regional Office
DPSP, 3rd floor,
'NABARD Bhawan', Plot No.2
DP Block, Street No.11, Sector V, Salt Lake
Kolkata – 700 091

Dear Sir,

Empanelment of Contractors for NABARD Regional Office, Kolkata –
" _____ " (write name of the trade(s) & Code number under which the
applicant wants to be empanelled)

1. With reference to your advertisement in the Newspaper on ___ 2022 for the Empanelment of Contractors, I am / We are pleased to offer myself / ourselves to be 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, Kolkata 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

