

NATIONAL BANK FOR AGRICULTURE & RURAL DEVELOPMENT

NOTICE FOR EMPANELMENT OF
CONTRACTORS/SUPPLIERS/VENDORS/SERVICE PROVIDERS FOR
TRADE-WISE SUPPLY, MAINTENANCE, AMC AND REPAIR WORKS
(OFFICE EQUIPMENT, STATIONERY, OFFICE AUTOMATION ETC.)
AT NABARD REGIONAL OFFICE AND STAFF QUARTETS,
THIRUVANANTHAPURAM

NAME OF APPLICANT _____

ADDRESS

LAST DATE FOR SUBMISSION : 21st JUNE 2023 BY 15.00 HRS

THE CHIEF GENERAL MANAGER
NABARD
STATUE JUNCTION
PUNNEN ROAD
THIRUVANANTHAPURAM- 695001

**National Bank for Agriculture & Rural Development (NABARD),
Statue Junction, Punnen Road, Thiruvananthapuram- 695001**

General Conditions of Empanelment

National Bank for Agriculture & Rural Development (NABARD), Thiruvananthapuram intends to prepare a panel of reputed contractors / vendors / suppliers / service providers having specialization in the trades mentioned in **Annexure (A)** for undertaking various related works in Office building and staff quarters located in Thiruvananthapuram. The office building is located at Statue Junction, Punnen Road, Thiruvananthapuram. Our staff quarters are located at Poojappura, Dr Pai Road, Thiruvananthapuram.

The empanelment will remain in force for two years i.e. **2023 to 2025** 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 Thiruvananthapuram so that the complaints / works may be attended to well in time.

The vendor must have sufficient number of experienced personnel, technical knowhow, equipment, 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 Seven years (as on 31 March 2023). At least one work should have been done in Govt/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 for the work orders submitted on documentary proof for past experience

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 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.

Vendors, Suppliers, Contractors and Service Providers, etc. desirous of being empaneled 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, Statue Junction, Punnen Road, Thiruvananthapuram- 695001 on or before **3 PM, 21/06/2023**.

The vendors who are already empaneled by the Bank and whose empanelment is up to 31 March 2023 are also required to apply afresh if they want to continue 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 **Annexure (D) along with a copy of cheque or cancelled cheque**.

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 Sharon Herbert/ Asst. Manager Cambridge Kanna/ Asst. Manager Prakarsh Raut , NABARD, Statue Junction, Punnen Road, Thiruvananthapuram- 695001, Phone Nos.8681088124,8240971341,6382095459 on any working day **between 10.00 AM and 05.00 PM**.

The Pre-qualification criteria for empanelment of suppliers/contractors is detailed below:

Sl No.	Prequalification criteria	Description	Documents to be submitted
1	Duration of past experience	Should have minimum 7 years of experience of executing similar works# (during last 7 years ending March 2023) . Applicant should furnish their Client list showing the details of work carried out by them during the last 7 years. The list shall include details such as Name of the Client, Value of work executed, Date of Start and Finish of the work, Reasons of delay, if any ,etc. The Applicant should submit documentary evidence in support of minimum experience of 7 years (i.e. the applicant should have undertaken works right from January 2017).	Copy of certificate of registration / incorporation. Copy of work orders issued for works undertaken from January 2017 to March 2023 and its completion certificates along with the copies of TDS Certificates (Form 16A / Form 26AS etc.) during this period. Client List , indicating details, as specified, (including Contact No. and E-mail address of the Contact person) of the works carried out for them. Contact person) of the works carried out for them.
	Minimum value of each completed work (Qualifying Works)	Experience of having successfully completed similar works during last 7 years ending 31 March 2023 should be either of the following:	a) Copy of work order(s) of qualifying work(s) b) Copy of TDS certificate(s) (Form 16A / Form 26AS etc.) during the payment period of qualifying work(s) c) Client Certificate (s) issued by the Clients as per the format enclosed for the qualifying work(s)

		<p>i) Three similar completed works each costing not less than the amount equal to 40% of the upper limit of the respective category for which empanelment is sought. 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).</p> <p>Or</p> <p>ii) Two similar completed works each costing not less than the amount equal to 50% of the upper limit of the respective category for which empanelment is sought. 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).</p> <p>Or</p> <p>iii) One similar work costing not less than the amount equal to 80% of the upper limit of the respective category for which empanelment is sought. 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).</p>	
--	--	---	--

3	Average Annual Turnover	Should have an Average annual turnover during the last three financial years ending March 31, 2023 , an amount equal to 100% of the upper limit 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 ₹ 5 Lakh]	Chartered Accountant's certificate along with supporting financial statements of last three financial years ending March 31, 2023.
4	Bankers' Certificate (Solvency)	Should furnish Bankers Certificate (Solvency) issued by the applicant's banker, specifically for the purpose of empanelment, for an amount equal to upper limit of the respective category for which empanelment is sought	Banker's certificate regarding solvency as per the format enclosed.
5	Registration and Licenses required	Must have valid licenses for related trades as applicable (PAN, GST, EPFO, ESIC, MSME, etc.)	Copies of relevant certificate/ licenses , issued by the respective authority.

Annexures:

Annexure (A) - Trade wise list of items along with description

Annexure (B) - Basic Information (General & Financial details)

Annexure (C) - Covering letter to be submitted on applicant's letter-head Enclosure

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

Annexure_(A)

The empanelment shall be carried out for different categories under each trade/sub-trade based on the estimated cost of work/ supply. There are Three categories based on the estimated cost of work/ supply, as detailed below:

Details of Categories

Sl No	Category of Work	Description of work	Category applied for		
			2 Lakh	2-5 Lakh	5-10 Lakhs
1	Civil	General repairs, painting, plumbing, interior works, structural repair, water proofing, concreting, brick work, stone work, excavation work etc			
2	Carpentry	Wooden work, aluminum work, Partition work, cupboard repair works, carpentry, polishing, false ceiling work, ACP panel work			
3	Electrical	Electrical re-wiring, renovations, alterations and additions, AMC services by providing Electricians and spares, electrical panel works including LT switch gears & cabling works, Supply, Installation, repair and servicing of domestic water pumps, air condition plant pump, etc., Supply of electrical goods for day to day maintenance works such as bulbs, tube lights, CFL, LED lights, fans etc., Supply, installation, servicing and maintenance of window			

		AC, Split AC, Package units, tower units etc.			
4	Horticulture	Landscaping, Vertical gardening, Kitchen garden, Water plants, Tree Cutting, Deweeding etc			
5	Fire Fighting	Repair & Maintaining firefighting equipment			
6	Pest control ISO	Mosquito, Rodent, Snake, Cockroach, fogging, pesticide			
7	Printing	Visiting Card, ID Card, booklet, diary, Calendar, banner, Sign Board etc			
8	Interior Consultant	Interior Consultantancy Works			
9	Stationery Supplier	Office interiors			
10	Structural Auditors	Structural Auditors			
11	Electrical Auditors	Electrical Auditors			
12	Maintenance	Plumbing, Carpentry, electrical, Air conditioner, Vending Machine, Computer, Photocopier			
13	CCTV, Access Control systems	CCTV, Access Control systems			

Note: Suppliers / Contractors can apply for more than one categories (if eligible) for empanelment.

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.

Annexure (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)	
4.	Telephone number (mobile)	
5.	Type of the organization (whether sole proprietorship, partnership, private limited or limited company or cooperative society, etc.)	
6.	Name of the proprietor/partners or directors in the organization	1. 2. 3. 4. 5.
7.	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)	
8.	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.	
9.	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
10.	Have you in the past carried out any works for NABARD? If yes, give details.	

11.	Address of Mumbai Office through which the proposed work will be handled. The name, designation and contact details of the officer in charge.	
B.Financial Information		
12.	Permanent Account Number (PAN) of the proprietor/ partnership firm/ private limited company/ limited company/ cooperative society (Copy of PAN to be attached)	
13.	GST No. (enclose copies of relevant documents)	
14.	Balance sheet and profit & loss statement for the previous three years, duly certified by a practising Chartered Accountant in support of Average Annual Turnover OR Banker's Solvency Certificate in proof of having adequate financial standing.	
15.	Annual turnover during the last three years	2020-21 (Rs.....) 2021-22 (Rs.....) 2022-23 (Rs.....)
16.	Indicate if involved in any litigation at present in similar type of contracts	
17.	Any civil suit arisen in the contracts of works executed, if any, please given brief details	
18.	Number of supplementary sheets attached to Annexure (B)	

Place:

Date:

Signature of the Applicant

Annexure (C)

(To be submitted on Contractor's own Letterhead)

Form of Application

THE CHIEF GENERAL MANAGER
NABARD
STATUE JUNCTION
PUNNEN ROAD
THIRUVANANTHAPURAM- 695001

Dear Sir,

Empanelment of Contractors for NABARD Regional Office, Thiruvananthapuram -
“ _____ ” (write name of the trade(s) & Code number under which the
applicant wants to be empaneled)

1. With reference to your advertisement in the Newspaper on ____ 2023 for the Empanelment of Contractors, 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 _____, 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.
4. I/We agree that the decision of NABARD, Regional Office, Thiruvananthapuram in selection of the Contractors will be final and binding on me/us.
5. All the information furnished in this application as also under Annexure **(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.

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.

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 Annexure (C)	
3.	Application super-scribed as "Application for Empanelment of Contractors/ Vendors/ Suppliers/ Service Providers for (trade to be indicated)" on the cover and addressed to Chief General Manager, NABARD, Statue Junction, Punnen Road, Thiruvananthapuram- 695001	
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 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 Annexure (B) along with supporting documents	
10.	Bank details furnished in Annexure (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.