

**Empanelment of Vendors for supply of office general stationery,
printing works, banner, photo copy and spiral binding at NABARD,
Gujarat Regional Office, NABARD Tower, Opposite Municipal Garden,
Usmanpura, Ahmedabad-380013**

NABARD intends to prepare a panel of reputed vendors for supply of office general stationery, printing works, banner, photocopy and spiral binding valid for two years, for procurement of various articles/ services for Gujarat Regional Office, Ahmedabad. The nature, trade and description of such articles/services are given in Enclosure (A). One applicant can seek empanelment for supply of more than one articles or services.

The application for empanelment should be made in the prescribed format which, along with the other relevant details, including terms and conditions of empanelment, can be downloaded from the Bank's website <https://www.nabard.org>.

The applications, duly filled in the prescribed format and complete in all respects, may be submitted in a sealed cover clearly super-scribing it as "Application for Empanelment of Vendors for supply of office general stationery, printing works, banner, photocopy and spiral binding" to the Chief General Manager, Department of Procurements, Security and Premises, NABARD, Gujarat Regional Office, NABARD Tower, Opposite Municipal Garden, Usmanpura, Ahmedabad - 380013. The last date for submission of application is **18 July 2020 up to 15.00 hrs.**

The vendors who are already empaneled by the Bank are also required to apply afresh, if they want to continue on the panel.

The Bank reserves the right to reject any or all the applications without assigning any reasons therefor.

Deputy General Manager
National Bank for Agriculture and Rural Development (NABARD)
Gujarat Regional Office, Ahmedabad

NATIONAL BANK FOR AGRICULTURE & RURAL DEVELOPMENT

NOTICE FOR EMPANELMENT OF VENDORS FOR SUPPLY OF OFFICE GENERAL STATIONERY, PRINTING WORKS, BANNER, PHOTOCOPY AND SPIRAL BINDING AT NABARD, GUJARAT REGIONAL OFFICE, NABARD Tower, OPPOSITE MUNICIPAL GARDEN, USMANPURA, AHMEDABAD-390013

NAME OF APPLICANT

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ADDRESS :

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LAST DATE FOR SUBMISSION: **18 July 2020** UPTO **15.00** HRS.

THE CHIEF GENERAL MANAGER
DPSP, NABARD, GUJARAT REGIONAL OFFICE
NABARD Tower, OPPOSITE MUNICIPAL GARDEN
USMANPURA, AHMEDABAD – 380013

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 Vendors for supply of office general stationery/ computer stationery/printing works" on the cover and addressed to Chief General Manager, DPSP, NABARD, Gujarat Regional Office, NABARD Tower, Opposite Municipal Garden, Usmanpura, Ahmedabad – 380013 | |
| 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 Enclosure (B) along with supporting documents | |
| 10. | Bank details furnished in Enclosure (D) | |
| 11. | Copy of cancelled cheque enclosed | |

National Bank for Agriculture & Rural Development (NABARD)
Gujarat Regional Office, NABARD Tower, Opposite Municipal Garden
Usmanpura, Ahmedabad – 380013

General Conditions of Empanelment

National Bank for Agriculture & Rural Development (NABARD), Gujarat Regional Office, Ahmedabad intends to prepare a panel of reputed vendors having specialization in the trades mentioned in **Enclosure (A)** for undertaking various related works in NABARD Tower located in Ahmedabad. The office building is located at Opposite Muniipal Garden, Usmanpura, Ahmedabad.

The empanelment will remain in force for two years i.e. **01 August 2020 to 31 July 2022** 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 shop/office/adequate technical set up in Ahmedabad so that the complaints / works may be attended to well in time.

The vendor must have sufficient number of experienced personnel, technical know-how, equipments, 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 experience of having successfully completed similar works/ services in the last three years (as on 31.03.2020). 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 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 Ahmedabad.

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.

Application form can be downloaded from the website <https://www.nabard.org>. The application duly filled in shall be **submitted in a sealed envelope** super-subscribed as “**Empanelment of vendors/ service providers for supply of office stationery/printing works/Banner/Photo Copy/Spiral Binding**” on the cover and addressed to Chief General Manager, NABARD, Gujarat Regional Office, DPSP, NABARD Tower, Opposite Municipal Garden, Usmanpura. Ahmedabad – 380013 on or before **18 July 2020** at **15.00 PM**.

The vendors who are already empaneled by the Bank 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 **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 Vendors, 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, NABARD, Gujarat Regional Office, DPSP, Ahmedabad, Mobile Nos. 09417895007 / 09828127950 or by email to dpsp.ahmedabad@nabard.org 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 letter-head

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

Enclosure (A)

Trade wise list of items for Supply at NABARD Tower Opposite Municipal Garden, Usmanpura, Ahmedabad

| Sr. No. | Trade/Nature of works | Description |
|---------|---|--|
| 1. | General Stationery for office use and Computer Stationery | All office stationery items, such as white papers, green papers, ledger paper, registers, pens, writing pads, file boards, plastic folders, spring files, computer stationery, making of self inking rubber stamps, company seal etc. computer consumables like pen drives/USB flash drives, CDs/DVDs etc. |
| 2. | Printing | Printing of Bank's various internal as well as external publications, letterheads, envelopes of various sizes, registers, visiting cards, I-Card, name plates etc. |
| 3. | Banner | |
| 4. | Photo copy/spiral binding | |

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) | |
| 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 organisation | 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 Ahmedabad 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 | 2017-18 (Rs.....) 2018-19 (Rs.....) 2019-20 (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 give brief details | |
| 18. | Number of supplementary sheets attached to Enclosure (B) | |

Place:

Date:

Signature of the Applicant

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

No.

Date :

Chief General Manager

NABARD, Gujarat Regional Office
DPSP, 2nd floor, Opposite Municipal Garden
Usmanpura, Ahmedabad – 380013
(Gujarat)

Dear Sir,

Empanelment of Vendors for NABARD Gujarat Regional Office, Ahmedabad - "Supply of office general stationery, printing works, banner, photocopy and spiral binding".

1. With reference to your advertisement in the Newspaper on 08 July 2020 for the Empanelment of Vendors, I am / We are pleased to offer myself / ourselves to be empaneled under

“Supply of office general stationery, printing works, banner, photocopy and spiral binding” (write name of the trade(s) under which the applicant wants to be empaneled) 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, Gujarat Regional Office, Ahmedabad 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 “Supply of office general stationery, printing works, banner, photocopy and spiral binding” (write name of the trade/s under which the applicant wants to be empaneled) 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.