

**Tender For  
Empanelment of Contractors/Service providers for  
specialised nature of works/Procurements  
in Office Building and Officers' Quarters  
at NABARD Ranchi-834009  
from 01 September 2025 to 31 August 2027**



**Dept. of Premises, Security & Procurement (DPSP)  
NABARD's Jharkhand Regional Office  
Near Pani Tanki, Bariatu-Booty Road  
Ranchi-834009**

Date of release of tender	16 July 2025
Date of submission of tenders	Upto 2.00 PM on 06 August 2025
Date of opening of tenders	3.00 PM on 06 August 2025

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**Section-01**  
**Notice Inviting Tender**

**Ref.NB.JH/DPSP/ 59903/Empanelment/2025-26**

**16 July 2025**

**To Bidders**

**Tender for Empanelment of Contractors/Service providers for Repair / Renovation / Maintenance work in Office Building and officers' Quarters at NABARD, Ranchi 834009 from 01 September 2025 to 31 August 2027.**

- 1.** NABARD invites tender to prepare a panel of reputed contractors/service providers, valid for two years, for undertaking repairs / renovation / maintenance works in its Regional Office Building & officers' Quarters in Ranchi. The applicants can apply for one or more categories of work. The tender can be downloaded from <https://www.nabard.org> or <https://eprocure.gov.in/eprocure/app>.
- 2.** Bidders are to submit their offers in <https://eprocure.gov.in/eprocure/app> latest by **2.00 PM on 06 August 2025**. The bidders should apply only in our floated tender document, along-with all the other details as indicated in the tender document.
- 3.** Tenders received through any other mode such as Courier / Post / E-Mail / Fax / Telegraph, etc. shall not be entertained and shall be treated as invalid tenders.
- 4.** The bids shall be accepted only in respect of those bidders whose tenders are in line with the requirements as per NIT, terms and conditions of the tender document. The decision of the NABARD in this regard shall be binding on the bidders and not open to question or appeals. Any Conditional offer will not be accepted.
- 5.** NABARD reserves the right to accept any or reject all the applications without assigning any reasons, therefore. The tender is neither an agreement nor an offer and is only an invitation by the Bank to the interested parties for submission of their tenders/ offers.
- 6.** For any clarifications, you may contact DPSP personally or by sending e-mail at [dpsp.ranchi@nabard.org](mailto:dpsp.ranchi@nabard.org).
- 7.** Already empanelled contractors with NABARD also need to submit applications afresh if they wish to get empanelled afresh.

Yours faithfully

**Sd/-**

**(Pramod Kumar)**  
**Deputy General Manager**

**Section-02**  
**Form of Tender**

To,

Date:

The Chief General Manager,  
NABARD Jharkhand Regional  
Office,  
Near Pani Tanki,  
Bariatu-Booty Road  
Ranchi-834009

Dear Sir,

**Tender for Empanelment of Contractors/Service providers for Repair /  
Renovation / Maintenance work in Office Building and officers' Quarters  
at NABARD, Ranchi 834009 from 01 September 2025 to 31 August 2027**

Having examined the Tender document relating to the specified in the Memorandum hereinafter set out, having visited and studied the tender document as specified in the said Memorandum and having acquired the requisite information relating thereto as affecting the tender, I/We hereby offer to execute the tender specified in the said Memorandum, as mentioned in the tender in all respects of the tender, in accordance with such conditions in so far as they may be applicable.

**MEMORANDUM**

<b>Subject</b>	<b>Details</b>
Description	Empanelment of Contractors/Service providers for Repair / Renovation / Maintenance works in Office Building and officers' Quarters at NABARD, Ranchi.
Location	NABARD, Jharkhand Regional Office, Near Pani Tanki, Bariatu-Booty Road, Ranchi-834009.
Duration of Empanelment	01 September 2025 to 31 August 2027 with annual review.

Should this tender be accepted, I/We hereby agree to abide by and fulfil the terms and provisions or the said Conditions of the tender annexed hereto in so far as they may be applicable.

Our Bankers are:

I. .... Bank, ..... Branch, ....., Ranchi



- II. ....Bank, ..... Branch, .....  
Ranchi
- III. Type of account : Savings / Current account
- IV. Bank Account No.:
- V. IFS code of Bank and branch :
- VI. Valid GST No. & PAN No.
- VII. The names of partners of our firm are:
- i)
  - ii)
  - iii)

Name of the partner of the firm Authorized to sign:

OR

Name or person having Power of Attorney to sign the contract  
(Certified copy of the Power of Attorney should be attached):

Yours faithfully,

Signature of Tenderer with seal

E-mail id:



**Section-03**  
**Checklist for Submission of Application /Tender**

**Checklist is indicative only. Applicant/tenderer is requested to go through the tender proforma carefully before submission.**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Submitted (Yes/No)</b>
1	The application/tender to be duly filled and submitted in a sealed envelope.	
2	Document in support of nature of firm, date of establishment, years of experience in the field	
3	The application submitted on applicant's letterhead as per Section-10	
5	Submitted copies of Work orders, Completion Certificates in support of experience of related trade/business submitted	
6	Submitted copies of Balance Sheet and Profit & Loss statement for the previous three financial years (2022-23, 2023-24, 2024-25), 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	
7	Details of Labour License / Electrical License etc. (wherever applicable) obtained from the Competent Authorities (a copy to be enclosed)	
8	Copy of Permanent Account Number (PAN) of the proprietor/ Partnership firm/Private Limited/Limited or Co-operative Body attached	
9	Copy of Details of Registrations, if any, with (i) GSTIN (ii) Sales Tax Authority (TIN) (iii) Registration with ESIC (iv) Registration with EPFO enclosed	
10	Information duly furnished in Section-7,8 &9 along with supporting documents	
11	Bank details furnished in Section- 11	
12	Copy of cancelled cheque	
13	CKYC Identifier No.	
14	UAPA undertaking	

**Section- 04**  
**Information & Instructions to Bidders**

1. National Bank for Agriculture and Rural Development (NABARD), Jharkhand Regional Office, Ranchi intends to prepare a panel of reputed contractors having specialisation in the trades mentioned in Section-5 for undertaking works and procurement in Office building and staff quarters located in Ranchi. The office building is located near PHED water Tank, Bariatu-Booty Road, Ranchi-834009 and officers' quarters are located at Sector-01, Block- 19 & 20, National Games Housing Complex, Khelgaon-835217.
2. The empanelment shall be valid for a period a period of 2 years i.e. up to 31 August 2027 subject to annual review every year. If the performance/credentials and dealings of the Contractor/ Service Provider is found to be unsatisfactory, bank reserves the right to delete their name from the empanelled list.
3. The panel would be prepared under **four categories** i.e. works costing –
  - (i) upto Rs 5.00 lakhs (**Category-I**)
  - (ii) upto Rs.10.00 lakhs (**Category- II**)
  - (iii) upto Rs.25.00 lakhs (**Category- III**)
  - (iv) upto Rs.50.00 lakhs (**Category- IV**)
4. The Contractors who are registered with the Government/Semi-Government Undertaking/s/Financial Institutions/Autonomous bodies /Reputed Corporate Sector institutions in the field of similar works and supply of materials as per the following criteria and having service set up at Ranchi wherefrom required quality services can be provided, may apply in the prescribed form for the purpose. The contractors/service providers should meet the following minimum criteria:

**PRE-QUALIFICATION CRITERIA**

Sr. No.	Criteria	Category-I (upto ₹5 lakh)	Category-II (₹5 lakh to ₹10 lakh)	Category-III (₹10 lakh to ₹25 lakh)	Category-IV (₹25 lakh to ₹50 lakh)
<b>A)</b>	<b>Experience:</b>				
	Minimum years of experience in works of similar nature	03 years	03 years	03 years	03 years
<b>B)</b>	Experience of having successfully completed similar works during last three years ending 31 March 2025 (i.e. works prior to 01 April 2022 will not be considered) should be either of the following:				
	Three similar works / procurement <b>OR</b>	each costing not less than Rs.2.00 Lakhs	each costing not less than Rs.4.00 Lakhs	each costing not less than Rs.10.00 Lakhs	each costing not less than Rs.20.00 Lakhs



	Two similar works/ procurement <b>OR</b>	each costing not less than Rs.2.50 Lakhs	each costing not less than Rs.5.00 Lakhs	each costing not less than Rs.12.50 Lakhs	each costing not less than Rs.25.00 Lakhs
	One similar works/ procurement	Costing not less than Rs.4.00 Lakhs	Costing not less than Rs.8.00 Lakhs	Costing not less than Rs.20.00 Lakhs	Costing not less than Rs.40.00 Lakhs
<b>C)</b>	<b>Annual Financial Turnover:</b>				
	Annual Financial Turnover during each of last 03 years ending 31 March 2025 should be at least -	Rs.5.00 Lakh	Rs.10.00 Lakh	Rs.25.00 Lakh	Rs.50.00 Lakh

**D)** The firm should have adequate technically qualified and experienced staff in the category for which empanelment has been applied for. (List to be provided)

**E)** Having full-fledged service setup at Ranchi and have Registration and valid Licenses for related trades and GST Registration etc. Proof of having Showrooms / Warehouse / Shop Floor / Authorized Dealership / registered office in Ranchi to be submitted.

**F)** The tenderer must have a fully functional office (Head office or branch office) within the municipal limits of Ranchi city, Jharkhand. Documentary evidence supporting the existence and operational status of the office premises must be submitted along with the tender. NABARD Jharkhand Regional Office reserves the right to conduct a physical verification of the stated premises. In the event that the office setup is found to be non-existent, inadequate, or non-operational upon inspection, the tender shall be summarily rejected without further consideration.

**G) The following documents should invariably be attached alongwith application in support of experience, establishment and financial capability:**

- i. Copies of Work orders, Completion Certificates, performance certificates in support of experience
- ii. Copies of Registration certificate, PAN, valid licenses for related trades and GSTIN Registration certificate. **Only firms having GSTIN are eligible to apply.**
- iii. Copies of 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. For Category-I, the agencies can submit other documents instead of balance-sheets etc.



- iv. ITR (Income Tax Returns), of last 3 financial years ending on 31 March 2025.
- v. NABARD encourages electronic mode of payment to vendors. For this purpose, please furnish the information in section-11.
- vi. Applications incomplete in any respect will not be considered and are liable to be rejected.
- vii. Vendor / firm should furnish the specific brand or make, in case of authorised dealer (copy of authorised dealership certificate to be enclosed)
- viii. All applicants are required to put signature and seal of the authorised official of the firm on each page of the tender / application.
- ix. Mere submission of application for empanelment does not confer any right of empanelment.
- x. CKYC Identifier No.
- xi. UAPA Undertaking.

(Seal and signature of tenderer / applicant)



**Section-05 - Trade wise details of specialised works/ procurement**  
**(A) Trade wise details of specialised works/ procurement at NABARD's Office Premises and officers' Quarters in Ranchi**

Sr No	Trade/ Items of work	Category		Trade Code
1	<b>CIVIL WORKS</b>	A	<b>Civil, Sanitary and Plumbing:</b> a. General repair & renovation works, minor structural repairs, plastering, specialised water proofing works, water tank cleaning, flooring/ dado work of Office Premises / residential Quarters b. Stone works such as Granite/ Marble/Kadapa/Tile works. c. External & Internal painting work using low VOC painting material. d. Repair, maintenance and construction of plumbing, sanitary and sewerage system for buildings and other ancillary structure. e. Repair, maintenance and construction of all types of internal roads & pathways.	1A
		B	<b>Carpentry Works:</b> a. Repair, painting, maintenance and construction of all types of wooden works including the fittings and fixtures attached to wooden works. b. Ancillary civil related works connected with wooden, aluminium or steel works. c. Repair of all types of wooden/steel dead stock articles/ furniture such as chair, table, sofa set, cots etc. (Both Godrej and other than Godrej). d. All types of wooden works related to interior decoration. e. All types of repairs & maintenance required for locks, mortise lock, night latch, steel cupboards and Aluminium door and window work, venetian blinds etc. f. Mild steel or Aluminium or ACP works fabrication/Installation/Repair of partitions /doors /widows/grills etc. g. Display systems viz. Board/Name plates/metal letters/flex Banner printing, rubber stamps / Glow sign, etc	1B

		C	<b>Supply and Installation of Modular kitchen:</b> a. SS 304 grade trolleys and baskets. b. Marine plywood with lamination	1C
		D	<b>Interior Decoration Works:</b> a. Interior decoration works of 1st class finish such as Italian marble works/artificial stone works etc. b. Wooden/vinyl flooring works, carpets etc. c. Aluminium/wooden partition walls, Veneer/laminate finishing works etc. d. Gypsum/Wooden/Fiber/Glass / Metal / Armstrong false ceiling/partition works Aluminium / PVC / Wooden window works	1D
		E	<b>Specialised structural repair works:</b> a. Extensive structural repairs / retrofitting of Office Premises / Staff Quarters b. Micro-concrete/ Polymer modified mortar/I injection grouting/fibre wrapping/ jacketing of structural members etc.	1E
		F	<b>Fabrication &amp; aluminium works:</b> General repair & MS fabrication, MS structure works, aluminium window, cabin, door works, fencing etc.	1F
		G	<b>Supply of furniture:</b> Supply of furniture items like beds, sofa sets, chairs, table, dining sets, cots, workstation (modular), modular furniture and modular kitchen, Gym Equipment etc.	1G
		H	<b>Waterproofing:</b> Waterproofing works and chemical treatment work though (authorised applicator)	1H
2	<b>Electrical and Electro Mechanical Works</b>	A	<b>General Electrical Works</b> a. Electrical Wiring work including additions/alterations to electrical installations including supply of electrical fixtures and fittings viz., LED, Lights, TV, Fridge, Cooler, Water Cooler, Air-Conditioners, Batteries, etc., of Office Premises and residential Quarters. b. Repair and maintenance of DG set, pump and lift operation. Installation and maintenance of electric Chimneys, including periodic cleanup.	2A

	B	<b>Supply, Installations, repairs and maintenance of electrical installations</b> including panels, fittings, submersible pumps, mono block pumps, storage and instant water heaters and other internal and external electrical installations, wires, tube lights, ceiling and exhaust fans, switch, sockets, cables, fuses etc.	2B
	C	<b>Supply of electrical Gadgets:</b> Supply of electrical items like TV, Fridge, Washing Machine, AC, Heater, Microwave Oven, Water Purifier, Digital Display Units, Audio Systems, Fly Killing Machine, Water Purifier, Water coolers, Dish Wash Machine UPS, Inverter, Solar Panel, solar lights etc.	2C
	D	<b>Security and Surveillance System</b> a. CCTV System b. Door frame metal detector system c. Hand held metal detector System d. Access Control System e. Public address system f. Office attendance system	2D
	E	<b>AC &amp; HVAC works:</b> Repair, maintenance and operation off split, Window, cassette AC, tower AC and HVAC related system etc. including supply of related materials, ducting work etc.	2E
	F	<b>Telecommunications, internet and data Networking Systems:</b> Supply, installation & maintenance of related Electrical, Electronics, Tele-communication and Electro- mechanical equipments including EPABX system, Office equipments like xerox, fax, LCD/DLP projectors, Stabilisers, franking machine, weighing machine, Telephone instruments, data cabling work, LAN work etc.	2F
	G	<b>HT Installations:</b> Supply/Repair/ Servicing/ Operation and Maintenance of 11 kV sub-station equipment including all types of Transformers, HT/LT Switchgears and other electrical installations and equipments	2G

3	Other works	A	<b>Gardening and land scaping work:</b> a. Design of gardening and landscaping work, carpet grass gardening and landscaping work, b. Supply of plants, fertilizers, seeds, pots, planters and horticulture related items	3A
		B	<b>IT Hardware, Software &amp; Services</b> Conventional Desktop PCs, All-in-one PCs, Laptops, Printers, multifunction printers, 3-in-1 printers, scanners, ADF scanners, fax machines, LCD projectors, Multi-Function Devices (MFDs), Keyboards, Monitors, Cartridges and other IT peripheral devices, network switches and associated works, servers, routers, firewall, network integration, data backup services, etc.	3B
		C	<b>Fire and Safety</b> Supply/Installation/Repair/servicing of Fire alarm and detection system, Firefighting & Protection System equipments, fire extinguishers and Repairs and maintenance of the above systems, emergency/rescue equipments like Fire/ Emergency Alarm System	3C
		D	<b>Catering service</b> Providing all types of canteen / catering service, supply of lunch / sweet packet, food items etc. Supply of crockery, cutlery, cooking instruments/ machines	3D
		E	<b>Housekeeping Services and Cleaning Items</b> Supply of housekeeping material like cleaning material and consumables for day today maintenance works.	3E
		F	<b>Cleaning works</b> Water Tank's cleaning works of overhead and underground tanks, water tanker supplier	3F
		G	<b>Scrap Disposal</b> Should have experience in scrap tendering works, scrap lifting and disposing of electronic & digital items etc. Disposal of the scrap material, metal, electronics items, unusable items, paper, waste collection and disposal services etc.	3G

		<b>H</b>	<b>Architects / Project Management Consultants</b> Design of civil, carpentry, plumbing, electrical, interior, gardening, structural repairing, water proofing works etc. Supervision of the above works, site inspection of contractors, bill certification etc.	<b>3H</b>
		<b>I</b>	<b>Medical Equipment's</b> All types of medical equipment like weighing machine, BP monitor, etc.	<b>3I</b>
		<b>J</b>	<b>Pest Controls Works:</b> a. All types of ecofriendly / herbal (not banned chemicals) pest & rodent control works, treatment for mosquito & snake nuisance, Gel treatment etc. b. All types of anti-termite/ bed bug treatment work c. Pest control services, sanitization, fogging, anti-termite treatments, rodent treatments, fumigation, fogging with Virax II 256 chemical.	<b>3J</b>

**B) Details of Categories (Applicant applying for higher category will be considered for lower category automatically)**

**Category-I –** For procurement of goods, services & works costing up to ₹5 lakh.

**Category-II –** For procurement of goods, services & works costing above ₹5 lakh and up to ₹10 lakh.

**Category-III –** For procurement of goods, services & works costing above ₹10 lakh and up to ₹25 lakh.

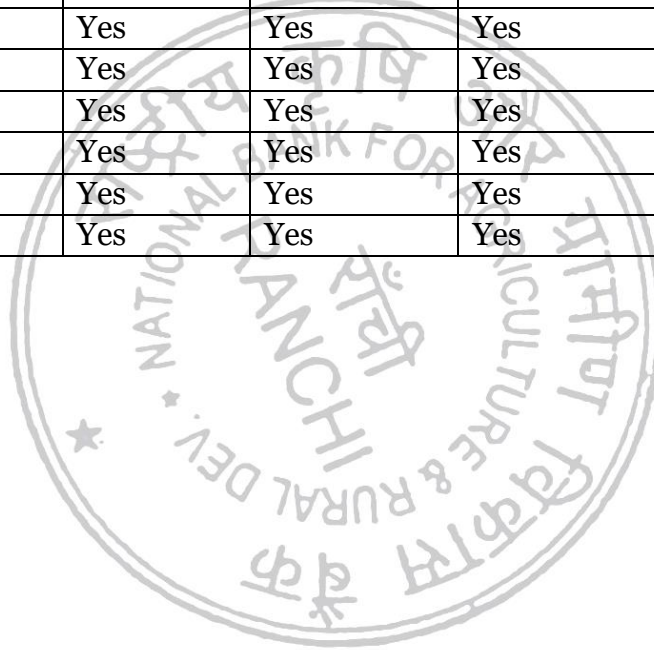
**Category-IV –** For procurement of goods, services costing above ₹25 lakh and up to ₹50 lakh.

**C) Requirement of Empanelment in following List of Trades (Category-wise)**

Sr. No.	Trades	Trade Code	Categories			
			Category-I (Upto ₹.5 lakh)	Category-II (From Rs.5 lakh to Rs.10 lakh)	Category-III (From Rs.10 lakh to Rs.25 lakh)	Category-IV (From Rs.25 lakh to Rs.50 lakh)
1	<b>CIVIL WORKS</b>	1A	Yes	Yes	Yes	Yes
		1B	Yes	Yes	Yes	Yes
		1C	Yes	Yes	Yes	Yes



		1D	Yes	Yes	Yes	Yes
		1E	Yes	Yes	Yes	Yes
		1F	Yes	Yes	Yes	Yes
		1G	Yes	Yes	Yes	Yes
		1H	Yes	Yes	Yes	Yes
<b>2</b>	<b>Electrical and Electro Mechanical Works</b>	2A	Yes	Yes	Yes	Yes
		2B	Yes	Yes	Yes	Yes
		2C	Yes	Yes	Yes	Yes
		2D	Yes	Yes	Yes	Yes
		2E	Yes	Yes	Yes	Yes
		2F	Yes	Yes	Yes	Yes
		2G	Yes	Yes	Yes	Yes
<b>3</b>	<b>Other works</b>	3A	Yes	Yes	Yes	Yes
		3B	Yes	Yes	Yes	Yes
		3C	Yes	Yes	Yes	Yes
		3D	Yes	Yes	Yes	Yes
		3E	Yes	Yes	Yes	Yes
		3F	Yes	Yes	Yes	Yes
		3G	Yes	Yes	Yes	Yes
		3H	Yes	Yes	Yes	Yes
		3I	Yes	Yes	Yes	Yes
		3J	Yes	Yes	Yes	Yes



## **Section -06**

### **General Instructions to the applicants for Empanelment**

1. NABARD, Jharkhand Regional Office, Ranchi intends to prepare a panel of reputed contractors/service providers for undertaking maintenance, supply and repairs/ renovation /maintenance work of NABARD's office building and officers' quarters at Ranchi. These works (which are likely to be executed) will have estimated cost from Rs.5 Lakh upto Rs.50 lakh from the empanelled agencies.
2. **The Contractor for any particular work shall be selected from the respective panel of the Bank through competitive bidding.**
3. **Applicants are required to indicate on the top of the envelope the trade-code and category in which they desire empanelment as per list enclosed.**
4. **The applicants can apply for one or more trades/ categories of empanelment, which may be clearly mentioned in Section–IV & V of the application document.**
5. Intending applicants are required to furnish details about their Organisation, technical experience, competence and evidence of their financial standing as per the enclosed proforma in order to be considered for empanelment.
6. 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.
7. The vendor must have own adequate technical set-up in Ranchi so that complaint / work may be attended to promptly on time.
8. The vendor must have sufficient number of experienced personnel, technical know-how, equipment, instruments and other resources, to complete the awarded work well in time and as per specification.
9. The Bank reserves the right to inspect the facilities of the vendor/ contractor to verify the genuineness and to ensure the conformity with the details given in the bid.
10. Information furnished in the proforma will be kept confidential.
11. The application form and each part of the proforma viz., (i) Basic information, (ii) Previous Experience & (iii) Technical Personnel & Special Experience shall be signed by a person on behalf of the Organisation, who is duly authorised to do so.
12. 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 employers should preferably be furnished along with the application.
13. Applications containing false or inadequate information are liable for rejection.
14. NABARD, Jharkhand Regional Office, Ranchi reserves the right to reject any or all applications without assigning any reason thereof. Decision of the Bank in regard to selection of Contractors for empanelment will be final and binding.

**Section – 07**  
**Basic Information**

1.	<b>Trade(s) applied for (Mention Trade code)</b>	
2	The category for which application is being made	
	I. Upto Rs.5.00 lakh	
	II. From 5.00 Lakh to Rs.10.00 lakh	
	III. From 10.00 lakh to Rs.25.00 lakh	
	IV. From 25.00 lakh to Rs.50.00 lakh	
3.	Name of Organisation	
4.	Type of Organisation (Whether Sole Proprietorship, Partnership, Private Limited, Public Limited, Body Corporate or Cooperative Body, etc.)	
5.	Name of the Proprietor/Partner or Directors in the Organisation	1. 2. 3. 4.
6.	i) Details of Registration (Firm, Company, etc.), Registering Authority, Date, No. etc. ii) Details of Labour License/Electrical Licence, etc., (if any) obtained from the Competent Authorities (a copy to be attached)	
7.	Experience in maintenance/repair works/effecting supply, etc. (In operation since _____(years)	-----Years
8	Details of Banks' Solvency Certificate (if any) & Name and Address of Bankers	

9.	Permanent Account Number (PAN) of the Proprietor/ Partnership Firm/ Private Limited/Limited or Cooperative Body (copy of PAN to be attached)	
10.	Details of Registrations, if any with i) GST ii) Registration with ESIC iii) Registration with EPFO (Enclose copies of relevant documents)	
11	Annual turnover during the last three years	2022-23 ₹ 2023-24 ₹ 2024-25 ₹
12	I. Registered Office Address II. Contact Number Landline No. Mobile No. III. Email ID Website Address (if any) IV. Office Address through which the work will be handled and the name of the Officer-in-Charge/Top Executive	
13.	Whether working with any of the Government/ Semi Government/Undertakings/PSU/ Financial Institution as approved Contractors and if so, furnish details thereof.	
14.	Whether any technical personnel are employed in the Organisation and if so, give details of their experience and qualifications.	
15.	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 give brief details	
17.	Number of supplementary sheets attached to Section 7.	

**Section – 08**  
**Previous Experience**

1. List of important similar works executed by the Organisation during the last 5 years

Name of the Work	Name and address of the owner (Govt./ Semi Govt./ Bank / Public/ Private Sector Organisation)	Nature and Type of works (in brief)	Location	Name and full address / contact number of Officer under whom the work was carried out	Approved cost of work	Duration Stipulated (completion time)	Work Completion details (If work was left incomplete or contract was terminated by other side, give details thereof)	
							Actual Time taken	Actual cost of work
1	2	3	4	5	6	7	8	9

2. List of important similar works on hand each worth ₹..... lakh and above

Name of the Work	Name of the owner (Govt./ Semi Govt./ Bank/ Public/ Private Sector Organisation)	Nature and Type of works (in brief)	Location	Amount tendered	Time stipulated for completion	Present Stage of work
1	2	3	4	5	6	7

3. Number of supplementary sheets attached to section 8 -

Signature of the Applicant

Place

Date

**Section -09**  
**Technical and Skilled Personnel**

1. Name and other details of Technical and Skilled Personnel in your employment:

Name	Qualification	Experience	Name of work handled	No.of years employed in your organisation	Value of works handled
1	2	3	4	5	6

2. Indicate the name of specific person who will be involved with the NABARD, if empanelled
3. Indicate other points, if any, to show technical and managerial competency or to indicate other important point in favour of the organization
4. Submit list of tools and plants, instruments, machinery etc., which can be readily deployed on site.
5. Number of supplementary sheets attached to Section 9.

Place :

Date :

Signature of the Applicant



**Section- 10 – Application Form**  
(To be submitted on Contractor's own Letter head)

Ref. No.....

Date .....

To

The Chief General Manager  
NABARD Jharkhand Regional  
Office  
Near Pani Tanki,  
Bariatu- Booty Road  
Ranchi- 834009

Dear Sir,

**Tender for Empanelment of Contractors / Service Providers for Repairs / Renovation / Maintenance work in Office building and staff quarters in Ranchi**

1. With reference to your advertisement on CPPP/nabard.org on \_\_\_\_\_ for the Empanelment of Contractors, I am / We are pleased to offer myself / ourselves to be empanelled as Contractor/ Supplier under following trade(s)/ sub-trade(s) and category (ies): (Tick whichever applicable) refer para A, B, C under Section 5:

Sr. No.	Trades	Trade Code	Categories			
			Category-I (Upto ₹.5 lakh)	Category-II (From Rs.5 lakh to Rs.10 lakh)	Category-III (From Rs.10 lakh to Rs.25 lakh)	Category-IV (From Rs.25 lakh to Rs.50 lakh)
1	<b>CIVIL WORKS</b>	1A				
		1B				
		1C				
		1D				
		1E				
		1F				
		1G				
		1H				
2	<b>Electrical and Electro Mechanical Works</b>	2A				
		2B				
		2C				
		2D				
		2E				
		2F				
		2G				
3	<b>Other works</b>	3A				
		3B				

		3C				
		3D				
		3E				
		3F				
		3G				
		3H				
		3I				
		3J				

(Applicant applying for higher category will be considered for lower category automatically)

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 .....and the maximum financial limit under the said class/category is ₹ ..... I am / we are enclosing a copy of the certificate to this effect issued by them. 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 the instructions appended to the proforma and I/We understand that if any false information is detected at a later date, any future contract made between ourselves and NABARD, Jharkhand Regional Office, Ranchi on the basis of the information given by me/us will be treated as invalid.
4. I/We agree that the decision of NABARD, Jharkhand Regional Office, Ranchi in selection of the Contractors will be final and binding on me/us.
5. All the information furnished under sections 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)  
with seal

**Section – 11**  
**Proforma for Electronic Payment**

Details of Bank account to be furnished by the contractors/service providers for effecting payment with phone nos.

1	Name of the account holder (As appearing in the Bank account)	
2	Name of the Bank	
3	Name of the Branch and address	
4	Account Number	
5	RTGS/NEFT/IFS Code	
6	Type of account (Savings, Current, etc.)	
7	PAN Number	
8	GSTIN Number	
9	CKYC Identifier No ★	

Please attach

- (1) One original cancelled Cheque leaf of the above Bank account and
- (2) Copy of PAN Card
- (3) Allotment letter/registration letter under GSTIN
- (4) Copy of address proof/Aadhaar

Signature

Seal