



**NATIONAL BANK FOR AGRICULTURE & RURAL DEVELOPMENT**

NOTICE FOR EMPANELMENT

OF

CONTRACTORS/ SUPPLIERS FOR CIVIL, ELECTRICAL, REPAIR AND  
MAINTENANCE, HOUSEKEEPING, SUPPLY OF VARIOUS GOODS AND OTHER  
WORKS, DELHI

at

NABARD, New Delhi Regional Office  
24, Rajendra Place, New Delhi – 110008

[dpsp.delhi@nabard.org](mailto:dpsp.delhi@nabard.org)

NAME OF APPLICANT \_\_\_\_\_

ADDRESS

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DATE OF ISSUE : 17 December 2024  
LAST DATE FOR SUBMISSION : 07 January 2025 by 1200 hrs  
DATE AND TIME OF OPENING : 07 January 2025 by 1400 hrs

DEPUTY GENERAL MANAGER, DPSP  
NABARD, NEW DELHI REGIONAL OFFICE  
24, Rajendra Place, New Delhi – 110008



## **NOTICE INVITING TENDER**

**Ref. No .NB. NDRO/DPSP/ 104413/ Empanelment/2024-25  
17 December 2024**

**Empanelment of contractors/service providers for two years for Civil, Electrical, Repair and Maintenance, Housekeeping, etc. and Supply of various goods and Other Works, Delhi**

National Bank for Agriculture and Rural Development (NABARD), New Delhi Regional Office intends to prepare a panel of reputed contractors/service providers for Civil, Electrical, Repair and Maintenance, Housekeeping, etc. and Supply of various goods and Other Works at our Regional Office located at NABARD Tower, 24, Rajendra Place, New Delhi-110008 and staff quarters located at Jangpura, Asiad Village, Common wealth Games Village, New Delhi and Kaushambi, Ghaziabad. The panel would be prepared under four categories, i.e.

- Category- I** - For procurement of goods, services & works costing upto Rs. 2.00 lakh
- Category- II** - For procurement of goods, services & works costing Above Rs. 2.00 Lakh and upto Rs. 5.00 lakh
- Category- III** - For procurement of goods & services costing Above Rs. 5.00 lakh and upto Rs. 10.00 lakh (for procurement of works upto Rs 5.00 lakh to 15 lakh)
- Category- IV** - For procurement of goods & Services costing Above Rs. 10.00 Lakh and upto Rs. 25.00 lakh (for procurement of works above Rs. 15 lakh and upto Rs. 50 lakh)

The panel will remain in force for 02 years from the date of issuing of Empanelment order. The nature, trade and description of such articles/services are given in Para 2 A in General Conditions of Empanelment of the Tender Notice. Applicants 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 general conditions of empanelment, can be downloaded from the Bank's website <https://www.nabard.org> and Central Public Procurement Portal (CPPP) <https://eprocure.gov.in/eprocure/app>

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 Contractors/ Vendors/ Suppliers/ Service Providers" to the Chief General Manager, NABARD, New Delhi Regional Office, 24, Rajendra Place, New Delhi – 110008

The last date for submission of application is **up to 12:00 noon on 07 January 2025.**

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

Sd/-  
Deputy General Manager  
NABARD, New Delhi

## GENERAL CONDITIONS OF EMPANELMENT

### Application for Empanelment of contractors/suppliers for Civil, Electrical, Repair/Renovation and Maintenance, Interior designing, Housekeeping, supply of various items and other works at NABARD, Delhi.

1. National Bank for Agriculture and Rural Development, New Delhi invites sealed applications for Empanelment of Contractors under various categories for Civil, Electrical and Other work category. Application is available on Bank's website <https://www.nabard.org> and Central Public Procurement Portal (CPPP) <https://eprocure.gov.in/eprocure/app>. The last date of submission of duly completed application form is **07 January 2025 by 1200 hrs.**
2. The empanelment shall be carried out for different categories under each trade/sub trade based on the estimated cost of work/ supply. There are four categories based on the estimated cost of work/ supply, as detailed below:

#### **(A) The Details of Works included under each trade (Table no 1)**

| <b>Sr. No.</b> | <b>Trades</b>      | <b>Sub category</b>   | <b>Additional documents required addition to eligibility criteria</b> |
|----------------|--------------------|---|---|
| 1              | <b>Civil Works</b> | <b>1.1 General Civil, Sanitary, Plumbing &amp; Carpentry works :</b><br>1) General repair & renovation works, minor structural repairs, plastering, water proofing works, flooring / dado work of Office Premises/Staff Quarters.<br><br>2) Stone works such as Granite/Marble/Kadappa/Tile works.<br><br>3) Painting External and Internal.<br><br>4) Repair, maintenance and construction of plumbing, sanitary and sewerage system for buildings and other ancillary structures.<br><br>5) Repair, maintenance and construction of all types of internal roads & pathways<br><br><b>Carpentry works:</b><br><br>1) Repair, painting, maintenance and construction of all types of wooden works including the fittings and fixtures attached to wooden works. |   |

|   |                        |  |   |
|---|------------------------|--|---|
|   |                        | <p>2) Ancillary civil related works connected with wooden, aluminum or steel works.</p> <p>3) Supply and 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).</p> <p>4) All types of wooden works related to interior decoration.</p> <p>5) All types of repairs &amp; maintenance required for locks, mortise lock, night latch, steel cupboards and Aluminum door and window work, venetian blinds etc.</p> <p>6) Mild steel or Aluminum Works-Fabrication/ Installation /Repair of partitions/doors/widows/grills/wielding etc.</p> |   |
|   |                        | <p><b>1.2 Fabrication and Aluminum and Steel Works</b></p> <p>- Works like wooden flooring, wooden works, polishing work. blinds, name plates, signboards (including electrical signboards), glass, curtains, UPVC window &amp; door</p>   |   |
|   |                        | <p><b>1.3 Supply of general items</b></p> <p>Supply of furniture and fixtures, general household items, Chairs, tables, modular workstations, beds, sofa sets, dining sets, etc.</p>   |   |
|   |                        | <p><b>1.4 Structural Consultant</b></p>  |   |
| 2 | <b>Electrical Work</b> | <p><b>2.1 General repair and maintenance</b></p> <p>- General electrical repair and maintenance works, wiring, panel works, cable laying, LAN cabling, telephone cabling, pump repair, transformer, circuit breakers maintenance, repair of electrical gadgets. (Including Supply of electrical items for day to day use, maintenance works. i.e. tube lights, fans, exhaust fan, geysers, switch, sockets, cables, fuses etc.)</p> <p>- Repair and maintenance works of split AC, Window AC, cassette AC, tower AC, Solar light installation &amp; maintenance, DG set maintenance</p>  | <p>Electrician license, Supervisory license for carrying out works in LT &amp; HT (400 V – 11 kV)</p> |

|   |                   |   |  |
|---|-------------------|---|--|
|   |                   | <p><b>2.2 Heating, Ventilation and Air Conditioning(HVAC) works :</b><br/>Repair/Service/ Operation &amp; Maintenance of Central AC Plant/Package AC/AHU/Central Chilled Water Plant/AHU Motors/Ventilation system Pumps/ Pipings &amp; Associated works, etc. including supply of spares.</p>                    |  |
|   |                   | <p><b>2.3 Maintenance, Servicing and Repair of DG set :-</b> Supply Installation Testing and Commissioning of Diesel Generator from OEM authorized vendors/maintenance/operations of DG Sets</p>  |  |
|   |                   | <p><b>2.4 Telecommunication system works</b><br/>Supply, repair and maintenance works of telecommunication equipment's EPABX system, intercom, CCTV, conference system, wireless set etc.</p>   | Authorized dealership letter from OEM, authorized service provider letter is required. |
|   |                   | <p><b>2.5 Supply of general electrical Gadgets</b><br/>Supply of electrical items like TV, Fridge, Washing Machine, AC, Heater, Microwave Oven, Air Purifier, Digital Display Units, Audio Systems, UPS, Fly Killing Machine, Water Purifier, Water coolers, Dish Wash Machine, Iron, Geysers, chimneys, etc.</p> |  |
|   |                   | <p><b>2.6 ELECTRICAL CONSULTANTS-</b> Electrical Consultants – Energy Audit, SLD Diagrams, Project Designs for HT and LT Installations</p>  |  |
| 3 | <b>Other Work</b> | <p><b>3.1 Horticulture works- Supply &amp; maintenance</b><br/>Supply of plants, fertilizers, seeds, pots, planters and horticulture related items, maintenance of parks, vertical garden &amp; other specified areas.</p>  |  |
|   |                   | <p><b>3.2 Housekeeping items</b><br/>Supply of housekeeping material like cleaning material and consumables for day today maintenance works.<br/>Cleaning of tanks, façade cleaning , cleaning of glasses (interior and exterior), quarters cleaning, hardware cleaning, carpets/ chairs/ sofa venetian etc.</p>  |  |

|  |  |   |  |
|--|--|---|--|
|  |  | <b>3.3 <u>Pest control works/Sanitization (Covid-19 &amp; Other diseases)</u></b><br>Pest control services, fogging, anti-termite treatments, rodent treatments, fumigation and fogging.  | Certified firm (IPCA) as per industry standards                    |
|  |  | <b>3.4 <u>Scrap disposal</u></b><br>Disposal of the scrap material, metal, unusable items, paper, wooden items, plastic items, etc.   |  |
|  |  | <b>3.5 <u>E –Scrap Disposal</u></b><br>Disposal of electronic items and e-waste.  | Scrap dealer or firm having setup or tie-up with e-disposal firms. |
|  |  | <b>3.6 <u>Printing, Xeroxing, etc</u></b><br>Printing of Nameplates, Banners, Flex Banners, Bank’s various publications for internal circulation & wider circulation. Xeroxing, Spiral Binding, Bank’s letterheads, envelopes of various sizes, registers, visiting cards, etc.   |  |
|  |  | <b>3.7 <u>IT Hardware, Software &amp; Services</u></b><br>A/V systems, 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, Refilling of cartridge and other IT peripheral devices, network switches and associated works, servers, routers, firewall, network integration, data backup services, etc. |  |
|  |  | <b>3.8 <u>Office Stationery purchases</u></b><br>All office stationery items like white paper, ledger paper, register, pens, writing pads, envelopes, file boards, plastic folders, spring files, computer stationery such as carbon/carbon less paper, making of self-inking rubber stamps, company seal, etc. Computer consumables like pen drives/USB flash drives, CDs, DVDs, etc.  |  |

**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 upto Rs. 2.00 lakh

**Category- II -** For procurement of goods, services & works costing Above Rs. 2.00 Lakh and upto Rs. 5.00 lakh

**Category- III -** For procurement of goods & services costing Above Rs. 5.00 lakh and upto Rs. 10.00 lakh (for procurement of works upto Rs 5.00 lakh to 15 lakh)

**Category- IV -** For procurement of goods & Services costing Above Rs. 10.00 Lakh and upto Rs. 25.00 lakh (for procurement of works above Rs 15 lakh and upto Rs. 50 lakh)

### 3. Qualification Criteria

The Qualification criteria for empanelment of contractors/ suppliers:

| Sr. No. | Qualificati on Criteria         | Description  | Required documents to establish compliance to pre-qualification criteria  |
|---------|---------------------------------|--|---|
| 1       | Registered office in Delhi      | Proof of having Showrooms / Warehouse / Shop Floor / Authorized Dealership / registered office in Delhi  | Registration / Dealership certificate   |
| 2       | Duration of Past experience     | The contractors, who are registered with the Government/ Semi-Government undertaking/s/ Financial Institutions, should have minimum 3 years of experience as on 31 October 2024 of executing similar works for each trade (during last 3 years). Applicants should furnish their Client lists showing the details of work carried out by them during the last 3 years. <b>(i.e. the applicant should have undertaken work before 31 October 2024).</b> | a) Copy of certificate of registration/ incorporation/Shop Act, etc.<br>b) Copy of work order and its completion certificate received during last 3 years ending by 31 October 2024 issued by client. |
| 3       | Minimum value of completed work | Experience of having successfully completed similar works during last 3 years ending October 31, 2024 should be either of the following:<br>i) Three similar completed works (during the last 3 years) each costing not less than the amount equal to 40% of the upper limit of the respective category for which Empanelment is   | Copy of work orders issued by client along with Work Completion certificate issued by client certifying cost of work and performance.   |

|   |                 |   |  |
|---|-----------------|---|--|
|   |                 | <p>sought.<br/> [For example, Empanelment of contractors for works costing up to 5.00 Lakh, cost of each work executed shall be minimum Rs 2.00 Lakh (40% of Rs. 5 Lakh)]</p> <p>OR</p> <p>ii) Two similar completed works (during last 3 years) each costing not less than the amount equal to 50% of the upper limit of the respective category for which Empanelment is sought.<br/> [For example, Empanelment of contractors for works costing up to 5 Lakh, cost of each work executed shall be minimum Rs 2.5 Lakh (50% of Rs 5 Lakh)]</p> <p>OR</p> <p>iii) One completed similar work (during last 3 years) costing not less than the amount equal to 80% of the upper limit of the respective category for which Enlistment is sought.<br/> [For example, Enlistment of contractors for works costing up to Rs. 5 Lakh, cost of work executed shall be minimum Rs. 4 Lakh (80% of Rs. 5 Lakh)]</p> |  |
| 4 | Annual Turnover | <p>Having minimum annual turnover of 30% of the upper limit of the respective category for which Enlistment is sought for the last three financial years. The date for eligibility shall be considered as on March 31, 2024.<br/> [For example, Empanelment of contractors for works costing up to Rs. 5.00 Lakhs, then the required annual turnover shall be Rs. 1.50 Lakh for last 3 financial years 2023-24, 2022-23 and 2021-22].</p>   | <p>Chartered Accountant's certificate along with supporting Financial statements of last three financial years 2023-24, 2022-2023 and 2021-2022.</p> |

|   |                                    |  |   |
|---|------------------------------------|--|---|
| 5 | Solvency                           | Should furnish solvency certificate issued by banker, specifically for the purpose of the Empanelment, for an amount equal to upper limit of the respective category for which Empanelment is sought.<br>[For example, Empanelment of contractors for works costing up to Rs. 5.00 Lakhs, then the solvency certificate shall be Rs. 5 lakhs.] | Banker's solvency certificate.<br>As per the <b>ENCLOSURE-IV</b>  |
| 6 | Financial standing                 | ITR (Income Tax Returns), of last 3 financial years ending on 31 March 2024.   | ITR (Income Tax Returns), of last 3 financial years ending on 31 March 2024 (2023-24, 2022-23, and 2021-2022) |
| 7 | Registration and Licenses required | Must have valid licenses for related trades as applicable, labor certificates, PAN, GST, EPFO, ESIC, MSME Certificate (In case applicable), etc. registration with respective registering authorities.   | Copies of relevant certificate/ licenses, issued by the respective authority                                  |

- Interested Contractors/ Suppliers may download Application Form from Bank's website <https://www.nabard.org> and Central Public Procurement Portal (CPPP) <https://eprocure.gov.in/eprocure/app>
- Contractors, who are already empanelled with the Bank, are also required to apply a fresh for empanelment.
- Interested applicants may apply for Empanelment for single or multiple trades. **In case the applicant intends to apply for more than one trade, he/ she should submit separate documents for each trade separately.** The applicants are required to enclose **Enclosure-VIII** for each sub-category application along with required qualification documents as well as additional documents mentioned in general conditions of empanelment.
- The interested applicants should submit following the complete set of documents to the office of **General Manager/Officer in Charge, NABARD, New**

**Delhi Regional Office, 24, Rajendra Place, New Delhi – 110008** on or before **12:00 on 07 January 2025**.

5. The required documentary evidence in support of the applicant's possessing the required Qualification for enlistment, as specified above, along with a forwarding letter in a sealed cover super scribed "Empanelment of Contractors/Vendors/Suppliers/ Service Providers - Qualification Documents".
6. Duly completed application form along with the required documents in sealed cover super scribed "Empanelment of Contractors/ Vendors/ Suppliers/ Service Providers - Application Form".
7. During scrutiny, if any of the applicant is found not to possess the required qualification documents or to have submitted false/ incorrect information, his application will be liable for rejection. Applications of only those applicants who fulfil the specified Qualification Criteria and submit the required documents shall be processed further.
8. Applicant whose firms/companies are debarred/blacklisted or whose performance are found unsatisfactory during last 3 years by the any government institute/PSU/Semi Government organization will not be eligible to apply or if they had applied for empanelment their application will be rejected.
9. The **panel shall remain valid for two years** from the date of coming into existence subject to periodical review of performance as specified.
10. While filling up the application with regard to the list of important projects completed or on hand, the applicants shall only include those works which individually costing not less than the prescribed limit of category.
11. The Bank reserves the right to reject any or all the applications without assigning any reason thereof.
12. The application form shall be signed by a person on behalf of the organization who is duly authorized to do so.
13. The applicant is required to submit the required & relevant documents only as per required eligibility criteria. The applicant submitting unnecessary, irreverent documents will not be consider for evaluation or may asked to submit desired documents.
14. The applicant is required to attach the checklist copy.

Signature of the applicant \_\_\_\_\_

Name of the organization \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_  
Date \_\_\_\_\_

## **General instructions to the Applicants**

1. A format of Client's Certificate as per **Enclosure-V** and Banker's Certificate as per **Enclosure-VI** is attached along with the blank application form. The applicant has to obtain the said Client's Certificate for all the qualifying works, in terms of the pre-qualification criteria described in the notice inviting application, from his client(s) on their official letterhead in their official sealed cover and has to submit the same along with the application. Similarly, they have to obtain the said Banker's Certificate from their banker/bankers on the Bank's official letterhead in bank's sealed cover and has to submit the same along with the application. Such Certificates should be addressed to the application inviting authority of NABARD and should be submitted along with their application in a separate sealed envelope.
2. The **application form (along with a copy of tender attested on each page)** shall be signed by a person on behalf of the Organization, who is duly authorized to do so. Each page of application shall be properly signed.
3. If the space in the application form is insufficient for furnishing full details, such information may be supplemented on a separate sheet of paper duly signed stating therein the part of the statement and serial number. Satisfactory completion certificates for works done for different employers should preferably be furnished along with the application.
4. Application containing false or inadequate information is liable for rejection.
5. The performance of all the empanelled contractors shall be reviewed by the Bank at least once a year and their name shall be removed from the approved list of contractors in the event of occurrence of any one or more of the failures on their part as detailed below:
  - a) Fails to respond to the call notice inviting tenders /quotations on three consecutive occasions in a period of one year or fails to execute contracts awarded.
  - b) Is proved to be responsible for constructional defects in two contracts awarded.
  - c) Whose performance either in carrying out the work or in delivering materials as per specifications, are not found satisfactory in two contracts awarded /supply orders placed.
  - d) Persistently violates any important conditions of the contracts like maintaining time schedule and business dealing, etc.
  - e) Fails to abide by the condition of registration/Enlistment or is found to have given false

particulars at the time of registration/Enlistment.

f) Is declared or is in the process of being declared bankrupt /insolvent, dissolved or partitioned.

g) Persistently violates labour regulation /rules.

6. The Bank reserves the right to reject any or all the applications.

**7. The agency should have a permanent registered office (owned or rented) in Delhi.**

8. The agency must have an experience of having successfully completed similar works/ services in the last three years (as on 31.10.2024). At least one work should have been contracted with Autonomous body/ PSU Bank/ Financial Institution or any other reputed institution.

9. The agency may submit performance certificates from persons/ entities/ institutions for whom the agency has worked in the past.

10. NABARD 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.

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

12. 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 NABARD's representative and the agency/ agency'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, 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 Delhi.

13. Agency, 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. Agency/ 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 or found to be incomplete in any respect, are liable to be rejected without any notice.

**14. Application form can be downloaded from the website <https://www.nabard.org> or Central Public Procurement Portal (CPPP)**

<https://eprocure.gov.in/eprocure/app> and must be addressed and submitted to:

**The General Manager / Officer in Charge,  
NABARD,  
5th Floor, DPSP New Delhi RO,  
24, Rajendra Place,  
New Delhi – 110008.**

15. Tendering firm should have an account in a scheduled commercial bank/ bank on CBS platform.
16. The Agency/ vendors who are already empaneled by NABARD are also required to apply afresh if they wish to continue on the panel.
17. All payments will be made by NABARD through electronic clearing system and electronic fund transfer. For this purpose, the information in Enclosure III may please be enclosed.
18. Intending applicants are required to furnish details about their Agency, technical experience, competence and evidence of their financial standing as per the checklist and Enclosures in order to be considered for empanelment.
19. 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.
20. While deciding upon the selection of Contractors, emphasis will be given on the ability and the competence to render quality service in accordance with the specifications and within the time schedule.
21. Information furnished in the Enclosures will be kept confidential.
22. Clarifications, if any, required may be obtained from the office of NABARD Tower, 24, Rajendra Place, New Delhi- 110008.  
For any query contact Mr. Rishab Singh Thakur (Mob No: 8628881492) and Mr. Rajesh Gothwal (Mob. No. 9930115101) between 10 am to 5 pm on Monday- Friday and email on [dpsp.delhi@nabard.org](mailto:dpsp.delhi@nabard.org)

**I/we have read and understood all the above instructions and shall  
comply to the instructions.**

**Place:**

**Date:**

**Signature of applicant**

**CHECK LIST OF SUBMISSION OF APPLICATION FOR EMPANELMENT**

| S. No. | Particulars   | Submitted (Yes/No) |
|--------|---|--------------------|
| 1      | The application duly filled may be submitted in a sealed envelope with title written on the cover page as "Empanelment of contractors/suppliers/vendors/service providers for Civil Works/ Electricals/ Maintenance and Housekeeping/ Horticulture works/ Maintenance of HVAC System/Pest Control Services/Fire Fighting/ Taxi Hiring Vendors/Printer Cartridge Supply/ Maintenance and Supply of UPS/Chemists and AMC of Water Purifiers works" and addressed to the General Manger/Officer in Charge, NABARD, New Delhi RO, NABARD Tower, 24, Rajendra Place, New Delhi-110008. |                    |
| 2      | The application submitted on applicant's letterhead as per given format in Enclosure II   |                    |
| 3      | The trade and category in which empanelment is desired is indicated on top of the envelope,   |                    |
| 4      | Copies of Work orders, Completion Certificates in support of experience of related trade/ business submitted  |                    |
| 5      | Copies of Balance Sheet and Profit & Loss statement for the past 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  |                    |
| 6      | Details of Labour License / Trade License etc. (wherever applicable) obtained from the Competent Authorities (a copy to be enclosed).   |                    |
| 7      | Copy of Permanent Account Number (PAN) of the proprietor/Partnership firm/Private Ltd./Limited/Corporate body attached.   |                    |
| 8      | Copy of Details of Registrations if any (i)under Companies Act/Cooperative Society Act , also (ii) Goods & Service Tax (iii) Sales Tax Authority (iv) ESIC (v) EPFO   |                    |
| 9      | Information duly furnished in Enclosure (I) along with supporting documents   |                    |
| 10     | Bank's details furnished in Enclosure (III) alongwith a Copy of cancelled Cheque enclosed (in respect of account operated by vendor)  |                    |
| 11     | Clients' Report on Performance Enclosure (V)  |                    |

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

Signature of the applicant



**NATIONAL BANK FOR AGRICULTURE & RURAL DEVELOPMENT,**  
**DELHI**

**Form of Application**

Chief General Manager,  
NABARD, Delhi Regional Office,  
24, Rajendra Place  
Delhi – 110008

Madam/Dear Sir

Having read and understood the Empanelment Notice, General Instructions to the applicants appended to the application and all other relevant information, I/we hereby apply for empanelment in the Bank as contractor/ Supplier in the following trade(s)/ sub- trade(s) and category (ies):

**(Tick whichever applicable) refer Para 2 (A & B) under General Conditions of Empanelment**

| Sr. No. | Trades           | Sub-Trade | Category-I | Category-II | Category-III | Category-IV |
|---------|------------------|-----------|------------|-------------|--------------|-------------|
| 1       | Civil Works      | 1.1       |            |             |              |             |
|         |                  | 1.2       |            |             |              |             |
|         |                  | 1.3       |            |             |              |             |
|         |                  | 1.4       |            |             |              |             |
| 2       | Electrical Works | 2.1       |            |             |              |             |
|         |                  | 2.2       |            |             |              |             |
|         |                  | 2.3       |            |             |              |             |
|         |                  | 2.4       |            |             |              |             |
|         |                  | 2.5       |            |             |              |             |
|         |                  | 2.6       |            |             |              |             |
| 3       | Other Works      | 3.1       |            |             |              |             |
|         |                  | 3.2       |            |             |              |             |
|         |                  | 3.3       |            |             |              |             |
|         |                  | 3.4       |            |             |              |             |
|         |                  | 3.5       |            |             |              |             |
|         |                  | 3.6       |            |             |              |             |
|         |                  | 3.7       |            |             |              |             |
|         |                  | 3.8       |            |             |              |             |

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

- ii) All the information furnished under parts 1, 2 & 3 are correct to the best of my/our knowledge and belief. I/We understand that if any false information is detected at a later date, any future contract made between ourselves and NABARD, Delhi on the basis of the information given by me/us will be treated as invalid by NABARD.
- iii) I/we have provided the details of the qualifying works and the client's confidential report in the prescribed pro-forma.
- iv) I/ we have provided my/ our banker's details and the Banker's confidential report in the prescribed pro-forma.
- v) 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 in the accompanying sheets.
- iv) I/we agree that the decision of the National Bank for Agriculture and Rural Development in empanelment of the contractors/ suppliers shall be final and binding on me/us.

Signature\_\_\_\_\_

Name & Designation\_\_\_\_\_

Address Place\_\_\_\_\_

Date\_\_\_\_\_

## ENCLOSURE- I

### Basic Information

| <b>A. General Information</b> |   |                            |
|-------------------------------|---|----------------------------|
| 1                             | Trade(s) Applied for  |                            |
| 2                             | The category for which application is being made (Please tick relevant category) :  |                            |
|                               | I. For procurement of goods, services & works costing upto Rs. 2.00 lakh  |                            |
|                               | II. For procurement of goods, services & works costing Above Rs. 2.00 Lakh and upto Rs. 5.00 lakh   |                            |
|                               | III. For procurement of goods & services costing Above Rs. 5.00 lakh and upto Rs. 10.00 lakh (for procurement of works upto Rs 5.00 lakh to 15 lakh)                                  |                            |
|                               | IV. For procurement of goods & Services costing Above Rs. 10.00 Lakh and upto Rs. 25.00 lakh (for procurement of works above Rs 15 lakh and upto Rs. 50 lakh)                         |                            |
| 3                             | Name of the application Organization/<br>vendor/supplier/service providers  |                            |
| 4                             | Address for communication and contact details   |                            |
| 5                             | Telephone number (landline)   |                            |
| 6                             | Telephone number (mobile)   |                            |
| 7                             | Type of the organization (Whether Sole proprietorship, Partnership, Private Limited, Limited company or Co-operative society, etc.)   |                            |
| 8                             | Name of the Proprietor/Partners or Directors in the Organization  | 1.<br>2.<br>3.<br>4.<br>5. |
| 9                             | (i) Details of Registration- (whether partnership firm, company, society, etc.)<br>Registering Authority , date, Registration No., etc., mentioning the business/activity of the firm |                            |

|                                 |   |  |
|---------------------------------|---|--|
|                                 | ( A copy to be enclosed)  |  |
|                                 | (ii) Details of Labour License/Pest control License/Trade License etc. (if any) obtained from Competent Authorities (a copy to be enclosed).  |  |
| 10                              | Whether empaneled with Govt./Semi Govt./ Municipal Authorities or any other organization and if so, give the details of the same and nature of contract   |  |
| 11                              | a. Registered Office address, mobile number, E-mail ID, fax, telephone no. and website address (if any)   |  |
|                                 | b. Office Address through which the work will be handled and the name of the Officer-in-Charge/Top Executive  |  |
| 12                              | Whether any technical personnel are employed in the Organization and if so, give details of their experience, qualification etc.  |  |
| 13                              | Have you in the past carried out any works for NABARD? If yes, give details.  |  |
| <b>B. Financial Information</b> |   |  |
| 14                              | Permanent Account Number (PAN) of the Proprietor/Partnership firm/ Private Limited/Limited or Co- operative Body (copy of PAN to be attached)   |  |
| 15                              | Details of Registrations, if any, with(enclosed copies of relevant documents)<br>(i) Goods & Service Tax Authority No.<br>(ii) Sales Tax Authority (TIN)<br>(iii) Registration with ESIC<br>(iv) Registration with EPFO                           |  |
| 16                              | 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 |  |

|    |  |  |
|----|--|--|
| 17 | Annual turnover in during the last three years.  | 2021-22 (Rs.....)<br>2022-23 (Rs.....)<br>2023-24(Rs.....) |
| 18 | Indicate if involved in any litigation at present in similar type of contracts.                |  |
| 19 | Any Civil suit arisen in the contractors of works executed. If any, please give brief details. |  |
| 20 | Number of supplementary sheets attached (any other information)                                |  |

**Please attach self-certified copies of following documents:**

- 1. Latest Income Tax Clearance Certificate**
- 2. Audited Balance Sheet and P&L Account for past 03 years.**

Place:

Date:

Signature of the Applicant

**ENCLOSURE- II**

**(To be submitted on contractor's own Letter head)**

No.....  
Date.....

General Manager/Officer-In-Charge,  
NABARD, NABARD Tower,  
Regional Office, 24 Rajendra Place,  
New Delhi-110 008

Dear Sir,

Empanelment of Contractor for NABARD, New Delhi-110 008 -

“.....”(write the name of  
the trade(s) & Code Number under which the applicant wants to be empaneled)

1. With reference to your advertisement on **<https://www.nabard.org>** and **<https://eprocure.gov.in>** on ..... (date) for the empanelment of the contractors, I am/We are pleased to offer myself/ourselves to be empaneled under “.....”( write the 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 the Govt./Semi Govt./ Govt. Undertakings with which the applicant registered) under Class/Category..... And the maximum financial limit under the said Class/Category is Rs..... . I am/ We are enclosing 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 and understood the Empanelment Notice and instructions appearing in the application format and I/We understand that if any false information is detected at the later date, any future contact made between ourselves and NABARD, New Delhi Regional Office, New Delhi on the basis of the information given by me/us will be treated as invalid by NABARD.

4. I /We agree that decision of the NABARD, New Delhi Regional Office, New Delhi in selection of the contractors will be final and bindings on me/us.
5. All the information furnished under Enclosure I, II, III IV, V, VI, VII & VIII along with application and checklist are 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 the name of the trade(s) under which the applicant wants to be empaneled) trade/category.

Thanking you

Yours faithfully

Place:

Date:

Signature

Full Name of the authorized person

(Seal of Firm/Agency/Contractor)

**ENCLOSURE-III**

**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<br>(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.

**ENCLOSURE-IV**

**FORM OF BANKERS' SOLVENCY CERTIFICATE**

General Manager/Officer-In-Charge,  
NABARD, NABARD Tower,  
Regional Office, 24 Rajendra Place,  
New Delhi-110 008

This is to certify that to the best of our knowledge and information M/s./Shri..... having marginally noted address, a customer of our bank are/is respectable and can be treated as good for any engagement up to a limit of Rs..... (Rupees.....). This certificate is issued without any guarantee or responsibility on the Bank or any of the officers.

(Signature)

For the Bank with Name & Seal

**ENCLOSURE-V**

**Client's Certificate on performance of Contactors**

Name of Client with full address:

Details of work executed by: Shri/M/s

| S.No. | Particulars   | Remarks  |
|-------|---|--|
| 1     | Name of work with brief particulars                               |  |
| 2     | Agreement No. and date  |  |
| 3     | Agreement amount  |  |
| 4     | Date of commencement of work                                      |  |
| 5     | Stipulated date of completion                                     |  |
| 6     | Actual date of completion   |  |
| 7     | Details of compensation levied for delay (indicate amount) if any |  |
| 8     | Gross amount of the work completed and paid                       |  |
| 9     | Name and address of the authority under whom works executed       |  |
| 10    | Whether the contractor employed qualified staff                   |  |
| 11    | i) Quality of work (indicate grading)                             | Outstanding / Very Good / Good / Satisfactory / Poor |
|       | ii) Amount of work paid on reduced rates                          |  |
| 12    | i) Did the contractor go for arbitration?                         |  |
|       | ii) If yes, total amount of claim                                 |  |
|       | iii) Total amount awarded   |  |
| 13    | Comments on the capabilities of the                               |  |

|  |                                 |  |
|--|---------------------------------|--|
|  | a) Technical Proficiency        | Outstanding / Very Good / Good / Satisfactory / Poor |
|  | b) Financial soundness          | Outstanding / Very Good / Good / Satisfactory / Poor |
|  | c) Mobilization of adequate T&P | Outstanding / Very Good / Good / Satisfactory / Poor |
|  | d) Mobilization of manpower     | Outstanding / Very Good / Good / Satisfactory / Poor |

Note: All columns should be filed in properly please tick one of the multiple options.

Signature of the reporting officer with office seal

“Countersigned” with office seal

## ENCLOSURE-VI

### *Form of Bankers Certificate from Scheduled Bank*

This is to certify that to the best of our knowledge and information M/s./Sri

\_\_\_\_\_ having marginally noted address, a customer of our bank are/is respectable and can be treated as good for any engagement up to a limit of Rs..... (Rupees..... only).

|   |  |
|---|--|
| Name of the Firm/Agency/Contractor                        |  |
| Category (Individual/partnership/proprietor/company etc.) |  |
| Registered Address of the Firm                            |  |
| Name of the Bank's branch and Address                     |  |
| IFSC Code of the Bank's Branch                            |  |
| Type of Account (Current/Saving/Cash credit)              |  |
| Account Number  |  |
| PAN Number  |  |
| Other details if any                                      |  |

**This certificate is issued without any guarantee or responsibility on the Bank or any of the officers.**

Signature

For Scheduled Bank

Bankers' certificates should be on letter head of the Bank, sealed in cover addressed to

General Manager/ Officer in Charge  
NABARD,  
Regional Office,  
NABARD Tower, 24 Rajendra Place,  
New Delhi-110 125

**In case of partnership firm, certificate to include names of all partners as recorded with the Bank.**

## ENCLOSURE-VII

### Previous Experience

#### **A. List of important similar contracts executed by the agency during last 03 years:**

| Name of the work | Name and address of Autonomous bodies/Bank or Financial Institutions or any other reputed organization | Nature of work | Location | Name and full address of office under whom work was carried out | Amount   | State whether work was left incomplete, or contract was terminated by the either side, giving details thereof |
|------------------|--|----------------|----------|---|----------|---|
| <b>1</b>         | <b>2</b>   | <b>3</b>       | <b>4</b> | <b>5</b>  | <b>6</b> | <b>7</b>  |
|                  |  |                |          |   |          |   |

#### **B. List of important similar contracts on hand**

| Name of the work | Name and address of Autonomous bodies/Bank or Financial Institutions or any other reputed organization | Nature of work | Location | Name and full address of office under whom work was carried out | Amount   | State whether work was left incomplete, or contract was terminated by the either side, giving details thereof |
|------------------|--|----------------|----------|---|----------|---|
| <b>1</b>         | <b>2</b>   | <b>3</b>       | <b>4</b> | <b>5</b>  | <b>6</b> | <b>7</b>  |
|                  |  |                |          |   |          |   |

Date:

Place:

Signature of the applicant

**ENCLOSURE-VIII**

**Note: To be enclosed with documents of each sub-category to which applicant desired to apply.**

**For applicant purpose (Tick only one option)**

| <b>Particular</b>  | <b>Select any one</b>   |                          |
|--|---|--------------------------|
| Trade <b>(Select anyone)</b>   | Civil Works / Electrical Works / Other Works  |                          |
| Category <b>(Select anyone)</b>  | Upto 2 lakh/2-5 lakh/5-10 lakh/10-25 lakh or 50 lakh (Works)  |                          |
| Subcategory <b>(Select anyone)</b>   | Civil Works: 1.1/1.2/1.3/1.4<br>Electrical Works: 2.1/2.2/2.3/2.4/2.5/2.6<br>Other Works: 3.1/3.2/3.3/3.4/3.5/3.6/3.7/3.8 |                          |
| Eligible work completion as per eligible criteria) with amount               | <b>Name of work</b>   | <b>Work order Amount</b> |
|  |   |                          |
|  |   |                          |
|  |   |                          |
| Additional eligibility criteria document in respective sub-category enclosed |   |                          |

Signature of applicant with date and seal