

## **Specimen of Advertisement**

### **Empanelment of Contractors/Service Providers**

NABARD intends to prepare a panel of reputed contractors, vendors, suppliers, service providers, dealers, scrap dealers, etc., valid for two years, for procurement of various articles/ services for its office, office building and staff quarters in **Shimla**. The nature, trade and description of such articles/services are given in Enclosure (A). One applicant can seek empanelment for supply for supply of more than one articles or services under various categories.

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 Contractors/ Vendors/ Suppliers/ Service Providers for (Trade to be indicated)" to the Chief General Manager, Department of Procurements, Security and Premises, NABARD Regional Office, Block No. 32, Kasumpti, Shimla. The last date for submission of application is **14/02/2020 up to 4.00 p.m.**

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.

Sd/- CGM NABARD, HP RO, SHIMLA

NATIONAL BANK FOR AGRICULTURE & RURAL DEVELOPMENT

NOTICE FOR EMPANELMENT OF  
CONTRACTORS/SUPPLIERS/VENDORS/SERVICE PROVIDERS FOR  
TRADE-WISE SUPPLY, MAINTENANCE, AMC AND REPAIR WORKS  
AT NABARD, HP REGIONAL OFFICE, BLOCK - 32, KASUMPTI, SHIMLA

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

ADDRESS

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

LAST DATE FOR SUBMISSION 14/02/2020 up to 4.00 p.m.

THE CHIEF GENERAL MANAGER  
NABARD, HP REGIONAL OFFICE  
BLOCK - 32, KASUMPTI, SHIMLA

**Checklist of Submission of Application for Empanelment**

<b>Sr. No.</b>	<b>Particulars</b>	<b>Submitted (Yes/No)</b>
1.	The application duly filled in submitted in a sealed envelope	
2.	The application submitted on applicant's letterhead as per given format in <b>Enclosure (C)</b>	
3.	Application super-scribed as "Application for Empanelment of Contractors/ Vendors/ Suppliers/ Service Providers for (trade to be indicated)" on the cover and addressed to Chief General Manager, NABARD HP Regional Office, Block – 32, Kasumpti, Shimla	
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 <b>Enclosure (B)</b> along with supporting documents	
10.	Bank details furnished in <b>Enclosure (D)</b>	
11.	Copy of cancelled cheque enclosed	

**National Bank for Agriculture & Rural Development (NABARD),**

**HP Regional Office,**

**Block – 32, Kasumpti, Shimla**

**General Conditions of Empanelment**

National Bank for Agriculture & Rural Development (NABARD), Head Office, Mumbai intends to prepare a panel of reputed contractors / vendors / suppliers / service providers having specialization in the trades mentioned in **Enclosure (A)** for undertaking various related works in Office building and staff quarters located in **Shimla. The office building is located at** Block No. 32, Kasumpti, Shimla.

The empanelment will remain in force for two years i.e. from 01 **April 2020 to 31 March 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 adequate technical set up/office in Shimla so that the complaints / works may be attended to well in time.**

The vendor must have sufficient number of experienced personnel, technical knowhow, 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 an experience of having successfully completed similar works/ services in the last three years (as on 31 March 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 Mumbai.

Vendors, Suppliers, Contractors and Service Providers, etc. desirous of being empaneled in the Bank's approved list and those who are fulfilling the eligibility criteria as mentioned above may apply on or before the due date. Vendor will be responsible

to ensure that the application reaches the Bank on or before the due date and in time. Applications received after due date and time and which are incomplete in any respect, are liable to be rejected without any notice.

Application form can be downloaded from the website <https://www.nabard.org> or <https://eprocure.gov.in> The application duly filled in shall be **submitted in a sealed envelope** super-subscribed as “Empanelment of contractors/ suppliers/ vendors/ service providers for ... (Trade to be indicated)” on the cover and addressed to Chief General Manager, Department of Procurements, Security and Premises, NABARD Regional Office, Block No. 32, Kasumpti, Shimla.

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

Information furnished in the proforma will be kept confidential.

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

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

Clarification, if any, may be obtained from Assistant General Manager/ Manager/ Asst. Manager, NABARD, HP Regional Office, Block 32, Kasumpti, Shimla personally or by email to [dpsp.shimla@nabard.org](mailto:dpsp.shimla@nabard.org).

**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, Maintenance and Repair Work at NABARD Office Premises and Staff Quarters**

<b>Sr. No.</b>	<b>Trade/Nature of Works</b>	<b>Description</b>
1.	General Maintenance Work	Upkeep/ general maintenance of the Office Premises, Staff/ Officers' Quarters, Visiting Officers'/Executives' Flats, housekeeping and horticulture services at NABARD Block No 32, SDA Complex, Kasumpti, Shimla-171009, civil maintenance work, plumbing work etc.
2.	Security Services	To provide Security Services to office premises of NABARD, Block No. 32, SDA Commercial Complex, Kasumpti, Shimla 171009.
3.	Catering Services	Providing catering services to the staff at NABARD, Block No. 32, SDA Commercial Complex, Kasumpti, Shimla 171009 and VOF/VEF located at Sector 3, New Shimla
4.	Transportation Services	Providing transportation/taxi services to staff of NABARD, for full day/ half day tours in State or outside the State.
5.	Supply of Generator Sets	Supply, Installation, Testing and Commissioning of Diesel Generator (DG) Set/s of different capacity at NABARD office premises located at Block No. 32, SDA Commercial Complex, Kasumpti, Shimla -171009 and/or at Staff Quarters located at various places in Shimla, on purchase/rent basis.
6.	EPABX Maintenance System	Maintenance of EPABX system installed in office.

## Enclosure (B) Basic Information

<b>A.General Information</b>		
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 Office through which the proposed work will be handled. The name, designation and contact details of the officer in charge.	

<b>B.Financial Information</b>		
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 given brief details	
18.	Number of supplementary sheets attached to <b>Enclosure (B)</b>	

**Place:**

**Date:**

**Signature of the Applicant**



**Enclosure (C)**

**(To be submitted on Contractor's own Letterhead)**

No. ....

Date : .....

**Chief General Manager NABARD**

Head Office,

DPSP, Ground floor, 'B' Wing

Plot No.C-24, G Block,

Bandra-Kurla Complex, Bandra (East)

Mumbai – 400 051

Dear Sir,

Empanelment of Contractors for NABARD Head Office, Mumbai -  
“ \_\_\_\_\_ ” (write name of the trade(s) & Code number under which the  
applicant wants to be empaneled)

1. With reference to your advertisement in the Newspaper on \_\_\_\_ 2018 for the Empanelment of Contractors, I am / We are pleased to offer myself / ourselves to be empaneled under

“ \_\_\_\_\_ ” (write name of the trade(s) under which the applicant wants to be empaneled) trade, Category \_\_\_\_\_, in your organization.

2. I am / We are already registered with “ \_\_\_\_\_ ” (write the name of Govt./ Semi Govt./ Govt. Undertakings with which the Applicant is registered) under class/category \_\_\_\_\_. All the other desired information, documents and certificates as required by you, are enclosed herewith in the prescribed proforma for your perusal.

3. I/We have read and understood the Empanelment Notice and Instructions appearing in the application format and I/We understand that if any false

information is detected at a later stage, any future contract made between me/ ourselves and NABARD, on the basis of the information given by me/us, will be treated as invalid by NABARD.

4. I/We agree that the decision of NABARD, Head Office, Mumbai in selection of the Contractors will be final and binding on me/us.
5. All the information furnished in this application as also under **Enclosures (A), (B) & (D)** is correct to the best of my/our knowledge.
6. I/We also agree that I/We have no objection if enquiries are made about the works listed by me/us in the accompanying sheets or any other inquiry on the information furnished herewith in the accompanying sheets.
7. I / We, therefore, request you to kindly do the needful to empanel me/ us under “\_\_\_\_\_” (write name of the trade/s under which the applicant wants to be 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.