

**INVITATION FOR EMPANELMENT OF IT
HARDWARE & SOFTWARE VENDORS**

**FOR SUPPLY OF LAPTOPS, DESKTOPS, ALL IN ONE PC, NETWORK
DEVICES, PRINTERS, PROJECTORS, SERVERS, SOFTWARES, AMC OF
IT HARDWARES, AMC OF NETWORKS, TONERS, CARTRIDGES &
PERIPHERAL DEVICES etc.**

NABFINS LIMITED, Bengaluru



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INTRODUCTION

NABFINS LTD, intends to prepare a panel of reputed vendors, suppliers, service providers, dealers, etc., valid for three years, for procurement of various hardware, software and services for its Head Office in Bangalore. The nature, trade and description of such articles/services are given in Enclosure (A). One applicant can seek empanelment for supply of more than one articles or services 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 NABFINS website <https://www.nabfins.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 IT Vendors/ Suppliers/ Service Providers” to the following address:

Chief Technology Officer,
Department of Information Technology,
NABFINS LTD.,
Head Office,
#3072, 14th Cross,
K. R. Road, Banashankari 2nd Stage,
Bengaluru – 560 070.

The last date for submission of application is 30th March 2024 up to 3:00 p.m.

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

NABFINS LTD. reserves the right to reject any or all the applications without assigning any reasons thereof.



Annexure - I

Category 1	<p>Supply of Laptops, Desktops, Printers, Servers, Network devices, Firewalls, & Projectors.</p> <p>Supply of software & licenses (MS windows OS, Microsoft products, Adobe products, etc.)</p> <p>AMC of Laptops, Desktops, Printers, Servers, Network devices, Firewalls, & Projectors</p> <p>Service of Laptops, Desktops, Printers, Servers, Network devices, Firewalls, Projectors</p>
Category 2	<p>Supply of peripheral devices like Mouse, keyboard, Pen drive, external hard disk, Patch cable, spike buster, small network switch, Wi-Fi access point etc.</p> <p>Supply of toners & cartridges, refilling/remanufacturing of toners & cartridges.</p>



Annexure II

Category-wise Eligibility Criteria

Category 1

Sl No	Criteria	Documentary Proof to be submitted
1.	Vendor should be authorized partner for minimum 3 OEMs/software providers (Eg: HP, Acer, Dell, Fortigate, Asus, Brother, Microsoft etc.)	Authorized partner certificate not older than 1 year
2.	Vendor should have registered office at Bangalore.	Registration certificate
3.	Vendor should have at least 3 years' experience in supply of IT assets.	Declaration on vendor's letterhead
4.	Vendor should have a turnover of at least 1 crore rupees in last financial year (2022-23)	Certificate from CA indicating the turnover.
5.	Vendor should be in profit for last 3 years. (2020-21, 2021-22, 2022-23)	Certificate from CA indicating the profit year-wise
6.	Vendor should have supplied at least 50 nos. of desktops/laptops in the FY 2022-23.	Copies of Purchase Order to be attached
7.	Vendor should have minimum 6 nos. of support engineers. 1. 3 nos. of L1 support engineer 2. 2 nos. of L2 support engineer and 3. 1 no. of L3 support engineer The support engineers should have good knowledge in support of desktop, laptops, printers, servers & network devices.	

Category 2

Sl No	Criteria	Documentary Proof to be submitted
1.	Vendor should have Registered Office at Bangalore.	Registration certificate
2.	Vendor should have at least 3 years' experience in supply of IT consumable like toners, cartridges, pen drive, external hard disk, headphones etc.	Declaration on vendor's letterhead
3.	Vendor should be in profit for last 3 years (2020-21, 2021-22, 2022-23)	Certificate from CA indicating the profit year-wise
4.	Vendor should have undertaken contract with at least 3 institutions/organizations for the supply of IT consumables during any of the past 3 years. (FY 2020-21, 2021-22, 2022-23)	Copies of Purchase Order to be attached



Common Terms & Conditions applicable across all categories

1. Vendor can apply for more than one category if eligibility criteria for the respective category is fulfilled.
2. NABFINS LIMITED shall reserve the right to accept/ reject any application from the vendor without stating any reason thereof.
3. This empanelment is for 3 years.



Annexure - III

Organisation profile

1	<p>Category applied for:</p> <p><i>(Tick one or multiple if applying for multiple categories)</i></p>	<p>Category 1 <input type="checkbox"/></p> <p>Category 2 <input type="checkbox"/></p>
2	Name of the applicant Organization/ Vendor/ Supplier/ Service Providers:	
3	Address for Communication and Contact Details:	
4	Telephone No(Landline) :	
5	Telephone No(Mobile):	
6	Type of the Organization: (whether Sole Proprietorship, Partnership, Private limited or limited company or Cooperative Society, etc.)	
7	Name of the Proprietor/Partners or Directors in the Organisation:	
8	<p>Details of Registration:</p> <p>(whether Partnership Firm, Company, Society, etc.)</p> <p>Registering Authority, Date, Registration No., etc., mentioning the business/activity of the firm.</p> <p>(A copy of registration to be enclosed)</p>	
9	Whether empanelled with Government/ Semi Government/	

	Municipal Authorities or any other organization and if so, give the details of the same and the nature of contract.	
10	Number of years of experience in the field/ trade applied for: (Give separate for each trade)	
11	Have you in the past carried out any works for NABFINS Ltd.? If yes, give details.	
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	CA Certificate (For FY: 2020-21, 2021-22, 2022-23)	Attached : Yes/No
15	Annual turnover during the last three years	2020-21 (Rs.....) 2021-22 (Rs.....) 2022-23 (Rs.....)
16	Any civil suit arisen in the contracts of works executed, if any, please given brief details :	
21	No. of Support engineers (Applicable only for Category 1)	L1 L2 L3

Annexure - IV

Details of Bank Account

	Description	
1.	Name of the Vendor/Firm	
2.	Name of the Account Holder	
3.	Address of the Vendor/Firm	
4.	Bank Account Number	
5.	Type of Account (Saving/Current/Cash Credit)	
6.	IFSC Code of the Bank Branch	
7.	Name of the Bank, Branch and Address	

Note: A copy of cancelled cheque in respect of the above account which is operated by the vendor must be enclosed.

Annexure – V

(To be submitted on Vendor's own Letterhead)

Date:

To,
The Chief Technology Officer
NABFINS LTD., Head Office,
#3072, 14th Cross, K. R. Road,
Banashankari 2nd Stage,
Bengaluru – 560 070

Dear Sir/Madam,

Empanelment of Vendors/ Suppliers/ Service providers for NABFINS LTD. Head Office, Bangalore -
“ _____ ” (write category number(s) under which the applicant wants to be empanelled)

1. With reference to your Advertisement in the website (www.nabfins.org) on _____ 2024 for the Empanelment of Supplier/vendors/service provider, I am / We are pleased to offer myself / ourselves to be empanelled under “ _____ ” (write category number(s) under which the applicant wants to be empanelled) in your organization.
2. 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 NABFINS LTD, on the basis of the information given by me/us, will be treated as invalid by NABFINS LTD.
3. I/We agree that the decision of NABFINS LTD, Head Office, Bangalore in selection of the Vendors/ Suppliers/ Service providers will be final and binding on me/us.
4. All the information furnished in this application as also under Enclosures are correct to the best of my/our knowledge.
5. 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.
6. I/We, therefore, request you to kindly do the needful to empanel me/us under “ _____ ” (write category 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)

Annexure - VI

FORMAT OF UNDERTAKING, TO BE FURNISHED ON COMPANY LETTER HEAD WITH REGARD TO BLACKLISTING/ NON- DEBARMENT, BY ORGANISATION

UNDERTAKING REGARDING BLACKLISTING / NON – DEBARMENT

To,

NABFINS LIMITED,
#3072, 14th Cross, K. R. Road,
Banashankari 2nd Stage,
Bengaluru – 560 070,
Karnataka, India

We hereby confirm and declare that we, M/s -----, is not blacklisted/
De-registered/ debarred by any Government department/ Public Sector Undertaking/ Private Sector/
or any other agency for which we have Executed/ Undertaken the works/ Supply/Services.

For -----

Authorised Signatory

Date: