

भारत सरकार  
वित्त मंत्रालय  
राजस्व विभाग  
राष्ट्रीय प्रत्यक्ष कर अकादमी  
छिंदवाडा रोड नागपुर।



Government of India,  
Ministry of Finance,  
Department of Revenue  
National Academy of Direct Taxes  
Chhindwara Road, Nagpur-

## NOTICE INVITING APPLICATIONS FOR EMPANELMENT OF CONTRACTORS

Reference No: **NADT/P&E/ADC(InPrv)/Limited Tender/2025/26** Date: **06/01/2026**

**Subject: Empanelment of Agencies/Contractors for Execution of Minor Works (Civil, Electrical, and Carpentry) at NADT.**

The National Academy of Direct Taxes (NADT), Nagpur, invites applications from reputed, experienced, and financially sound agencies/contractors for Empanelment to execute Minor Works (Repair, Maintenance, and Renovation nature) on an "as-required" basis.

### 1. Scope of Work:

The selected agencies will be formed into a "Panel of Approved Contractors." Minor Works will be awarded to this panel via Limited Tender Enquiry (LTE). The scope generally includes:

- Civil: Masonry, plumbing, painting, waterproofing, general repairs, etc.
- Electrical: Repair/replacement of fittings, wiring, maintenance of installations, etc.
- Carpentry: Repair of furniture, doors, windows, minor fabrication, etc.

### 2. Eligibility Criteria:

To be eligible for empanelment, the applicant must meet the following criteria:

- Registration:
  - Must be a valid registered contractor with CPWD or,
  - Agencies without formal CPWD registration but having successfully executed similar Minor Works at NADT in the last 3 years.
- Location & Response Capability:
  - The agency should ideally have a functional office in Nagpur.
  - Agencies without a local office may also apply.
  - All applicants shall submit a Mandatory Undertaking on letterhead stating that "Work shall be initiated physically at the site within 48 hours of the issue of Work Order/Site Handover."

**Note: Failure to comply with the condition of above undertaking will lead to immediate blacklisting of agency/vendors without further notice.**

- Site Familiarity: Must submit a Site Visit Report countersigned by Deputy Director (Infra), NADT, Nagpur confirming they have inspected the campus and understood the security protocols and nature of works.

### 3. Terms & Conditions:

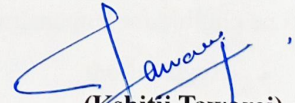
- Rates: Bids invited from the panel will be against the CPWD Delhi Schedule of Rates (DSR). Agencies will be required to quote a percentage (At Par/Below/Above) the scheduled rate of the BOQ.
- Tender Limit: This panel will be utilized for awarding Minor Works with an estimated cost of less than ₹10 Lakhs per work order.
- Validity: The empanelment shall be valid for a period of [2 Years], subject to satisfactory performance.
- Failure to bid on more than 03 occasions will lead to cancellation of empanelment of the agency/ vendor.
- False documents submissions or non-compliance of any undertaking will lead to immediate blacklisting of the agency/vendor.

### 4. Submission Details:

Interested agencies must submit their application in the prescribed format along with self-attested copies of credentials via their registered email with subject "Application for Empanelment of Contractors - Minor Works".

Address for Submission: [adinfra@nadt.gov.in](mailto:adinfra@nadt.gov.in)

Last Date & Time: 20/01/2026 at 4:00 PM.

  
(Kshitij Tawarej)  
Dy. Director(Infra)  
NADT, Nagpur

**APPLICATION FOR EMPANELMENT** *(To be printed on the Agency's Letterhead)*

To,  
The Deputy Director (Infra),  
National Academy of Direct Taxes (NADT),  
Chhindwara Road, Nagpur – 440030.

**Subject: Application for Empanelment of Contractors for Minor Works (Civil, Electrical, Carpentry).**

**Ref:** Notice No. NADT/P&E/AD(Infra)/Ltd. Tender/2025-26 dated 06/01/2026.

**Sir,**

I/We hereby submit our application for empanelment as a contractor for Minor Works at NADT, Nagpur. We have read and understood the scope of work and eligibility criteria mentioned in your advertisement.

We are enclosing the following documents as required (Please tick):

- Self-attested Registration Copy (CPWD) OR Proof of Past Works at NADT.
- Mandatory Undertaking regarding 48-hours response time (Annexure-B).
- Site Visit Report countersigned by DD (Infra) (Annexure-C).
- Financial Solvency / GST / PAN details.
- Acceptance of All Terms and Conditions

We understand that providing false documents will lead to immediate blacklisting. We agree to submit our bids via email/hard copy as requested when the Limited Tender Enquiry is floated.

**Yours faithfully,**  
**(Signature of Authorized Signatory)**

**Name:** \_\_\_\_\_

**Designation:** \_\_\_\_\_

**Seal of the Agency:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## UNDERTAKING (To be printed on the Agency's Letterhead)

To,  
The Deputy Director (Infra),  
NADT, Nagpur.

**Subject: Undertaking regarding Response Time and Acceptance of Terms.**

I/We, \_\_\_\_\_ (Name of Agency), having read the terms and conditions of the Empanelment Notice (Ref No: NADT/PLE/AD(Infra)/Ltd. Tender/2025-26), hereby undertake the following:

1. **48-Hour Mobilization:** I/We solemnly undertake that if awarded a work order, "**Work shall be initiated physically at the site within 48 hours of the issue of Work Order/Site Handover.**"
2. **Penalty for Default:** I/We understand that failure to comply with the above condition will lead to immediate **blacklisting** of our agency without further notice.
3. **Bid Participation:** We undertake that if we fail to bid on more than **03 (three)** occasions consecutively, our empanelment is liable to be cancelled.
4. **Terms Acceptance:** We accept all terms regarding the "Minor Works" limit (₹10 Lakhs) and agree to quote against CPWD DSR rates (At Par/Below/Above) when requested.

**(Signature of Proprietor/Director)**

**Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Stamp/Seal:** \_\_\_\_\_

**SITE VISIT REPORT** *(To be printed on Letterhead)*

1. Name of the Agency: \_\_\_\_\_

2. Date of Visit: \_\_\_\_\_

**Declaration by the Contractor:** I hereby declare that I have visited the NADT Campus on the date mentioned above. I have inspected the site conditions and understood the general nature of Minor Works (Civil/Electrical/Carpentry) required. I am also fully aware of the **Security Protocols** required to be followed while working inside the Academy premises.

**(Signature of Contractor)**

Name: \_\_\_\_\_

\_\_\_\_\_  
Certified that the above vendor has visited the site.

**(Signature)**

**Deputy Director (Infra)**

**VENDOR PROFILE & CHECKLIST**

ANNEXURE – D

S. No.	Particulars	Details (To be filled by Applicant)
1	Name of the Agency/Firm	
2	Registered Office Address	
3	Contact Person Name & Mobile No.	
4	Official Email ID (For Tender Enquiries)	
5	GST Registration No.	
6	PAN Card No.	
7	Registration Details (CPWD/PWD/MES)	Class: _____ Valid Upto: _____
8	OR Experience at NADT	Work Order No: _____ (If applying under 'Past Experience' clause)