



**NABARD Uttar Pradesh Regional Office**

**11, Vipin Khand, Gomtinagar, Lucknow, Uttar Pradesh - 226010**

**Email: [dpsp.lucknow@nabard.org](mailto:dpsp.lucknow@nabard.org)**

**NOTICE Inviting Applications for Empanelment of  
Contractors/Service Providers for Procurement of Various Services  
and goods in Office Premises and Staff Quarters of NABARD, Uttar  
Pradesh Regional Office**

National Bank for Agriculture and Rural Development (NABARD) invites **Applications for Empanelment of Contractors/Service Providers in Office Premises and Staff Quarters of NABARD, Uttar Pradesh Regional Office** for the period from 01.04.2025 to 31.03.2027. Eligible Firms may log on to Official website of NABARD i.e. [www.nabard.org](http://www.nabard.org) or the Central Public Procurement Portal i.e. <https://eprocure.gov.in> to download the application for submitting the same duly filled **by 17 March 2025**.

**Disclaimer**

The information contained in this notice or information provided subsequently to agencies or applicants whether verbally or in documentary form by or on behalf of National Bank for Agriculture and Rural Development (NABARD), is provided to the agencies on the terms and conditions set out in this notice and all other terms and conditions subject to which such information is provided.

This notice or its addenda, if any, is not an agreement and is not an offer or invitation by NABARD to any parties other than the applicants who are qualified to submit the Application Documents ("Agencies").

The purpose of this notice is to provide agencies with information to assist the formulation of their proposals pursuant to this notice. This notice does not claim to contain all the information each agency may require. Each agency shall conduct its own investigations and analysis and shall check the accuracy, reliability, and completeness of the information in this notice and obtain independent advice from appropriate sources. NABARD and/or its officers, employees make no representation or warranty and disclaim any liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this notice.

NABARD may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this notice. NABARD also reserves its right to reject all or any agencies without any reason whatsoever.

<b>Contents</b>		
Sl.No.	Particulars	Page
1	Notice	3-5
<b>Annexures</b>		
Annexure I & II	General Terms & condition of Empanelment	6-8
<b>Enclosures</b>		
Enclosure (A)	Trade-wise list for Supply, Maintenance & Repair Services at Office Premises & Staff Quarters of NABARD Regional Office, Uttar Pradesh, Lucknow	9-11
Enclosure (B)	Basic Information (General Information & Financial Information)	12-13
Enclosure (C)	Application Form	14-15
Enclosure (D)	Details of Bank Account	16
Enclosure (E)	Checklist of submission of Application for Empanelment	17
Enclosure (F)	Declaration for relation in NABARD	18

## 1. Notice

### **NOTICE Inviting Applications for Empanelment of Contractors/Service Providers for procurement of Various Services and goods in Office Premises and Staff Quarters of NABARD, Uttar Pradesh Regional Office**

Ref.No.NB/DPSP/LKO-UPRO/ DPSP-132/421 /2024-25

24 February 2025

NABARD, Uttar Pradesh Regional Office intends to prepare a panel of reputed contractors, vendors, service providers etc., valid for two years, for procurement of various services and goods for its office building in Gomti Nagar and staff quarters located in La Place - Hazratganj, Sitapur Road-Aliganj and Indira Nagar Lucknow and at any other location in Lucknow where Bank has its properties.

2. The nature, trade and description of such services are given in Enclosure (A).
3. 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> and Central Public Procurement Portal (CPPP) <https://eprocure.gov.in>
4. The applications, duly filled in the prescribed format and complete in all respects, may be submitted in sealed cover clearly super-scribing it as 'Application for Empanelment of Contractors/Vendors/Goods/Service Provider for (Trade to be indicated)' to The Chief General Manager, Department of Procurements, Security and Premises, NABARD, Uttar Pradesh, Regional Office, 11, Vipin Khand, Gomti Nagar, Lucknow, Uttar Pradesh – 226010. The last date for submission of application is 17<sup>th</sup> March 2025 upto 4.00 p.m. The vendors who are already empaneled by the Bank and whose empanelment is upto 17<sup>th</sup> March 2025 are also required to apply afresh, if they wish to continue on the panel.
5. The Bank reserves the right to reject any or all the applications without assigning any reasons thereof.

sd/-  
(Vinod Rohilla)  
DGM- DPSP  
NABARD Uttar Pradesh Regional Office

## सूचना

**लखनऊ में नाबार्ड, उत्तर प्रदेश क्षेत्रीय कार्यालय के परिसर एवं स्टाफ क्वार्टर में विभिन्न सेवाओं एवं वस्तुओं की खरीद के लिए ठेकेदारों/ सेवा प्रदाताओं को सूची में सम्मिलित करने के लिए आवेदन का आमंत्रण।**

संदर्भ सं. रा.बै./डी पी एस पी/लख-उ प्र क्षे का/DPSP-132/ 421/2024-25

24 फरवरी 2025

नाबार्ड, उत्तर प्रदेश क्षेत्रीय कार्यालय लखनऊ में स्थित अपने कार्यालय भवन एवं स्टाफ क्वार्टर (ला प्लास, हजरतगंज, सीतापुर रोड, अलीगंज एवं इन्दिरा नगर, लखनऊ) और लखनऊ में किसी भी अन्य स्थान पर जहां बैंक की संपत्ति है हेतु दो वर्षों की अवधि के लिए विभिन्न सेवाओं एवं वस्तुओं की अधिप्राप्ति हेतु प्रतिष्ठित ठेकेदारों/आपूर्तिकर्ताओं/ सेवा प्रदाताओं आदि की पैनल तैयार करना है ।

2. अपेक्षित सेवाओं की प्रकृति, निहित कार्य आदि से संबन्धित विवरण अनुबंध-ए में दिए गए हैं। ।

3. पैनल में सम्मिलित होने हेतु आवेदन निर्धारित फॉर्मेट में किया जाना चाहिए। यह फॉर्मेट नियम और शर्तों सहित अन्य संगत विवरण के साथ बैंक के वेबसाइट <https://www.nabard.org> और केंद्रीय सार्वजनिक अधिप्राप्ति पोर्टल(CPPP) <https://eprocure.gov.in> से डाउनलोड किया जा सकता है।

4. निर्धारित प्रारूप में विधिवत भरे हुए एवं सभी प्रकार से पूर्ण आवेदन पत्र सीलबंद लिफाफे में स्पष्ट रूप से “ठेकेदारों/आपूर्तिकर्ताओं/सेवा प्रदाताओं पैनल में शामिल होने के लिए (कार्य जिसके लिए आवेदन कर रहे हैं इंगित करें) लिखकर मुख्य महाप्रबंधक, खरीद, सुरक्षा एवं परिसर विभाग (डीपीएसपी), नाबार्ड, उत्तर प्रदेश क्षेत्रीय कार्यालय, 11, विपिन खंड, गोमती नगर, लखनऊ, उत्तर प्रदेश-226010 को प्रेषित करें। आवेदन प्रस्तुत करने के अंतिम तिथि 17 मार्च 2025 तक है।

5. एक आवेदनकर्ता विभिन्न श्रेणियों के अंतर्गत एक से ज्यादा सेवाओं की आपूर्ति के लिए सूची में सम्मिलित होने हेतु आवेदन कर सकता है ।

6. यदि बैंक की सूची में पहले से ही सम्मिलित वेंडर सूची में बने रहना चाहते हैं तो उन्हें भी नए सिरे से आवेदन करना चाहिए।

7. किसी भी या सभी आवेदनों को बिना कोई कारण बताए अस्वीकृत करने के लिए नाबार्ड के पास अधिकार सुरक्षित रहेगा।

-ह/-

(विनोद रोहिल्ला)

उप महाप्रबंधक

नाबार्ड, उत्तर प्रदेश क्षेत्रीय कार्यालय,

लखनऊ

**NATIONAL BANK FOR AGRICULTURE & RURAL DEVELOPMENT**

**NOTICE Inviting Applications for Empanelment of Contractors/Goods/  
Services Providers for in Office Premises and Staff Quarters of NABARD,  
Uttar Pradesh Regional Office**

NAME OF APPLICANT

\_\_\_\_\_

ADDRESS

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**LAST DATE FOR SUBMISSION:**

**(Date/Month/Year)**

THE CHIEF GENERAL MANAGER  
NABARD UTTAR PRADESH REGIONAL OFFICE  
11, VIPIN KHAND, GOMTI NAGAR  
LUCKNOW-226010  
UTTAR PRADESH

**Annexure-I**  
**General Terms & Conditions of Empanelment**

1. NABARD, Uttar Pradesh Regional Office, Lucknow intends to prepare a panel of reputed contractors, service, goods providers, etc., valid for two years, for procurement of various services for its office building in Gomti Nagar and staff quarters located in La Place- Hazratganj, Sitapur Road-Aliganj and Indira Nagar Lucknow and at any other location of Bank in Lucknow.
2. The empanelment will remain in force from 01.04.2025 to 31.03.2027 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 without assigning any reason.
3. The vendor must have own adequate technical set up in Lucknow so that the complaints / works may be attended to well in time.
4. The vendor must have sufficient number of experienced personnel, technical know-how, equipments, instruments and other resources to complete the awarded work well in time and as per the specifications given by the Bank.
5. The vendor must have an experience of having successfully completed similar works/ services in the last three years (as on 31.03.2024). At least one work should have been done in Autonomous body/ Bank/ financial Institution or any other reputed institution.
6. The vendor may submit performance certificates from persons/ entities/ institutions for whom they have worked in the past.
7. 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.
8. The Bank reserves the right to reject any or all the applications without assigning any reason whatsoever thereof and will not entertain any correspondence.
9. 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 Lucknow.
10. 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 i.e., 31.03.2025. Vendor will be responsible to ensure that the application is submitted on or before the due date and time. NABARD takes no responsibility for delay/non submission of applications by the vendor for any reason whatsoever. Applications received after due date and which are incomplete in any respect are liable to be rejected without any notice.
- 11. The vendors who are already empaneled by the Bank are also required to apply afresh if they want to continue on the panel.**

12. All payments for services availed from empanelled vendors 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)**.
13. It is mandatory to enter into an agreement with NABARD on a stamp paper of Rs.200/- and the cost of the same is to be borne by the applicant.
14. All statutory requirement of procurement of documents/liaison with the officials are to be made by the vendors empanelled including payment of dues, if any. However the payments made would be reimbursed subject to production of original receipts while carrying out the NABARD awarded works/services/procurements etc.
15. The work orders awarded to empanelled agencies/vendors are expected to also act as consultants to advise NABARD of any new technological innovation introduced in market to enhance the productivity of the current services offered.

**16. Other Conditions :**

- a. Intending applicants are required to furnish details about their organization, technical experience, competence and evidence of their financial standing **as per Enclosure (B)** in order to be considered for empanelment.
- b. 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.
- c. Information furnished in the proforma will be kept confidential.
- d. The entire application form and each part of the proforma shall be signed by a person on behalf of the Organization, who is duly authorized to do so.
- e. 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.
- f. **Satisfactory completion certificates for works/services done for different organizations should preferably be furnished along with the application.**
- g. Overwriting/cutting if any in the application or documents should be signed by the competent authority.
- h. Submission of documents strictly as per list of documents indicated in **Annexure-II & Enclosure(E)**. Submission of unnecessary, unrelated, unwanted documents could lead to summarily rejection of empanelment request.
- i. Clarification, if any, may be obtained from Assistant General Manager/Manager, NABARD, DPSP, Uttar Pradesh Regional Office, Lucknow, Phone Nos. **05222399197, 05222399219** on any working day **between 10.00 AM and 04.00 PM.**

**Enclosures :**

**Enclosure (A) - Trade wise list of items along with description and Prequalification Criteria**

**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 (E) - Checklist of Submission of Application for Empanelment**

**Enclosure (F) – Declaration for relation in NABARD**

**Enclosure (G) – Evaluation Methodology**

## **Annexure-II**

### **General Terms & Conditions of Empanelment**

#### **The contractors should meet following qualification criteria:**

(1.1) Minimum 03 years' experience ( as on 31.03.2024) in the field of Concerned Service, which include all the activities as listed in point no. 1 and should have at least one of the qualifying works carried out for Public Sector Undertakings (PSUs)/Banks/Govt. Office.

(1.2) The contractors should have carried out similar works during last 3 years (ending 31.03.2024).

1. The vendor should have their own office within the city / suburban areas of Lucknow
  2. The application shall be accompanied by a copy of each of the documents listed below,
    - An affidavit to the effect that bidder has not defaulted in payment of statutory dues like EPF/ESI/Service Tax and Income Tax.
    - Details of work experience shall be supported by work orders and corresponding completion certificates.
    - The client-wise names of similar work(s), year(s) of execution of work (s) awarded, and actual value of executed work(s), reasons for delay (if any), names and full contact details of the officers/ authorities/ departments under whom the work(s) was/were executed should be furnished in the prescribed format.
    - Details of works on hand
    - Audited final accounts of the business of the contractor for last 3 years duly certified by a Chartered Accountant/certificate of turnover issued by a Chartered Accountant should be enclosed in proof of their credit worthiness and turnover for the last three years.If required, original certificates shall be produced for verification by the vendor and will be returned after verification.
  3. The firms which do not fulfil qualification criteria shall not be considered for empanelment
  4. Firm/vendors who fails to submit the following certificates from current/last employer(s) could be treated as ineligible and such applications could be summarily rejected.
    - Successful Completion of last work if any, and/
    - Employer's satisfaction with the current work if any, in hand
    - Self-Certification that No show cause/blacklisting has been issued by any employer in the past 03 years.
  5. The application form should be signed by a person on behalf of the Firm/Organization, who is duly authorized to do so.
  6. If the space in the application form is insufficient for furnishing full details, such information should be supplied on a separate sheet duly signed by competent authority.
  7. Applications containing false or inadequate information are liable for rejection and Bank reserves the right to blacklist those agencies
  8. NABARD reserves the right to verify any or all the documents furnished by the Firm/vendors with any authorities. NABARD also reserves the right to cancel any or all the applications without assigning any reason thereof.
-



## **Enclosure (A)**

### **Trade wise list for Supply, Maintenance and Repair Services at Office Premises and Staff Quarters of NABARD Uttar Pradesh Regional Office**

<b>Sr. No.</b>	<b>Trade/Nature of Works</b>	<b>Description</b>
1	Civil, Plumbing and Carpentry Services in Office Premises and Staff Quarters	<p><b>(a) Civil Works :</b> (1) Civil repair, maintenance works related to minor water proofing works in buildings and construction of minor building &amp; other ancillary structures (2) Supplying and/or fixing of different types of building materials viz. cement, sand, reinforcement, all types of granites, tiles, marbles, kota stone, cuddapa, marble mosaic tiles, all types of precast paver blocks, bricks, centering &amp; shuttering materials, manhole / gully-trap chamber cover (3) Repair, maintenance and construction of all types of underground sewer lines, manhole chambers, gully trap chambers, roads &amp; pathways (4) Internal painting / polishing of building and its parts (5) Structural repair works in buildings, water tanks, sumps etc. (6) Repair, maintenance and fabrication of all types of M.S. Grill and sheet works, (7) Minor structural rehabilitation works of buildings.(8) Any other related works.</p> <p><b>(b) Plumbing and Sanitary works :</b> (1) All types of plumbing, sanitary works in the residential / office complex including supply of plumbing and sanitary materials as per the requirement (2) Repair, maintenance of rain water pipes, Sewerage / stack lines in the duct / other area of the buildings (3) Maintenance of water supply line from Lucknow Municipal Corporation's water line to UG sump, valves, meter chambers, water meters, foot valves, sewerage system for buildings &amp; other ancillary structures (4) Cleaning of water tanks &amp; U.G. Sumps and disinfecting with chlorine based approved chemicals etc. (5) Removing the deposits from the septic tanks, soak pits and cleaning the underground sewage lines etc. (6) Cleaning the open surface drains clean and free from deposits.(7) Any other related works</p> <p><b>(c) Carpentry &amp; Interior Decoration:</b> (1) Repair, painting, maintenance and construction of all types of wooden works including the fittings and fixtures attached to wooden works (2) Ancillary civil related works in connection with wooden, aluminium or steel works (3) Fixing of all types of glass in doors, wooden or steel windows, (4) Writing inventory no. and name plates (5) All types of wooden works related to interior decoration. Aluminum door and window work, venetian blinds, etc. (7) Door closer, louver window work, floor spring etc., (8) Miscellaneous works pertaining to maintenance of buildings, (9) Any other related works.</p>

2	Electrical Items Installation and Maintenance Works in Office premises and Staff Quarters	Supply, Operational Maintenance and Repair of Electrical Installations in Regional office premise and Staff Quarters. Regular Servicing and Repairs/Maintenance of Miscellaneous Electrical Installations Like Split AC, Chimneys and any other related works
3	Hospitality and Event Management	Flower Decoration of Premises, Supply of Flower Bouquets, Catering Services, banners/standees/publicity. Installation of Tent/Shamiyana, Supply of Outdoors Heaters, Red Carpets etc. Conduct of indoor/outdoor programmes in the Regional Office (RO)/outside RO in Lucknow or outside Lucknow, if required and any other related works
4	Fire Fighting in Office Premises	Supply and Maintenance of Complete firefighting equipment, fire protection, fire extinguishing devices and fire alarm system and any other related works
5	Horticulture and Gardening Services at various Premises	Maintenance of Lawn, Plantations, Potted Plants, Preparation of Hedges, Pruning of Branches, Anti termite treatment of soil, Uprooting of dead trees, Supply of flower pots and brass wares, Preparation of Organic Manure, Watering of Plants and Lawns, Deweeding of the plantations and any other related works.
6	Office Equipment, Mechanical/Electrical/Electronic Equipments, Office furniture/Home furniture	Photocopier machine, paper shredder machines, clocks, calculators, telephone instruments, cordless telephone instruments, mobile phone instruments, EPABX, PABX, franking machines, weighing machines, etc., Air conditioners, televisions, ceiling/pedestal/wall mounted fans, geysers, UPS, fly killer machines, water purifiers, water coolers, refrigerators, automated tea/coffee vending machines, dish wash machines etc., chairs tables, workstations (modular), beds, sofa sets, dining sets, cots etc.
7	Stationery for office use	All office stationery items such as white papers, ledger paper, registers, pens, writing pads, file boards, plastic folders, spring files etc.
8	General Insurance	Providing general insurance cover against receipt of premium for Bank's various properties such as office and staff quarters, furniture and fixtures, vehicles etc. Also empanelment of licensed assessors for the above said purpose.
9	Kitchen equipment	Gas stove/burners, grinding machines, deep freezers, beige kitchens, utensils, crockery etc.
10	Office automation, printing, xeroxing/spiral binding	Fax machines, MFDs, scanners, projectors etc. various internal as well as external publications, letterheads, envelopes, registers, visiting cards, CDs, etc. xerox works including servicing, rate contract, spiral binding, binding works, etc.

11	Scrap dealers	All types of scrap
12	Courier services	Courier service (local as well as other places)
13	Maintenance and Repairs of office equipment	Fly Killer Machines, weighing machines, key maker for table/chair/cupboard and sundry repair works, UPS, Gym Equipments, water purifiers, xerox machines, paper shredders
14	Housekeeping Services	Sweeping/Cleaning of properties of Bank, cleaning of keyboards, telephone, mixing of chlorine etc. in Over Head tank, Washerman(washing of office and VOF linen.

## Enclosure (B)

### Basic Information

<b>A. General Information</b>		
<b>1</b>	Name of the applicant organization/ vendor/ supplier/ service/goods providers	
<b>2</b>	Address details	
<b>3</b>	Address in Lucknow and Point of Contact	
<b>4</b>	Telephone number (landline)	
<b>5</b>	Telephone number (mobile)	
<b>6</b>	Type of the organization (whether sole proprietorship, partnership, private limited or limited company or cooperative society, etc.)	
<b>7</b>	Name of the proprietor/partners or directors in the organization	1. 2. 3. 4. 5.
<b>8</b>	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)	
<b>9</b>	Whether empaneled with Government/ Semi Government/ Municipal Authorities/Financial Institution or any other organization and if so, give the details of the same and nature of contract.	
<b>10</b>	Number of years of experience in the field/ trade applied for (indicate separately for each trade). A list of important assignments may be indicated for the same along with supporting documents.	_____ years
<b>11</b>	Have you in the past carried out any works for NABARD? If yes, give details.	
<b>12</b>	Details of MSME Registration Certificate, if any	
<b>13</b>	Address of Lucknow Office through which the proposed work will be handled. The name, designation and contact details of the officer in charge	

**Place:**

**Date:**

**Signature and Seal of the Applicant**

<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 practicing 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	2021-22 (Rs.) _____ 2022-23 (Rs.) _____ 2023-24 (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 give brief details	
18.	Number of supplementary sheets attached to Enclosure (B)	

**Place:**

**Date:**

**Signature and Seal of the Applicant**

**Enclosure (C)**

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

No. ....

Date : .....

THE CHIEF GENERAL MANAGER  
NABARD UTTAR PRADESH REGIONAL OFFICE  
11, VIPIN KHAND, GOMTI NAGAR  
LUCKNOW-226010  
UTTAR PRADESH

Dear Sir,

**Subject: Empanelment of Contractors for NABARD Regional Office, Lucknow -**  
**“\_\_\_\_\_” (write name of the trade(s) under which the applicant wants to be**  
**empaneled)**

1. With reference to your advertisement on Central Public Procurement Portal 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) 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, Regional Office, Lucknow 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 understand that all/any empanelment can be rejected at any time by the bank without giving any reason thereof.
8. We have not been blacklisted by NABARD or any other organization where we have worked. Further, if any of the partners/directors of the organization/firm is blacklisted or having any criminal case against them, our application shall not be considered. At any point of time, our company/firm/and/or any of its partner/director is blacklisted by any organization, NABARD shall have the right to terminate the contract with us.

9. 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	
9	Contact Number of Account Holder	
10	Scanned copy of Specific software/s is being maintained	

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

**Place:**

**Date:**

**Signature and Seal of the Applicant**



**Enclosure (E)**  
**Checklist of Submission of Application for Empanelment**

<b>Sr. No.</b>	<b>Particulars</b>	<b>Submitted (Yes/No)</b>
1	The duly filled in application submitted on applicant's letterhead in sealed envelope as per given format in <b>Enclosure (C) indicating Trade and category in which empanelment is desired</b>	
2	Application super-scribed as 'Application for Empanelment of Contractors/Service Providers for (Trade to be indicated)' on the cover and addressed to Chief General Manager, NABARD, Uttar Pradesh Regional Office, 11, Vipin Khand, Gomti Nagar, Lucknow – 226010.	
3	Documentary Proof of Office in Lucknow city/suburbs	
4	Copies of work orders, work completion certificates in support of experience of related trade/ business applied for	
5	Copies of balance sheet and profit & loss statements 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 submitted for previous 03 financial years- 2021-22, 2022-23, 2023-24.	
6	Copy of Permanent Account Number (PAN) of the Proprietor/ Partnership Firm/ Private Limited Company/ Limited Company or Cooperative Body attached for last 03 years certified by Chartered Accountant	
7	Copy of details of Registrations, if any, (i) Under Companies Act/ Cooperative Societies Act, (ii) GST (iii) PF/ESI Registration (iv) MSME Registration (if applicable)	
8	Information duly furnished in <b>Enclosure (B)</b> along with supporting documents	
9	Bank details furnished in <b>Enclosure (D)</b>	
10	Copy of cancelled cheque enclosed	
11	Self-declaration of not being blacklisted in the last 03 years by any Central/State Government/Public Sector Undertaking	
12	Self-declaration of not having defaulted in paying dues to Banks and Tax authorities	

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

## **Enclosure (F)**

### **Declaration for Relation in NABARD**

*(To be typed and submitted in the Letterhead of the Company/Agency/Firm of Bidder failing which the offer of Bidder is liable to be summarily rejected)*

To,

The Chief General Manager  
Department of Premises, Security & Procurement  
NABARD, Regional Office  
11, Vipin Khand,  
Gomti Nagar,  
Lucknow – 226010  
Uttar Pradesh

Dear Sir,

### **Sub: Declaration for relation in NABARD**

Ref: Notice No. \_\_\_\_\_

I/We hereby submit the following information pertaining to relation/relatives of Proprietor/Partner (s)/Director(s) employed in NABARD.

**Tick (✓) any one as applicable:**

1. The Proprietor, Partner(s), Director(s) of our Company/Firm DO NOT have any relation or relatives employed in NABARD

OR

2. The Proprietor, Partner(s), or Director(s) of our Company/Firm have relation/relatives employed in NABARD and their particulars are as below:

(i)

(ii)

Signature of the Authorized Signatory

Note:

1. Attach separate sheet, if necessary.

If it comes to the knowledge of NABARD later that the information furnished by the Bidder is false, NABARD reserves the right to take suitable action against the Bidder/Contractor.