



सं. बर्ड(कोल)/84156/डीपीएसपी/एम्पेनलमेंट/2025-26

5 सितम्बर 2025

Ref No. BIRD (Kol)/84156/DPSP/Empanelment/2025-26

5 September 2025

बर्ड, कोलकाता में 2025-2027 के लिए विक्रेताओं/ठेकेदारों/सेवा प्रदाताओं का पैनल में नामांकन

Empanelment of Vendors/Contractors/Service Providers for 2025-2027 in BIRD, Kolkata

1. नाबार्ड अपने प्रशिक्षण प्रतिष्ठान, यथा बैंकर्स इंस्टीट्यूट ऑफ रूरल डेवलपमेंट (बर्ड), कोलकाता के लिए विभिन्न वस्तुओं/सेवाओं/कार्यों की आपूर्ति हेतु प्रतिष्ठित ठेकेदारों, सलाहकार, विक्रेताओं, आपूर्तिकर्ताओं, सेवा प्रदाताओं, डीलरों, स्क्रेप डीलरों आदि का पैनल में नामांकन करना चाहता है, जो दो वर्षों के लिए वैध होवेगा। ऐसी वस्तुओं/सेवाओं/कार्यों के वर्ग, प्रकृति, प्रकार और विवरण संलग्नक (ए) में दिए गए हैं। एक आवेदक विभिन्न श्रेणियों के अंतर्गत आवेदन कर सकता है।

NABARD intends to prepare a panel of reputed contractors, consultants, vendors, suppliers, service providers, dealers, scrap dealers, etc., valid for two years from 01-10-2025 to 30-09-2027, for procurement of various goods/services/works for its Training Establishment, viz. Bankers Institute of Rural Development (BIRD), Kolkata. The nature, trade and description of such goods/services/works are given in Enclosure (A). One applicant can seek empanelment under more than one category.

2. पैनलीकरण के लिए आवेदन निर्धारित प्रारूप में किया जाना चाहिए, जिसे अन्य प्रासंगिक विवरणों के साथ, पैनलीकरण के नियमों और शर्तों सहित, बैंक की वेबसाइट <https://www.nabard.org> और केंद्रीय सार्वजनिक खरीद पोर्टल (CPPP) <https://eprocure.gov.in> से डाउनलोड किया जा सकता है। आवेदनकर्ताओं के किसी भी खर्च का वहन नाबार्ड द्वारा नहीं किया जाएगा।

The application for empanelment should be made in the prescribed format which, along with other relevant details, including terms and conditions of empanelment, can be downloaded from Bank's website <https://www.nabard.org> and Central Public Procurement Portal (CPPP) <https://eprocure.gov.in>. No expense incurred by applicants shall be borne by the Bank.

3. निविदाकर्ता का पंजीकृत कार्यालय कोलकाता, दक्षिण 24 परगना, उत्तर 24 परगना या हावड़ा नगर निगम सीमा में होना चाहिए। आवेदनकर्ता को दस्तावेजी साक्ष्य संलग्न करना होगा अन्यथा आवेदन को खारिज कर दिया जाएगा।

The applicant must have registered office in Kolkata, South 24 Parganas, North 24 Parganas or Howrah Municipal limits. The documentary evidence must be enclosed along with the Application or else the Application will be summarily rejected.

4. निर्धारित प्रारूप में विधिवत भरे हुए और सभी प्रकार से पूर्ण आवेदन पत्र एक सीलबंद लिफाफे में, जिस पर स्पष्ट रूप से "Application for Empanelment of Contractors/ Vendors/ Suppliers/ Service Providers for _____" (वर्ग का उल्लेख करें) लिखा हो, संयुक्त निदेशक, बैंकर्स ग्रामीण विकास संस्थान, अभिलाषा-I, 6, रॉयड स्ट्रीट, कोलकाता - 700 016 को जमा किए जा सकते हैं। आवेदन जमा करने की अंतिम तिथि 26-09-2025 शाम 5.00 बजे तक है।

The applications must be duly filled in the prescribed format, complete in all respects and signed by authorised signatory with office stamp as required. The signature of authorised signatory should be as per PAN Card. Any deviation of signature should be duly supported by Notarised Affidavit. The Application must be submitted in a sealed cover clearly superscribing it as "Application for Empanelment of Contractors/ Vendors/ Suppliers/ Service Providers for _____ (Trade to be indicated)" to the Joint Director, Bankers Institute of Rural Development, Abhilasha-I, 6, Royd Street, Kolkata – 700 016. The last date for submission of application is 26-09-2025 up to 5.00 p.m.

5. अनुबंध के उचित निष्पादन की सुनिश्चितता बावत, प्रत्येक कार्य के वास्तविक पारिश्रमिक का 5% के अनुसार रिटेंशन मनी डिपॉजिट (आरएमडी) सुरक्षा जमा के रूप में बिल से काटा जाएगा। दोष दायित्व अवधि (डीएलपी) की समाप्ति के 60 दिवस के भीतर आरएमडी वापस कर दिया जाएगा, जो आम तौर पर काम पूरा होने के एक साल बाद होता है और साइट की स्थितियों के अनुसार बैंक द्वारा संशोधित किया जा सकता है। आरएमडी पर कोई ब्याज नहीं दिया जाएगा। मामले में बैंक का निर्णय अंतिम और बाध्यकारी होगा।

Training Establishment of National Bank for Agriculture and Rural Development (NABARD)

अभिलाषा Abhilasha-I, 6 रॉयड स्ट्रीट Royd Street, कोलकाता Kolkata 700 016

(033) 22640029, bird.kolkata@nabard.org

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BANKERS INSTITUTE OF RURAL DEVELOPMENT, KOLKATA



To ensure due performance of the contract, Retention Money Deposit (RMD) at 5% of individual work and as per actual remuneration will be deducted as Security Deposit from the bill. RMD will be refunded within 60 days after expiry of Defect Liability Period (DLP), which is generally one year after completion of work and could be modified by the Bank as per site conditions. No interest shall be paid on RMD. The Bank's decision in the case shall be final and binding.

6. आवेदन, जो पात्रता मानदंडों अथवा बैंक के किसी नियम व शर्तों को पूरा नहीं करती हैं या किसी भी प्रकार से अधूरी हैं, या कोई भी आवश्यक दस्तावेज़ नहीं है या हस्ताक्षर रहित है, या निर्धारित प्रारूप का उपयोग नहीं किया गया है, अस्वीकृत कर दी जाएंगी।

Applications which do not fulfill eligibility criteria or any of the Bank's terms & conditions or are incomplete in any respect, or any of the required documents is missing or unsigned, or prescribed formats not used, shall be considered invalid and rejected by the Bank at its discretion.

7. गलत और/या अपूर्ण जानकारी और/या निविदाकर्ता द्वारा प्रस्तावित कोई अतिरिक्त/भिन्न नियम व शर्तें वाले आवेदन अस्वीकृत मानी जाएंगी, यदि नाबार्ड द्वारा लिखित रूप में स्पष्ट रूप से सहमति न दे दी जाए।

Applications containing false and/or incomplete information and/or any additional/different terms & conditions proposed by tenderer shall be treated as rejected unless expressly assented in writing by the Bank.

8. बैंक द्वारा 30-09-2025 तक पहले से ही पैनल में शामिल विक्रेता यदि पैनल में बने रहना चाहते हैं, तो नए सिरे से आवेदन करना होगा।

The vendors already empaneled by the Bank upto 30-09-2025, are also required to apply afresh, if they want to continue on the panel.

9. बैंक बिना कोई कारण बताए किसी भी या सभी आवेदनों को अस्वीकार करने का अधिकार सुरक्षित रखता है तथा इस संबंध में किसी भी पत्राचार पर विचार नहीं करेगा। नाबार्ड द्वारा आवेदन को चयन करने में विफलता नाबार्ड को किसी दावे का भुगतान करने के लिए उत्तरदायी नहीं बनाएगी।

The Bank reserves the right to reject any or all applications without assigning any reasons therefor and will not entertain any correspondence. The failure to select an application by the Bank shall not make the Bank liable to pay any claim.

10. बैंक अपने विवेकाधिकार से या लागू मानदंडों, दिशानिर्देशों या नियामक निर्देशों के अनुसार, इस पैनल में शामिल करने संबंधी सूचना में उल्लिखित न किए गए किसी भी अन्य दस्तावेज़, जानकारी या स्पष्टीकरण को माँगने का अधिकार सुरक्षित रखता है, और आवेदक/पैनल में शामिल एजेंसी उसे प्रस्तुत करने के लिए बाध्य होगी। बैंक द्वारा निर्धारित समय सीमा के भीतर ऐसे अतिरिक्त दस्तावेज़ प्रस्तुत न करने पर आवेदन अस्वीकृत या पैनल में शामिल होने की प्रक्रिया रद्द की जा सकती है।

The Bank reserves the right to call for, and the applicant/empanelled agency shall be bound to furnish, any other document(s), information, or clarification not specifically mentioned in this empanelment notice, as may be required by the Bank in its sole discretion or in accordance with applicable norms, guidelines, or regulatory directions. Failure to submit such additional documents within the time prescribed by the Bank may render the application liable for rejection or the empanelment liable for cancellation.

11. इच्छुक एजेंसियों को अपना आवेदन पत्र एवं आवश्यक दस्तावेज़ मुद्रित (हार्ड कॉपी) तथा पीडीएफ (सॉफ्ट कॉपी) दोनों रूपों में प्रस्तुत करने होंगे। हार्ड कॉपी निर्दिष्ट स्थान पर विधिवत हस्ताक्षरित एवं सील सहित होनी चाहिए।

Interested agencies are required to submit their application and supporting documents both in printed (hard copy) form and in PDF (soft copy) format. The hard copy should be duly signed and sealed at required places.

Sd/-

(Sudyumna Pal)

Dy. General Manager

Training Establishment of National Bank for Agriculture and Rural Development (NABARD)

अभिलाषा Abhilasha-I, 6 रॉयड स्ट्रीट Royd Street, कोलकाता Kolkata 700 016

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BANKERS INSTITUTE OF RURAL DEVELOPMENT, KOLKATA



NATIONAL BANK FOR AGRICULTURE & RURAL DEVELOPMENT

NOTICE FOR EMPANELMENT OF
CONTRACTORS/SUPPLIERS/VENDORS/SERVICE
PROVIDERS FOR TRADE-WISE SUPPLY,
MAINTENANCE AND REPAIR WORKS

AT

BANKERS INSTITUTE OF RURAL
DEVELOPMENT

ABHILASHA-I, 6, ROYD STREET, KOLKATA – 700
016.

NAME OF APPLICANT

ADDRESS

LAST DATE FOR SUBMISSION -

26-09-2025 BY 1700 HRS

JOINT DIRECTOR

BANKERS INSTITUTE OF RURAL
DEVELOPMENT

ABHILASHA-I, 6, ROYD STREET

KOLKATA – 700 016.

राष्ट्रीय कृषि एवं ग्रामीण विकास बैंक

बैंकर्स इंस्टीट्यूट ऑफ रूरल डेवलपमेंट

अभिलाषा-I, 6, रॉयड स्ट्रीट, कोलकाता - 700 016

में

व्यापार-वार आपूर्ति, रखरखाव और मरम्मत कार्य
के लिए ठेकेदारों/आपूर्तिकर्ताओं/विक्रेताओं/सेवा
प्रदाताओं के पैनल में शामिल होने की सूचना

आवेदक का नाम

पता

जमा करने की अंतिम तिथि -

26-09-2025 1700 बजे तक

संयुक्त निदेशक

बैंकर्स इंस्टीट्यूट ऑफ रूरल डेवलपमेंट

अभिलाषा-I, 6, रॉयड स्ट्रीट

कोलकाता - 700 016.



General Terms & Conditions of Empanelment

National Bank for Agriculture and Rural Development 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/services/supplies in its Training Establishment, viz. Bankers Institute of Rural Development (BIRD), Abhilasha-I, 6, Royd Street, Kolkata – 700 016.

1. The empanelment will remain in force for two years, i.e. 01-10-25 to 30-09-2027 subject to periodic review. If services provided by vendor / service provider are found to be unsatisfactory or at any time it is found that information provided for empanelment or for any quotation is false, the Bank reserves the right to remove such vendor / service provider from empaneled list.
2. The vendor/service provider must have own adequate technical set up in Kolkata, South 24 Parganas, North 24 Parganas or Howrah so that the works/services/supplies may be attended to well in time.
3. The vendor must have sufficient number of experienced personnel, technical knowhow, equipments, instruments and other resources to complete the awarded work/services/supplies well in time and as per specifications given by the Bank.
4. The vendor must have experience of having successfully completed similar works/ services in the last **three years** (as on 31-03-2025). At least one work should have been done in Central/State Government Organisations, PSUs or public sector banks and financial institutions in each of last three preceding years.
5. 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 facilities of the vendor to verify the genuineness and to ensure conformity with the details given in the notice for empanelment.
6. 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 Kolkata.
7. Vendors, Suppliers, Contractors, Consultants and Service Providers, etc. desirous of being empaneled in the Bank's approved list and those who are fulfilling the eligibility criteria as mentioned afore may apply on or before the due date. The vendor/service provider 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.
8. All payments will be made by the Bank by adopting electronic clearing system and electronic fund transfer. For this purpose, please furnish information in Enclosure (D).
9. 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.
10. While deciding upon selection of vendors/service providers, emphasis will be given on ability and competence to do good quality work in accordance with specifications and within the time schedule.
11. Information furnished in proforma will be kept confidential.



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12. The entire application form and each part of proforma shall be signed by a person on behalf of the Organisation, who is duly authorized to do so.
13. If space in proforma is insufficient for furnishing full details, such information may be supplemented on a separate sheet of paper duly signed stating therein proforma's part number and serial number of items. Satisfactory completion certificates for works done for different organisations should preferably be furnished along with application.
14. Clarification, if any, may be obtained from Bankers Institute of Rural Development, Kolkata on any working day between 10.00 AM and 04.00 PM.

Signature of Authorised Person

Seal

Place & Date

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 letterhead.

Enclosure (D) - Details of Bank account of the applicant

Enclosure (E) – Format for Client's Report



Enclosure (A)

Trade-wise List of Items for Supply, Services and Works

No.	Trade, Nature & Description - supply & repairs	Applied (Yes/No)
1	Civil & Interior (license is preferred)	
	Civil, Plumbing and Sanitary: Building construction, repair, renovation, roads, water supply, water proofing, sewerage, drainage. Civil, painting, plumbing and sanitary- plumbing, fixtures, sanitation works, carpentry, painting, polishing, general repairs and civil works, external glass and building repairs and cleaning, external cladding, canopy, crane, gondola, scaffolding, water proofing, replacement of glass, plumbing and sanitary, structural repairs, waterproofing, non-potable water, Stone works such as Granite/Marble/Kadapa/Tile works etc.	
	Specialized Structural Repair Works: Extensive Structural Repairs/ retrofitting of office, micro-concrete/ Polymer modified mortar/ injection grouting/ fibre wrapping/ jacketing etc	
	Carpentry Works: Fabrication, furniture, partitions, false ceilings, flooring, furnishing, MS fabrication, MS structure works, aluminium window, cabin, doors, windows, sign boards, fencing, etc. Chairs, tables, workstations, beds, sofa sets, cupboards, almirahs, drawers, modular, gym equipment, upholstery, dry/wet cleaning, polishing, locksmith (lock and key), upholsterer, etc. including furnishing, medical aid/equipment, etc.	
2	Electrical & Appliances (license is preferred)	
	Wiring, lighting, HT/LT installations, transformers, DG set on hire, UPS, HVAC panels, etc. (major)	
	Supply and repairs of electrical fixtures, fittings, wiring, etc. (minor)	
	Appliances: Supply and repairs of electrical and electronic gadgets, viz. Room AC, HVAC, water coolers, water purifiers, TV sets, fly killer machine, refrigerator, vending machine, washing machine, microwave, AV multimedia, gym and sports, water cooler, water purifier, PA system, medical aid/equipment, etc.	
3	Office Automation (ITES): CCTV, PA System, EPBX, PRI, landline, telephone instruments, webcam, video conferencing, Access Control, fire alarm, LAN, WAN, VPN, ILL, Broadband, etc. (OEM authorization is preferred)	
4	Retailer Services (any or all)	
	Stationery & General: Office stationery, printed letterhead, file, folder, envelope, register, printer cartridge, IT spares, peripherals and consumables, cartridge refill, batteries, stamps, souvenir, general, etc.	
	Equipment & Appliances: White goods, clocks, weighing machine, AV multimedia, electrical, electronic, sanitary, hardware, spares, tools, kitchen goods, equipment, appliances, crockery, cutlery, utilities, medical aid/equipment, etc. (minor)	
	Printing: Printed stationery, offset printing, screen printing, Printing directly onto textiles, flexographic plastic, glass, metal, wood and Ceramics, Engraving, etching and block making, photocopy, scan, spiral binding, book binding, scanning, banner, posters, flex, nameplates, visiting card, I-card, other display boards, etc.	
	F&B: Packed foods and drinks, ready to cook, ready to eat, potable water, grocery, etc.	
	Janitorial services: Lenin, upholstery, cleaning, maintenance, personal hygiene, surface and washroom hygiene, bathware, etc.	
5	Firefighting: Supply/ Installation/ Repair/ Servicing of Firefighting equipments, fire extinguishers, fire alarm system, fire hydrant, sprinklers, fire pump, fire consultancy, liaison for NOC, license, fees, etc. (valid license/registration is essential)	
6	Scrap dealers: For disposal of all types of scraps, etc. (rate quotation essential)	
7	Publication: Various internal as well as external publications	
8	Security & Housekeeping (any or all)	
	Security and security systems service activities	
	Housekeeping: Manual and mechanical cleaning of office and washrooms other general maintenance, General management of VOF, washing of linen, cleaning of septic tank etc.	



No.	Trade, Nature & Description - supply & repairs	Applied (Yes/No)
	Water supply: Supply of potable or non-potable water, collection, treatment and distribution of water for potable and non-potable needs.	
	Sewerage: Operation of sewer systems or sewage treatment facilities that collect, treat, and dispose of sewage, Waste collection, treatment and disposal activities of non-hazardous and hazardous nature, water recycle, etc.	
	Pest control: Pest and rodent control, fogging, anti-termite treatment and disinfection, sanitization, fogging, fogging with Virax II 256 chemical, fumigation, etc. (valid license is essential, IPA certified firm only)	
	Logistics: Transportation, Packers & Movers, Cargo, Cab, Bus, Tempo, Traveller, warehousing, storage, etc.	
	Horticulture: Garden, landscape, indoor plants, bouquets, decoration, etc.	
	Event management: Light decoration, flower decoration, orchestra, canopy, stalls, etc.	
	Catering: Catering, food & beverages, etc. including on-location (valid FSSAI license is essential)	
9	Insurance and survey: Personal and general insurance cover, survey, valuation, assessor, etc. (IRDAI registration is essential)	
10	Multimedia & PR: Advertisement, Market research and public opinion polling, Research and experimental development, press release, print and stream media, social media, films, drones, GIS-RS, Reproduction of recorded media, etc.	
11	Project Management Consultant (PMC): Architecture, structural consultant, HVAC, electrical, fire, energy, civil, ITES, liaison, permission, approval, licenses etc. (valid license/registration is essential)	
12	E-waste: Govt. licensed e-waste cos., etc.	
13	Information & Communication Technology (ICT): 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 and other IT peripheral devices, network switches and associated works, servers, routers, firewall, network integration, data backup services, etc. (OEM authorisation is essential)	
14	Development Agencies: Empanelment of Voluntary Agencies (VAs)/Trusts/Channel Partners (CPs)/ subsidiaries for procurement from KVIC, Cooperative Societies, SHGs, JLGs, FPOs, CBOs, weavers, artisans, etc.	

Reserved Items and other Purchase/Price Preference Policy

(i) The Central Government, through administrative instructions, has reserved all items of hand spun and hand-woven textiles (khadi goods) for exclusive purchase from Khadi Village Industries Commission (KVIC). It has also reserved all items of handloom textiles required by Central Government departments for exclusive purchase from KVIC and/or the notified handloom units of Association of Corporations and Apex Societies of Handlooms (ACASH). Of all items of textiles required by the Bank, it shall be mandatory to make procurement of at least 20% from amongst items of handloom origin, for exclusive purchase from KVIC and/ or Handloom Clusters such as Co-operative Societies, Self Help Group (SHG) Federations, Joint Liability Group, Producer Companies (PC), Corporations, etc., including Weavers having Pehchan Cards.

(ii) Ministry of Micro, Small and Medium Enterprises (MSME) have notified procurement policy under section 11 of the Micro, Small and Medium Enterprises Development Act, 2006.

(iii) The Central Government may, by notification, provide for mandatory procurement of any goods or services from any category of bidders, or provide for preference to bidders on the grounds of promotion of locally manufactured goods or locally provided services.



Eligibility Criteria Trade-wise

Checklist of Submission of Application for Empanelment

Sr. No.	Particulars	Submitted (Yes/No)
1.	Application duly filled in submitted in a sealed envelope	
2.	Application submitted on letterhead as per given format in Enclosure (C)	
3.	Envelope superscribed as “Application for Empanelment of Contractors/ Vendors/Suppliers/Service Providers for _____ (trade/s to be indicated)” and addressed to Joint Director, Bankers Institute of Rural Development, Abhilasha-I, 6, Royd Street, Kolkata – 700 016.	
4.	Registered office in Kolkata, Howrah, South 24 Parganas, North 24 Parganas	
5.	Valid Empanelment with Government/Semi-Government/Quasi-Government, PSUs, PSEs, public sector banks/FIs	
6.	Minimum 3 years' experience as on 31-03-2025 of executing similar works for each trade. Applicants should furnish their clients' lists showing details of works. The copies of work order and/or completion/performance certificate/s comprising of financial outlay issued by client.	
7.	Financial statements, viz. balance sheet and profit & loss statements for three years from 2023 to 2025, duly certified by a practising Chartered Accountant and Banker's Solvency Certificate in proof of having adequate financial standing submitted	
8.	CKYC as per GOI and RBI norms (formats enclosed as applicable)	
	1. KYC IN Consent Form in agency's letterhead	
	2. CKYC Application Form (Individual/Non-Individual) if KYCIN not available	
	3. KYC Application Form of NABARD (Individual/Non-Individual)	
	4. Adhaar card, Voter Card, Passport Photograph, Residential Address (recent 2 months' Bank Statement) in case of Proprietors, Authorised Person of Companies, Partner with POA, Trustee, Karta,	
	5. Passport size photograph of individual or authorised person	
	6. Recent 6 months' Bank Statement of the firm (address indicated)	
	7. KYC of Related Person or Beneficial Owner, if any	
	8. PEP Declaration Form on agency's letterhead	
9.	Copy of Licenses, Registrations, etc. enclosed:	
	1. GST & PAN	
	2. Certificate of Incorporation, Regd. Deed with POA, Regn. under Co-op Soc. Act.	
	3. Income Tax Returns (last 3 financial years)	
	4. List of DIN of Directors from ROC portal	
	5. Udyam Registration Certificate (URC) and/or NSIC Registration	
	6. License by Municipal authorities, Trade License	
	7. Contractor License issued by Government departments (like PWD, CPWD, Electricity Boards, Railways, etc.) to undertake government contracts (civil, electrical, mechanical, etc.) including Class/Grade (e.g., Class A, B, C based on value of work), required experience, technical manpower	
	8. Regulatory License, viz. FSSAI, Fire, PCB, etc.	
	9. Labour License, ESIC and EPF registration	
	10. In case of IT/Software Vendors, viz. STPI, ISO, DPIIT registration, etc.	
	11. ISO Certification 9001, 27001 etc.	
	12. Electrical Contractor License issued by State Electrical Licensing Board for all wiring, installation, maintenance work, etc.	
	13. Authorised Dealer Certificate, Manufacturer Authorisation, etc.	



Sr. No.	Particulars	Submitted (Yes/No)
	14. HVAC Electrical Contractor License by State Electrical Licensing Board (e.g., CEIG or PWD), HVAC involving ducting, civil, structural work Civil Contractor License (PWD, CPWD, MES, or Urban Local Bodies), Turnkey HVAC installation (supply + install) General Contractor License by CPWD, Railways, MES, PSUs, etc., Fire & safety with HVAC (AHU, fresh air) Specialized license (if required) by Local Fire Department or Building Authority, License/Registration issued by statutory/regulatory bodies, viz. BEE, COA, IRDAI, Fire Dept., etc.	
	15. Any other	
10.	Information duly furnished in Enclosure (B) along with supporting documents	
11.	Bank details furnished in Enclosure (D), Copy of cancelled cheque enclosed, Bank a/c statement (of last 2 months)	

Eligibility Criteria for Empanelment of Contractors/Agencies

(₹ lakh)

Category	TFO (upto ₹ lakh)	Applied (Yes/No)	3 yrs. MAAT* on 31-03-25	3 yrs. experience of having successfully completed similar works ending last day of the month previous to the one in which applications are invited		
			At least 60% of Financial Limit	a. One similar completed work costing not less than the amount equal to 80% of the Financial Limit	b. Two similar completed works costing not less than the amount equal to 60% of the Financial Limit	c. Three similar completed works costing not less than the amount equal to 40% of the Financial Limit
Cat A1	50		30	40	30	20
Cat A	25		15	20	15	10
Cat B	10		6	8	6	4
Cat C	5		3	4	3	2

* Minimum Annual Average Turnover

Notes:

- Financial limits are indicative and can be adjusted as per norms of the Bank.
- Contractors/Agencies may apply for more than one category but must qualify independently in each.
- The Bank reserves the right to upgrade/downgrade category, based on performance, turnover, or work quality.
- Disqualification Grounds or as per norms of the Bank, inter alia, are given below:
 - Blacklisting/debarment by Govt./PSUs/Banks.
 - Adverse reports of past performance.
 - Termination of prior contracts due to default.
 - Financial incapacity, NPAs, or audit non-compliance.



Enclosure (B)

Basic Information

A. General Information		
1.	Name of the applicant organization/ vendor/ supplier/ service providers	
2.	Year of Establishment	
3.	Address for communication and email ID	
4.	Telephone number (landline)	
5.	Telephone number (mobile and WA)	
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	1. 2. 3. 4. 5.
8.	Details of Registration – Registering Authority, Date, Registration No., etc., mentioning the business/activity of the firm (A copy to be enclosed)	
9.	Whether empaneled with Government/Semi Government/Quasi-Government/PSU/PSE/ public sector banks and financial institutions and if so, give the details of the same, duration and nature of contract.	
10.	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
11.	Have you in the past carried out any works for NABARD? If yes, give details.	
12.	Address of Kolkata Office through which the proposed work will be handled. The name, designation and contact details of the officer in charge.	
13.	Whether the agency faced or facing any civil suit/litigation/government action since the last three years (Yes/No) If yes, please give details	



B. Financial Information		
1.	Permanent Account Number (PAN) of the proprietor/ partnership firm/ private limited company/ limited company/ cooperative society (Copy of PAN to be attached)	
2.	GSTIN (enclose copies of relevant documents)	
3.	Balance sheet and profit & loss statement for the previous three years, duly certified by a practising Chartered Accountant in support of Average Annual Turnover	
4.	Annual turnover during the last three years	2022-23 (Rs.....) 2023-24 (Rs.....) 2024-25 (Rs.....)
5.	Indicate if involved in any litigation at present in similar type of contracts	
6.	Any civil suit arisen in the contracts of works executed, if any, please given brief details	
7.	Number of supplementary sheets attached to Enclosure (B)	

Signature of Authorised Person

Seal

Place & Date



बैंकर ग्रामीण विकास संस्थान, कोलकाता
BANKERS INSTITUTE OF RURAL DEVELOPMENT, KOLKATA



Enclosure (C)

(To be submitted on Contractor's own Letterhead)

No.

Date :

Joint Director

Bankers Institute of Rural Development

Abhilasha-I, 6, Royd Street

Kolkata – 700 016

Dear Sir,

Empanelment of Vendors/Contractors - _____” (name/s of the trade/s)

1. With reference to your letter/advertisement No. _____ dated _____ for Empanelment of Contractors, I am / we are pleased to offer myself / ourselves to be empaneled in the Bank as Contractor/Service Provider in trade(s)/sub-trade(s)/category (ies) applied afore.

1.	2.
3.	4.

2. Service Charge Quotation Table (GST extra)

No.	Particulars	Service Charge (%)	Remarks (if any)
1.	Service Charges on Works / Services to be executed under empanelment	_____ %	Valid for 2 yrs.; covers all overheads and charges.

3. I/We am/are already registered with “_____” (write the name of Govt./Semi-Govt./Quasi-Government/PSU/PSE/public sector banks and financial institutions with which the Applicant is registered) under class/category _____. All other desired information, documents and certificates as required by you, are enclosed herewith in the prescribed proforma for your perusal.

4. I/We have read and understood the Empanelment Notice, instructions and terms & conditions appearing in 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 information given by me/us, will be treated as invalid by NABARD.

5. I/We agree that the decision of the bank in selection of Contractors/Service Providers will be final and binding on me/us.

6. All information furnished in this application as also under Enclosures (A), (B) & (D) are correct to the best of my/our knowledge and belief.

7. I/We also agree that I/we have no objection if enquiries are made about works listed by me/us in accompanying sheets or any other inquiry on information furnished herewith in accompanying sheets.

8. 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 and seal)



_____ बैंकर ग्रामीण विकास संस्थान, कोलकाता _____
BANKERS INSTITUTE OF RURAL DEVELOPMENT, KOLKATA



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 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: Bank Statement bearing address of latest six months in respect of the above account which is operated by the vendor must be enclosed.



FORMAT FOR CLIENT'S REPORT

(on client's letterhead)

Performance details of the firm: M/s. _____

Located at: _____

1	Work order/reference No.	
2	Gross value of the contract (Rs.)	
3	Date of commencement of contract	
4	Whether the service carried out as per agreement and the scope of the work entered with the firm	
5	Reason for delay (if any) and whether any penalty/liquidated damage, if any, was imposed on the firm	
6	Comments on capabilities of the firm (indicate grading)	
a.	Quality of security provided by the firm	Outstanding/Very Good/ Good/Satisfactory/Poor
b.	Technical proficiency / competence	Outstanding/Very Good/ Good/Satisfactory/Poor
c.	Integrity and reliability of the directors/partners/proprietors of the firm	Outstanding/Very Good/ Good/Satisfactory/Poor
d.	Integrity and reliability of the personnel deployed	Outstanding/Very Good/ Good/Satisfactory/Poor
e.	Dealings in the execution of the work, adherence to schedule and time	Outstanding/Very Good/ Good/Satisfactory/Poor
7.	Did the firm go for arbitration?	
8.	Any other information in your view will help us in making our decision	

Signature of the Authorised Signatory

Seal

Date

Place



Other Terms & Conditions for Empanelment of Agencies

1. General

- Empanelment does not guarantee award of work; assignments will be given as per Bank's discretion.
- Letter of Award by the Bank shall constitute a binding contract.
- Agencies must not use Bank's name/logo/letterhead without written approval.
- Relationship is principal-to-principal; agencies cannot claim to be Bank's agents.
- Agency acknowledges that they are fully competent in executing the works as per trades opted for empanelment.
- Agency acknowledges to possess valid licenses, registrations, permissions, approvals, insurance, etc. to execute works.

2. Eligibility

- Minimum seven (7) years' of establishment.
- Adequate manpower, technical resources, office setup in Kolkata/South 24 Parganas/ North 24 Parganas/ Howrah.
- Not blacklisted/terminated/debarred by Govt./PSU/Bank.
- Consortiums/JVs/Partnership must designate a lead partner, all members jointly & severally liable.

3. Performance & Service Quality

- Work must conform to the Bank's specifications, timelines and safety norms.
- Bank reserves the right to inspect premises/facilities.
- Unsatisfactory work may lead to deductions, termination, blacklisting or debarment.
- Confidentiality of Bank's information is mandatory; breach invites legal action.
- Agency shall be responsible for professional and technical competence, bona fides, conduct and fidelity of its personnel.
- Agency shall provide proof of qualification and experience of personnel deployed if demanded by the Bank.
- Where required, the agency shall act as Bank's liaison to secure permissions/approvals from local authorities, departments, or statutory bodies at cost as approved by the Bank.
- Validity and Retention: The Performance Security shall remain valid till completion of the contract and shall be retained for the Defect Liability Period, wherever applicable.

4. Price Reasonability / Fair Price Clause

- Agency shall quote rates based on prevailing CPWD Schedule of Rates / applicable statutory norms ensures uniformity and compliance with government-approved benchmarks. The Bank may demand pertinent proof if required in this regard.
- Agency shall ensure that the quoted rates shall not exceed the rates charged for similar works/supplies to any other Government Department, PSU, public sector banks/financial institutions, etc.
- Agency shall ensure that the prices quoted are most reasonable, and the Bank reserves the right to verify reasonableness of prices from other contracts executed by the agency.



5. Reimbursement & GST Clause

- The empanelled vendor/service provider shall raise invoices consisting of:
 - Service Component
 - i. The vendor is providing a service (e.g., facilitation, handling, etc.).
 - ii. On this, GST is mandatorily chargeable at the applicable rate.
 - Reimbursement Component
 - i. If the vendor is only recovering actual cost of items (like stationery, parts, consumables, etc.) on the basis of original supplier invoices, and not adding any margin, this can be treated as a “pure agent” transaction under Rule 33 of the CGST Rules, 2017.
 - ii. In such cases, GST is not levied again on reimbursements. Actual cost of items (e.g., consumables, parts, or goods) shall be reimbursed by the Bank strictly on the basis of original supplier invoices/bills in the name of BIRD, Kolkata. The vendor shall not add any margin on such items.
 - Conditions for “Pure Agent” (Rule 33)
 - i. The supplier acts as a pure agent of the recipient (the Bank) while making payment to the third party.
 - ii. The payment made on behalf of the recipient is separately indicated in the invoice.
 - iii. The supplies are actually used by the recipient (not the supplier).
 - iv. The supplier does not hold title or use the goods/services himself.
 - Separate Disclosure – The invoice shall clearly bifurcate (i) service charges + GST and (ii) reimbursement amounts (with supporting bills in the Bank’s name wherever applicable).

6. Payment

- No advance payment.
- Payment via e-transfer against GST invoices, subject to satisfactory certification.
- No escalation in rates during contract.
- Overpayments, if detected, will be recovered; underpayments rectified.
- No overtime or such compensation shall be payable by the Bank.
- No compensation shall be payable by the Bank for any loss on account of delay in commencement or execution of work.
- Claims pertaining to a financial year should invariably be received by the end of the same year.

7. Liquidated damages/penalties will be recovered for delays or defaults.

- The liquidated damages, at the discretion of the Bank, may be fixed as under:-
 - For procurements estimated to cost up to Rs.5.00 lakh, the quantum of liquidated damages per week shall be 0.25% of the estimated cost put to tender, subject to a maximum of 7.5% of the accepted amount.
 - For procurements estimated to cost above Rs.5.00 lakh, the quantum of liquidated damages per week shall be 0.25% of the estimated cost, subject to a maximum of 5% of the accepted tender amount.



- The fraction of a week's delay will be taken as a delay of one week.
- Normally the Liquidated Damages shall not be waived. However, the CA may waive the same under exceptional circumstances for the reasons to be recorded in writing.

8. Deliveries after Expiry of Delivery Period:

- Accepting deliveries after the expiry of delivery date of a particular instalment, without extension in delivery period by the Bank, would amount to voluntary abrogation of Bank's legal rights under the contract to claim LDs or other remedies. The goods may be retained without prejudice to the rights of the Bank under the terms and conditions of the contract"
- The materials supplied after the expiry of contracted delivery date and its provisional retention does not acquiesce or condone late delivery and does not intend or amount to an extension of the delivery period or keeping the contract alive.
- The Agency may apply for an extension of delivery date from the Bank well in advance.
- The Bank shall not liable for any demurrage, wharfage and deterioration of goods before delivery.

9. Right to Alteration / Variation Option Clause

- The Bank reserves the right to increase/decrease the scope of work or quantity of services/goods as per NABARD extant guidelines.
- Such alterations may be exercised at any time during the contract period, even if the original scope has been completed, by giving reasonable notice.
- Any modification or amendment to the contract shall be valid only if issued in writing by the Bank.
- Adjustments in price, scope, or completion date will be made only by mutual agreement and written amendment.
- Printed or standard terms in agency's bid or acknowledgement shall not bind the Bank unless expressly accepted.

10. Breach of Contract – Conditions for Remedies / Termination:

- Cancellation for Default
- Termination for Insolvency
- Substantial loss of technical or financial capability
- Termination for Convenience

11. Statutory Variations

- Any increase or decrease in cost due to statutory changes in taxes, duties, or levies after bid submission shall be settled as per the Bank's decision.
- The agency shall promptly inform the Bank of such variations with documentary proof.

12. Legal, Compliance, Insurance and Safety

- Agencies must comply with all applicable labour, tax and statutory laws.
- Independent status: no employer–employee relationship with Bank.
- Agency responsible for staff insurance, workmen's compensation & safety compliance.
- Must maintain Professional Indemnity/All Risk insurance, endorsed in Bank's favour.



- Agency shall at his own cost and expenses provide all safety equipment and maintain all safety measures during execution of works and ensure compliance of safety code as per rules and regulations in force.

13. Sub-contracting & IP Rights

- Sub-contracting only with prior written approval.
- All documents, drawings, reports, and IP created for Bank remain Bank's property.

14. Defect Liability Period

- Agency shall be responsible for satisfactory performance of works, goods or services executed/supplied under empanelment.
- Any defect, deficiency, or failure noticed within a period of 12 (twelve) months, or as mutually agreed upon, from the date of completion/acceptance of such work or supply shall be rectified, repaired, or replaced by the agency at its own cost, within the time stipulated by the Bank.
- If the agency fails to rectify/replace the defect within the prescribed time, the Bank shall be entitled to get the work done at the risk and cost of the agency, and recover the expenses incurred from pending bills, security deposit, or through legal remedies or the agency shall make good such loss out of own resources.
- The Defect Liability Period shall survive termination or expiry of empanelment and shall not be affected by payment of final bills.
- The Agency shall be required to, without charge, repair or rectify defective goods or to replace such goods with similar goods free from defect. Any goods repaired or replaced by the supplier shall be delivered at the Bank's premises without costs to the Bank.

15. Termination & Blacklisting

- Either party may terminate with 2 months' notice.
- Termination possible for unsatisfactory performance, breach of contract, change in constitution, or legal disability of agency.
- Bank may blacklist/terminate/debar agencies for corrupt practices, negligence, or litigation.

16. Arbitration & Jurisdiction

- All disputes, differences or claims arising out of or in connection with empanelment or subsequent work orders shall be settled amicably.
- Failing this, they shall be referred to arbitration under the Arbitration & Conciliation Act, 1996, by a sole arbitrator appointed by the Bank.
- The Arbitration & Conciliation Act, 1996 shall apply in case of any disputes arising out of:
 - eligibility,
 - blacklisting/termination/debarment,
 - interpretation of empanelment conditions,
 - payments for work orders issued under empanelment
 - any other at the discretion of the Bank
- The place of arbitration shall be Kolkata, and the courts at Kolkata shall have exclusive jurisdiction.



17. Code of Conduct

- Agency staff must maintain discipline, integrity, courtesy, and follow Bank's rules.
- Smoking, alcohol, drugs strictly prohibited inside premises.
- Staff with criminal record or litigation against Bank not to be deployed.
- Police verification of staff may be required.
- Agency liable for damages caused by negligence or misconduct.
- Agency's personnel shall abide by the rules, regulations and stipulations of the Bank.

18. Non-Participation / Failure to Honour Work Orders

- The Agency understands that empanelment entails active participation in the Institution's procurement process.
- If the Agency:
 - Fails to participate in at least three consecutive calls for quotations/tenders, or
 - Refuses or fails to honour work orders/assignments issued under empanelment without valid justification,
- Then the Bank reserves the right to terminate empanelment immediately and debar the Agency for a period of three (3) years from future empanelment or tendering with the Institution.
- The decision of the Bank in this regard shall be final and binding.

19. Force Majeure: Parties excused from liability for non-performance due to events beyond control (natural calamities, war, strikes, etc.).

20. Bank's Rights

- NABARD/Bank may alter scope, quantities, or reject applications without assigning reasons.
- Bank may re-tender/cancel procurement in case of lack of competition, unresponsive bids, or budgetary issues.
- Compliance with CVC and statutory guidelines is mandatory.
- The Bank's failure or delay in exercising any right, power, or remedy under these conditions shall not constitute waiver of such right.
- Rights of the Bank shall remain enforceable at all times during empanelment.
- The Bank reserves the right to accept/reject applications, amend conditions, alter quantities, suspend or terminate empanelment, or issue tenders/work orders solely at its discretion.
- The decision of the Bank shall be final and binding.

21. Code of Integrity - GFR-175(1)

No staff member of the Bank or a bidder shall act in contravention of the codes which includes: (i) Prohibition of (a) making offer, solicitation or acceptance of bribe, reward or gift or any material benefit, either directly or indirectly, in exchange for an unfair advantage in the procurement process or to otherwise influence the procurement process, (b) any omission, or misrepresentation that may mislead or attempt to mislead so that financial or other benefit may be obtained or an obligation avoided, (c) any collusion, bid rigging or anti-competitive behavior that may impair the transparency, fairness and the progress of the procurement process, (d) improper use of information provided by the Bank to the bidder with an intent



to gain unfair advantage in the procurement process or for personal gain, (e) any financial or business transactions between the bidder and any official of the Bank related to tender or execution process of contract; which can affect the decision of the Bank directly or indirectly, (f) any coercion or any threat to impair or harm, directly or indirectly, any party or its property to influence the procurement process, (g) obstruction of any investigation or auditing of a procurement process, and (h) making false declaration or providing false information for participation in a tender process or to secure a contract; (ii) Disclosure of conflict of interest; and (iii) Disclosure by the bidder of any previous transgressions made in respect of the provisions of subclause (i) above with any entity in any country during the last three years or of being debarred by any other procuring entity.

22. Debarment from bidding/empanelment

- A vendor who has been convicted of an offence under the Prevention of Corruption Act, 1988; or the Indian Penal Code or any other law for the time being in force, for causing any loss of life or property or causing a threat to public health as part of execution of a public procurement contract shall be debarred.
- A vendor debarred or any successor of such vendor as aforesaid shall not be eligible to participate in a procurement process for a period not exceeding three years commencing from the date of debarment.
- The Bank may debar a vendor or any of its successors, from participating in any procurement process, for a period not exceeding two years, if it is determined that the vendor has breached the code of integrity.
- Ordinarily, the period of debarment should not be less than six months.
- A bidder can also be debarred for any actions or omissions by the bidder other than violation of Code of Integrity, which, in the opinion of the Bank, warrants debarment, for the reasons like supply of sub-standard material, non-supply of material, abandonment of works, sub-standard quality of works, failure to abide “Bid Securing Declaration” etc.
- The Bank will maintain such list which will also be displayed on Bank’s website.
- Debarment in any manner does not impact any other contractual or other legal rights of the Bank.
- The debarment has been classified under the following two types and the Bank shall take necessary action in each type of debarment as per norms of the Bank:
 - Debarment is proposed to be limited to the Bank
 - Debarment is proposed to cover all the public procuring entities – Requisite order to be issued by the Department of Expenditure (DoE), Ministry of Finance (MoF)

Signature of Authorised Person

Seal

Place & Date



***Undertaking by Empanelled Agency
(To be executed on Agency Letterhead)***

This Undertaking is executed on this ____ day of _____ 2025 in favour of Joint Director, Bankers Institute of Rural Development, Kolkata.

1. Integrity & Ethical Practices

- The Agency shall uphold the highest standards of integrity, transparency, and fairness in all dealings with the Institution.
- The Agency shall not indulge in bribery, corruption, cartelization, collusion, or unfair practices.
- The Agency confirms that no corrupt practice or transgression has occurred in India or abroad during the last three years.

2. Compliance & Obligations

- The Agency accepts empanelment subject to the Bank's terms, circulars, and guidelines.
- The Agency understands that empanelment does not guarantee award of work, which shall remain at the sole discretion of the Institution.
- The Agency shall ensure compliance with all applicable laws, registrations, licenses, and statutory permissions required to execute the works.
- Where required, the Agency shall liaise with statutory bodies to secure approvals/permissions on behalf of the Institution without extra cost, unless otherwise approved.

3. Price Reasonability

- Prices quoted shall be reasonable, competitive, and aligned with CPWD Schedule of Rates (DSR) or other statutory norms, wherever applicable.
- Prices shall not exceed those charged to any Central/State Government, PSU, PSE, Bank, or reputed institution for similar works.
- Any violation shall be treated as breach of contract and may lead to disqualification, blacklisting, or recovery of excess amounts.

4. Indemnity

The Agency agrees to indemnify and hold harmless the Institution, its officers, and employees from any claims, losses, damages, or liabilities arising due to:

- Breach of obligations, negligence, or misconduct,
- Violation of statutory/regulatory provisions, or
- Misrepresentation of facts or documents.

5. Performance Obligations

- At Work Order / Contract Stage: On award of a specific work order/contract, the Agency by way of online payment of Bank Guarantee including e-Bank Guarantee from any of the commercial bank or any other ways and means as per stipulations of the Bank.
- The Performance Security shall remain valid until completion of work and for the Defect Liability Period (12 months or as specified).



6. *Defect Liability*

- *The Agency shall rectify, repair, or replace any defective work, material, or service at its own cost if reported within 12 months of completion/acceptance, or as specified in the work order.*
- *If the Agency fails to act, the Institution may recover costs from bills, deposits, or other dues.*

7. *Damages & Penalties*

- *In case of delay, non-performance, or breach of terms, the Institution may levy liquidated damages, penalties, or recover losses as per the work order/contract.*
- *The Institution's decision shall be final and binding.*

8. *Blacklisting & Debarment*

- *The Agency declares it has not been blacklisted or debarred by any Government Department, PSU, PSE, Bank, or statutory authority.*
- *If found otherwise, the Institution may terminate empanelment, blacklist the Agency, and recover any consequential losses.*

9. *Litigation/Legal Proceedings Declaration*

We hereby confirm that our agency has not been involved in, nor is currently involved in, any civil suit, criminal proceedings, litigation, regulatory proceedings, or government action (including but not limited to actions by IT, ED, GST, or any other statutory authority) during the last three years.

10. *General Declarations*

- *The Agency has adequate financial capacity and no defaults with banks/financial institutions.*
- *Any misrepresentation or concealment shall invite disqualification, termination, blacklisting, or legal action.*
- *This Undertaking shall remain valid throughout the empanelment period.*
- *The Agency shall notify the Bank of any changes in particulars as and when they occur and to verify and confirm the same.*
- *The Agency shall abide by and fulfill all terms and conditions of orders by the Bank.*
- *The Agency agrees and understands that the Bank may debar us from participating in future empanelment, orders and contracts in the event of non bona fine technical bid or any technical or other delinquency on our part in regard of which the decision of the Bank shall be final and conclusive.*
- *All information and documents submitted are true, complete, and correct.*

Authorized Signatory

Name:

Designation:

Seal & Date:



**Declaration for Startup Companies
(on Company letterhead)**

No.

Date

We hereby declare and confirm the following facts to affirm our Company's Startup Status.

1. Company Details:

- Name of the Company: [Company Name]
- Incorporation Number: [Company Registration Number]
- Date of Incorporation: [Date]
- Nature of Business: [Description of business activity]
- Authorized Capital: [Amount]
- Paid-Up Capital: [Amount]

2. Eligibility as a Startup:

- The company is incorporated as a Private Limited Company, Limited Liability Partnership (LLP), or any other recognized format under Section 2(4) of the Start-up India Act.
- The company is in its initial stage of operations, having been incorporated for a period of less than 10 years from the date of incorporation.
- The company is not formed by splitting or reconstructing an existing business.
- The company's turnover in the last financial year does not exceed ₹100 crores.
- The company is engaged in activities related to innovation, development, or improvement of products/services, or is a scalable business model with high potential for employment generation or wealth creation.

3. Compliance:

- The company is compliant with all applicable laws and regulations under the Start-up India Scheme and has received necessary certifications or approvals as required by the Government.
- The company has not been involved in any activities that would disqualify it from being recognized as a startup under applicable laws or regulations.

4. Funding & Investment:

- The company is not a subsidiary or a joint venture of any existing company and does not have more than 50% of its shares owned by another entity or individual.
- The company has raised funds from venture capitalists, angel investors, or other eligible sources for the growth and scaling of its operations (if applicable).

5. Declaration Regarding Other Eligibility Conditions:



- The company is not involved in tax evasion or unlawful activities, and there are no pending litigations against the company.
 - The company has not been blacklisted, terminated, debarred, or faced any penalties or terminations by any government agency or authority.
6. Undertaking:
- We further declare that the information provided above is true and accurate to the best of our knowledge and belief, and we undertake to notify the concerned authorities in case any information changes, which may affect the company's status as a Startup.
 - We understand that if any of the provided information is found to be false or misleading, the company may be disqualified from receiving the intended benefits, incentives, or privileges related to the startup schemes.

Authorized Signatory

[Full Name & Designation]

[Company Seal]

STATEMENT – I**List of key persons/technical personnel with qualification and experience including that in the present organization**

Sr. No.	Name	Age	Qualification	Experience	Works/projects handled costing minimum threshold of applied trade and category	Name of Organization with address/ email/ phone where employed	Date of employment with applicant	Specialisation / Special Experience	Remarks, if any
1	2	3	4	5	6	7	8	9	10

Use additional sheets if required

Signature of the applicant with office seal

Note: Indicate other points (including clients' certificates), if any, relating to your technical and managerial competency which you would like to bring to our notice.

STATEMENT – II

List of important projects executed/ongoing during last three years costing not less than minimum value of completed/ongoing works in categories applied.

S. No	Name of Project and location	Nature of work Involved in the contract (e.g. Residential, office, etc.) and other details.	Name and address of the employer with full address, email ID and contact details (enclose work orders from the employer)	Whether it is a State Govt./GoI. Undertaking or Pvt. Body	Completion Period		Reasons for delay, if any	Value of the Works (Rs. In lakhs)	Any other relevant information
					Stipulated	Actual/ Expected			

- Use additional sheets as per the requirement
- Attach clients' certificates, Copy of work orders, Work Completion Certificates, Scope of work etc.

Signature of the applicant with office seal