

**Tender for Empanelment  
of Contractors/Service Providers for  
architectural/consultancy services, printing services,  
supply of stationery, supply & servicing of IT assets,  
laundry services, scrap sale, etc. to  
Bankers Institute of Rural Development (BIRD),  
Mangaluru**



**बैंकर्स ग्रामीण विकास संस्थान**

**BANKERS INSTITUTE OF RURAL DEVELOPMENT**

(बर्ड, लखनऊ के साथ शैक्षणिक सहयोग के तहत नाबार्ड की स्थापना)

(An establishment of NABARD under academic collaboration with BIRD, Lucknow)

कृष्णा नगर रोड, बॉन्डेल, मंगलूरु -575008

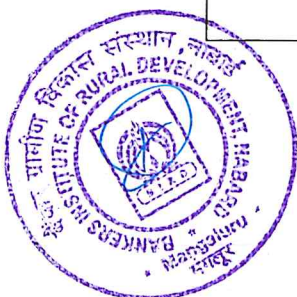
Krishna Nagar Road, Bondel, Mangaluru -575008

फ़ोन: 0824-2888520, ईमेल आईडी: bird.mangaluru@nabard.org

Ph: 0824-2888520, Email-id: bird.mangaluru@nabard.org

निविदा की अनुसूची नीचे दी गई है / The Schedule of the tender is given below:

आरंभ करने की तिथि Start Date	06 जून 2025 06 June 2025
आवेदन जमा करने की अंतिम तिथि Last Date for submission of applications	27 जून 2025 को शाम 5.00 बजे 05:00 PM of 27 June 2025



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## निविदा आमंत्रण सूचना Notice Inviting Tender

बैंकर्स इंस्टीट्यूट ऑफ रूरल डेवलपमेंट, मंगलूरु को वास्तुकला/परामर्श सेवाओं, मुद्रण सेवाओं, स्टेशनरी की आपूर्ति, आईटी परिसंपत्तियों की आपूर्ति और सर्विसिंग, कपड़े धोने की सेवा, स्क्रेप बिक्री आदि के लिए ठेकेदारों/सेवा प्रदाताओं का पैनल तैयार करने के लिए

**Empanelment of Contractors/Service Providers  
for architectural/consultancy services, printing services, supply of  
stationery, supply & servicing of IT assets, laundry service, scrap Sale,  
etc. to Bankers Institute of Rural Development, Mangaluru**

बर्ड-मंगलूरु, नाबार्ड बर्ड-मंगलूरु में अपने कार्यालय, कार्यालय भवन और स्टाफ क्वार्टरों के लिए विभिन्न वस्तुओं/सेवाओं की खरीद के लिए 31 मार्च 2027 तक वैध प्रतिष्ठित ठेकेदारों, विक्रेताओं, आपूर्तिकर्ताओं, सेवा प्रदाताओं, डीलरों आदि का एक पैनल तैयार करना चाहता है। ऐसी वस्तुओं/सेवाओं की प्रकृति, व्यापार और विवरण अनुलग्नक-ए में दिए गए हैं। एक आवेदक विभिन्न श्रेणियों के तहत एक से अधिक वस्तुओं या सेवाओं की आपूर्ति के लिए पैनल में शामिल होने की मांग कर सकता है।

BIRD-Mangaluru, NABARD intends to prepare a panel of reputed contractors, vendors, suppliers, service providers, dealers, etc., valid till 31 March 2027, for procurement of various articles/ services for its office, office building and staff quarters in BIRD-Mangaluru. The nature, trade and description of such articles/services are given in Annexure-A. One applicant can seek empanelment for the supply of more than one article or services under various categories.

निर्धारित प्रारूप में विधिवत भरे गए तथा सभी तरह से पूर्ण आवेदनों को एक सीलबंद लिफाफे में, जिस पर स्पष्ट रूप से "ठेकेदारों/विक्रेताओं/आपूर्तिकर्ताओं/सेवा प्रदाताओं के सूचीबद्ध करने के लिए आवेदन {व्यापार का उल्लेख किया जाना चाहिए}" लिखा होना चाहिए, और वह संयुक्त निदेशक बर्ड-मंगलूरु, नाबार्ड, कृष्णा नगर, बॉन्डेल, मंगलूरु, 575008 को प्रस्तुत किया जाना चाहिए। आवेदन जमा करने की अंतिम तिथि 27 जून 2025 शाम 5.00 बजे तक है।



The applications, duly filled in the prescribed format and complete in all respects, may be submitted in a sealed cover clearly super-scribing it as "Application for Empanelment of Contractors/ Vendors/ Suppliers/ Service Providers for {Trade to be indicated)" to the Joint director BIRD-Mangaluru, NABARD, Krishna Nagar, Bondel, Mangaluru, 575008. The last date for submission of application is 27 June 2025 up to 05:00 PM.

बैंक बिना कोई कारण बताए किसी भी या सभी आवेदनों को अस्वीकार करने का अधिकार सुरक्षित रखता है।

The Bank reserves the right to reject any or all the applications without assigning any reasons therefor.

सहित सीलबंद लिफाफा डाक द्वारा भेजा जा सकता है अथवा बर्ड-एम परिसर में रखे गए निविदा बॉक्स में "स्वयं" डाला जा सकता है ।

The sealed envelope containing the duly filled application form may be sent via post or drop "by hand" in the tender box placed at BIRD-M campus.

*Signature*  
6/6/25  
(पी वी श्रीनिवास)



राष्ट्रीय कृषि और ग्रामीण विकास बैंक  
NATIONAL BANK FOR AGRICULTURE & RURAL  
DEVELOPMENT

ठेकेदार/आपूर्तिकर्ता विक्रेता/सेवा प्रदाता  
द्वारा विभिन्न खरीद और सेवाओं हेतु सूचीबद्ध करने के लिए  
निविदा आमंत्रण सूचना

NOTICE FOR EMPANELMENT OF CONTRACTORS/SUPPLIERS  
VENDORS/SERVICE PROVIDERS FOR  
VARIOUS PURCHASES AND SERVICES

नाम का आवेदक/NAME OF APPLICANT: \_\_\_\_\_

पता/ADDRESS:

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

जमा करने की अंतिम तारीख: (27/06/2025) शाम 05:00 बजे तक  
LAST DATE FOR SUBMISSION :(27/06/2025) by 05:00PM

संयुक्त निदेशक The Joint Director  
बर्ड-मंगलूरु, नाबार्ड / BIRD-Mangaluru, NABARD  
कृष्णा नगर / Krishna Nagar,  
बोंडेल, मंगलूरु / Bondel, Mangaluru - 575008



**सूचीबद्ध करने के लिए आवेदन करने हेतु जांच-सूची**  
**Checklist of Submission of Application for Empanelment**

क्र Sr. No.	विवरण Particulars	प्रस्तुत Submitted (हां/नहीं) (Yes/No)
1.	विधिवत भरा हुआ आवेदन प्रस्तुत में एक बंद लिफाफे में किया जाना है। The application duly filled is to be submitted in a sealed envelope.	
2.	आवेदन पत्र संलग्नक (सी) में दिए गए प्रारूप के अनुसार आवेदक के लेटरहेड पर प्रस्तुत किया गया है। The application submitted on applicant's letterhead as per given format in <b>Annexure-C</b>	
3.	आवेदन पत्र के ऊपर "ठेकेदारों/विक्रेताओं/आपूर्तिकर्ताओं/सेवा प्रदाताओं को सूचीबद्ध करने के लिए आवेदन (व्यापार का उल्लेख किया जाना चाहिए)" लिखा होना चाहिए, और वह संयुक्त निदेशक बर्ड-मंगलूरु, नाबार्ड, कृष्णा नगर, बॉन्डेल, मंगलूरु, 575008 को प्रस्तुत किया जाना चाहिए। Application super-scribed as "Application for Empanelment of Contractors/ Vendors/ Suppliers/ Service Providers for (trade to be indicated)" on the cover and addressed to Joint Director BIRD-Mangaluru, NABARD, Krishna Nagar, Bondel, Mangaluru, 575008.	
4.	जिस व्यापार और श्रेणी में सूची में शामिल होना चाहते हैं, उसका उल्लेख लिफाफे के शीर्ष पर संलग्नक ए के अनुसार किया गया है। Trade and the category in which empanelment is desired is indicated on top of the envelope as per <b>Annexure-A</b>	
5.	संबंधित व्यापार/व्यवसाय के अनुभव के समर्थन में कार्य आदेश, पूर्णता प्रमाण पत्र की प्रतियां प्रस्तुत की गईं। Copies of work orders, completion certificates in support of experience of related trade/ business submitted	
6.	औसत वार्षिक कारोबार के समर्थन में पिछले तीन वर्षों की बैलेंस शीट और लाभ एवं हानि विवरण की प्रतियां, किसी अभ्यासरत चार्टर्ड अकाउंटेंट द्वारा प्रमाणित, या पर्याप्त वित्तीय स्थिति के प्रमाण के रूप में बैंकर का सॉल्वेंसी प्रमाणपत्र प्रस्तुत किया गया। 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	
7.	मालिक/साझेदारी फर्म/प्राइवेट लिमिटेड कंपनी/लिमिटेड कंपनी या सहकारी निकाय के स्थायी खाता संख्या (पैन) की प्रति संलग्न है. Copy of Permanent Account Number <b>(PAN)</b> of the Proprietor/ Partnership Firm/ Private Limited Company/ Limited Company or Cooperative Body attached	
8.	पंजीकरण के विवरण की प्रतिलिपि, यदि कोई हो, (i) कंपनी अधिनियम / सहकारी समिति अधिनियम के तहत, (ii) जीएसटी - संलग्न Copy of details of Registrations, if any, (i) Under Companies Act/ Cooperative Societies Act, (ii) GST - enclosed	
9.	सहायक दस्तावेजों के साथ संलग्नक (बी) में विधिवत दी गई जानकारी Information duly furnished in <b>Annexure-B</b> along with supporting documents	
10.	बैंक विवरण संलग्नक (डी) में दिया गया है Bank details furnished in <b>Annexure-D</b>	
11.	रद्द किए गए चेक की प्रति संलग्न की जाए Copy of cancelled cheque to be enclosed	
12.	सीकेवाईसी नंबर डाउनलोड करने के लिए विधिवत हस्ताक्षरित सहमति प्रपत्र (अनुलग्नक-ई) The Duly signed Consent Form for downloading CKYC number <b>(Annexure-E)</b>	
13.	अनुलग्नक-एफ में सूचीबद्ध केवाईसी दस्तावेजों की सूची List of KYC documents enclosed as listed in <b>Annexure-F</b>	

**नोट:** चेकलिस्ट केवल सांकेतिक है। आवेदक से अनुरोध है कि आवेदन जमा करने से पहले आवेदन प्रारूप को ध्यान से पढ़ें और आवश्यक सभी जानकारी/दस्तावेज जमा करें।

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



सूची में शामिल होने की सामान्य शर्तें  
**General Conditions of Empanelment**

1. Bankers Institute of Rural Development – Mangaluru intends to prepare a panel of reputed contractors / vendors / suppliers / service providers having specialization in the trades mentioned in **Annexure-A** for undertaking various related works in Office building and staff quarters located in Mangaluru. The office building is located at BIRD-Mangaluru. Our staff quarters are located at BIRD-Mangaluru, NABARD, Krishna Nagar, Bondel, Mangaluru, 575008.
2. The empanelment will remain in force for 21 months i.e., **from 01 July 2025 to 31 March 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 empanelled list.
3. The vendor must have own adequate set up in Mangaluru so that the complaints/ works may be attended to well in time.
4. The vendor must have enough experienced personnel, technical know- how, Equipment's, 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 experience of having successfully completed similar works/ services in the last three years (as on 31.03.2025). At least one work/service should have been done/provided to any 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 application.
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. Vendors, Suppliers, Contractors and Service Providers, etc. desirous of being empanelled 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. The vendor will be responsible to ensure that the application reaches the Bank on or before the due



date and in time. Applications received after due date and time and which are incomplete in any respect, are liable to be rejected without any notice.

10. Application form can be downloaded from the website <https://www.nabard.org> or <https://eprocure.gov.in>. The application duly filled in shall be submitted in a sealed envelope super-subscribed as "Empanelment of contractors/ suppliers/ vendors/ service providers for \_\_\_\_\_ (Trade to be indicated)" on the cover and addressed to The Joint Director, BIRD-Mangaluru, NABARD, Krishna Nagar, Bondel, Mangaluru-575008 **on or before 27 June 2025 by 05:00 PM.**
11. All payments will be made by the Bank by adopting an electronic clearing system and electronic fund transfer. For this purpose, please provide the information in **Annexure-D.**

**अन्य शर्तें/Other Conditions:**

1. Intending applicants are required to furnish details about their organization, technical experience, competence and evidence of their financial standing as per **Annexure -B** in order to be considered for empanelment.
2. 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.
3. The criterion of selection is mainly based on the previous work experience submitted with evidentiary proof and preferably having a local office in Mangaluru only.
4. Information furnished in the proforma will be kept confidential.
5. 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.
6. 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 items. Satisfactory completion certificates for works done for different organizations should preferably be furnished along with the application.

विभिन्न संगठनों के लिए किए गए कार्यों के लिए संतोषजनक पूर्णता प्रमाण पत्र अधिमानतः आवेदन के साथ प्रस्तुत किए जाने चाहिए।

**Satisfactory completion certificates for works done for different organizations should preferably be furnished along with the application.**



स्पष्टीकरण, यदि कोई हो, सहायक महाप्रबंधक / प्रबंधक / सहायक प्रबंधक, बर्ड-मंगलूरु, नाबार्ड, फोन नंबर 0824-2888511/520 से किसी भी कार्य दिवस पर सुबह 10.00 बजे से दोपहर 05.00 बजे के बीच प्राप्त किया जा सकता है।

Clarification, if any, may be obtained from Assistant General Manager/Manager/ Asst. Manager, BIRD-Mangaluru, NABARD, Phone Nos.0824-2888511/520 on any working day between 10.00 AM and 05.00 PM.

**संलग्नक / Enclosures:**

संलग्नक (ए) - व्यापारवार वस्तुओं की सूची तथा विवरण

संलग्नक (बी) - मूलभूत जानकारी (सामान्य एवं वित्तीय विवरण)

संलग्नक (सी) - कवरिंग

संलग्नक (डी) - आवेदक के बैंक खाते का विवरण

अनुलग्नक (ई) - सीकेवाईसी नंबर डाउनलोड करने के लिए विधिवत हस्ताक्षरित सहमति फॉर्म

अनुलग्नक (एफ) - केवाईसी दस्तावेजों की सूची

Annexure (A) - Trade wise list of items along with description

Annexure (B) - Basic Information (General & Financial details)

Annexure (C) - Covering letter to be submitted on applicant's letterhead

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

Annexure (E) - The Duly signed Consent Form for downloading CKYC number

Annexure (F) - List of KYC documents



## Annexure (A)

**बर्ड मंगलूरु परिसर और स्टाफ क्वार्टर में आपूर्ति, रखरखाव और मरम्मत कार्य के लिए वस्तुओं की व्यापारवार सूची / Trade wise list of items for Supply, Maintenance and Repair Work at BIRD Mangaluru Premises and Staff Quarters.**

Sl. No.	Trade/Nature of Works	Description	Applying (Y/N)
1	Architectural/ consultancy services	Surveying, preparing 2D detailed sketch with dimensions, preparing 3D walk through, preparing project cost estimate with detailed specifications, engaging and instructing other consultants, etc.	
2	Printing services	Printing Services - Various internal as well as external publications, letterheads, envelopes, register, letter heads, certificates, ID card, booklets, visiting cards, name board, etc.	
3	Supply of stationery	All office stationery items, such as white papers, ledger paper, registers, pens, writing pads, file boards, plastic folders, spring files, etc.	
4	Supply & Servicing of IT assets	Supply, repair and Maintenance of IT assets and other IT peripherals, UPS, Printers, Scanner MFDs, EPABX/PABX, etc.	
5	Laundry Service	Washing and ironing of all types of cloths	
6	Scrap Sale	All types of Scrap	
7	Other, if any, please specify		

**Note: The above list is only illustrative.**

**(Signature of Authorized person on behalf of the Firm /Agency/ Contractor with seal)**



**Annexure (B)**  
**Basic Information**

<b>A. General Information</b>		
1.	Name of the applicant organization/ vendor/supplier/ service providers	
2.	Address details for Communication & contact	
3.	Telephone number (landline)	
4.	Telephone number (mobile)	
5.	Type of the organization (whether sole proprietorship, partnership, private limited or limited company or cooperative society, etc.)	
6.	Name of the proprietor/partners or directors in the organization	1. 2. 3.
7.	Details of Registration - (whether partnership firm, company, society, etc.) Registering Authority, Date, Registration No., etc., mentioning the business/activity of the firm. (A copy to be enclosed)	
8.	Whether empaneled with Government/ Semi Government/ Municipal Authorities or any other organization and if so, give the details of the same and nature of contract.	
9.	Number of years of experience in the field/ trade applied for (give separate for each trade). A list of important assignments may be indicated for the same along with supporting documents.	_____ Years
10.	Have you in the past carried out any works for NABARD? If yes, give details.	
11.	Address of Mangaluru Office through which the proposed work will be handled. The name designation and contact details of the officer in charge. (enclosed address proof)	



B. Financial Information		
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., ESIC registration and EPF registration (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	2022-23 (Rs.....) 2023-24 (Rs.....) 2024-25 (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 <b>Annexure (B)</b>	

Place:

Date:

(Signature of Authorized person on behalf of the Firm /Agency/ Contractor with seal)



**Annexure (C)**  
**(To be submitted on the Contractor's own letterhead)**

No.: .....

Date: .....

The Joint Director  
BIRD-Mangaluru,  
NABARD, Krishna Nagar,  
Bondel, Mangaluru, 575008

Dear Sir,

**Empanelment of Contractors for BIRD-Mangaluru- for .....  
(Write name of the trade(s) which the applicant wants to be empanelled)**

1. With reference to your advertisement dated 06 June 2025 for the Empanelment of Contractors, I am / We are pleased to offer myself/ ourselves to be empaneled under ....."(write name of the trade(s) under which the applicant wants to be empaneled) trade, 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). 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 BIRD-Mangaluru, on the basis of the information given by me/us, will be treated as invalid by BIRD-Mangaluru.
4. I/We agree that the decision of BIRD-Mangaluru in selection of the Contractors will be final and binding on me/us.
5. All the information furnished in this application as also under Annexures (A), (B), (D) & (E) is correct to the best of my/our knowledge.
6. I/We also agree that I/We have no objection if enquiries are made about the works listed by me/us in the accompanying sheets or any other inquiry on the information furnished herewith in the accompanying sheets.



7. I /We, therefore, request you to kindly do the needful to empanel me/ us under "  
....."(write name of the trade/s under which the  
applicant wants to be empanelled) trade/s.

Thanking you

Yours faithfully

**(Signature of Authorized person on  
behalf of the Firm /Agency/ Contractor with seal)**



## Annexure (D)

### Details of Bank Account

Sl. No.	Particulars	Details
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	IFSC Code of the Bank Branch	
7	Type of Account (Savings/ Current/ Cash Credit)	
8	Account Number	

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

(Signature of Authorized person on  
behalf of the Firm /Agency/ Contractor with seal)



## **Annexure (E)**

### **Consent Form**

To,

Joint Director  
BIRD  
Mangaluru

Dear Sir/Madam

We, \_\_\_\_\_, give our consent to download KYC Records of our organization from the Central KYC Registry (CKYCR), only for the purpose of verification of our identity and address from the database of CKYCR Registry. Our KYC Identifier number is \_\_\_\_\_.

We understand that our KYC Record includes our KYC Records/Organizational information such as our name, address, date of incorporation, PAN number, etc.

Authorized Signatory Name:

Designation:

Signature:

Date:



## Annexure (F)

### List of KYC documents to be enclosed:

Documents to be submitted (certified copies or the equivalent e-documents thereof) –

**Officially Valid Document (OVD)** – In terms of para 3(a)(xiv) of Master Director of RBI on KYC, Officially Valid Document (OVD) means –

- i. Passport,
- ii. Driving Licence,
- iii. Proof of possession of Aadhaar number,
- iv. Voter's Identity Card issued by the Election Commission of India,
- v. Job card issued by NREGA duly signed by an officer of the State Government and
- vi. Letter issued by the National Population Register containing details of name and address.

Sl. No.	Type of Customer	Certified copies of documents to be obtained for proof of identity / address
1	Accounts of Individuals	<p>i. Self-attested copy of any OVD or the equivalent e-document thereof containing the details of his identity and address</p> <p><b>OR</b></p> <p>The KYC Identifier with the explicit consent to download records from CKYCR and</p> <p>ii. Permanent Account Number (PAN) OR Form No. 60 and</p> <p>iii. Self attested latest photograph</p> <p>iv. where the OVD furnished by the customer does not have updated address, the following documents or the equivalent e-documents thereof shall be deemed to be OVDs for the limited purpose of proof of address:-</p> <ol style="list-style-type: none"> <li>a. utility bill which is not more than two months old of any service provider (electricity, telephone, post-paid mobile phone, piped gas, water bill);</li> <li>b. property or Municipal tax receipt;</li> <li>c. pension or family pension payment orders (PPOs) issued to retired employees by Government Departments or Public Sector Undertakings, if they contain the address;</li> <li>d. letter of allotment of accommodation from employer issued by State Government or Central Government Departments, statutory or regulatory bodies, public sector undertakings, scheduled commercial banks, financial institutions and listed companies and leave and licence agreements with such employers allotting official accommodation;</li> </ol> <p>v. the customer shall submit OVD with current address within a period of three months of submitting the documents specified at 'iv (a to d)' above</p> <p>vi. Any other information / documents in respect of the nature of business and financial status of the customer like –</p> <ol style="list-style-type: none"> <li>a. Income Tax Returns</li> <li>b. Bank a/c statement (of last 6 months)</li> </ol>
	Sole Proprietary Firms	<p><b>I. Sole Proprietary Firm :</b></p> <p>i. Any two of the following documents or the equivalent e-documents thereof as a proof of business/activity in the name of Proprietary firm to be obtained:</p>



		<p>a. Registration certificate including Udyam Registration Certificate (URC) issued by the Government b. Certificate/license issued by the Municipal authorities under Shop and Establishment Act</p> <p>c. Sales and Income Tax returns</p> <p>d. CST/VAT/GST certificate</p> <p>e. Certificate/registration document issued by Sales Tax/Service Tax/Professional tax authorities</p> <p>f. IEC (Importer Exporter Code) issued to the proprietary concern by the office of DGFT (Director General of Foreign Trade) or License/certificate of practice issued in the name of the proprietary concern by any professional body incorporated under a Statute.</p> <p>g. Complete Income Tax Return (not just acknowledgement) in the name of the sole proprietor where the firm's income is reflected, duly authenticated/acknowledged by IT authorities, and</p> <p>ii. Permanent Account Number (PAN) of the firm, and</p> <p>iii. Copy of utility bills viz. Electricity, Water, Telephone bills, etc. (not more than two months old) OR rent agreement, for address proof</p> <p><b>II. Beneficial Owner /Proprietor and Power Attorney Holder:</b></p> <p>i. For opening an account in the name of a sole proprietary firm, CDD of the Proprietor shall be carried out and KYC documents applicable for "Individual" category customers to be obtained in respect of the Proprietor of the firm along with Self-attested latest photograph of the proprietor</p> <p>ii. A resolution of the firm and power of attorney granted to its authorized person to transact on its behalf.</p> <p>iii. Any OVD, relating to person, holding an attorney to transact on the behalf of firm containing the details of his identity and address and self-attested latest photograph.</p>
3	Partnership Firms	<p><b>I. Firm:</b></p> <p>i. Registration certificate</p> <p>ii. Partnership deed</p> <p>iii. Permanent Account Number (PAN) of the partnership firm</p> <p>iv. The names and latest self-attested photographs of all the Partners of the Firm</p> <p>v. Audited Financial Statements of the Firm</p> <p>vi. Bank Account Statement of Firm (min. of last 6 months)</p> <p>vii. The address of the registered office and the principal place of business of the firm, if it is different from the registered office with supporting documents like Utility bills viz. Electricity, Water, Telephone bills, etc. (not more than two months old) OR rent agreement, for address proof</p> <p><b>II. Beneficial Owner and Power Attorney Holder:</b></p> <p>i. KYC Identifier or Self-attested copy of any OVD, relating to the Partners of the firm containing the details of his identity and address and self-attested latest photograph</p> <p>ii. A resolution of the firm and power of attorney granted to its authorized person to transact on its behalf.</p> <p>iii. KYC Identifier or any OVD, relating to person, holding an attorney to transact on the behalf of firm containing the details of his identity and address and self-attested latest photograph.</p>
4	Companies (including Section 8 companies)	<p><b>I. Company:</b></p> <p>i. Certificate of Incorporation</p> <p>ii. Memorandum &amp; Articles of Association</p> <p>iii. Permanent Account Number (PAN) of the Company</p>



		<p>iv. The names and latest self-attested photographs of the Directors/ relevant persons holding senior management position / holding control of the Company</p> <p>v. Permanent Account Number (PAN)/Director Identification Number of the Directors</p> <p>vi. Audited Financial Statements of Company</p> <p>vii. Bank Account Statement of Company (min. of last 6 months)</p> <p>viii. Latest share holding pattern</p> <p>ix. The address of the registered office and the principal place of business of the company, if it is different from the registered office with supporting documents like Utility bills viz. Electricity, Water, Telephone bills, etc. (not more than two months old) OR rent agreement, for address proof</p> <p>x. Copy of FCRA certificate, if applicable and copy of latest FCRA return</p> <p>xi. Copy of registration on DARPAN Portal of Niti Aayog, if applicable</p> <p><b>II. Beneficial Owner and Power of Attorney Holder:</b></p> <p>i. KYC Identifier or Self-attested copy of any OVD, relating to the Key Person / Director/ Beneficial Owner of the company containing the details of his identity and address and selfattested latest photograph</p> <p>ii. A resolution from the Board of Directors (BoDs) and power of attorney granted to its managers, officers or employees to transact on its behalf</p> <p>iii. KYC Identifier or any OVD, relating to the Managers, Officers or Employees, as the case may be, holding an attorney to transact on the company's behalf containing the details of his identity and address and self-attested latest photograph.</p>
5	Registered Societies/ Trusts/ Foundations/ NGOs/NPOs	<p><b>I. Registered Society/Trust/Foundation/NGO:</b></p> <p>i. Registration certificate</p> <p>ii. Copy of Trust deed/AoA/ Society rules and Bye laws certified by Chairman/President/ Secretary/Settlor/Trustee of the Trust/Foundation/NGO</p> <p>iii. Permanent Account Number (PAN) or Form No.60 of the Society/Trust/ Foundation/ NGO</p> <p>iv. The names and latest self-attested photographs of all Executive/Managing/Governing Body members, beneficial owners, trustees, settlor, protector, if any and authors of the Trust/Foundation/NGO</p> <p>v. Audited Financial Statements of the Society/ Trust/Foundation/NGO</p> <p>vi. Bank Account Statement of Society/ Trust/Foundation/NGO (min. of last 6 months)</p> <p>vii. The address of the registered office and the principal place of business of the Society/ Trust/Foundation/NGO, if it is different from the registered office with supporting documents like Utility bills viz. Electricity, Water, Telephone bills, etc. (not more than two months old) OR rent agreement, for address proof</p> <p>viii. Copy of FCRA certificate, if applicable and copy of latest FCRA return</p> <p>ix. Copy of registration on DARPAN portal of Niti Aayog</p> <p><b>II. Beneficial Owner and Power Attorney Holder:</b></p> <p>i. KYC Identifier or Self-attested copy of any OVD, relating to the Principle/Key Person/ Beneficial Owner of the Trust/Foundation/NGO containing the details of his/her identity and address and self-attested latest photograph</p> <p>ii. A resolution of the Board of the Trust/Foundation/NGO and power of attorney granted to its authorized person to transact on its behalf.</p> <p>iii. KYC Identifier or any OVD, relating to person, holding an attorney to transact on the behalf of Trust/Foundation/NGO containing the details of his identity and address and selfattested latest photograph.</p>
6	Accounts of unincorporated	Certified copies of each of the following documents or equivalent e-documents thereof:

	association or a body of individuals	<p>i. Resolution of the Managing Body of such unincorporated association or Body of individuals.</p> <p>ii. Copy of rules and Bye laws certified by Chairman/President/Secretary</p> <p>iii. Permanent Account Number (PAN) or Form No. 60 of the unincorporated association or body of individuals</p> <p>iv. List of Managing Committee members and their self-attested latest photographs</p> <p>v. Utility bills viz. Electricity, Water, Telephone bills, etc. (not more than two months old) OR</p> <p>Rent agreement of the entity, as proof of address</p> <p>vi. Bank account statement (min. of last 6 months )</p> <p>vii. Power of attorney / Committee resolution for persons authorized to act as authorized signatories with specimen signatures/document showing the name of the person authorized to act on behalf of the entity with Self-attested latest photographs of the authorized person</p> <p>viii. KYC Identifier or any OVD, relating to beneficial owner, Managers, Officers or Employees, as the case may be, holding an attorney to transact on its behalf.</p> <p>ix. Any other documents as may be required by NABARD to collectively establish the legal existence of such an Association or Body of individuals.</p>
7	Accounts of Juridical Person such as Societies, Universities, Institutes, (other than owned by Government)	<p>i. Document showing name of the person authorized to act on behalf of the entity with Self attested latest photographs of authorized person</p> <p>ii. KYC Identifier or any OVD of the person holding an attorney to transact on its behalf.</p> <p>iii. Permanent Account Number (PAN) or Form No. 60</p> <p>iv. Utility bills viz. Electricity, Water, Telephone bills, etc. (not more than two months old) OR rent agreement, for address proof</p> <p>v. Bank account statement (min. of last 6 months)</p> <p>vi. Registration certificate or document/certificate of incorporation</p> <p>vii. List of Managing Committee members and their self-attested latest photographs</p> <p>viii. Power of attorney / Committee resolution for persons authorized to act as authorized signatories with specimen signatures/document showing the name of the person authorized to act on behalf of the entity</p> <p>ix. Society rules and Bye laws certified by Chairman/President/Secretary</p> <p>x. Such documents as may be required by NABARD to establish the legal existence of such an entity/juridical person</p>
8	SHGs/JLGs/Farmers Clubs	<p>i. Certified copy of Resolution passed by the group/club to have business relationship with NABARD</p> <p>ii. List of office bearers of the FC / list of office bearers and members of the SHG/JLG</p> <p>iii. KYC Identifier or any OVD of the Office bearers of the Group/Club</p> <p>iv. Group resolution for persons authorized to act as authorized signatories with specimen signatures/document showing the name of the person authorized to act on behalf of the entity</p> <p>v. Self-attested latest photographs of office bearers and authorized persons</p>
9	Accounts of Federation of SHGs/ Farmers Club/Social Clubs, Welfare Associations etc.	<p>i. Registration certificate (if applicable/available) or resolution of the Managing Body of such association or Body of individuals</p> <p>ii. KYC Identifier or any OVD of the Office bearers of the Group/Club/Association</p> <p>iii. Permanent Account Number (PAN) or Form No. 60 of the Group/Club/Association (if applicable/available) or Office bearers of Group/Club/Association</p> <p>iv. Power of attorney granted to transact on its behalf</p> <p>v. Utility bills viz. Electricity, Water, Telephone bills, etc. (if available, not more than two months old) OR rent agreement OR committee resolution indicating address</p> <p>vi. Bank account statement (min. of last 6 months)</p> <p>vii. List of Managing Committee members</p> <p>viii. Committee resolution for persons authorized to act as authorized signatories with specimen signatures/document showing the name of the person authorized to act on behalf of the entity</p> <p>ix. Copy of Society rules and Bye laws certified by Chairman/President/Secretary</p> <p>x. Self-attested latest photographs of office bearers and authorized persons</p>



		xi. Such documents as may be required by NABARD to establish the legal existence of such an entity / juridical person.
10	Accounts of Hindu Undivided Family (HUF)	<p><b>Documents to be submitted for proof of identity of Karta (Account should be in the name of HUF)</b></p> <p>i. Self-attested copy of any OVD or the equivalent e-document thereof containing the details of his (Karta's) identity and address</p> <p><b>OR</b></p> <p>The KYC Identifier with the explicit consent to download records from CKYCR and</p> <p>ii. Permanent Account Number (PAN) OR Form No. 60 in the name of HUF</p> <p>iii. Self attested latest photograph of Karta</p> <p>iv. Copy of Income Tax Returns</p> <p>v. List of Co-parceners in the HUF</p> <p>vi. Authorization given to Karta by the said co-parceners to transact on their behalf</p> <p>vii. Where the OVD furnished by the customer does not have updated address, the following documents may be obtained as proof of address Utility bills viz. Electricity, Water, Telephone bills, etc. (not more than two months old) OR rent agreement for address proof</p> <p>viii. Bank a/c statement (min. of last 6 months)</p>

