

Checklist of Submission of Application for Empanelment

S.N.	Particulars	Submitted (Yes/No)
1.	The application duly filled in submitted in a sealed envelope	
2.	The application submitted on applicant's letterhead as per given format in Enclosure (C)	
3.	Application super-scribed as "Application for Empanelment of service providers for ... (vertical and activity /ies to be indicated)" on the cover and addressed to Chief General Manager, RMD, NABARD, Head Office, Plot No.C-24, G Block, Bandra Kurla Complex, Bandra (East), Mumbai – 400 051	
4.	Copies of work orders, completion certificates in support of experience of related activity /business	
5.	Details of nodal contact person and profile indicating qualification & experience of core team identified for each vertical applied for.	
6.	Copies of balance sheet and profit & loss statements for the previous three years, duly certified by a practising Chartered Accountant, in support of Average Annual Turnover OR Banker's Solvency Certificate in proof of having adequate financial standing submitted	
7.	Copy of Permanent Account Number (PAN) of the Proprietor/ Partnership Firm/ Private Limited Company/ Limited Company or Cooperative Body attached	
8.	Copy of details of Registrations, if any, (i) Under Companies Act/ Cooperative Societies Act, etc. (ii) GST - enclosed	
9.	Information duly furnished in Enclosure (B) along with supporting documents	
10.	Undertaking to the effect that the entity has not been blacklisted by any other agency	
11.	Declaration that the applicant has not been penalised for an amount exceeding ₹ 1 lakh in the last 03 years by any regulator	
12.	Undertaking that neither the applicant nor any of its directors have been convicted or are undergoing any proceedings for financial or non-financial mismanagement / irregularity	
13.	Declaration on conflict of interest covering applicant, its staff & directors	
14.	Bank details furnished in Enclosure (D)	
15.	Copy of cancelled cheque	

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

National Bank for Agriculture & Rural Development (NABARD), Risk Management Department (RMD), Head Office, Bandra Kurla Complex, Mumbai-400 051