

Checklist of Submission of Application for Empanelment

Sr. No.	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 Contractors/ Vendors/ Suppliers/ Service Providers for (trade to be indicated)" on the cover and addressed to Chief General Manager, NABARD RO Building, Statue, Punnen Road, Kerala-695001	
4.	Trade and category in which empanelment is desired is indicated on top of the envelope	
5.	Copies of work orders, completion certificates in support of experience of related trade/ business submitted	
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, (ii) GST - enclosed	
9.	Information duly furnished in Enclosure (B) along with supporting documents	
10.	Bank details furnished in Enclosure (D)	
11.	Copy of cancelled cheque enclosed	

General Conditions of Empanelment

National Bank for Agriculture & Rural Development (NABARD), Regional Office, Thiruvananthapuram 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 in Office building and staff quarters located in Thiruvananthapuram. The office building is located at Statue, Punnen Road, Thiruvananthapuram, Kerala-695001.

The empanelment will remain in force for two years i.e. upto FY 2027 subject to annual review every year. If the services provided by the vendor /service provider are found to be unsatisfactory or at any time it is found that the information provided for empanelment or for any quotation is false, Bank reserves the right to remove such vendor / service provider from the empaneled list.

The vendor must have own adequate technical set up in Thiruvananthapuram so that the complaints / works may be attended to well in time.

The vendor must have sufficient number of experienced personnel, technical knowhow equipments, instruments and other resources to complete the awarded work well in time and as per the specifications given by the Bank.

The vendor must have an experience of having successfully completed similar works/ services in the last three years (as on _March 2025_). At least one work should have been done in Autonomous Body/ Bank/ Financial Institution or any other reputed institution. The vendor may submit performance certificates from persons/ entities/ institutions for whom they have worked in the past.

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The Bank reserves the right to inspect the facilities of the vendor to verify the genuineness and to ensure conformity with the details given in the bid.

The Bank reserves the right to reject any or all the applications without assigning any reason whatsoever thereof and will not entertain any correspondence

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 Thiruvananthapuram.

Vendors, Suppliers, Contractors and Service Providers, etc. desirous of being empaneled in the Bank's approved list and those who are fulfilling the eligibility criteria as mentioned above may apply on or before the due date. 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

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 Chief General Manager, NABARD RO Building, Statue, Punnen Road, Thiruvananthapuram, Kerala-695001. on or before 3 PM, (10 October 2025).

All payments will be made by the Bank by adopting electronic clearing system and electronic fund transfer. For this purpose, please furnish the information in Enclosure (D).

Other Conditions :

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.

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.

Information furnished in the proforma will be kept confidential.

The entire application form and each part of the proforma shall be signed by a person on behalf of the Organisation, who is duly authorized to do so.

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 organisations should preferably be furnished along with the application.

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 letter-head

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

Enclosure (A)

Trade wise list of items (Printing, Stationery and Translator (English to Malayalam) at NABARD Office Premises.

Sr. No.	Trade/Nature of Works	Description
1.		
2.		

Enclosure (B)**BASIC INFORMATION**

A. General Information		
1.	Name of the applicant organization/ vendor/ supplier/ service providers	
2.	Address for communication and contact details	
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 organisation	1. 2. 3. 4. 5.
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 Office through which the proposed work will be handled. The name, designation and contact details of the officer in charge	
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. (enclose copies of relevant documents)	
14.	Balance sheet and profit & loss statement 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.	

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 given brief details		
18.	Number of supplementary sheets attached to Enclosure (B)		

Enclosure (C)

(To be submitted on Contractor's own Letterhead)

No.

Date :

Chief General Manager

NABARD

Kerala RO

Statue Junction

Punnen Road

Thiruvananthapuram 695001

Dear Sir,

Empanelment of Consultants for NABARD Kerala Regional Office, Thiruvananthapuram - “ ” (write name of the trade(s) & Code number under which the applicant wants to be empanelled)

1. With reference to your advertisement on <https://www.nabard.org> and <https://eprocure.gov.in> on _____, for Empanelment of Service Providers, I am/ We are pleased to offer myself / ourselves to be empanelled under “_____” (write name of the trade(s) under which the applicant wants to be empanelled) trade, Category _____, in your organization.
2. I am / We are already registered with “_____” (write the name of Govt./ Semi Govt./ Govt. Undertakings with which the Applicant is registered) under class/category _____. All the other desired information, documents and certificates as required by you, are enclosed herewith in the prescribed proforma for your perusal.
3. I/We have read and understood the Empanelment Notice and Instructions appearing in the application format and I/We understand that if any false information is detected at a later stage, any future contract made between me/ ourselves and NABARD, on the basis of the information given by me/us, will be treated as invalid by NABARD.
4. I/We agree that the decision of NABARD, in selection of the Contractors will be final and binding on me/us.
5. All the information furnished in this application as also under **Enclosures (A), (B) & (D)** is correct to the best of my/our knowledge.
6. I/We also agree that I/We have no objection if enquiries are made about the works listed by me/us in the accompanying sheets or any other inquiry on the information furnished herewith in the accompanying sheets.
7. I / 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 / category.

Thanking you

Yours faithfully

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

Enclosure (D)

Details of Bank Account

1.	Name of the Vendor/Firm	
2.	Name of the Account Holder	
3.	Address of the Vendor/Firm	
4.	Name of the Bank, Branch and Address	
5.	Bank Code and Branch Code	
6.	IFS Code of the Bank Branch	
7.	Type of Account (Saving/Current/Cash Credit)	
8.	Account Number	