

Empanelment of Contractors/Vendors/ Service Providers for
Various trades in NABARD Odisha Regional Office at
Bhubaneswar
from 01 January 2026 to 30 September 2027



DEPARTMENT OF PREMISES, SECURITY AND PROCUREMENT
NABARD ODISHA REGIONAL OFFICE ANKUR 2/1,
NAYAPALLI CIVIC CENTRE, SERVICE RD, NAYAPALLI,
BHUBANESWAR, ODISHA 751015
dpsp.bhubaneswar@nabard.org
Ph No: 674-2374312/7667797616/9124007461

Date of release of tender	20/11/2025
Date of submission of tenders	Up to 15:00 on 15/12/2025
Date of opening of tenders	16:00 on 15/12/2025

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Empanelment of Contractors/Vendors/ Service Providers for Various trades in NABARD Odisha Regional Office, Bhubaneswar

Notice Inviting Tender

Ref.NB.ODRO/DPSP/111761/Empanelment/2025-26
20/11/2025

To Bidders

Tender for Empanelment of Contractors/Vendors/ Service Providers for Various trades in NABARD Odisha Regional Office, Bhubaneswar from 01 January 2026 to 30 September 2027.

NABARD intends to prepare a panel of reputed contractors/ vendors/ suppliers/ service providers etc., valid for **21 Months**, for procurement of various articles/ services at

- i. **Regional office premises** located in Ankur 2/1, Nayapalli Civic Centre, Service Rd, Nayapalli, Bhubaneswar, Odisha 751015.
- ii. **Officers' Quarters** located in Forest Colony, BDA Colony, Chandrasekharapur, Bhubaneswar, Odisha 751016.
- iii. **Staff Quarters** located in Rail Vihar, Chandrasekharapur, Bhubaneswar, Odisha 751016

The nature, trade and description of such articles/ services are given in Enclosure (A).

One applicant can seek empanelment for supply of more than one article or services under various categories.

The applicant must have registered office in Odisha preferably in Bhubaneswar/Cuttack/ Khordha or any other place as given in the following tender notice. The documentary evidence must be enclosed along with the Application or else the Application will be summarily rejected.

The application for empanelment should be made in the prescribed format which, along with the other relevant details, including terms and conditions of empanelment, can be downloaded from the Bank's website <http://www.nabard.org/>, Gem Portal <https://gem.gov.in/> and Central Public Procurement Portal (CPPP) <http://eprocure.gov.in>

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

The applications, duly filled in the prescribed format and complete in all respects, may be submitted in a sealed cover or in the respective portal i.e CPPP/ GeM as applicable clearly super-scribing it as “Application for Empanelment of Contractors/ Vendors/ Suppliers/ Service Providers for (Trade & Sub-Trade to be indicated)” to the Chief General Manager, NABARD Odisha Regional Office, Ankur 2/1, Nayapalli Civic Centre, Service Rd, Nayapalli, Bhubaneswar, Odisha 751015. The last date for submission of application is 15/12/2025 up to 15:00 hrs.

The vendors who are already empaneled by the Bank and whose empanelment was up to August 2025 are also required to apply afresh, if they want to continue the panel.

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

The Bank reserves the right to call for, and the applicant/empaneled 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 is liable for cancellation.

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(T S Rout)
Deputy General Manager
NABARD Odisha RO

Disclaimer

The information contained in this Expression of Interest (EoI) is provided to the Bidder(s) on the terms and conditions set out in this EoI document. The EoI document contains statements derived from information that is believed to be true and reliable at the date obtained but does not purport to provide all of the information that may be necessary or desirable to enable an intending contracting party to determine whether to enter into a contract or arrangement with Bank in relation to the provision of services.

The EoI document is not a recommendation, offer or invitation to enter a contract, agreement or any other arrangement, in respect of the services. The provision of the services is subject to observance of empanelment process and appropriate documentation being agreed between the Bank and any successful Bidder as identified by the Bank, after completion of the empanelment process as detailed in this document. No contractual obligation whatsoever shall arise from the EoI process unless and until a formal contract is signed and executed by duly authorized officers of National Bank for Agriculture and Rural Development (NABARD) the Bidder.

The purpose of this EoI is to provide the Bidder(s) with information to assist the formulation of their proposals. This EoI does not claim to contain all the information each Bidder may require. Each Bidder should conduct their own investigations and analysis and should check the accuracy, reliability and completeness of the information in this RFP and where necessary obtain independent advice. National Bank for Agriculture and Rural Development (NABARD) makes no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this EoI. National Bank for Agriculture and Rural Development (NABARD) may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this EoI.

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NATIONAL BANK FOR AGRICULTURE & RURAL DEVELOPMENT
ODISHA REGIONAL OFFICE, BHUBANESWAR

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

(REPAIRS, OFFICE EQUIPMENT, STATIONERY, MANPOWER SERVICES. ETC.)

AT NABARD ODISHA REGIONAL OFFICE, ANKUR 2/1, NAYAPALLI CIVIC
CENTRE, SERVICE RD, NAYAPALLI, BHUBANESWAR, ODISHA 751015

NAME OF APPLICANT	
ADDRESS	
TRADE FOR EMPANELMENT ALONG WITH SUBCATEGORY/ SPECIALIZATION	

LAST DATE FOR SUBMISSION: 15/12/2025 by 15:00 HRS

To,

THE CHIEF GENERAL MANAGER
NABARD ODISHA REGIONAL OFFICE,
ANKUR 2/1, NAYAPALLI CIVIC CENTRE,
SERVICE RD, NAYAPALLI, BHUBANESWAR,
ODISHA 751015

Checklist of Submission of Application for Empanelment

Sr. No.	Particulars	Submitted (Yes/No)
1.	The application duly filled in submitted in a sealed envelope or in the portals of CPPP/GeM	
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: THE CHIEF GENERAL MANAGER NABARD ODISHA REGIONAL OFFICE, ANKUR 2/1, NAYAPALLI CIVIC CENTRE, SERVICE RD, NAYAPALLI, BHUBANESWAR, ODISHA 751015	
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 practicing 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	
12.	CKYC Details	

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), Odisha Regional Office-Bhubaneswar**

General Conditions of Empanelment

National Bank for Agriculture & Rural Development (NABARD), Odisha Regional Office intends to prepare a panel of reputed contractors / vendors / suppliers / Service providers have specialization in the trades mentioned in **Enclosure (A)** for undertaking various related works in Office building and staff quarters located in Bhubaneswar. The office building is located at Ankur 2/1, Nayapalli Civic Centre, Service Rd, Nayapalli, Bhubaneswar, Odisha 751015.

1. Empanelment will remain in force for 21 Months from the date of issue of empanelment letter 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.
2. The vendor must have own adequate technical set up in Odisha, preferably in Bhubaneswar/ Khordha/ Cuttack or as given in this tender so that the complaints / works may be attended to well in time.
3. The vendor must have sufficient number of experienced personnel, technical knowhow, equipment, instruments and other resources to complete the awarded work well in time and as per the specifications given by the Bank.
4. The vendor must have experience of having successfully completed similar works/ services as given in this tender. 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.
5. 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.
6. Disputes or differences whatsoever arise 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 Bhubaneswar.

7. 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 for ensuring 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. Application form can be downloaded from the website <https://www.nabard.org>, <https://gem.gov.in/> or <http://eprocure.gov.in> The application duly filled in shall be **submitted in a sealed envelope or in the respective portal i.e CPPP/GeM (as applicable)** super-subscribed as "Empanelment of contractors/ suppliers/ vendors/ service providers for (Trade & Sub-Trade to be indicated)" on the cover and addressed to Chief General Manager, NABARD, Odisha Regional Office, Ankur 2/1, Nayapalli Civic Centre, Service Rd, Nayapalli, Bhubaneswar, Odisha 751015 on or before **15:00 hrs, 15/12/2025**.

9. **The vendors who are already empaneled by the Bank and whose empanelment was up to August 2025 are also required to apply afresh if they want to continue on the panel.**

10. 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)**.

11. Other Conditions:

12. Intending applicants are required to furnish details about their organization, technical experience, competence and evidence of their financial standing as per **Enclosure (B)** to be considered for empanelment.

13. 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.

14. Information furnished in the proforma will be kept confidential.

15. 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.

16. 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 be furnished with the application.**

- 17.** Clarification, if any, may be obtained from DPSP, NABARD, Odisha Regional Office, Ankur 2/1, Nayapalli Civic Centre, Service Rd, Nayapalli, Bhubaneswar, Odisha 751015, through email dpsp.bhubaneswar@nabard.org or phone no. **674-2374312/7667797616/9124007461** on any working day **between 10.00 AM and 05.00 PM.**

Enclosures:

- i) Enclosure (A) - Trade wise list of items along with description
- ii) Enclosure (B) - Basic Information (General & Financial details)
- iii) Enclosure (C) - Covering letter to be submitted on applicant's letterhead
- iv) Enclosure (D) - Details of Bank account of the applicant
- v) Enclosure (E) - Format for client's report
- vi) Undertaking by Empaneled Agency
- vii) Consent Form of CKYC
- viii) Statement-I, II

ENCLOSURE-'A'

Trade wise list of items for Supply, Maintenance and Repair Work at NABARD Office Premises and Staff Quarters

S No	Services for Empanelment <i>(Vendors are encouraged to apply even if certain services referenced in this notice are unavailable, not explicitly stated, or presently lack complete documentation)</i>
1	Civil works (license is preferred)
	Civil, Plumbing and Sanitary: Building construction, repair, renovation, roads, water supply, waterproofing, 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 and any other related works Specialized Structural Repair Works: Extensive Structural Repairs/ retrofitting of office, micro concrete/ Polymer modified mortar/ injection grouting/ fibre wrapping/ jacketing etc and any other related works, Carpentry & Metal 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, UPVC, WPC, etc and any other related works
2	Electrical, Electronic works & Electrical Appliances (license is preferred)
	Wiring, lighting, HT/LT installations, transformers, DG set on hire, solar panels, substation operation and maintenance, UPS, HVAC panels, etc. (major), Supply and repairs of electrical and electronic gadgets, viz. Room AC, HVAC, LED boards etc, Supply and repairs of electrical fixtures, fittings, wiring, Internal wiring etc. (minor)
3	Retailer Services/Supply of Office equipment (any or all)
(a)	Appliances: Providing, Hiring, supplying, installation & commissioning of clocks, telephone instruments, mobile phone, instruments, franking machines, weighing machines, , Other equipment where OEMs are not providing service, fans, geysers, fly killer machines, Gas stove, burners, grinding/

	chopping machines, deep freezers, Bain marie, utensils, hot plates etc, landline, telephone instruments, key makers, Providing, Hiring, supplying, installation & commissioning of Photocopy machines, paper shredder, Window /Split Air conditioners, Televisions and LED/ LCD screens, UPS, water purifiers, water coolers, refrigerators, automated tea/ coffee vending machines, washing machines, CCTV , Access control system, CCTV, PA System, EPBX, PRI, , Access Control, fire alarm, , etc.(OEM authorization is preferred) Gym equipment, etc
(b)	Furniture & Fixtures: Providing, Hiring, supplying, installation & commissioning of wooden furniture, Steel Chairs, tables, modular workstations, beds, sofa sets, dining tables, modular space management units, etc
(c)	Computer peripherals, IT equipment: Video conferencing, LAN, WAN, VPN, ILL, Broadband, Pen drives, Refilling of all types of printer cartridges, All types of printer cartridges, webcam, software, hardware, laptops , spares, printers, etc and any other related equipment, Conventional Desktop PCs, All-in-one PCs, Laptops, Printers, multifunction printers, 3-in-1 printers, scanners, ADF scanners, printer cartridge, IT spares, peripherals and consumables, cartridge refill, 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)
4	Scrap dealers (Any state vendor can apply)
(a)	General Scrap: For disposal of scrap and waste papers, furniture, etc on rate quotation basis as and when required
(b)	E-Waste: Govt. licensed e-waste cos, SPCB empanelled, CPCB empanelled, etc
5	Facility Management Services/ Manpower Services (Any or all)
(a)	Supply of manpower/ Services of various trades: Manual and mechanical cleaning of office and washrooms other general maintenance, General management of VOF, washing of linen, cleaning of septic tank etc, changing upholstery and dry/ wet cleaning of same, , For general cleaning and sanitation in the office building premises,, Supply of potable or non-potable water, collection, treatment and distribution of water for potable and non-potable needs, 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, Lenin, upholstery, cleaning, maintenance, personal hygiene, surface and washroom hygiene, bathware, etc.

(b)	Catering, F&B: Packed foods and drinks, ready to cook, ready to eat, office refreshments to office staff or for meetings, potable water, grocery, Catering, food & beverages, etc. including on-location (valid FSSAI license is essential) and related services
(c)	Security Services: Providing security guards (PSARA license of Odisha is essential) and security related services
6	Horticulture, Gardening & Pest Control Services (Any or all)
(a)	Horticulture/ Gardening: Maintenance of garden, supply of plants in pots, flower arrangement, bouquets etc, , Garden, landscape, indoor plants, etc
(b)	Pest Control Services: Pest and rodent control, fogging, anti-termite treatment and disinfection Pest and rodent control, fogging, anti-termite treatment and disinfection, sanitization, removal of animals from premises, fogging, fogging with Virax II 256 chemical, fumigation, etc. (valid license is essential, IPA certified firm only) and other related services
7	Event Management, Photography & Multimedia Services- For hiring of various equipment on rental basis for various official functions, conference etc, A/V designing, Photography, editing, designing, Advertisement, Market research and public opinion polling, Research and experimental development, press release, print and stream media, social media, films, drones, GISRS, Reproduction of recorded media, Light decoration, flower decoration, orchestra, canopy, stalls, etc
8	Printing, Publication, Photocopy & Stationary- Various internal as well as external publications, letterheads, envelopes, registers, visiting cards, CDs, papers, ledger paper, registers, pens, writing pads, file boards, plastic folders, spring files, etc. Stationery & General: Office stationery, printed letterhead, file, folder, envelope, register, batteries, stamps, souvenir, general, name plate and other display boards, etc.
9	Supply of Pharmaceuticals (Pharmaceutical license is essential)- Supply for medicine, medical equipment and pharmaceuticals items as required by office
10	Cost/Tax Consultant (Valid registration with ICWA, ICMA, etc)- Training and reviewing of all tax related queries along with the bills, Scrutiny, GST related queries, cost management, etc

11	PMC/ Engineering Consultants (Valid licenses like ACI, Engineers License, etc)- Architecture, structural consultant, HVAC, electrical, fire, energy, civil, ITES, liaison, permission, approval, licenses, Lift, escalator, etc. (valid license/registration is essential), Designing, Preparation of BOQ, Site supervision, etc including all engineering works such as PMC. Surveying, preparing 2D detailed sketches with dimensions, preparing 3D walk through, preparing project cost estimate with detailed specifications, engaging and instructing other consultants, etc.
12	Legal Consultants (Valid licenses like BCI, etc)- Legal advice and representation of NABARD in various court cases like criminal, labour, civil, etc.
13	Taxi Hiring Services (Any or all) Small/Medium/Large Commercial Transport- Transportation, Packers & Movers, Cargo, Cab, Bus, Tempo, Traveller, warehousing, storage, etc.
(a)	
(b)	Official duty travel/Private Cabs- Frequent requirement of taxi for local/outstation travel in Odisha. Vendor to maintain a good fleet of taxis ranging from Sedans (like Swift Dzire) to premium MPV (Kia Carnival, Toyota Vellfire)
14	Courier Services (Empanelled with DTDC, Professional, India Post, etc)- All kinds of Courier services like flight courier, next day delivery, local delivery, large, goods, letters as and when necessitated by NABARD
15	Firefighting, Fire related goods, Consultancy, Audit and services- (valid license/registration is essential)- Supply/ Installation/ Repair/ Servicing of Firefighting equipment, fire extinguishers, fire alarm system, fire hydrant, sprinklers, fire pump, fire consultancy, liaison for NOC, license, fees, etc.
16	Diesel supply for generator- Supply of Diesel to be used for our Gensets on credit basis arrangement for Office Premises and Staff Quarters.
17	Newspaper and magazines (Any or all) Supply of Newspaper and magazines to the three premises as and when required by NABARD

(a)	Newspaper- Supply to the required location for various local, national, financial, economic, etc newspapers
(b)	Magazines- Supply to the required location for various educational, political, economic, social, etc magazines
18	Insurance of property- Providing general insurance cover against receipt of premium for bank's various properties office and staff quarters, furniture and fixtures, vehicle, electronic equipment, etc, in additional for providing licensed assessors for the above said purpose.
19	Liasoning Consultants- Establish and maintain strong relationships with State government authorities of Odisha, regulatory bodies, and external stakeholders and act as the primary point of contact between the organization and external agencies

Trade-Wise Eligibility Criteria:

S no/ Trade	Eligibility Criterion	Checklist Mark as ✓ or x or NA
Trade No 1,2	The Vendor Should have been in the trade for a minimum period of 03 (Three) years with a good track record.	
	The Vendor should not have been debarred/ blacklisted by any client in the past.	
	They should be profit making in the last three financial years	
	The annual turnover for the last three financial years should not be less than Rs. 4.5 lakhs	
	They should have completed minimum of (i) 03 (three) similar work of at least Rs. 6.00 lakhs or (ii) 02 (Two) similar work of at least Rs. 7.5 lakhs or	

	(iii) 01 (one) similar work of at least Rs. 12.00 lakhs in the last three years of establishment (performance certificates to be attached)	
	The Vendor should have adequate qualified and experienced staff along with necessary tools/ inventory/ pool of cars etc. as applicable in the category for which empanelment has been applied for	
	The vendor should have the necessary valid civil works CPWD/PWD / State Govt of Odisha license (Trade No 1 only)	
	The vendor should have the necessary valid Electrical works CPWD/PWD license of Odisha as per Categories of EHT/HT/LT/MV (Trade No 2 only)	
	GeM Registered Vendors would be preferred	
	The Vendor should have full-fledged set-up in Odisha , preferably but not mandatory in Bhubaneswar/Cuttack/ Khordha, with valid license/ registration etc.	
Trade No 3	The Vendor Should have been in the trade for a minimum period of 03 (Three) years with a good track record.	
	The Vendor should not have been debarred/ blacklisted by any client in the past.	
	They should be profit making in the last three financial years	
	The annual turnover for the last three financial years should not be less than 15.00 lakhs	
	They should have completed minimum of (i) 03 (three) similar work of at least Rs. 20.00 lakhs or (ii) 02 (Two) similar work of at least Rs. 25.00 lakhs or (iii) 01 (one) similar work of at least Rs. 40.00 lakhs in the last Three years of establishment (performance certificates to be attached)	
	The Vendor should have adequate qualified and experienced staff along with necessary tools/ inventory/ pool of cars etc. as applicable in the category for which empanelment has been applied for.	
	The vendor should have the required empanelment/Authorization from the OEM as applicable. The after-service options, immediate supply services to be provided by the vendor.	
	The vendor should have the necessary trade license/ Shop & Establishment Registration of Odisha	
	GeM registered vendors would be preferred	
	The Vendor should have full-fledged set-up in Odisha , preferably but not mandatory in Bhubaneswar/Cuttack/ Khordha, with valid license/ registration etc.	

Trade No 4	The Vendor Should have been in the trade for a minimum period of 01 (One) years with a good track record.	
	The Vendor should not have been debarred/ blacklisted by any client in the past.	
	They should be profit making in the last financial year	
	The annual turnover for the last financial years should not be less than 3.00 lakhs	
	The Vendor should have adequate qualified and experienced staff along with necessary tools/ inventory/ pool of cars etc. as applicable in the category for which empanelment has been applied for.	
	The vendor should have a valid authorization of SPCB/ CPCB or Ministry of Environment and Forests for dealing with electronic waste/ Scrap	
	The vendor should have the necessary Scrap Business License	
	The Vendor may be registered from any state of India with valid license/ registration of that particular state. All NOCs should be submitted from the pollution board at the time of interstate movement of goods.	
Trade No 5	The Vendor Should have been in the trade for a minimum period of 03 (Three) years with a good track record.	
	The Vendor should not have been debarred/ blacklisted by any client in the past.	
	They should be profit making in the last three financial years	
	The annual turnover for the last three financial years should not be less than 15.00 lakhs	
	They should have completed minimum of (i) 03 (three) similar work of at least Rs. 20.00 lakhs or (ii) 02 (Two) similar work of at least Rs. 25.00 lakhs or (iii) 01 (one) similar work of at least Rs. 40.00 lakhs in the last Three years of establishment (performance certificates to be attached)	
	The Vendor should have adequate qualified and experienced staff along with necessary tools/ inventory/ pool of cars etc. as applicable in the category for which empanelment has been applied for.	
	PSARA license of Odisha for empanelling under security services is compulsory	
	FSSAI license is compulsory for empanelling under catering services	
	The vendor should have the required valid labour license from Odisha	
	The Vendor should have full-fledged set-up in Odisha and mandatorily in Bhubaneswar/Cuttack/ Khordha, with valid license/ registration, ESIC, EPF, etc.	

Trade No 6	The Vendor Should have been in the trade for a minimum period of 03 (Three) years with a good track record.	
	The Vendor should not have been debarred/ blacklisted by any client in the past.	
	They should be profit making in the last three financial years	
	The annual turnover for the last three financial years should not be less than 15.00 lakhs	
	They should have completed minimum of (i) 03 (three) similar work of at least Rs. 20.00 lakhs or (ii) 02 (Two) similar work of at least Rs. 25.00 lakhs or (iii) 01 (one) similar work of at least Rs. 40.00 lakhs in the last Three years of establishment (performance certificates to be attached) for horticulture/ Gardening services	
	The Vendor should have adequate qualified and experienced staff along with necessary tools/ inventory/ pool of cars etc. as applicable in the category for which empanelment has been applied for.	
	IPA empanelled/ registered license to be submitted for pest control services	
	Should have qualified technicians to handle chemicals and have required licenses.	
	The vendor should have the required valid labour license from Odisha	
Trade No 7	The Vendor should have full-fledged set-up in Odisha , preferably but not mandatory in Bhubaneswar/Cuttack/ Khordha, with valid license/ registration etc.	
	The Vendor Should have been in the trade for a minimum period of 03 (Three) years with a good track record.	
	The Vendor should not have been debarred/ blacklisted by any client in the past.	
	They should be profit making in the last three financial years	
	The annual turnover for the last three financial years should not be less than 15.00 lakhs	
	They should have completed minimum of (i) 03 (three) similar work of at least Rs. 20.00 lakhs or (ii) 02 (Two) similar work of at least Rs. 25.00 lakhs or (iii) 01 (one) similar work of at least Rs. 40.00 lakhs in the last Three years of establishment (performance certificates to be attached)	
	The Vendor should have adequate qualified and experienced staff along with necessary tools/ inventory/ pool of cars etc. as applicable in the category for which empanelment has been applied for.	

	Should be able to provide individual services as required and necessary	
	Proven track record in organizing large-scale events, preferably with government or reputed private organizations	
	The vendor should have the required valid labour license from Odisha	
	The Vendor should have full-fledged set-up in Odisha and mandatorily in Bhubaneswar/Cuttack/ Khordha , with valid license/ registration, ESIC, EPF, etc.	
Trade No 8	The Vendor Should have been in the trade for a minimum period of 03 (Three) years with a good track record.	
	The Vendor should not have been debarred/ blacklisted by any client in the past.	
	They should be profit making in the last three financial years	
	Compulsory GST registered and the latest returns to be submitted. GST bills to be submitted even for small value items	
	The Vendor should have adequate qualified and experienced staff along with necessary tools/ inventory/ pool of cars etc. as applicable in the category for which empanelment has been applied for.	
	Should be able to provide individual services as required and necessary	
	Must own or have access to printing equipment and facilities.	
	Ability to deliver high-quality printed materials like brochures, folders, bulletins, annual reports, forms, leaflets, etc	
	Proven track record in supplying services, preferably with government or reputed private organizations	
	The vendor should have the required valid labour/ establishment license from Odisha	
	The Vendor should have full-fledged set-up in Odisha and mandatorily in Bhubaneswar/Cuttack/ Khordha , with valid license/ registration, ESIC, EPF, etc.	
Trade No 9	The Vendor Should have been in the trade for a minimum period of 03 (Three) years with a good track record.	
	The Vendor should not have been debarred/ blacklisted by any client in the past.	
	They should be profit making in the last three financial years	
	The annual turnover for the last three financial years should not be less than 10.00 lakhs	
	Must be a registered wholesaler, distributor, or retailer with a valid Drug License issued by the Drugs Controller, Odisha.	

	The Vendor should have adequate qualified and experienced staff along with necessary tools/ inventory/ pool of cars etc. as applicable in the category for which empanelment has been applied for.	
	They should have completed minimum of one work with any reputed PSU/ government departments, etc	
	Registration/ Renewal of license to sell, stock or exhibitor distribute drugs issued by Directorate of Drugs Control, Odisha, Bhubaneswar in Form 20,21 & 20F	
	Should be able to provide the medicines on the same day of the purchase order	
	The supply of medicines would be against authorized signatory for credit slip of NABARD	
	The vendor should be able to provide trainings and consultations at various sites as required by NABARD	
	The Vendor should have full-fledged set-up in Bhubaneswar/Khordha , within 15 km of all or any premises with valid license/ registration etc.	
Trade No 10,11	The Vendor Should have been in the trade for a minimum period of 03 (Three) years with a good track record.	
	The Vendor should not have been debarred/ blacklisted by any client in the past.	
	The vendor should be a member of the Indian Associations/Societies of Structural Engineers or should be registered/empaneled with municipal corporations/CPWD or other Institution of Engineers (India)/ Indian Institute of Architects or Council of Architect or similar professional bodies in the field of expertise. The copy of the membership certificate to be furnished.	
	They should be profit making in the last three financial years	
	The annual turnover for the last three financial years should not be less than 1.5 lakhs	
	They should have completed minimum of (i) 03 (three) similar work of atleast Rs. 2.00 lakhs or (ii) 02 (Two) similar work of atleast Rs. 2.50 lakhs or (iii) 01 (one) similar work of at least Rs. 4.00 lakhs in the last Three years of establishment (performance certificates to be attached)	
	The Vendor should have adequate qualified and experienced staff along with necessary tools/ inventory/ pool of cars etc. as applicable in the category for which empanelment has been applied for.	
	Should have a separate in-house team of professionals consisting of at least an experienced/qualified Consultant and a Quantity Surveyor for designing, preparation of drawings, preparation of BOQ and tender documents.	

	They should have completed minimum of one work with any reputed PSU/ government departments, etc	
	Should be able to function as PMC/Consultants as required by NABARD	
	The vendor should be able to provide trainings and consultations at various sites as required by NABARD	
	The Vendor should have full-fledged set-up in Odisha , preferably but not mandatory in Bhubaneswar/Cuttack/ Khordha, with valid license/ registration etc.	
Trade No 12	Minimum 5 years of experience as a practicing lawyer in various courts, especially High Court, District Courts or Administrative Tribunals	
	The Vendor should not have been debarred/ blacklisted by any client in the past.	
	They should be able to handle any civil/ criminal/ labour cases at various courts as requested by NABARD	
	They should have represented any state/ central government/ PSUs on legal matters. The same proof may be submitted.	
	Should be registered under appropriate Bar Council	
	The Vendor should have adequate qualified and experienced staff along with necessary tools/ inventory/ pool of cars etc. as applicable in the category for which empanelment has been applied for.	
	The Vendor should have full-fledged set-up in Odisha and preferably in Bhubaneswar/ Khordha, with valid license/ registration, etc.	
Trade No 13	The Vendor Should have been in the trade for a minimum period of 03 (Three) years with a good track record.	
	The Vendor should not have been debarred/ blacklisted by any client in the past.	
	They should be profit making in the last three financial years	
	They should have completed minimum of one work with any reputed PSU/ government departments, etc	
	The Vendor should have adequate qualified and experienced staff along with necessary tools/ inventory/ pool of cars etc. as applicable in the category for which empanelment has been applied for.	
	Must be a registered travel agency or transport operator with Odisha State Transport Department	
	Should be registered with the Transport Department for commercial vehicle operations	
	Must own or have access to a fleet of commercial vehicles	
	Able to provide on rate contract basis on short-term notice.	

	Must be a registered transport contractor or logistics firm for cargo transport	
	Must own or have access to a fleet of cargo vehicles	
	Must be a registered vendor or agency with a valid Trade License, PAN, and GST registration	
	The Vendor should have full-fledged set-up in Odisha and preferably in Bhubaneswar/ Khordha, with valid license/ registration, ESIC, EPF, etc.	
Trade No 14	The Vendor Should have been in the trade for a minimum period of 03 (Three) years with a good track record.	
	The Vendor should not have been debarred/ blacklisted by any client in the past.	
	They should be profit making in the last three financial years	
	They should have completed minimum of one work with any reputed PSU/ government departments, etc	
	The Vendor should have adequate qualified and experienced staff along with necessary tools/ inventory/ pool of cars etc. as applicable in the category for which empanelment has been applied for.	
	Must be a registered courier agency with major courier services like DTDC, Professional, India post, etc.	
	Preference given to vendors with experience in nationwide network, timely pickup and delivery, including remote areas	
	Must be a registered vendor or agency with a valid Trade License, PAN, and GST registration	
Trade No 15	The Vendor Should have been in the trade for a minimum period of 03 (Three) years with a good track record.	
	The Vendor should not have been debarred/ blacklisted by any client in the past.	
	They should be profit making in the last three financial years	
	The annual turnover for the last three financial years should not be less than 15.00 lakhs	
	They should have completed minimum of (i) 03 (three) similar work of at least Rs. 20.00 lakhs or (ii) 02 (Two) similar work of at least Rs. 25.00 lakhs or (iii) 01 (one) similar work of at least Rs. 40.00 lakhs in the last Three years of establishment (performance certificates to be attached)	
	The Vendor should have adequate qualified and experienced staff along with necessary tools/ inventory/	

	pool of cars etc. as applicable in the category for which empanelment has been applied for.	
	Must comply with NBC 2016 Part 4 – Fire and Life Safety and relevant IS codes	
	Authorization from OEMs (for equipment supply)	
	The vendor should be empanelled or having suitable license with Fire department of Odisha, Bhubaneswar	
	The Vendor should have full-fledged set-up in Odisha and preferably in Bhubaneswar/Cuttack/ Khordha, with valid license/ registration, ESIC, EPF, etc.	
Trade No 16	The Vendor Should have been in the trade for a minimum period of 01 (One) years with a good track record.	
	The Vendor should not have been debarred/ blacklisted by any client in the past.	
	They should be profit making in the last financial year	
	They should have completed minimum of one work with any reputed PSU/ government departments, etc	
	The Vendor should have adequate qualified and experienced staff along with necessary tools/ inventory/ pool of cars etc. as applicable in the category for which empanelment has been applied for.	
	Must be a registered supplier or dealer of diesel fuel.	
	Must possess Valid GST registration certificate, OEM authorization (if applicable), Trade license for fuel supply	
	Must be a registered vendor within 10 km of any or all the three premises	
	Must be able to provide on credit slip and on the same day as Purchase order date.	
	Must be able to provide discount on the retail price	
	The Vendor should have full-fledged set-up in Odisha and mandatorily in Bhubaneswar/Khordha , with valid license/ registration, ESIC, EPF, etc.	
Trade No 17	The Vendor Should have been in the trade for a minimum period of 03 (Three) years with a good track record.	
	The Vendor should not have been debarred/ blacklisted by any client in the past.	
	They should be profit making in the last three financial years	
	They should have completed minimum of one work with any reputed PSU/ government departments, etc	
	The Vendor should have adequate qualified and experienced staff along with necessary tools/ inventory/ pool of cars etc. as applicable in the category for which empanelment has been applied for.	
	Supply of all kinds of books and magazines to any location of NABARD within Bhubaneswar as required	

	Preference given to vendors with experience in handling bulk subscriptions and timely deliveries	
	Must be a registered vendor or agency with a valid Trade License, PAN, and GST registration	
	The Vendor should have full-fledged set-up in Odisha and mandatorily in Bhubaneswar/Cuttack/ Khordha , with valid license/ registration, ESIC, EPF, etc.	
Trade No 18	Must be a registered insurance company or licensed insurance broker under the IRDAI. License Copy is mandatory.	
	The Vendor should not have been debarred/ blacklisted by any client in the past.	
	They should be profit making in the last three financial years	
	They should have completed minimum of one work with an estimated insured value of Rs. 1.00 Cr with any reputed PSU/ government departments, etc	
	The Vendor should have adequate qualified and experienced staff along with necessary tools/ inventory/ pool of cars etc. as applicable in the category for which empanelment has been applied for.	
	Firms with experience in handling property insurance policies for government departments or PSUs	
	The Vendor should have full-fledged set-up in Odisha , preferably but not mandatory in Bhubaneswar/Cuttack/ Khordha, with valid license/ registration etc.	
Trade No 19	The Firm/Vendor should have direct work experience in handling liaison duties of at least 3 years in a Government Body/ Reputed Private Company	
	Work Completion/ ongoing / Concern Certificates to be submitted by the Vendor	
	The specialisation to be for maintaining liaison with Govt Bodies such as TPCODL, CPWD, PWD, WATCO, etc	
	The Vendor should have full-fledged set-up in Odisha , preferably but not mandatory in Bhubaneswar/Cuttack/ Khordha, with valid license/ registration etc.	
	The Vendor should have adequate qualified and experienced staff along with necessary tools/ inventory/ pool of cars etc. as applicable in the category for which empanelment has been applied for	
	They should be profit making in the last three financial years	
	The Vendor should not have been debarred/ blacklisted by any client in the past.	

	The Vendor Should have been in the trade for a minimum period of 03 (Three) years with a good track record.	
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Note:

1. The above list is only illustrative. The trades may include all the necessary items which are required by the Bank from time to time.
2. The Bank may add any other relevant criteria for evaluating the proposals received in response to this Notice at its sole discretion, to seek more information from the Respondents to finalize the Bids.
3. Technical evaluation will be done only on the basis of supporting documentary evidence submitted along with technical bid.
4. Criteria mentioned above are minimum requirements. The Bank at its discretion may upgrade/lower the criteria for ensuring adequate number of vendors. No complaint on this account will be entertained.
5. Previous work performance with NABARD would also be considered at the time of empanelment. Vendors are requested to submit the Work orders related to NABARD if any.

Enclosure (B)

Basic Information

<u>General Information:</u>		
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 organization	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 carried out any in the past works for NABARD? If yes, give details.	
11.	Address of Odisha Office (Preferably in Bhubaneswar/ Cuttack/Khordha) through which the proposed work will be handled. The name, designation and contact details of the officer in charge	
<u>Financial Information:</u>		
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	2020-21 (Rs.....) 2021-22 (Rs.....) 2023-24/ 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 Enclosure (B)	
19	Details of CKYC of the firm/ vendor	

Place:

Date:

Signature of the Applicant:

Enclosure (C)
(To be submitted on Contractor's own Letterhead)

No.
Date :

To,
THE CHIEF GENERAL MANAGER
NABARD ODISHA REGIONAL OFFICE,
ANKUR 2/1, NAYAPALLI CIVIC CENTRE,
SERVICE RD, NAYAPALLI, BHUBANESWAR, ODISHA 751015

Dear Sir,

Empanelment of Contractors for NABARD Odisha Regional Office, -
“
(write name of the trade(s)/ Sub-Trades & trade number under which the applicant wants to be empaneled)

1. With reference to your advertisement No Ref.NB.ODRO/DPSP/111761/Empanelment/2025-26 on the website <https://www.nabard.org>, <https://gem.gov.in/> and <http://eprocure.gov.in> 20/11/2025 for the Empanelment of Contractors, I am / We are pleased to offer myself / ourselves to be empaneled under in the Bank as Contractor/Service Provider in trade(s)/sub-trade(s)/category (ies) applied afore.

1.	2.
3.	4.

(Trade names along with the specialization (if any) and the trade number is to be written above)

2. I am / We are already registered with “

(write the name of 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, based on the information given by me/us, will be treated as

invalid by NABARD.

4. I/We agree that the decision of NABARD Odisha Regional Office 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 and subcategory under which the applicant wants to be empaneled) trade/s /Sub-Trades/ category.)

Thanking you

Yours faithfully

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

Enclosure (D) Details of Bank Account

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

Note: A copy of cancelled cheque and latest six months' bank statement in respect of the above account which is operated by the vendor must be enclosed.

Enclosure (E)
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 Authorized 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 possessing valid licenses, registrations, permissions, approvals, insurance, etc. to execute works.

2. Eligibility

- Minimum years of establishment as given above.
- Adequate manpower, technical resources, office setup in Odisha preferably in Bhubaneswar/ Cuttack/ Khordha
- 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 ensure 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
The vendor provides a service (e.g., facilitation, handling, etc.). On this, GST is mandatorily chargeable at the applicable rate.
 - Reimbursement Component
If the vendor is only recovering actual cost of items (like stationery, parts, consumables, etc.) based on 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. 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 based on original supplier invoices/bills in the name of NABARD Odisha RO. 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 work 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 in 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 do not acquiesce or condone late delivery and does not intend or amount to an extension of the delivery period or keep the contract alive.
- The Agency may apply for an extension of delivery date from the Bank well in advance.
- The Bank shall not be 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 carried out 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 labor, 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 favor.
- Agency shall at its own cost and expenses provide all safety equipment and maintain all safety measures during execution of work 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 to the Bank's premises without charge to the Bank.

15. Termination & Blacklisting

- The contractor may terminate with 2 months' notice. The bank has the right to terminate by giving 1 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 Odisha, and the courts at Odisha shall have exclusive jurisdiction.

17. Code of Conduct

- Agency staff must maintain discipline, integrity, and 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 honor 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 always remain enforceable during empanelment.
- The Bank reserves the right to accept/reject applications, amend conditions, alter quantities, suspend or terminate empanelment, or issue tender/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 21 Months, 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 on 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 Authorized Person Seal:

Place & Date:

Undertaking by Empaneled Agency
(To be executed on Agency Letterhead)

This Undertaking is executed on this _____ day of _____ 2025 in favour of Chief General Manager, Odisha Regional Office, Bhubaneswar.

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 work.
- 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:

Odisha Regional Office
Bhubaneswar

KYC DOCUMENTATION

List of KYC documents to be enclosed:

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 Letter issued by the National Population Register containing details of name and address.

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

SI. No.	Type of Vendor	Certified copies of documents to be obtained for proof of identity/ address
1	Accounts of Individuals	i. Self-attested copy of any OVD or the equivalent e-document thereof containing the details of his identity and address OR The KYC Identifier with the explicit consent to download records from CKYCR and ii. Permanent Account Number (PAN) OR Form No. 60 and iii. Self-attested latest photograph 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: - 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). b. property or Municipal tax receipt: c. pension or family pension payment orders (PPOs) issued to retired employees by Government Departments or Public Sector Undertakings, if they contain the address.

		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 license agreements with such employers allotting official accommodation. 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 vi. Any other information / documents in respect of the nature of business and financial status of the customer like - a. Income Tax Returns b. Bank a/c statement (at least 6 months)
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NABARD

Odisha Regional Office
Bhubaneswar

2	Proprietary Firms	I. Sole Proprietary Firm: 1. Any two of the following documents or the equivalent e-documents thereof as proof of business/activity in the name of Proprietary firm to be obtained: 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 c) Sales and Income Tax returns d) CST/VAT/GST certificate e) Certificate/registration document issued by Sales Tax/Service Tax/Professional tax authorities f) IEC (Importer Exporter Code) issued to the proprietary concern by the office of DGfF (Director General of Foreign Trade) or License/certificate of practice issued in the name of proprietary concern by any professional body incorporated under a Statute. 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 2. Permanent Account Number (PAN) of the firm, and Copy of utility bills viz. Electricity, Water, Telephone bills, etc. (not more than two months old) OR rent agreement, for address proof II. Beneficial Owner /Proprietor and Power Attorney Holder: 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 ii. A resolution of the firm and power of attorney granted to its authorized person to transact on its behalf. 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.
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3	Partnership Firms	I. Firm: i. Registration certificate ii. Partnership deed iii. Permanent Account Number (PAN) of the partnership firm iv. The names and latest self-attested photographs of all the Partners of the Firm v. Audited Financial Statements of the Firm vi. Bank Account Statement of Firm (min. of last 6 months) 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 II. Beneficial Owner and Power Attorney Holder: 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 ii. A resolution of the firm and power of attorney granted to its authorized person to transact on its behalf. 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.
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4	Companies (including Section 8 companies)	I. Company: i. Certificate of Incorporation ii. Memorandum & Articles of Association iii. Permanent Account Number (PAN) of the Company iv. The names and latest self-attested photographs of the Directors/ relevant persons holding senior management position/ holding control of the Company v. Permanent Account Number (PAN)/Director Identification Number of the Directors vi. Audited Financial Statements of Company vii. Bank Account Statement of Company (min. of last 6 months) viii. Latest share holding pattern 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 x. Copy of FCRA certificate, if applicable and copy of latest FCRA return xi. Copy of registration on DARPAN Portal of Niti Aayog, if applicable II. Beneficial Owner and Power of Attorney Holder: 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 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 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.
5	Registered Societies/ Trusts/ Foundations/ NGOs/NPOs	I. Registered Society/Trust/Foundation/NGO: i. Registration certificate ii. Copy of Trust deed/AoA/ Society rules and Bye laws certified by Chairman/President/ Secretary/Settlor/Trustee of the Trust/Foundation/NGO iii. Permanent Account Number (PAN) or Form No.60 of the Society/Trust/ Foundation/ NGO 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 v. Audited Financial Statements of the Society/ Trust/Foundation/NGO vi. Bank Account Statement of Society/ Trust/Foundation/NGO (min. of last 6 months)

		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 viii. Copy of FCRA certificate, if applicable and copy of latest FCRA return ix. Copy of registration on DARPAN portal of Niti Aayog II. Beneficial Owner and Power Attorney Holder: 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 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. 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 self attested latest photograph.
4.	Accounts of unincorporated association or a body of individuals association or a body of individuals	Certified copies of each of the following documents or equivalent e-documents thereof: i. Resolution of the Managing Body of such unincorporated association or Body of individuals. ii. Copy of rules and Bye laws certified by Chairman/President/Secretary iii. Permanent Account Number (PAN) or Form No. 60 of the unincorporated association or body of individuals iv. List of Managing Committee members and their self-attested latest photographs v. Utility bills viz. Electricity, Water, Telephone bills, etc. (not more than two months old) OR Rent agreement of the entity, as proof of address vi. Bank account statement (min. of last 6 months) vii. Power of attorney / Committee resolution for persons authorized to act as authorized signatories with specimen signatures/documents showing the name of the person authorized to act on behalf of the entity with Self-attested latest photographs of the authorized person 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. ix. Any other documents may be required by NABARD to collectively establish the legal existence of such an Association or Body of individuals.

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

		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)	Documents to be submitted for proof of identity of Karta (Account should be in the name of HUF) i. Self-attested copy of any OVD or the equivalent e-document thereof containing the details of his (Karta's) identity and address OR The KYC Identifier with the explicit consent to download records from CKYCR and ii. Permanent Account Number (PAN) OR Form No. 60 in the name of HUF iii. Self-attested latest photograph of Karta iv. Copy of Income Tax Returns v. List of Co-parceners in the HUF vi. Authorization given to Karta by the said co-parceners to transact on their behalf 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 viii. Bank a/c statement (min. of last 6 months)

Odisha Regional Office
Bhubaneswar

Consent Form for CKYC

To,
Chief General Manager
NABARD-Odisha Regional Office
Bhubaneswar

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:

STATEMENT – I

List of key persons/technical personnel with qualifications 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	Specialization / 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 competencies 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

**Checklist of Documents to be
uploaded/Attached for empanelment**
(Indicative)

1. Important major contracts completed in similar types of work (value of the annual contracts having individual value as mentioned above). The full postal address of the clients includes their contact telephone numbers. Copy of the work completion certificate with W.O. from the Client/ Company or bill copy
2. Copy of Income tax returns of last three financial year
3. Copy of Audit report duly certified by the statutory auditor and balance sheet for the last three financial years
4. Copy of CKYC document signed and attested by the respective Bank Officials
5. One self-attested recent passport size photograph of the Authorized person of the firm/agency, with name, designation address and office telephone numbers. If the bidder is a partnership firm/private or limited company, name designation, address and office telephone numbers of partners/ Directors also.
6. Self-attested copy of Income Tax PAN No.
7. Self-attested copy of Income Tax TAN No.
8. Self-attested copy of GST Registration No.
9. Self-attested copy of Bank A/c details/ cancelled cheque
10. Self-attested copy of valid Employee Provident Fund Registration Number
11. Self-attested copy of valid Employee State Insurance Registration Number
12. Self-attested copy of valid Registration number of the firm/agency.
13. Submission of Copy of Tender Document with each page signed as token of acceptance of Terms & Conditions
14. Duly filled Proformas given in this tender document
15. Specimen of Letter of Authorization
16. Letter of Indemnity and Undertaking
17. Various licenses/certificates as indicated in the document
18. Supporting documents for type of agency.
19. Self-evaluation sheet for eligibility criteria
20. All pages of this tender document to be duly signed and attested.