



**BANKERS INSTITUTE OF RURAL DEVELOPMENT, LUCKNOW**

**NOTICE**

**INVITING APPLICATIONS FOR EMPANELMENT OF VARIOUS SERVICE PROVIDERS AND SUPPLIERS FOR BANKERS INSTITUTE OF RURAL DEVELOPMENT, LUCKNOW**

**NAME OF APPLICANT:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**LAST DATE OF SUBMISSION: 28<sup>th</sup> February 2023**

**THE DIRECTOR,  
BANKERS INSTITUTE OF RURAL DEVELOPMENT,  
SECTOR-H, LDA COLONY, LUCKNOW**

## सूचना

संदर्भ सं बर्ड.लख/13/ सेवा प्रदाताओं और आपूर्तिकर्ताओं का ईम्पैनल/2022-23  
07 फरवरी 2023

महोदय,

### बैंकर ग्रामीण विकास संस्थान, लखनऊ के लिए सेवा प्रदाताओं और आपूर्तिकर्ताओं का पैनल बनाना

बैंकर ग्रामीण विकास संस्थान (BIRD), लखनऊ के लिए विभिन्न वस्तुओं की सेवाएं / आपूर्ति प्रदान करने के लिए प्रतिष्ठित सेवा प्रदाताओं / आपूर्तिकर्ताओं का एक पैनल तैयार करना चाहता है। यह पैनल दो साल के लिए वैध होगा। पैनल 25 ट्रेडों और 5 श्रेणियों में किया जाना है। प्रत्येक सेवा के लिए आवेदक अपनी क्षमता के अनुसार किसी एक श्रेणी में 5 श्रेणियों में से किसी से भी आवेदन कर सकता है। आवेदक कार्य के एक या अधिक ट्रेडों के लिए आवेदन कर सकते हैं। व्यापार मदों/कार्य सूची की श्रेणी के लिए कृपया अनुबंध I देखें।

2. पैनल में शामिल होने के लिए आवेदकों को निर्धारित प्रपत्र में आवेदन करना चाहिए, जिसे अन्य सभी विवरणों के साथ हमारी वेबसाइट से डाउनलोड किया जा सकता है <https://birdlucknow.nabard.org/tender-and-adv/>
3. निर्धारित प्रोफार्मा में पूरी तरह से भरे गए आवेदनों को एक सीलबंद लिफाफे में स्पष्ट रूप से " बैंकर ग्रामीण विकास संस्थान, लखनऊ में विभिन्न सेवा प्रदाताओं और आपूर्तिकर्ताओं के पैनल" के रूप में निदेशक, बैंकर ग्रामीण विकास संस्थान , सेक्टर- एच, एलडीए कॉलोनी, लखनऊ - 226012।
4. आवेदन जमा करने की अंतिम तिथि 28.02.2023 अपराह्न 3.00 बजे तक है।
5. पहले से सूचीबद्ध ठेकेदार नए सिरे से आवेदन जमा कर सकते हैं
6. बैंकर ग्रामीण विकास संस्थान बिना कोई कारण बताए किसी भी या सभी आवेदनों को अस्वीकार करने का अधिकार सुरक्षित रखता है।

भवदीय

ह/—

(स्मृति भगत)

उपमहाप्रबन्धक (प्रशासन)

## NOTICE

Ref No. BIRD.LKO/13 /Empanelment / 2022-2023  
07.02.2023

### **Empanelment of Service providers and Suppliers for Bankers Institute of Rural Development, Lucknow**

Bankers Institute of Rural Development (BIRD) intends to prepare a panel of reputed service providers/suppliers for providing services/supply of various goods and services. The empanelment will be valid for two years. The empanelment is to be done in 25 trades and in 5 categories. For each service applicant can apply from any of the 5 categories in any one category according to their capacity. The applicants can apply for one or more trades of work. For category of Trade items/work list please refer to Annexure I.

2. Applicants for empanelment should apply in the prescribed form, which, along with all the other details, can be downloaded from our websites: <https://birdlucknow.nabard.org/tender-and-adv/>
3. The applications dully filled in the prescribed proforma may be submitted in a sealed cover clearly super-scribing it as “Empanelment of various Service Providers and Suppliers at Bankers Institute of Rural Development, Lucknow” to the Director, Bankers Institute of Rural Development, Sector-H, LDA Colony, Lucknow – 226012.
4. Last Date of submission of application is 28<sup>th</sup> February 2023 up to 3.00 PM.
5. Already empaneled contractors may submit applications afresh.
6. Bankers Institute of Rural Development reserves the right to reject any or all the applications without assigning any reasons thereof.

Yours faithfully

Sd/-  
(Samriti Bhagat)  
Deputy General Manager (Admin)

## **CHECKLIST FOR SUBMISSION OF APPLICATION**

<b>Sr. No.</b>	<b>Particulars</b>	<b>Submitted (Yes/No)</b>
1.	The application duly filled submitted in a sealed envelope	
2.	The application submitted on applicant's letterhead as per Annexure-V	
3.	Application super-scribed as "Empanelment of various Service providers and Suppliers at Banker Institute of Rural Development, Lucknow" on the cover and addressed to Director, Bankers Institute of Rural Development, Sector-H, LDA Colony, Lucknow	
4.	Indicated on the top of the envelope the category and trade- code(s) in which empanelment is desired	
5.	Submitted copies of Work orders, Completion Certificates in support of experience	
6.	Submitted copies of Balance Sheet and Profit & Loss statement for the previous three years, duly certified by a practicing Chartered Accountant, in support of Average Annual Turnover OR Banker's Solvency Certificate in Proof of having adequate financial standing.	
7.	Details of Labour License/ Electrical License / Membership etc. (wherever applicable) obtained from the Competent Authorities (a copy to be enclosed).	
8.	Copy of Permanent Account Number (PAN) of the proprietor/Partnership firm/Private Limited/Limited or Co-operative Body attached	
9.	Copy of Details of Registrations, if any, with (i) GSTIN (ii) Sales Tax Authority (TIN) (iii) Shop Establishment License (iv) Certificate of Authorized Dealership from manufacturer (if applicable)	
10.	Information duly furnished in Annexures III & IV along with supporting documents	
11.	Bank details furnished in Annexure- VI	
12.	Copy of cancelled cheque	

\* Checklist is indicative only. Applicant is requested to go through the application proforma carefully before submission.

## NOTICE INVITING

**Applications for empanelment of various service providers and suppliers for Bankers Institute of Rural Development, Lucknow intends to prepare a panel of reputed service providers and suppliers for trades mentioned in Annexure I.**

- 1) The empanelment shall be valid for a period of 2 years i.e. 01<sup>ST</sup> April 2023 to 31<sup>ST</sup> March 2025. If the performance and dealings of the Service Provider/Supplier is found to be unsatisfactory, Bank reserves the right to delete their name from the empanelled list.
- 2) The panel would be prepared under five categories i.e. works costing –
  - (i) upto Rs 2.00 lakhs (Category-I)
  - (ii) upto Rs.5.00 lakhs (Category-II)
  - (iii) upto Rs.10.00 lakhs (Category-III)
  - (iv) upto Rs.25.00 lakhs (Category-IV)
  - (v) upto Rs. 50.00 lakhs (Category V)

Note: For some categories the empanelment is not done in all the 5 categories. Kindly read the Annexure-I carefully in this regard before submitting the applications.

- 3) The service providers/suppliers should meet the following minimum criteria:

### **PRE-QUALIFICATION CRITERIA**

Criteria	Category –I (upto Rs. 2 lakhs)	Category – II (upto Rs. 5 lakhs)	Category – III (upto Rs. 10 lakhs)	Category – IV (upto Rs. 25 lakhs)	Category – V (upto Rs. 50 lakhs)
1) ANNUAL FINANCIAL TURNOVER : Average Annual financial turnover during each of the last 3 years, ending 31 March 2022, should be at least (Category- wise) :					
	NA	Annual Financial turn-over of minimum Rs. 1.5 lakh each year	Annual Financial turn-over of minimum Rs. 3 lakh each year	Annual Financial turn-over of minimum Rs. 7.5 lakh each year	Annual Financial turn-over of minimum Rs. 15 lakh each year
2) Technical Competence	The vendors should be authorized dealers in case of supply of branded items like electronic goods, electrical goods, computers and peripherals, UPS, Batteries etc.				
3) Experience	The firm/vendor should be supplying goods/services at least from past 3 years. Vendors should submit documentary evidence supporting the same. (Ex. GSTIN, Purchase Orders, Registration of Firm, etc.)				

Note: The following documents should invariably be attached along with application in support of experience, establishment and financial capability:

- i) Copies of Registration Certificate, valid licenses, purchase orders for related trades and GSTIN Registration certificate.
- ii) Copies of Balance Sheet and Profit & Loss statement for the previous three years, duly certified by a practicing Chartered Accountant, in support of Average Annual Turnover OR Banker's Solvency Certificate in proof of having adequate financial standing. For Category-I and II, the agencies can submit other documents instead of balance-sheets etc.
- iii) Certificate from Manufacturers of Authorized Dealership for supplies like Electronic and Electric Goods, Computers and Peripherals, UPS, Batteries Etc.
- 4) The application duly filled in shall be submitted in a sealed envelope super subscribed as "Empanelment of various Service Providers and Suppliers at Bankers Institute of Rural Development, Lucknow" on the cover and addressed to Director, Bankers Institute of Rural Development, Sector-H, LDA Colony, Lucknow on or before 03:00 P.M., 28<sup>th</sup> February 2023. Already enlisted contractors also need to apply afresh.
- 5) BIRD encourages electronic mode of payment to vendors. For this purpose, please furnish the information in Annexure-VI.
- 6) The Bank reserves the right to reject any or all the applications without assigning any reason thereof.

Encl.:

Annexure-I (Trade wise list of Services/Supplies)

Annexure-II (General Instructions to the applicants for Empanelment)

Annexure-III (Basic Information)

Annexure-IV (Previous Experience)

Annexure-V (Pro-forma of covering letter to be submitted on applicant's letter-head)

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

**ANNEXURE-I****Trade wise list of items for Services/Supplies at BIRD Lucknow**

<b>Trade/Items of Work</b>		<b>Category – I (upto Rs. 2 lakhs)</b>	<b>Category – II (upto Rs. 5 lakhs)</b>	<b>Category – III (upto Rs. 10 lakhs)</b>	<b>Category – IV (upto Rs. 25 lakhs)</b>	<b>Category – V (upto Rs. 50 lakhs)</b>
		<b>Trade Code</b>				
<b>SECTION A (Services)</b>						
1.	Dry Cleaners & Laundry Services	1 (A)	1 (B)	1 (C)	NA	NA
2.	Printers – for printing Banners, Standees, Brochures Books, Broaches, Register, Files, Folder etc	2 (A)	2 (B)	2 (C)	NA	NA
3.	Photographers including videography and customized items	3 (A)	3 (B)	3 (C)	NA	NA
4.	Courier Service Providers	4 (A)	4 (B)	4 (C)	NA	NA
5.	General Civil, Electrical, Sanitary, Plumbing and Carpentry Works	5 (A)	5 (B)	5 (C)	5 (D)	5 (E)
6.	Photocopiers	6 (A)	6 (B)	6 (C)	NA	NA
<b>SECTION B (Supplies for various articles)</b>						
7.	All Stationery Items	7 (A)	7 (B)	7 (C)	NA	NA
8.	Plumbing and Sanitary item Suppliers	8 (A)	8 (B)	8 (C)	NA	NA
9.	Supply of electrical goods for day to day maintenance work such as lamps, tube lights, CFL, LED lights, fans, wires switches, light fixtures and solar equipments etc.	9 (A)	9 (B)	9 (C)	9 (D)	(E)
10.	Suppliers of Crockery and Cutlery Items	10 (A)	10 (B)	10 (C)	NA	NA
11.	Supply and installation of TV, refrigerators /washing machines domestic appliances, Air-conditioners, fridges, coolers, blowers, Music system, Heaters, iron heaters and	NA	NA	11 (C)	11 (D)	11 (E)

	telecommunication devices etc.					
12.	Supply, installation and repair of Modular Office furniture, Desks, Chairs, Bookcases, Tables etc.	12(A)	12 (B)	12 (C)	12 (D)	12 (E)
13.	Supply of manure, fertilizers, insecticides, flower plants, flower pots etc.	13 (A)	13 (B)	13 (C)	NA	NA
14.	Supply of cleaning materials, toilet kits including soaps, detergents, cosmetics, etc.	14 (A)	14 (B)	14 (C)	NA	NA
15.	Supply of Computers and Peripherals like PC, Laptops, Tabs, Printers, Projectors, Scanners, computer stationery etc.	NA	NA	15 (C)	15 (D)	15 (E)
16.	Supply of UPS systems and their accessories like batteries etc.	NA	NA	16 (C)	16 (D)	16 (E)
17.	Supply of Printer Cartridges for Samsung, Panasonic, Ricoh, HP etc.	17 (A)	17 (B)	17 (C)	NA	NA
18.	Supply of Bed and Bath Linen of Bombay Dyeing	18 (A)	18 (B)	18 (C)	NA	NA
19.	Supply of Curtains	19 (A)	19 (B)	19 (C)		
20.	Supply of Newspapers, Periodicals and Magazines	20 (A)	20 (B)	20 (C)	NA	NA
21.	Supply of Sports Goods and Equipments	21 (A)	21 (B)	21 (C)	NA	NA
22.	Florists	22 (A)	22 (B)	22 (C)	NA	NA
23.	Survey works (Field survey and data handling works)	23 (A)	23 (B)	23 (C)	NA	NA
23 (a)	Format based survey & data collection	23 (a) (A)	23 (a) (B)	23 (a) (C)	23 (a) (D)	23 (a) (E)
	(i) PAN India Survey					
	(ii) Specific area survey					
	(iii) Area of population to which the surveyor will reach					
23 (b)	Tablet/electronic data collection & survey	23 (b) (A)	23 (b) (B)	23 (b) (C)	23 (b) (D)	23 (b) (E)
	(i) PAN India Survey					
	(ii) Specific area survey					
	(iii) Area of population to which					



	the surveyor will reach					
24.	Architectural Designing /interior Designing services	24 (A)	24 (B)	24 (C)	NA	NA
25.	Pest Control	25 (A)	25 (B)	25 (C)	NA	NA

## **ANNEXURE-II**

### **General Instructions to the applicants for Empanelment**

1. Bankers Institute of Rural Development, (BIRD) Lucknow intends to prepare a panel of reputed service providers and suppliers for various services/ supplies of goods. These works (which are likely to be executed) will have estimated cost ranging from below 2 lakh and up to Rs.50 lakh.
2. The Service provider/Supplier for any particular work shall be selected from the respective panel of the Bank through competitive bidding.
3. Applicants are required to indicate on the top of the envelope the trade-code(s) and category/categories in which they desire empanelment as per list enclosed.
4. The applicants can apply for one or more trades/categories of empanelment, which may be clearly mentioned in Annexure – V of the application document.
5. Intending applicants are required to furnish details about their Organisation, experience, competence and evidence of their financial standing as per the enclosed pro-forma in order to be considered for empanelment.
6. While deciding upon the selection of vendors, 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.
7. The vendor must have own adequate technical set-up within Municipal limits of Lucknow so that complaint / work may be attended to on time.
8. The vendor must have sufficient number of experienced personnel, technical know-how, equipment, instruments and other resources, to complete the awarded work well in time and as per specification.
9. The Bank reserves the right to inspect the facilities of the vendor/contractor to verify the genuineness and to ensure the conformity with the details given in the bid.
10. Information furnished in the pro-forma will be kept confidential.
11. The application form and each part of the pro forma viz. (i) Basic Information
12. (ii) Previous Experience shall be signed by a person on behalf of the Organisation, who is duly authorized to do so.
13. 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 part number and serial number of item. Satisfactory completion certificates for works done for different employers should preferably be furnished along with the application.
14. Applications containing false or inadequate information are liable for rejection.

15. Bankers Institute of Rural Development Lucknow reserves the right to reject any or all applications without assigning any reason thereof. Decision of the Bank in regard to selection of Contractors for empanelment will be final and binding.
16. For any clarifications, you may contact Premises Section personally or by sending e-mail at [dpsp.bird@nabard.org](mailto:dpsp.bird@nabard.org). On any working day between 1000 hrs to 1700 hrs.
17. All applicants must fill the following format and paste it on the envelope while submitting their application:

**Name of the Applicant:**

**Address:**

**Contact Number:**

**Application for the Service:** (Please mention applicable trade as per Annexure-I)

**Application for works of Category:** (Please mention applicable category as per Annexure-I)

**Please Note: Multiple applications from a single applicant must be submitted in a separate sealed envelope.**

**ANNEXURE-III****Basic Information**

1.	Trade(s) Applied for (Mention Trade code from Annexure-I)	
2.	The category for which application is being made (please tick relevant category):	
	Category – I ( Upto Rs. 2 lakh)	
	Category – II ( Upto Rs. 5 lakh)	
	Category – III ( Upto Rs. 10 lakh)	
	Category – IV ( Upto Rs. 25 lakh)	
	Category – V ( Upto Rs. 50 lakh)	
3.	Name of the Organisation/Firm/Vendor	
4.	Type of the Organisation (Whether Sole proprietorship, Partnership, Private Limited, Limited or Co-operative Body, etc.)	
5.	Name of the Proprietor/ Partners or Directors in the Organisation	
5 (a)	Registered address of the applicant	
6.	1. Details of Registration (Firm, Company, etc.), Registering Authority, Date, No. Etc. 2. Details of Labour Licens / Electrical License/ Membership etc. (if any) obtained from the Competent Authorities (a copy to be enclosed).	
7.	Experience as service Provider/Supplier. [In operation since (years)]	
8.	Details of Banker' Solvency Certificate (if any) & Name & Address of the Bankers	
9.	Permanent Account Number (PAN) of the proprietor/Partnership firm/Private Limited/Limited or Co-operative Body (copy of PAN to be attached)	
10.	Details of Registrations, if any, with (i) GST (ii) Shop and Establishment License (Enclose copies of relevant documents)	
11.	Annual turnover during the last three years	(i) 2019-20 (ii) 2020-21 (iii) 2021-22

12.	I. Registered Office address, II. Contact number (Landline & Mobile) III. Fax number IV. E-mail id	
	V. Website address (if any) Office Address based at Lucknow through which the work will be handled and the name of the Officer-in-Charge/Top Executive	
13.	Whether working with any of the Govt./ Semi Govt. Undertakings/ PSU/ Financial Institution as approved contractors and if so, furnish details thereof	
14.	Indicate if involved in any litigation at present in similar type of contracts.	
15.	Any Civil suit arisen in the contracts of Works executed. If any, please give brief details.	
16.	Number of supplementary sheets attached to Annexure-III	

Place:

Date:

Signature of Applicant

**ANNEXURE-IV**

**Previous Experience**

1) List of important similar works executed by the Organization during the last 5 years:

Name of the Work	Name and address of the owner (Govt. or Semi-Govt/ Bank/ Public /Private Sector organization)	Nature & type of Works (in brief)	Location	The name & full address/contact number of the Officer under whom the work was carried out	Amount tendered
1	2	3	4	5	6

Duration		Actual cost of work	Work completion details (If work was left incomplete, or contract was terminated by either side give details thereof)
Stipulated time	Actual time taken		
7	8	9	10

2) List of important similar works on hand each worth Rs. \_\_\_\_\_ lakh and above:

Name of the Work	Name of the owner (Govt. or Semi- Govt/ Bank/ Public Sector Organisation)	Nature & type of Works (in brief)	Location	Amount tendered
1	2	3	4	5

Time stipulated for completion	Present stage of work
6	7

3) Number of supplementary sheets attached to Annexure-IV: \_\_\_\_\_

Date:

Place:

Signature of Applicant

**ANNEXURE-V**

**To be submitted on Contractor's own Letter head**

No. ....

Date : .....

Director  
Bankers Institute of Rural Development,  
Sector-H, LDA Colony,  
Lucknow-226012

Dear Sir/Mam,

**Empanelment of various Service Providers and Suppliers for Bankers Institute of Rural Development, Lucknow - “\_\_\_\_\_” (write name of the trades & code number under which the applicant wants to be empanelled)**

1. With reference to your advertisement in the Newspaper on \_\_\_\_\_ 2023 for the Empanelment of Contractors, 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. and the maximum financial limit under the said class/category is Rs..... . I am/We are enclosing a copy of the certificate to this effect issued by them. All the other desired information, documents and certificates as required by you, are enclosed herewith in the prescribed pro forma for your perusal.
3. I/We have read the instructions appended to the pro forma and I/We understand that if any false information is detected at a later date, any future contract made between ourselves and Bankers Institute of Rural Development, Lucknow on the basis of the information given by me/us will be treated as invalid.
4. I/We agree that the decision of Bankers Institute of Rural Development, Lucknow in selection of the Contractors will be final and binding on me/us.
5. All the information furnished under Annexures III and IV 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 Firm/Agency/Contractor)

**Details of Bank Account**

Name of Firm	
Name of Account Holder	
Address of firm	
Name of Bank Branch and Address	
Bank Code & Branch Code	
IFSC Code of Bank Branch	
Type of Account (Saving/Current / Cash Credit)	
Account Number	
PAN of firm	
GSTIN of the firm	

(A COPY OF CANCELLED CHEQUE UNDER WHICH ACCOUNT OF THE VENDOR IS OPERATED, A COPY OF PAN CARD, A COPY OF GSTIN MUST BE ENCLOSED)